



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.sincef.ac.in

Circular

SINCET//IQAC/MOM/05/2020-2021

11-08-2020

This is to inform you that the Internal Quality Assurance Cell (IQAC) First meeting for the academic year 2020-2021 is scheduled to be held on August 14, 2020, 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 Fourth IQAC Meeting Proceedings; Review of Action Taken.
3. Chairperson's Report on Fourth 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 Fourth IQAC Meeting.
6. Approval of Staff Appointments post Fourth IQAC Meeting.
7. Submission and endorsement of Academic Calendar for Academic Year 2020-2021.
8. Submission and validation of Feedback Review Committee Meeting Minutes for Academic Year 2019-2020.
9. Provision of Anna University Exam Results (May 2020).
10. Presentation of Action Taken Report from Committees convened after Fourth IQAC Meeting.
11. Staff Development Program Discussion for Academic Year 2019-2020; Proposals for Enhancement.
12. Additional Points Discussion (Chairperson's Approval).


IQAC Coordinator


Principal




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



IQAC – 5th Minutes of Meeting

The following points were discussed during the meeting on 14/08/2020:

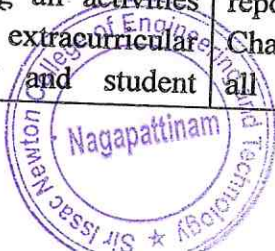
1. The Chair Person welcomes all the members.
2. Submission and approval of the proceedings of the fourth IQAC meeting. Also, review the action taken and follow-up action on the proceedings of the fourth IQAC meeting.

The following is the action taken report on the decisions of the IQAC meeting held on 12-02-2020

Plan of Action	Action Taken
Faculty members' research and development activities need improvement through effective training programs.	Faculty members are encouraged to participate in additional online webinars to enhance their skills in research and development activities. Additionally, programs focusing on IPR were conducted.
IQAC members recommended that staff should utilize modern teaching-learning methodologies like PowerPoint presentations, videos, e-learning, case studies, and live projects to empower students for self-learning and staying updated.	Both HoDs and senior faculty members provided internal training to junior faculty on adopting effective online teaching methodologies to promote excellent learning practices.
IQAC members recommended leveraging current students and alumni as ambassadors for the college, advocating for the dissemination of welfare schemes through them to boost admissions in the forthcoming years.	A virtual induction program for current students was organized by their respective mentors and mentees via Google Meet. During this session, the college's achievements, available scholarships (both governmental and institutional), placement activities, as well as co-curricular and extracurricular activities were highlighted.
Additionally, it was suggested to conduct a COVID-19 awareness program for staff members, who would then share the knowledge with their mentees.	Mentors have been instructed to maintain regular communication with their mentees to ensure their safety. In the event of an emergency, this will enable the college to take prompt and effective steps to ensure their well-being.

After thorough discussion, the minutes of the fourth 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	The principal read and approved the report. External experts commended the Chairperson for efficiently overseeing all academic activities related to



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

achievements, staff and student accomplishments, internships, and Industry-Institute collaborations) discussed in the fourth IQAC meeting.	overseeing all academic activities related to students and staff. Members of the IQAC recommended enhancing the R&D endeavors of faculty members through appropriate training programs.
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, Directorate of Technical Education, and the Government of Tamil Nadu, along with the corresponding action taken reports. This was reviewed and approved.
5. Approval of the staff that have left the institution after the second IQAC meeting.	The contents were read and ratified.
6. Approval of both teaching and non-teaching staff appointments conducted through the staff selection committee after the second IQAC meeting.	The documents were reviewed and approved. IQAC members proposed that non-teaching staff members should undergo computer training to facilitate the successful implementation of e-governance.
7. Submission and endorsement of the academic calendar for the academic year 2020-2021.	Reviewed and approved.
8. Submission and validation of the minutes from the Feedback Review committee meeting held during the academic year 2019-2020.	Reviewed and approved.
9. Submission of the results of the Anna University Examination held in May 2020.	Reviewed and ratified
10. Submission of the action taken report of the various committees convened after the first IQAC meeting.	The Chairperson provided a succinct overview of the meeting minutes received from various academic bodies, along with the corresponding action taken reports. Following a detailed discussion, the members approved the presented reports.
11. Discussion on staff participation in the Staff Development programs during the previous academic year (2019-2020) and proposals for enhancement.	Read and ratified. It was suggested to monitor the effective implementation of financial support provided to faculty members for attending FDPs.




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.sincef.ac.in

12. Any other points to be discussed with the permission of the Chairperson.	It was proposed to organize a COVID-19 awareness program for staff members, who would then share the knowledge with their mentees
--	---


IQAC Coordinator




Principal


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



The following members attended the meeting on :

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.Arivazhagan	HoD / i/c ECE
9.	Dr.T.Devadas	Librarian
10.	Mr.N.Subramanian	IQAC Coordinator


IQAC Coordinator




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


Principal