



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/03/2019-2020

12-08-2019

This is to inform you that the Internal Quality Assurance Cell (IQAC) First meeting for the academic year 2019-2020 is scheduled to be held on August 14, 2019, 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. Greetings from the Chairperson.
2. Submission and approval of Second IQAC Meeting Proceedings; Review of Action Taken.
3. Chairperson's Report on Second IQAC Meeting Activities.
4. Correspondence Endorsement: AICTE, Anna University, Dept. of Higher Education, Govt. of Tamil Nadu, DTE Chennai.
5. Authorization of Staff Departures post Second IQAC Meeting.
6. Approval of Staff Appointments post Second IQAC Meeting.
7. Submission and endorsement of Academic Calendar for Academic Year 2019-2020.
8. Presentation and confirmation of Audited Financial Statements for FY 2018-2019.
9. Submission and validation of Feedback Review Committee Meeting Minutes for Academic Year 2018-2019.
10. Provision of Anna University Exam Results (May 2019).
11. Presentation of Action Taken Report from Committees post Second IQAC Meeting.
12. Staff Development Program Discussion for Academic Year 2018-2019; Proposals for Enhancement.
13. Additional Points Discussion (Chairperson's Approval).


IQAC Coordinator




Principal


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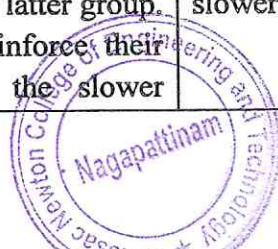
IQAC – 3rd Minutes of Meeting


The following points were discussed during the meeting on 14/08/2019:

1. The Chair Person welcomes all the members.
2. Submission and approval of the proceedings of the second IQAC meeting.
Also, review the action taken and follow-up action on the proceedings of the second IQAC meeting.

The following is the action taken report on the decisions of the first IQAC meeting held on 11-02-2019

Plan of Action	Action Taken
To offer scholarships for students from underprivileged backgrounds.	The scholarship eligibility criteria have been reviewed and approved. The available welfare schemes are communicated during the induction program for freshers.
To effectively monitor the progress of student project work and encourage publication in journals.	The procedure for the effective implementation of projects, including their social or environmental relevance, as well as the review process for project progress, has been reviewed. Staff members are encouraged to support student efforts towards journal publication.
To conduct annual stock verification.	It is decided to conduct stock verification at the conclusion of every academic year.
To ensure the proper upkeep of furniture, equipment, and buildings, it is essential to consistently monitor and manage their maintenance.	The policies and procedures established for maintaining all infrastructures are regularly reviewed, and their effective implementation is verified.
To establish MoUs with industries and reputable institutions for faculty and student training, utilizing the latest equipment available at these entities.	The Chairperson submits the MoUs detailing the activities of Institute/Departments with various industries.
To organize training sessions for non-teaching staff as well.	A training program on office management and administration was organized specifically for non-teaching staff members.
Assign regular homework for challenging or specialized subjects to students, with monitoring conducted by the HODs.	Tutorials and assignments assigned by the course instructor are validated by the DAC, and a report detailing the verification process is submitted.
Establish teams consisting of both proficient and less proficient learners to support the enhancement of skills among the latter group. Advanced learners will also reinforce their own knowledge by teaching the slower	The team functions effectively, with advanced learners successfully training their slower counterparts.




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their own knowledge by teaching the slower learners.

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

Points Discussed	Resolution
3. 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 second IQAC meeting.	Read by the Principal and approved
4. 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 Chairperson provided a concise overview of the communications received from AICTE, Anna University, and the Department of Higher Education, Government of Tamil Nadu, along with action taken reports for each communication. Read and approved.
5. Approval of the staff that have left the institution after the second IQAC meeting.	Reviewed and approved
6. Approval of both teaching and non-teaching staff appointments conducted through the staff selection committee after the second IQAC meeting.	Reviewed and approved
7. Submission and endorsement of the academic calendar for the academic year 2019-2020.	Reviewed and approved. It is recommended to submit and obtain approval for the organization of various programs, including internships, industrial visits, guest lectures, workshops, symposiums, and other social activities.
8. Submission and approval of the audited statement for the financial year 2019-2020.	The budget, income, and expenditure statement for the fiscal year 2018-2019 were presented. It was resolved to approve the budget and income expenditure for the academic year 2018-2019.
9. Submission and validation of the minutes from the Feedback Review	Reviewed and approved. It is recommended to submit the details of




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committee meeting held during the academic year 2018-2019.	placements made for the academic year 2018-2019, as well as the details of students who have pursued higher studies.
10. Submission of the results of the Anna University Examination held in May 2019.	Reviewed and approved. Techniques to enhance the Teaching-Learning Process were deliberated upon.
11. Submission of the action taken report of the various committees convened after the first IQAC meeting.	The Chairperson briefed the members on meeting minutes from academic bodies and action taken reports. After thorough discussion, the reports were approved.
12. Discussion on staff participation in the Staff Development programs during the previous academic year (2018-2019) and proposals for enhancement.	Read and approved. It is recommended that more staff be encouraged to attend workshops, seminars, and FDPs to keep themselves updated with recent trends. Additionally, staffs are advised to utilize the financial support provided by the management for this purpose.
13. Any other points to be discussed with the permission of the Chairperson.	<ul style="list-style-type: none">• Submit the Academic Audit Committee Report minutes for the academic year 2018-2019.• IQAC requests submission and approval for various programs: internships, industrial visits, guest lectures, workshops, symposiums, and other social activities.• IQAC requests submission of placement details for the academic year 2018-2019 and information on students pursuing higher studies.


N. Suresh
IQAC Coordinator


Principal




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The following members attended 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


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