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

2019 - 2020

St. Peter's College of Engineering and Technology
Avadi, Chennai 600054

SPCET/PRI/IQAC/Meeting/2019   August 20,2019

Notice for IQAC Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) of St. Peter's College of Engineering and Technology will be conducted at 2.30 PM on 28.08.2019 at the conference hall.All the members are requested to attend the meeting.

Agenda
1. Academic Performance
2. Research
3. Certificate Courses
4. Any other points with prior approval

CO-ORDINATOR   PRINCIPAL

To
      Dean (A)
      All HODs
      File

Copy to:
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St. Peter's College of Engineering and Technology

Avadi, Chennai 600054

SPCET/PRI/IQAC/Meeting/2019   August28, 2019

MINUTES OF IQAC MEETING HELD ON 28.08.2019

Principal welcomed all the members for the meeting. Dr. P. Partheeban, Co-ordinator, of the IQAC briefed about the activities and future plans. The following points were discussed.

1. Annual Quality Assurance Report (AQAR) status of preparation and copy of the report was circulated to the members for the suggestion and views. It is planned submit AQAR to NAAC through online portal before 15.09.2019.

2. The Academic and administrative audit tobe conducted frequently and data must be analysed and used for the growth of institution.

3. IQAC of SPCET is proposed to conduct the following special lecture to enhance the faculty knowledge:

   - Awareness programme on Intellectual Property Rights
   - Guidelines for publishing Indexed papers
   - E-learning awareness to be given for our faculty members and encourage them to upload study materials in our college website.

4. The members suggested the possibility of online payments system

5. It is suggested to promote / encourage students for higher studies through competitive exams

6. Certificate and Value-added courses to be conducted by each dept at least one for an academic year.

7. Young teacher awards can be applied by our faculties who are having less than 35years and having good academic credentials.

8. Students satisfaction survey form to be prepared and to be collected and analysed for improvement. The results to be uploaded in our college website.

9. It is suggested that Department of Information Technology may take initiative to develop Management Information System software through student's project

10. Meeting ended with a vote of thanks by Dr. P. Partheeban, Coordinator.

CO-ORDINATOR   PRINCIPAL

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September 02,2019

ACTION TAKEN REPORT BASED ON MINUTES OF IQAC MEETING

The action taken report based the IQAC meeting held on August 28,2019 given below.

Sl.No	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings
1	Status of AQAR submission by 15.09.2019	• All Hods were requested to speed up the process to submit AQAR on time.
2	Conduction of Academic audit and administrative audit for smooth running of institution.	• Academic dean was asked to prepare a schedule for academic audit and administrative audit schedule to be prepared by the auditor.
3	Special Lectures to be arranged on - a)Awareness program on Intellectual Rights. b)Guidelines for publishing indexed papers. c) E- Learning awareness	• All departments were asked to conduct programs based on the topics, mainly IQAC department and R&D department
4	It was suggested to give awareness to students about higher studies and the competitive exams to be prepared for it.	• Placement incharges of the departments were asked to prepare the list of students interested in higher studies and give awareness to them.
5	It was suggested to conduct certificate courses and skill development courses extensively.	• Each department conducted few certificate course and skill development course
6	It was suggested to develop Management Information System	• IT department was asked to execute this as a final year project.

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SPCET/PRI/IQAC/Meeting/2020   June 05,2020

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<u>Notice for IQAC Meeting</u>

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A meeting of the Internal Quality Assurance Cell (IQAC) of St. Peter's College of Engineering and Technology will be conducted at 2.30 PM on 10.06.2020 through online mode. All the members are requested to attend the meeting.

<u>Agenda</u>
1. Academic Performance
2. Online classes
3. Make use of ICT
4. Certificate Courses
5. Any other points with prior approval

                                                        PRINCIPAL

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Principal welcomed all the members for the meeting. Dr.G.Umarani Srikanth, of the IQAC briefed about the activities and future plans. The following points were discussed.

1. Principal suggested to all HoDs to make use of ICT tools to improvise the quality of teaching.

2. It is advised to encourage the students to undergo Internship and projects in a reputed and large scale industry.

3. The work executed by students must be published as journal papers along with the name of the guide in industry, so that it can be added to strengthen the AICTE-CII process.

4. The awareness about more certification courses must be arranged and students must be encouraged to join.

5. The final year students who are academically sound must be trained during class hours in order to get placed in core companies.

6. It is proposed to encourage the staff members to prepare research proposals.

7. Principal instructed faculty to instruct the students about POs, PSOs and COs for each course in all the departments.

8. It is advised to organize programmes pertaining to girl students of the Institution.

Principal
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June 15,2020

ACTION TAKEN REPORT BASED ON MINUTES OF IQAC MEETING

The action taken report based the IQAC meeting held on June 10,2020 given below.

Sl.No	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings
1	Use of ICT tools	• All Hods were requested to encourage staffs to make use of ICT tools
2	Students to go for internship and Project.	• Hods and class advisors are used to monitor the students and encourage them to involve in internship and project that can help in their employment.
3	Arrangement of more certification Courses	• All departments were asked to conduct programs mainly IQAC department and R&D department
4	It was suggested to give awareness to students about POs ,Cos and PSO s	• A team of faculty can be formed to give awareness about POs ,Cos and PSOs to students.

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