



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

Email : principalsincet@gmail.com | Web : www.sincet.ac.in

Circular

SINCET//IQAC/MOM/02/2018-2019

08-02-2019

This is to inform you that the Internal Quality Assurance Cell (IQAC) Second meeting for the academic year 2018-2019 is scheduled to be held on February 11, 2019, 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. Chairperson's Greetings.
2. Review of Past Year IQAC Activities.
3. Submission and approval of First IQAC Meeting Proceedings; Review of Action Taken.
4. Chairperson's Report on First IQAC Meeting Activities; Review of Action Taken.
5. Correspondence Endorsement: AICTE, Anna University, Dept. of Higher Education, Govt. of Tamil Nadu, DTE Chennai.
6. Approval of Staff Departures post First IQAC Meeting.
7. Budget Submission and Approval for FY 2019-2020.
8. Anna University Exam Results (Nov 2019).
9. Admission Procedures for Academic Year 2019-2020.
10. Action Taken Report of Committees post First IQAC Meeting.
11. Additional Points Discussion (Chairperson's Permission).


IQAC Coordinator


Principal




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



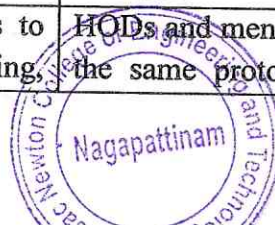
IQAC – 2nd Minutes of Meeting

The following points were discussed during the meeting on 11/02/2019:

1. The Chairperson 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 first IQAC meeting. Also, review the action taken and follow-up action on the proceedings of the first IQAC meeting.

The following is the action taken report on the decisions of the first IQAC meeting held on 15-08-2018

Plan of Action	Action Taken
It was decided to organize value-added courses beyond the curriculum aimed at enhancing students' skills in advanced technological fields.	Value-added courses were conducted beyond the university curriculum, focusing on current advanced technology and software. Staff received training prior to the commencement of these courses.
It was decided that staff would provide both the question paper and its corresponding answer when submitting papers for internal examinations.	All staff adhered to the guidelines provided by IQAC and verified by their respective Heads of Departments (HODs).
It was emphasized that all organizers / conveners of various conferences / seminars / workshops must submit an event report, along with participant feedback, to IQAC within two days following the completion of the respective event.	Following the guidelines provided by IQAC, all coordinators submitted their event reports within two days.
It was decided to incorporate additional awareness programs on Intellectual Property Rights (IPR).	Each year, programs on Intellectual Property Rights (IPR), Entrepreneurship Development Programs (EDP), and two Research Methodologies are conducted.
It was also decided to conduct an orientation program for the incoming freshers.	Every year, an induction orientation program is conducted for freshers.
It is recommended that the college website be regularly updated.	The college assigned additional responsibilities to a faculty member with proficient computer knowledge to ensure regular updates. Additionally, all HODs and club in charges were advised to provide the necessary data updates to this faculty member.
The IQAC coordinator urged all HODs to promptly report any instances of ragging.	HODs and mentors are instructed to adhere to the same protocol. This directive was also



PRINCIPAL
Sir Issac Newton College
of Engineering and Technology



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

Email : principalsince@gmail.com | Web : www.since.ac.in

The IQAC coordinator urged all HODs to promptly report any instances of ragging, malpractices, or antisocial activities involving students to the IQAC. This ensures that disciplinary action can be promptly initiated against the offender.	HODs and mentors are instructed to adhere to the same protocol. This directive was also reinforced to all faculty members during the "Faculty Training on Mentoring" program.
---	---

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

4. Submission of the report by the Chairperson covering all activities discussed in the first IQAC meeting and reviews the action taken and follow-up action on the proceedings of the first IQAC meeting.	Read by the Principal and approved
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.	Reviewed and approved
6. Approval of the staff that have left the institution after the first IQAC meeting.	Reviewed and approved
7. Submission and approval of the budget for the financial year 2019-2020.	Reviewed and approved
8. Submission of the results of the Anna University Examination held in November 2019.	Reviewed and approved
9. Submission of the admission procedures implemented for the academic year 2019-2020.	The Principal announced that the trust has resolved to offer scholarships to students from economically disadvantaged backgrounds. Following extensive discussion, the approved procedure was ratified. It was decided to meticulously monitor the progress of student project work. Students should be encouraged to publish their work in journals.
10. Submission of the action taken report of the various	Reviewed and approved.




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



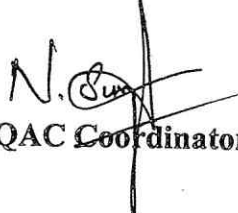
SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY

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

Velankanni Road, Pappakovil, Nagapattinam - 611 102


Email : principalsincet@gmail.com | Web : www.sincet.ac.in

<p>committees convened after the first IQAC meeting.</p>	<ul style="list-style-type: none">• It was decided to conduct yearly stock verification and ensure proper maintenance of furniture, equipment, and buildings.• Additionally, MoUs will be established with industries and reputed institutions for faculty and student training on the latest equipment.
<p>11. Any other points to be discussed with the permission of the Chairperson.</p>	<ul style="list-style-type: none">• It was decided to organize training programs for non-teaching staff.• Regular homework will be assigned to students for problematic/Design subjects, with monitoring by the HODs.• A team comprising advanced learners will be formed to assist slower learners in improving their standards. Advanced learners will also reinforce their learning by teaching slower learners.


IQAC Coordinator


Principal




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



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

Email : principalsincef@gmail.com | Web : www.sincef.ac.in

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	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


IQAC Coordinator




Principal


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