



SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai.)

Velankanni Road, Pappakovil, Nagapattinam - 611 102

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Circular


SINCET//IQAC/MOM/01/2018-2019

12-08-2018

This is to inform you that the Internal Quality Assurance Cell (IQAC) First meeting for the academic year 2018-2019 is scheduled to be held on August 15, 2018, at 10:00 PM in the Conference Hall. All IQAC members are requested to attend this meeting without fail. Your presence and participation are crucial for the successful deliberation of important matters.

Agenda

1. Chairperson's Greetings.
2. IQAC Inauguration: Introductions; Chairperson's Report.
3. Correspondence Review: AICTE, Anna University, Dept. of Higher Education, Govt. of Tamil Nadu, DTE Chennai.
4. Staff Departures Authorization.
5. Staff Appointments Approval.
6. Academic Calendar Submission.
7. Financial Statements Presentation.
8. Feedback Review Minutes Validation.
9. Anna University Exam Results.
10. Action Taken Report Presentation.
11. Staff Development Discussion.


N. Srinivasan
IQAC Coordinator




Principal


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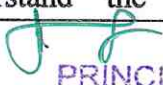


IQAC - 1st Minutes of Meeting

The following points were discussed during the meeting on 15/08/2018:

Points Discussed	Resolution
1. Welcome by the Chair Person	The Chair Person welcomes all the members.
2. Commencement of IQAC with member introductions followed by the Chairperson's comprehensive report on academic and extracurricular achievements, staff and student accomplishments, internships, and Industry-Institute collaborations pre-IQAC inauguration.	Both are read by the Principal and approved.
3. Review and endorsement of correspondence received from AICTE, Anna University, Department of Higher Education, Government of Tamil Nadu, and Directorate of Technical Education, Chennai.	Reviewed and approved.
4. Authorization of the departure of staff members who left the institution prior to the establishment of IQAC.	Reviewed and approved.
5. Approval of both teaching and non-teaching staff appointments conducted through the staff selection committee before the establishment of IQAC.	Reviewed and approved.
6. Submission and endorsement of the academic calendar for the academic year 2018-2019.	Reviewed and approved.
7. Presentation and confirmation of the audited financial statements for the fiscal year 2017-2018.	Reviewed and approved.
8. Submission and validation of the minutes from the Feedback Review committee meeting held during the academic year 2017-2018.	Reviewed and approved.
9. Provision of the results from the Anna University Examination conducted in May 2018.	Reviewed and approved. It was agreed that staff would provide question papers along with answers for internal examinations. After the internal test concludes, staff are asked to upload the answers to Google Classroom to ensure students understand the correct




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<p>9. Provision of the results from the Anna University Examination conducted in May 2018.</p>	<p>Reviewed and approved. It was agreed that staff would provide question papers along with answers for internal examinations. After the internal test concludes, staff are asked to upload the answers to Google Classroom to ensure students understand the correct responses.</p>
<p>10. Presentation of the action taken report from various committees convened before the establishment of IQAC.</p>	<p>Reviewed and approved. It is recommended to keep the college website regularly updated. The IQAC coordinator asked the Head of the Department to promptly report any instances of ragging, malpractice, or antisocial activities involving students to the IQAC for immediate disciplinary action against the offenders.</p>
<p>11. Discussion on staff participation in the Staff Development programs during the previous academic year (2017-2018) and proposals for enhancement. Any additional points may be raised with the Chairperson's approval.</p>	<p>Reviewed and approved. The coordinators of different committees are urged to organize additional outreach programs in collaboration with industries and service clubs to ensure maximum student participation.</p> <p>IQAC has mandated the inclusion of answer keys with question papers submitted by staff for internal examinations.</p> <p>IQAC has mandated that all organizers/conveners of conferences, seminars, and workshops must submit an event report along with participant feedback to IQAC within two days of the event's completion.</p> <p>IQAC has requested the incorporation of more awareness programs on Intellectual Property Rights (IPR).</p>


IQAC Coordinator


Principal




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The following members attended the meeting on 18/08/2018:

S.No.	Name	Designation
1.	Dr.G.Giftson Samuel	Principal
2.	Mr.P.Malaiselvaraja	HoD / Mech
3.	Mr. N.Raguvaran	HoD / EEE
4.	Mr.G.Vijayasekaran	HoD / CSE
5.	Mrs.R.Meenakshi	Assistant professor
6.	Mr.Selvaperumal	HoD / Agri
7.	Mrs.J.Sivasankari	HoD / S&H
8.	Mr.P.Arivazhagan	HoD / i/c ECE
9.	Dr.T.Devadas	Librarian
10.	Mr.N.Subramanian	IQAC Coordinator


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