



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/06/2020-2021

12-02-2021

This is to inform you that the Internal Quality Assurance Cell (IQAC) Second meeting for the academic year 2020-2021 is scheduled to be held on February 15, 2021, 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 past IQAC activities.
3. Approval and review of proceedings from the fifth IQAC meeting.
4. Chairperson's report on activities discussed during the fifth IQAC meeting.
5. Endorsement of correspondence from relevant authorities.
6. Approval of staff departures and new appointments post-fifth IQAC meeting.
7. Submission of audit statement for FY 2019-2020.
8. Approval of budget for FY 2021-2022.
9. Submission of Anna University exam results (Nov 2021).
10. Submission of admission procedures for academic year 2020-2021.
11. Submission of action taken report from post-fifth IQAC meeting committees.
12. Additional discussions with Chairperson's permission.


IQAC Coordinator


Principal




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IQAC – 6th Minutes of Meeting

The following points were discussed during the meeting on 15/02/2021:

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

The following is the action taken report on the decisions of the fifth IQAC meeting held on 14-08-2020

Plan of Action	Action Taken
IQAC members recommended enhancing the research and development (R&D) activities of faculty members through appropriate training programs.	Staff members participated in an FDP on "Skills of Writing Research Papers" organized by other institutions..
IQAC members proposed training non-teaching staff members in computer skills to enhance the effective implementation of e-governance.	A training program on "MS Office: Word and Spreadsheet" and "Training on Administrative Software" was conducted for non-teaching staff members.
It was suggested to conduct a COVID-19 awareness program for staff members who would then share the knowledge with their mentees.	Awareness programs were held on basic guidelines to be followed during the pandemic.




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After thorough discussion, the minutes of the fifth 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 endorsed the document. The IQAC has recognized the significant advancements achieved by the institution and commended both the Principal and the staff for their efforts.
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.	During the session, the Chairperson provided a summary of the communications received from AICTE, Anna University, Directorate of Technical Education, and the Government of Tamil Nadu. Action taken reports for all communications were presented alongside. The members present at the meeting read and approved these reports.
6. Approval of the staff that have left the institution after the first IQAC meeting.	Reviewed and approved.
7. To approve the staff who have joined the institution after the fifth IQAC meeting.	Reviewed and approved.
8. Submission of the audit statement for the financial year 2019-2020.	The budget, income, and expenditure statement for the academic year 2019-20 were presented to the IQAC. It was resolved to approve the budget and income expenditure for this period. The members present at the meeting read and confirmed the resolution.
9. Submission and approval of the budget for the financial year 2020-2021.	Reviewed and approved.
10. Submission of the results of the Anna University Examination held in November 2020.	They have requested the Principal to monitor and take necessary steps to enhance the college's results from semester to semester, which has also been read and ratified.
11. Submission of the admission procedures implemented for the academic year 2020-2021.	Furthermore, it was suggested to submit a list of students who have received government and non-government scholarships.
12. Submission of the action taken report of the various committees	The Chairperson provided a brief overview of the minutes received from various academic bodies during the meeting.




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convened after the first IQAC meeting.	Action taken reports for all communications were presented alongside. Following detailed discussion, the members approved the resolutions.
13. Any other points to be discussed with the permission of the Chairperson.	Additionally, it was decided to implement innovative teaching methods to enhance the learning process.


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The following members were present in the meeting :

S.No.	Name	Designation
11.	Dr.G.Giftson Samuel	Principal
12.	Mr.P.Malaiselvaraja	HoD / Mech
13.	Mr. N.Raguvaran	HoD / EEE
14.	Mr.G.Vijayasekaran	HoD / CSE
15.	Mrs.R.Meenakshi	Asst professor/ S&H
16.	Mr.Selvaperumal	HoD / Agri
17.	Mrs.J.Sivasankari	HoD / S&H
18.	Mr.P.Arivazhagan	HoD / i/c ECE
19.	Dr.T.Devadas	Librarian
20.	Mr.N.Subramanian	IQAC Coordinator
21.	Ms.S.Sharmila	Asst. Professor / CSE


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