



**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**

**2020 - 2021**

**ST PETERS COLLEGE OF ENGINEERING AND TECHNOLOGY**

**AVADI, CHENNAI 600054**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref No: SPCET/PRI/CIR/2020-21/IQAC

Date :09.11.2020

**CIRCULAR**

We cordially invite you to attend the Internal Quality Assurance Cell (IQAC) meeting of St Peters College Of Engineering and Technology, Avadi being convened at 2.00 P.M on 11.11.2020 at the Conference Hall. All the members are requested to attend the meeting positively.

**AGENDA**

1. Action taken report on the proposals of previous IQAC meeting.
2. Road map to execute the proposed strategic plan & yearly bench marks to departments for achieving the targets.
3. Setting up of Quality based Training Programme
4. To Promote/Encourage the students for higher education through competitive exams.
5. Any other item with the permission of Chairperson.

  
IQAC Coordinator



  
PRINCIPAL



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Avadi, Chennai-600054

**St. PETERS COLLEGE OF ENGINEERING AND TECHNOLOGY**

**AVADI, CHENNAI 600054**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of Meeting**

<b>SLNo</b>	<b>Agenda</b>	<b>Discussion</b>	<b>Decisions /Action Taken</b>	<b>Responsibility</b>
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 instructed the department in charges to complete the pending works	IQAC Coordinators.
2	Road maps to execute a proposed strategic plan for online classes, FDP and Conferences	Confirmation for each plan	Incharges for each plan was decided and instructed to complete the task	Department Incharges
3	To set benchmarks for each department for achieving target	Benchmarks were set for each department , goals were set based on core areas of the department	Incharges were finalised and asked to complete the task	IQAC member of the department
4	Setting up a quality-based training program	Training programs for each department should be identified in the thrust area	Placement coordinators of each department are asked to arrange for the training program	Placement coordinator of each department
5	To promote/encourage the students for higher education and competitive exams	Should identify the interested students for higher education	HSC coordinators of each department are requested to collect data of each student for higher education	HSC Coordinators



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6	Any other item with the permission of chairperson/ Principal	To improve the quality of admissions, student profile and placement activities	The principal requested all the coordinators to start the process	IQAC members, admission team and Placement Incharges.
7	Vote of Thanks	On behalf of IQAC, Dr. G.Umarani Srikanth conveyed vote of thanks to the principal and all members for attending the meeting		

  
**IQAC Coordinator**

  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref No: SPCET/PRI/CIR/2020-21/IQAC

Date :22.02.21

We cordially invite you to attend the Internal Quality Assurance Cell (IQAC) meeting of St Peters College Of Engineering and Technology, Avadi being convened at 2.00PM on 24.02.2021 at Conference Hall to discuss about the progress of academic and administrative units. All the members are requested to attend the meeting.

**AGENDA**

1. Action taken report of Previous IQAC meeting.
2. Identification of Alumni and their involvement in placement, admission, and Consultancy.
3. ATAL FDPs, Workshops
4. Content Development

  
IQAC Coordinator



  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of Meeting**

<b>SLNo</b>	<b>Agenda</b>	<b>Discussion</b>	<b>Decisions /Action Taken</b>	<b>Responsibility</b>
1	To discuss the action taken in the previous IQAC meeting	The 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 incharges	IQAC Coordinators to ensure the implementation of the action.
2	Alumni identification and their involvement in placement, admission and 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 alumni cell for extending their support for placement, admission and consultancy works	Alumni coordinator, Admission coordinator and placement coordinator
3	ATAL, FDP's and Workshops	Detailed discussion on strategies for the improvement of ATAL ranking was discussed.	Department Heads are requested to encourage their faculty members to register for ATAL FDP's	Head of the Department



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4	E-Content Development	Discussion held to provide e-content development facilities in the institution for student reference	E-Journal & E-Content list in the library should be provided by the librarian so that extra contents can be added for student reference	Library In-charge
5	Vote of Thanks	On behalf of IQAC, Dr. R. Murugan conveyed a vote of thanks to the principal and all members for attending the meeting		

  
**IQAC Coordinator**

  
**PRINCIPAL**





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