



Lr. No: RGM CET/IQAC-19/2016-17

Dt: 29-06-2016

**Internal Quality Assurance Cell (IQAC)**

The meeting of IQAC is scheduled to discuss the points mentioned in the agenda below.

Date: - 03/07/2016

Time: - 3.00 PM

Venue: - Board Room – Principal Office

All the members are requested to remain present for the meeting.

**Agenda:-**

1. Planning for Academic year 2016-17.
3. Upgrade syllabus and course structure
4. Plan for more research proposal to funding agency
5. Any points with permission of chair.

**Coordinator  
IQAC**



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

Ref: Lr. No: RGM CET/IQAC-19/2016-17 Dt: 29-06-2016

The first meeting of IQAC for academic year 2016-17 was held on 03/07/2016. The following work was transacted in this meeting.

#### **Academic Activities:**

- Suggested Teaching plan/ Actual must be recorded and regularly verified to keep track of syllabus completed and the remaining part of the syllabus.
- Mid Exams/Unit Test performance must be verified on regular basis to monitor the student's performance and their understanding in the subject.
- Industrial visits/Training must be emphasized on regular basis so that the student's can gain knowledge about the working culture in industry as well as to gain knowledge about the machinery and recent developments in technology.
- Status of expert lecture/seminar - committee suggested that institution should increase the number of seminars and the expert lecture in order to in build the knowledge in faculty and student about latest technologies and recent development in various organizations.
- It is necessary to keep up with pace of development going in the industries so it is recommended by the committee to verify the need for up gradation of syllabus.

#### **Research Activities:**

- Faculty Development- Qualification Enhancement - institution should have healthy environment by promoting research culture among the faculty and encouraging the faculty member to opt for higher studies.



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- Purchase of necessary equipment & Laboratory development for research requirement.

**Extension Activities:**

- Up gradation of library facilities – Books, Journals etc. - the library has good number of books and journals. The committee has requested department to recommend books and journals to be purchased for enhancing the exposure of student and faculty in all discipline.
- Status of consultancy - In order to generate revenue as well as to improve resource sharing and expertise it is suggested to all departments to undertake consultancy.
- Organizing Workshops/Seminars - The dept should arrange workshops. Seminars conferences in the respective discipline for peer interaction.
- Facilities for students to appear in competitive examinations – The institution should improve the books available for competitive exams and also it is suggested to provide information about the competitive exams.
- It is suggested to send more proposals for funding agencies.
- Keep continuous contact with past students – The alumni should be in touch with the respective departments. Meetings and events should be organized in which the past students participate there by having them with us and play a role in institution development.

**Coordinator**

**Copy to:**

1. All members of IQAC
2. All HODs
3. Library
4. PD Sports
5. Director R & D
6. Training & Placement Office
7. Coordinator First Year
8. Admin Office



Lr. No: RGM CET/IQAC-21/2016-17

Dt: 11-11-2016

**Internal Quality Assurance Cell (IQAC)**

The meeting of IQAC is scheduled to discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 15/11/2016

Time: - 3.00 PM

Venue: - Board Room – Principal Office.

All the members are requested to remain present for the meeting.

**Agenda:**

1. Review of the previous meeting
2. Discussion on the review(Odd Semester) reports of the departments
3. Review of academic record book
4. Qualification enhancement
5. Study opportunity for MoU with industry
6. Any points with permission of chair.

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Lr. No: RGM CET/IQAC-22/2016-17

Dt: 16-11-2016

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

Ref: Lr. No: RGM CET/IQAC-21/2016-17 Dt: 11-11-2016

The IQAC meeting was held on 15/11/2016. The following work was transacted in this meeting.

#### **Academic Activities:**

- The committee reviewed the academic record book and suggested some modifications.
- Reviewed the new courses/Subjects and confirm the adequacy of facilities.

#### **Research Activities:**

- Faculty should be encouraged to enhance their qualifications – institution should have healthy environment by promoting research culture among the faculty and encouraging the faculty member to opt for higher studies.
- Study more opportunity for MOU with industry/Institutions - MOU with universities institutions industries needs to be undertaken for physical and human resource sharing, and developments, committee is satisfied with MOU's signed by the institution.



