



Circular

SINCET//IQAC/MOM/08/2021-2022

13-02-2022


This is to inform you that the Internal Quality Assurance Cell (IQAC) Second meeting for the academic year 2021-2022 is scheduled to be held on February 15, 2022, 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 proceedings from the seventh IQAC meeting, with a review of action taken.
4. Chairperson's report covering all activities discussed in the seventh IQAC meeting.
5. Review and endorsement of correspondence received from relevant authorities.
6. Approval of staff departures and new appointments post-seventh IQAC meeting.
7. Approval of staff who have joined the institution after the seventh IQAC meeting.
8. Submission of audit statement for FY 2020-2021.
9. Submission and approval of budget for FY 2022-2023.
10. Ratification of proceedings from Feedback Review committee meeting held in academic year 2021-2022.
11. Submission of Anna University exam results (Nov 2021).
12. Submission of admission procedures for academic year 2020-2021.
13. Submission of action taken report from committees convened after the seventh IQAC meeting.
14. Ratification of progress and implementation of college strategies plan.
15. Discussion on additional points with Chairperson's permission.


IQAC Coordinator




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


Principal

**IQAC – 8th Minutes of Meeting**

The following points were discussed during the meeting on 15/02/2022:

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

The following is the action taken report on the decisions of the seventh IQAC meeting held on 13-08-2021

Plan of Action	Action Taken
A decision was made to encourage faculty members towards publications and patents.	The decision was made to conduct more programs on IPR and its advantages.
Members requested the maintenance of the staff-student ratio in accordance with the norms of AICTE and Anna University.	The college consistently maintains the staff-student ratio as per the norms of AICTE and Anna University.
It was decided to gather more feedback from parents to assess whether the college facilities meet their requirements.	Feedback from parents is collected whenever they visit the college, and necessary actions are taken based on the feedback. These actions are then submitted to the Feedback Review Committee for further review.
Members requested the Principal to monitor and implement necessary measures to improve the college's results from semester to semester.	The Principal and HODs are actively taking steps to improve the university's results by regularly monitoring internal examination results and implementing follow-up actions.
Members suggested that the Chairperson upgrade the faculty by participating in various Faculty Development Programmes.	The Chairperson submitted a list of faculties who have benefited from financial support for attending workshops and FDPs, and assured continuous follow-up.
It was suggested to continuously monitor the follow-up actions taken towards Industry-Institute Interaction.	The Chairperson submitted a list of active MoUs and their activities, along with a list of various in-plant training, industrial projects, and industrial guest lectures conducted.

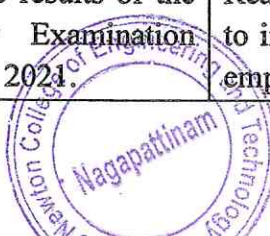



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After thorough discussion, the minutes of the seventh IQAC meeting are approved.

4. 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 seventh IQAC meeting.	The Principal read and approved.
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 Principal provided a brief description of the various communications received from AICTE, Anna University, Directorate of Technical Education, and Government of Tamil Nadu, along with the action taken reports for all communications. Read and approved.
6. Approval of the staff that have left the institution after the seventh IQAC meeting.	Read and ratified.
7. To approve the staff who have joined the institution after the seventh IQAC meeting.	Read and ratified.
8. Submission of the audit statement for the financial year 2020-2021.	The Budget, Income & Expenditure statement of 2020-21 was presented to Governing Body members. It was resolved to accord approval to the budget and Income expenditure for the academic year 2020-21.
9. Submission and approval of the budget for the financial year 2022-2023.	After an elaborate discussion, it was read and ratified.
10. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2021-2022.	Read and approved. It was decided to conduct a motivational program for students and all faculty members.
11. Submission of the results of the Anna University Examination held in November 2021.	Read and ratified. Efforts should be made to improve the academic results as well as employability skills of students




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12. Submission of the admission procedures implemented for the academic year 2020-2021.	The Principal informed that the trust decided to provide scholarships for students hailing from poor and downtrodden families, which should be communicated to all students through mentors.
13. Submission of the action taken report of the various committees convened after the seventh IQAC meeting.	The Principal provided a concise overview of the minutes of the meeting received from various bodies, accompanied by action taken reports for all communications. Following an extensive discussion, the members approved the minutes.
14. To submit and ratify the progress and implementation of strategies plan of the college.	An extensive discussion took place regarding the progress of various strategic plans, focusing on their implementation and suggestions to achieve the outlined goals.
15. Any other points to be discussed with the permission of the Chairperson.	It was agreed to conduct a Career Guidance program for GATE coaching, TOEFL preparation, and an awareness program aimed at providing comprehensive career guidance to our students.


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Principal

**SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY**

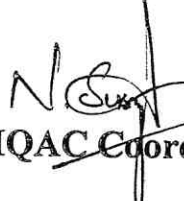
(Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai.)

Velankanni Road, Pappakovil, Nagapattinam - 611 102


Email : principalsincet@gmail.com | Web : www.sincet.ac.in

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	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


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Principal