



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/04/2019-2020


09-02-2020

This is to inform you that the Internal Quality Assurance Cell (IQAC) Second meeting for the academic year 2019-2020 is scheduled to be held on February 12, 2020, 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 and approval of the proceedings of the third IQAC meeting. Also, review the action taken and follow-up action on the proceedings of the third IQAC meeting.
4. Submission of the report by the Chairperson covering all activities after the third IQAC meeting.
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.
6. Approval of the staff that have left the institution after the third IQAC meeting.
7. Submission of the audit statement for the financial year 2018-2019.
8. Submission and approval of the budget for the financial year 2019-2020.
9. Submission of the results of the Anna University Examination held in November 2020.
10. Submission of the admission procedures implemented for the academic year 2019-2020.
11. Submission of the action taken report of the various committees convened after the first IQAC meeting.
12. Any other points to be discussed with the permission of the Chairperson.


IQAC Coordinator


Principal




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**IQAC – 4th Minutes of Meeting****The following points were discussed during the meeting on 12/02/2020:**

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 third IQAC meeting. Also, review the action taken and follow-up action on the proceedings of the third IQAC meeting.

The following is the action taken report on the decisions of the third IQAC meeting held on 14-08-2019

Plan of Action	Action Taken
Implement various techniques to enhance the teaching-learning process.	A workshop on Bloom's Taxonomy was conducted. The Principal and HoDs have taken the responsibility of encouraging staff to effectively utilize the financial support provided by the management. A list of staff members and the details of the programs attended by them were submitted.
Encourage more staff to attend workshops, seminars, and FDPs to stay updated with recent trends. Additionally, advise them to utilize the financial support provided by the management.	The Principal and HoDs have taken the responsibility of encouraging staff to effectively utilize the financial support provided by the management. A list of staff members and the details of the programs attended by them were submitted.
Submit the Academic Audit Committee Report minutes for the academic year 2018-19.	The Chairperson informed that our college regularly conducts internal and external academic and administrative audits to improve the quality of academic and administrative activities. This initiative is aimed at guiding the college towards NAAC Accreditation.
Submit the details of placements made for the academic year 2018-19 along with information on students who have opted for higher studies.	The placement cell's activities, including details of campus drive placements and students pursuing higher studies, have been submitted.
Submit and approve the conduct of various programs including internships, industrial visits, guest lectures, workshops, symposiums, and other social activities.	The list of co-curricular and extracurricular activities by students, as well as various programs conducted at both Institute and Department levels, has been submitted.



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visits, guest lectures, workshops, symposiums, and other social activities.	programs conducted at both Institute and Department levels, has been submitted.
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After thorough discussion, the minutes of the third IQAC meeting are approved.

4. Submission of the report by the Chairperson covering all activities after the third IQAC meeting.	The principal has reviewed and approved all activities, including academic and extracurricular achievements, staff and student accomplishments, internships, and Industry-Institute collaborations.
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 Chairperson 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.
6. Approval of the staff that have left the institution after the first IQAC meeting.	Reviewed and approved.
7. Submission of the audit statement for the financial year 2018-2019.	The budget and income-expenditure statement for the academic year 2018-19 were presented to IQAC members. It was resolved to approve the budget and income-expenditure for the said academic year.
8. Submission and approval of the budget for the financial year 2019-2020.	The budget statement for the fiscal year 2020-21 was presented to IQAC members. Following deliberation, it was resolved to approve the budget for the 2020-21 period.
9. Submission of the results of the Anna University Examination held in November 2020.	Reviewed and approved. IQAC members recommended that all staff members adopt contemporary teaching-learning methodologies, including PowerPoint presentations, videos, e-learning, case studies, live projects, etc., to empower students for self-learning and continuous improvement.
10. Submission of the admission procedures implemented for the academic year 2019-2020.	Reviewed and ratified. IQAC members proposed that both current students and alumni serve as ambassadors for the college. Therefore, welfare schemes should be communicated through them to bolster admissions in the upcoming years.




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11. Submission of the action taken report of the various committees convened after the first IQAC meeting.	The Chairperson provided a succinct overview of the minutes of meetings received from various academic bodies, along with the action taken report for all communications. After thorough discussion, the members approved the presented report.
12. Any other points to be discussed with the permission of the Chairperson.	It was suggested, with the Chairperson's approval, to conduct a COVID-19 awareness program for staff, who would then educate their mentees. Also, faculty research and development activities should be enhanced through training programs.


IQAC Coordinator




Principal


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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


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