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**Extension Activities:**

- Work towards increased internal revenue generation - In order to generate revenue as well as to improve resource sharing and expertise it is suggested to all departments to undertake consultancy.
- Workshops/seminars must be regularly conducted for faculty benefit and improving there by the knowledge and quality of teaching.
- Interact with Industries for improving the campus selection.

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Lr. No: RGM CET/IQAC-23/2016-17

Dt: 03-02-2017

**Internal Quality Assurance Cell (IQAC)**

The meeting of IQAC is scheduled to discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 07/02/2017

Time: - 3.00 PM

Venue: - Board Room – Principal Office

All the members are requested to remain present for the meeting.

**Agenda:**

1. Review of the previous meeting.
2. Participation in cultural events
3. Upgrade skill development of nonteaching staff
4. Any other points need to be discussing with permission of chair.

Coordinator  
IQAC



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

Ref: Lr. No: RGM CET/IQAC-23/2016-17 Dt: 03-02-2017

The IQAC meeting was held on 07/02/2017. The following work was transacted in this meeting.

#### **Academic Activities:**

- The committee reviewed the present status of the Mid test/unit tests and asked for suggestions to improve the quality and number of performance.
- Industrial visits - To improve exposure to the students on various practical aspects and developments.
- Encourage students to participate in cultural events for overall growth
- Upgrade skill level of lab. Assistants.

#### **Research Activities:**

- Status of Research paper publication must be continuously monitored and should have increasing ratio.
- Status of Memorandum of Understanding with Universities/Institutions/industries has to be monitored.





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**Extension Activities:**

- Consultancy to be strengthened in order to generate revenue and resource sharing.
- Strengthening of students associations by encourage the students to have active participation in various student association group.

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Lr. No: RGM CET/IQAC-25/2016-17

Dt: 08-05-2017

**Internal Quality Assurance Cell (IQAC)**

The review meeting of IQAC is scheduled to consolidate the year's performance and also discuss the points mentioned in the agenda below.

The details of the meeting:

Date: - 14/05/2017

Time: - 3.00 PM

Venue: - Board Room – Principal Office

All the members are requested to remain present for the meeting.

**Agenda:**

1. Review of the previous meeting.
2. Organized renowned speakers for Seminars
3. Training program to upgrade knowledge
4. Enhance internet capability
5. Preparation of AQAR for 2016-17
6. Planning for Academic year 2017-18.

Coordinator  
IQAC



## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of Meeting**

Ref: Lr. No: RGM CET/IQAC-25 /2016-17 Dt: 08-05-2017

The IQAC review meeting for academic year 2010-11 was held on 14/05/2017. The following activities were taken up for discussion.

#### **Academic Activities:**

- The committee insisted that the faculty must undertake industrial training /Training programs to upgrade knowledge and improve teaching quality.

#### **Research Activities:**

- Encourage for Collaborative Research Projects in the college - the committee appreciated the efforts taken by the institution for establishing collaboration with various government agencies and industries.
- It also suggested that faculty should also take a research projects in collaboration in various industries for improving industry- institute interaction.
- Organise seminars with renowned experts.

#### **Extension Activities:**

- Recommend financial aid to deserving students.
- Areas requiring Infrastructure development must be concentrated.
- The committee reviewed and analyzed the outcomes of the previous meetings / actions taken /initiated through the highlights of the institution for the academic year 2016-17 provided by the coordinator.



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- The committee discussed and suggested various areas for consideration in the academic year 2017-18.
- Research activities and patents
- Provision of internet facility
- To improve training and placement of the students of all branches
- To encourage the students to appear for GATE, GRE, CAT and IAS, IES.
- To extend practical training facility to the faculty members.
- To upgrade the syllabi and structure of all the courses UG and PG.
- To establish technical collaboration with international universities.
- To establish MOU's with various industries.
- To provide facility of Value added and certificate courses to the students.
- The committee requested the Coordinator to submit the approved copy of AQAR for the academic year 2016-17, Review report of 2016-17 and Plan of Action for 2017-18 to the IQAC of the college for Further Action.

**Coordinator**

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