



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/07/2021-2022

11-08-2021

This is to inform you that the Internal Quality Assurance Cell (IQAC) First meeting for the academic year 2021-2022 is scheduled to be held on August 13, 2021, 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, introducing IQAC members.
2. Approval and review of the sixth IQAC meeting proceedings, including action taken.
3. Chairperson's report on sixth IQAC meeting activities.
4. Review and endorsement of correspondence.
5. Authorization of staff departures during 2020-2021.
6. Approval of teaching and non-teaching staff appointments.
7. Submission and verification of audited statement for FY 2020-2021.
8. Validation of Feedback Review committee meeting minutes.
9. Provision of Anna University exam results (May 2021).
10. Discussion on placement and improvement.
11. Staff participation in Development programs and enhancement proposals.
12. Analysis of CO, PO, and PEOs attainment, and further actions.
13. Analysis of signed MoUs and activities.
14. Additional points with Chairperson's approval.


IQAC Coordinator


Principal




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IQAC – 7th Minutes of Meeting

The following points were discussed during the meeting on 13/08/2021:

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


The following is the action taken report on the decisions of the IQAC meeting held on 15-02-2021

Plan of Action	Action Taken
The decision was made to conduct Communication Skill and Life Skill programs to enhance students' professional capabilities.	According to the decision of IQAC, Communication Skill and Life Skill programs are being conducted for students.
It was agreed to implement innovative teaching methods to enhance the learning experience.	Staff members have adopted and are practicing five different innovative teaching methods, with each staff member incorporating at least one innovative teaching method into their courses.
Members requested the Principal to monitor and take necessary steps to improve the college's semester-to-semester results.	The Principal and HODs are actively taking steps to enhance the University's results by regularly monitoring internal examination results and implementing follow-up actions.
It was suggested to submit a list of students who received government and non-government scholarships.	The Chairperson has submitted the list of students who have availed scholarships, including both institutional and government scholarships.

After thorough discussion, the minutes of the sixth 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 sixth IQAC meeting.	The Principal submitted the annual report for the academic year 2016-17. Additionally, members requested the Principal to organize Communication Skill and Life Skill programs for students to enhance their professional proficiency.




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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.	Reviewed 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. The members requested to maintain the staff-student ratio as per the norms of AICTE and Anna University.
7. To submit and check the audited statement for the financial year 2020-2021.	Reviewed and approved.
8. Submission and validation of the minutes from the Feedback Review committee meeting held during the academic year 2020-2021 (even semester).	Reviewed and ratified. The members requested the Principal to collect feedback from parents to assess whether the facilities available in the college fulfil their requirements.
9. Submission of the results of the Anna University Examination held in May 2020.	Reviewed and ratified. The members requested the Principal to monitor and take necessary steps to improve the college's results from semester to semester.
10. To submit and discuss the placement for the last academic year 2020-2021 and its improvement.	Reviewed. The members appreciated the steps taken by the college and encouraged the team to conduct more career guidance programs.
11. Discussion on staff participation in the Staff Development programs during the previous academic year (2020-2021) and proposals for enhancement.	Reviewed and ratified: As management is sponsoring, staff should endeavor to upgrade themselves by participating in various Faculty Development Programs.
12. To submit and analysis the CO, PO and PEOs attainment and further action to be initiated.	Reviewed and noted: The members suggested conducting an awareness program on COs, POS, PEOs, and their importance towards Outcome-Based Education.




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13. To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MoUs.	Reviewed and noted: It was suggested to continuously monitor the follow-up actions taken towards Industry-Institute Interaction.
14. Any other points to be discussed with the permission of the Chairperson.	The IQAC team insisted on acquiring more patents from each department.


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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	Asst professor/ S&H
6.	Mr.Selvaperumal	HoD / Agri
7.	Mrs.J.Sivasankari	HoD / S&H
8.	Mr.P.Navaneetha Krishnan	HoD / ECE
9.	Dr.T.Devadas	Librarian
10.	Mr.N.Subramanian	IQAC Coordinator
11.	Ms.S.Sharmila	Asst. Professor / CSE


N. Subramanian
IQAC Coordinator




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Principal