

**St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGYVADI,  
CHENNAI – 600 054**

**INTERNAL QUALITY ASSURANCE CELL**

RefNo: SPCET / PRI / CIR / 2022 – 2023/ IQAC

Date:02.06.2022

**Notice for IQAC Meeting**

A meeting of the Internal Quality Assurance Cell (IQAC) of St.Peter's College of Engineering and Technology will be convened at 11.00 am on 8.06.2022 at the Conference Room. All the members are requested to attend the meeting.

**AGENDA**

1. Review of previous meeting
2. NAAC Documentation
3. Academic calendar for AY 2022-23 odd semester
4. Benchmark of academic activity for AY 2022-23
5. Research and development
6. Placement activity

  
Principal & Chairman (IQAC)

To

All IQAC members

Copy to

Director/Dean/secretary  
Chairperson/ Trustee

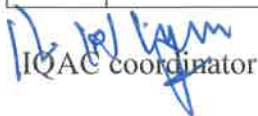
**St. PETER'S COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**AVADI, CHENNAI – 600 054**

**INTERNAL QUALITY ASSURANCE CELL**

08.06.2022

**MINUTES OF MEETING AND ACTION TAKEN REPORT**

S.No	Agenda	Discussion	Decision and action taken	Responsibility
1	Review of previous meeting	Minutes of last meeting reviewed and approved	The documents submitted by the coordinator passed for implementation	IQAC coordinator
2	NAAC Documentation	IIQA submission Status of documents collection of each criteria	IIQA submitted Instruction given to criteria coordinator to complete documentation process before January 2023 to upload the NAAC SSR	IQAC coordinator and criterion coordinator
3	Academic calendar	Institution calendar and department calendar	Academic calendar for AY 2022 -2023 even semester planned and finalized	Head of institution and Head of the department
4	Benchmark for the AY 2022-2023	Detailed discussion were made in all criteria regarding benchmark for each criteria	Benchmark for the AY 2022-2023 finalized	Head of institution and Head of the department
5	Research and development	Detail discussion were made regarding Research and development	Ph.D holders are informed to apply at least one proposal	Head of the department
6	Placement activity	Training program for final year students	Details of training program and dates are finalized	Placement coordinator and Head of the department
	Vote of thanks	On behalf of IQAC Dr.R.Murugan conveyed vote of thanks .		

  
IQAC coordinator

  
Chairperson  
08/06/22