



St. PETER'S COLLEGE OF ENGINEERING & TECHNOLOGY :: CHENNAI

**Affiliated to Anna University, Chennai & Approved by AICTE
Accredited by NAAC with 'A' Grade & ISO 9001:2015 Certified Institution**

2021 - 2022



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Date: 10.11.2021

Ref No: SPCET / IQAC / CIR / 2021 – 2022 / 01

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

We cordially invite you to attend the Internal Quality Assurance Cell (IQAC) meeting of St Peters College Of Engineering and Technology, College Road, Avadi, Chennai - 600054 being held on 19.11.2021 at conference hall at 2.00 PM to discuss about the progress of academic and administrative units. All the members are requested to attend the meeting.

Agenda

- i) Action taken report of Previous IQAC meeting.
- ii) Research and Publications , FDPs, Workshops, Conferences and Patents
- iii) Identification of notable Alumni and their involvement in admission and activities of college.
- iv) Achieving Target measure set for Individual faculty
- v) Allocation of Staffs from each department for each criterion.
- vi) Admission –Brochure, Digital platform and usage of faculty.


IQAC COORDINATOR



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St. Peter's College of Engineering & Technology
Avadi, Chennai-600 054.

To:

All department HOD's
All Members of IQAC
File

Copy to:

Chairperson- For Kind Information
Trustees - For Kind Information


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MINUTES OF MEETING

Sl. No	Agenda	Discussion	Decisions / Action Taken	Responsibility
1	To discuss the action taken in the previous IQAC meeting.	Minutes of the last meeting were read discussed and approved.	The documents submitted by coordinators were passed for implementation and pending works should be completed by the department in charges	IQAC Coordinators
2	FDPS, Workshops, Seminars, Guest Lectures, Research Papers, Projects Publications in UGC referred journals and conferences	Strategies were discussed for the improvement of staff quality by encouraging faculty members to Publish Research Papers in Reputed Journals and Conferences. Faculties were asked to enrol in NPTEL Courses also asked to register for Ph.D in the coming academic year.	Department Heads are requested to encourage their faculty members to to achieve the targets.	Head of Department
3	Notable Alumni Identification and to ensure their involvement in admission and other activities of college.	Department alumni coordinators were asked to identify notable alumni through frequent interactions and ensure their involvement in admission and activities of department.	One minute videos of alumni can be made for admission purpose and notable alumni's can be called to college to interact with students in means of guest lectures or alumni talk etc	Alumni Coordinator, Admission Coordinator, and placement coordinator
4	Preparation of lab manuals and course content with new pattern.	Discussion were made to prepare lab manual and notes based on new template given by the director for regulation 2021	HoDs were asked to monitor and guide staffs to prepare.	All Staff and Concerned HODS of various Departments
5	Allocation of Staffs for NAAC criterion	Proposed to allocate staffs for each criteria from concern department for smooth conduction of NAAC works	Identify staffs to combine with criterion Incharges to complete the works	Head of Department




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6	Admission	Detailed discussions were made for improving admission by combining with staffs, students and alumni.	Highlights of department. Department brochure, 1 minute video of alumni, video about achievements of department can be made for admission purpose.	Head of the Department and all staff members.
7	MOU's /VAC	Need of MoU's , VAC, grants and funds were elaborated	Hods were insisted to sign at least 2 MoU's Per department and conduct events. All departments are strictly insisted to conduct at least 3 Value added courses per year	Head of the department and staff members
8	ERP	Department ERP coordinators are advised to update faculty and students datas as soon as possible.	A committee can be formed to check the data provided by the department.	HoD and ERP Coordinator
9	EDC	EDC coordinator discussed various activities planned to be conducted in the near coming days.	Faculty and student incharges of departments are advised to take the events seriously and conduct smoothly	EDC Coordinator
10	Vote of Thanks	On behalf of IQAC, Dr. R. Murugan conveyed vote of thanks to Director, principal and all members for attending the meeting		


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Date: 02.03.2022

Ref No: SPCET/ IQAC / CIR / 2021 - 2022 / 03

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

We cordially invite you to attend the Internal Quality Assurance Cell (IQAC) meeting of St. Peter's College Of Engineering and Technology, College Road, Avadi, Chennai - 600054 being held on **08.03.2022** at conference hall at 2.00 PM to discuss about the progress of academic and administrative units. All the members are requested to attend the meeting.

Agenda

- i) Action taken report of Previous IQAC meeting.
- ii) FDPs, Workshops, Conferences and Patent
- iii) Content Development
- iv) Identification of Alumni and their involvement in placement, admission, and Consultancy.
- v) Achieving Target measure set for Individual faculty


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MINUTES OF MEETING

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1	To discuss the action taken in the previous IQAC meeting.	Minutes of the last meeting were read discussed and approved.	The documents submitted by coordinators were passed for implementation and pending works should be completed by the department in charges	IQAC Coordinators.
2	FDPs, Workshops, Seminars, Guest Lectures, Research Papers, Projects Publications in UGC referred journals and conferences	Detailed discussion strategies for the improvement of staff quality by encouraging faculty members to Publish Research Papers in Reputed Journals and Conferences, patents, for organizing workshops and FDPs for this academic year	Department Heads are requested to encourage their faculty members to Publish Papers in conferences and workshops	Head of Department
3	Alumni Identification and to ensure their involvement in placement admission, consultancy	Contributions of alumni for departments were discussed. The importance of strengthening the Alumni Association was discussed.	Alumni meetings should be conducted and efforts should be made by the institution to make efforts in the improvement of the alumni cell for extending their support for placement, admission, and consultancy works	Alumni Coordinator, Admission Coordinator, and placement coordinator





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4	E-Content development	Discussion held to provide e-content development facilities in the institution for student reference. E content for various courses in video mode should be prepared	E-Journal & E Contents list in the library should be provided by the librarian so that extra contents can be added for student reference. Each staff member should record their classes in video from the platform used by them for online classes	Library In-charge All staff members and HODS
5	Completion of pending syllabus & conduct Practical classes	Discussion regarding the completion of remaining syllabus in various courses and laboratories was held	Timetable for lab classes was prepared and labs were planned to conduct in remaining sessions classes	All Staff and Concerned HODS of various Departments
6	Symposium and conduction of other curricular events	Discussed about smooth conduction of events	Hods were asked to propose date and fund required also various committees can be formed for smooth conduction.	Head of the Department
7	Vote of Thanks	On behalf of IQAC, Dr. R. Murugan conveyed vote of thanks to Director, principal and all members for attending the meeting		


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