



Circular

SINCET//IQAC/MOM/10/2022-2023

13-02-2023

This is to inform you that the Internal Quality Assurance Cell (IQAC) Second meeting for the academic year 2022-2023 is scheduled to be held on February 15, 2023, at 10:30 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. Greetings from the Chairperson.
2. Review of IQAC's Past Year Activities.
3. Submission, approval, and review of proceedings of the ninth IQAC meeting, including action taken.
4. Report covering all activities discussed in the ninth IQAC meeting.
5. Review and endorsement of correspondence from relevant authorities.
6. Approval of staff departures and new appointments.
7. Submission of audit statement for FY 2021-2022.
8. Submission and approval of budget for FY 2022-2023.
9. Ratification of Feedback Review Committee meeting proceedings.
10. Submission of Anna University exam results for Nov 2022.
11. Submission of admission procedures for academic year 2022-2023.
12. Submission of action taken report from various committees.
13. Ratification of progress and implementation of college strategies plan.
14. Discussion of additional points with the Chairperson's approval.


IQAC Coordinator




PRINCIPAL
Sir Issac Newton College
of Engineering and Technology
Pappakovil, Nagapattinam - 611 102


Principal



IQAC – 10th Minutes of Meeting

The following points were discussed during the meeting on 15/02/2023:

1. The Chair Person welcomes all the members.
2. The IQAC coordinator provided a detailed overview of the activities and initiatives undertaken by the IQAC over the past year. He highlighted the key achievements and areas of improvement, emphasizing the continuous efforts to enhance quality standards.
3. Submission and approval of the proceedings of the ninth IQAC meeting. Also, review the action taken and follow-up action on the proceedings of the ninth IQAC meeting.

The following is the action taken report on the decisions of the seventh IQAC meeting held on 12-08-2022

Plan of Action	Action Taken
A decision was made to incentivize faculty members towards increasing their publications and patents.	It was decided to organize more programs focusing on IPR and its benefits.
Members requested the maintenance of the staff-to-student ratio in accordance with the norms set by AICTE and Anna University.	The college consistently maintains the staff-to-student ratio in accordance with the norms set by AICTE and Anna University.
It was decided to gather additional feedback from parents to assess whether the facilities available in the college meet their requirements.	Feedback is collected from parents whenever they visit the college, and necessary actions based on the feedback are implemented and submitted to the Feedback Review Committee for further consideration.
Members requested the Principal to monitor and implement necessary measures to enhance the college's results from semester to semester.	The Principal and HOD are implementing significant measures to enhance the university's results by regularly monitoring internal examination results and subsequent follow-up actions.
Members suggested to the Chairperson to enhance faculty development by encouraging participation in various Faculty Development Programs.	The Chairperson submitted the list of faculty members who benefited from financial support for attending workshops and FDPs, ensuring continuous follow-up.
Continuous monitoring of the follow-up actions regarding Industry-Institute Interaction was recommended.	The Chairperson submitted the list of active MoUs and their corresponding activities. Additionally, they provided a list of various in-plant training programs, industrial projects undertaken, and industrial guest lectures conducted.

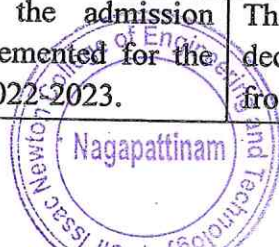



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After thorough discussion, the minutes of the ninth IQAC meeting are approved.

4. Submission of the report by the Chairperson covering all activities (academic and extracurricular achievements, staff and student accomplishments, internships, and Industry-Institute collaborations) discussed in the ninth IQAC meeting.	The Principal reviewed the submissions and approved them.
5. Review and endorsement of correspondence received from AICTE, Anna University, Department of Higher Education, Government of Tamil Nadu, and Directorate of Technical Education, Chennai.	The Principal provided a concise overview of the communications received from AICTE, Anna University, Directorate of Technical Education, and the Government of Tamil Nadu, along with action taken reports for each communication. The report was read and approved.
6. Approval of the staff that have left the institution after the ninth IQAC meeting.	Reviewed and ratified.
7. To approve the staff who have joined the institution after the ninth IQAC meeting.	Reviewed and ratified.
8. Submission of the audit statement for the financial year 2022-2023.	The Budget, Income, and Expenditure statement for the academic year 2022-23 was presented to the members of the Governing Body. It was resolved to approve the budget and the Income-Expenditure statement for the said academic year.
9. Submission and approval of the budget for the financial year 2022-2023.	Following a detailed discussion, the statement was read and ratified.
10. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2022-2023.	The proposal was read and approved. It was decided to conduct a motivational program for both students and faculty members.
11. Submission of the results of the Anna University Examination held in November 2022.	The document was read and ratified. Efforts must be undertaken to enhance both academic performance and the employability skills of students.
12. Submission of the admission procedures implemented for the academic year 2022-2023.	The Principal conveyed that the trust has decided to offer scholarships to students from impoverished and marginalized



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	backgrounds. This information should be disseminated to all students through their mentors.
13. Submission of the action taken report of the various committees convened after the ninth IQAC meeting.	The Principal provided a summary of the minutes of meetings received from various academic bodies, accompanied by action taken reports for all communications. Following an extensive discussion, the members approved the report.
14. To submit and ratify the progress and implementation of strategies plan of the college.	A detailed discussion ensued regarding the progress of various strategic plans, their implementation, and suggestions were offered to achieve the established goals.
15. Any other points to be discussed with the permission of the Chairperson.	A decision was made to organize a Career Guidance program encompassing GATE coaching, TOEFL preparation, and an awareness program for career guidance tailored to our students' needs.


IQAC Coordinator




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Principal



The following members were present in the meeting :

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	Asst professor/ S&H
6.	Mr.Selvaperumal	HoD / Agri
7.	Mrs.J.Sivasankari	HoD / S&H
8.	Mr.P.Navaneetha Krishnan	HoD / ECE
9.	Dr.T.Devadas	Librarian
10.	Mr.N.Subramanian	IQAC Coordinator
11.	Ms.S.Sharmila	Asst. Professor / CSE


N. Subramanian
IQAC Coordinator



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Principal