



## Circular

SINCET//IQAC/MOM/09/2022-2023

09-08-2022


This is to inform you that the Internal Quality Assurance Cell (IQAC) First meeting for the academic year 2022-2023 is scheduled to be held on August 12, 2022, 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. Chairperson's Greetings and Introduction of IQAC Members.
2. Submission, Approval, and Review of Eighth IQAC Meeting Proceedings, including Action Taken.
3. Chairperson's Report on Activities Discussed.
4. Review and Endorsement of Correspondence.
5. Authorization of Staff Departures and Approval of Appointments.
6. Submission and Verification of Audited Statement for FY 2021-2022.
7. Validation of Feedback Review Committee Meeting Minutes.
8. Provision of Anna University Exam Results.
9. Discussion on Placement and Improvement Strategies.
10. Staff Participation in Development Programs and Enhancement Proposals.
11. Analysis and Submission of CO, PO, and PEOs Attainment; Further Actions.
12. Analysis of Signed MoUs and Activities.
13. Discussion of Additional Points with Chairperson's Approval.

  
IQAC Coordinator



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

  
Principal



### IQAC – 9<sup>th</sup> Minutes of Meeting

The following points were discussed during the meeting on 12/08/2022:

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

The following is the action taken report on the decisions of the IQAC meeting held on 15-02-2022

Plan of Action	Action Taken
A decision was made to inspire students to engage in additional activities such as projects and paper presentations.	Students were encouraged to participate as per the decision of IQAC.
It was decided to implement innovative teaching methods to enhance the learning process.	Various innovative teaching methods have been effectively practiced by the staff, with each staff member incorporating at least one innovative teaching method in their courses.
The members urged the Principal to monitor and take necessary steps to improve the college's results from semester to semester.	The Principal and HOD are taking proactive measures to improve the university's results by consistently monitoring internal examination results and implementing follow-up actions.
It was suggested to provide a list of students who have received government and non-government scholarships.	The Chairperson submitted the list of students who have availed scholarships, both institutional and government-funded.

After thorough discussion, the minutes of the eighth 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 2022-2023. After discussion, all members agreed to enhance student participation in skill development activities.
4. Review and endorsement of correspondence received from AICTE, Anna University, Department of Higher Education,	The report was read and ratified.

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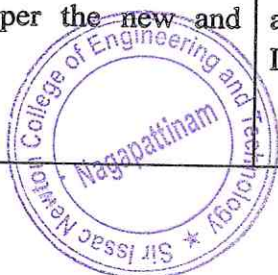
**SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY**

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

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Government of Tamil Nadu, and Directorate of Technical Education, Chennai.	
5. Approval of the staff that have left the institution after the second IQAC meeting.	The report was 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 report was read and approved. Members requested the maintenance of the staff-to-student ratio in accordance with the norms of AICTE and Anna University.
7. To submit and check the audited statement for the financial year 2020-2021.	The report was read and ratified.
8. Submission and validation of the minutes from the Feedback Review committee meeting held during the academic year 2020-2021 (even semester).	The report was read and ratified. Members requested the Principal to gather feedback from parents as well, to assess whether the facilities available in the college meet their requirements.
9. Submission of the results of the Anna University Examination held in May 2020.	The report was read and ratified. Members urged the Principal to monitor and take necessary steps to enhance 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.	The report was read, and the members commended the initiatives undertaken by the college, encouraging the team to organize additional career guidance programs.
11. Discussion on staff participation in the Staff Development programs during the previous academic year (2020-2021) and proposals for enhancement.	The report was read and ratified. As the management is sponsoring, the staff are urged to enhance their skills by participating in various Faculty Development Programs.
12. To submit and analysis the CO, PO and PEOs attainment and further action to be initiated.	The report was read and duly noted. Members suggested conducting awareness programs on COs, POS, PEOs, and their significance in Outcome-Based Education.
13. To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MoUs.	The report was read and noted. Continuous monitoring of follow-up actions towards Industry-Institute Interaction was recommended.

  
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14. Any other points to be discussed with the permission of the Chairperson.	The IQAC team emphasized the need for more patents from each department.
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IQAC Coordinator



  
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Principal



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

  
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