



SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi and Permanently Affiliated to Anna University, Chennai.)
Velankanni Road, Pappakovil, Anthanapettai - Post, Nagapattinam – 611 102.
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SINCET/PRINCIPAL/IQAC/MOM/24/01/2018

24-01-2018


We hereby announce a meeting on 24-01-2018 at 10:30 AM in the conference hall to discuss the establishment of an Institutional Quality Assurance Cell (IQAC) within our institution. The IQAC will play a pivotal role in ensuring and enhancing the quality of education and institutional processes. The meeting will be chaired by the Principal and will be attended by department heads, faculty members, and administrative staff.

The agenda for the meeting is as follows:

1. Importance of Establishing IQAC
2. Overview of IQAC Framework
3. Proposed Structure of IQAC
4. Selection of IQAC Members
5. Allocation of Resources
6. Action Plan for IQAC Establishment
7. Integration with Institutional Goals
8. Communication and Reporting Mechanism
9. Any Other Business
10. Summary and Next Steps

All faculty and staff members are requested to attend the meeting punctually and actively participate in the discussions. Your insights and contributions are invaluable as we embark on this important initiative for the betterment of our institution.

Thank you for your attention and cooperation.


Principal
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Minutes of meeting on 24-01-2018


With reference to the National Assessment and Accreditation Council (NAAC) guidelines provided for the establishment of the Internal Quality Assurance Cell (IQAC), Sir Isaac Newton College of Engineering and Technology (SINCET) have established its IQAC. We will proceed to send the nomination letters to all members. The nominated members will serve for a period of two years. Additionally, in accordance with NAAC guidelines, the IQAC will convene at least once every quarter. All agendas, minutes, and Action Taken reports will be documented with official signatures and maintained within the IQAC for future references.

The IQAC's main objectives are:

- Establishing a framework for conscious, consistent, and proactive measures to enhance the academic and administrative performance of the institution.
- Encouraging initiatives that foster a culture of quality and embed best practices within the institution's functioning.

The functions of the IQAC include:

1. Establishing quality benchmarks and conducting gap analysis for SINCET.
2. Defining parameters for various academic and administrative activities within the institution.
3. Facilitating the development of a learner-centric environment conducive to quality education, promoting faculty maturation, and ensuring participatory teaching and learning processes. This includes monitoring course outcome attainment, actions taken by faculty, and mapping them onto Program Outcomes (POs) and Program Educational Objectives (PEOs). Additionally, monitoring and acting upon feedback from students, parents, and other stakeholders on institutional processes related to quality.
4. Disseminating information on various quality parameters in higher education.
5. Organizing workshops, seminars, and quality circles on relevant themes to promote quality.
6. Documenting programs and activities aimed at quality improvement.
7. Serving as the central agency within the institution for coordinating quality-related activities and disseminating best practices.
8. Developing and maintaining an institutional database through Management Information Systems (MIS) to enhance institutional quality.
9. Conducting periodic Academic and Administrative Audits and ensuring follow-up actions to improve quality culture within the institution.


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10. Compiling and submitting the Annual Quality Assurance Report (AQAR) to NAAC in accordance with their guidelines and parameters.
11. The proposed list of nominated members for the IQAC of NAAC Coordination Committee has been discussed.
12. IQAC activities of SINCET and proposed perspective for SINCET was discussed.

Members Present :

1. Dr.G.Giftson Samuel, Principal
2. Mr.P.Malaiselvaraja, HoD / Mech
3. Mr.P.Navaneethakrishnan, HoD / ECE
4. Mrs.J.Sivasankari, HoD / S&H
5. Mr. N.Raguvaran, HoD / EEE
6. Mr.Livingston, HoD / Civil
7. Mr.G.Vijayasekaran, HoD / CSE
8. Mr.N.Subramaniam, AP / S&H
9. Mr.T.Sankar, Secretary / Sir Issac Newton Institutions

Points Discussed	Action taken
1. Selection of IQAC Members	The composition of IQAC will be finalized and intimated on 02-02-2018.
2. Allocation of Resources	Construction of a separate cabin for IQAC has been initiated and will be completed on or before May 2019.
3. Appointing of IQAC Coordinator	Mr.N.Subramaniam, AP / S&H has been appointed as IQAC Coordinator
4. Action Plan for IQAC Establishment	SINCET IQAC action plan preparation has been initiated by IQAC Coordinator


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