

THENI MELAPETTAI HINDU NADARGAL URAVINMURAI



NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Accredited by NAAC with "A" Grade

An ISO 9001 : 2015 Certified Institution

Vadapudupatti, Annanji (po), Theni - 625 531



Ref No: NSCET/Comm.Cir./2024-25/028

Date: 08.01.2025

Common Circular

This is to inform all that our college has established a Help Desk for efficient Grievance Redressal to provide guidance to the Parents, Students and Staffs who seeks information regarding Admission, Academic matters and other Grievance.

Individuals can address their grievances or seek guidance through the website at <https://nscet.org/helpdesk> or by emailing helpdesk@nscet.org at any time.

Additionally, individuals can also register their complaints manually in the Help Desk Register maintained in the Principal's Office at any time.

Note: All grievances will be kept confidential and resolved appropriately

Mam
8/1/25
PRINCIPAL

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- All HODs.
- All Classrooms.
- Notice Board.

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Ref No: NSCET/Comm.Cir./2024-25/029

Date: 10.01.2025

Common Circular

Dear Staff and Students,

We are delighted to announce that Pongal celebrations will be held tomorrow, **11th January 2025**, on our college campus. All staff and students are encouraged to participate and are welcome to come in **festive attire**.

Please note that the college will close at **1:00 PM** tomorrow.

In observance of Pongal, it has been declared as Holiday from tomorrow afternoon, **11th January 2025**, until **Sunday, 19th January 2025**.

Wishing you all a very Happy Pongal!

Mani 10/01/25
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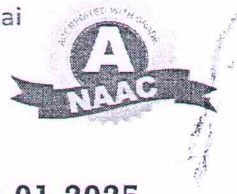


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Ref No: NSCET/Staff Cir./2024-25/023

Date: 22.01.2025

CIRCULAR

As discussed in the HoD meeting on 22.01.2025, all Heads of Departments are requested to complete the auditing of their respective department laboratories by 06.02.2025. The format for the audit report is attached to this circular.

Encl: Format of auditing report

Harini 22/01/25
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Ref No: NSCET/Stu Cir/2024-25/022

Date: 21.01.2025

STUDENTS CIRCULAR

This is to inform that JCI Theni Honey Bee is organizing a Cycle Rally on January 26th, 2025, at 7:30 a.m. to raise public awareness about drug prevention. The rally will begin and end at RC School, Madurai Road.

Students who own a bicycle and are interested in participating can register their names with the Physical Education Director through their respective Department Heads.

M. A. 125
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1. HODs.
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Ref No: NSCET/Staff Cir./2024-25/024

Date: 22.01.2025

CIRCULAR

This is to inform all Heads of Departments to complete the course file audit for the academic year 2023-24 (Even Semester) and 2024-25 (Odd Semester). The auditing process will commence on 23rd January 2025 and conclude on 30th January 2025. The details of the auditors attached as follows:

S.No	Auditors Name	Date	Department
1.	Dr. Athilingam, HoD/EEE	23.01.2025 to 30.01.2025	UG-Mechanical Engineering
2.	Dr. Mathalairaj, HoD/CSE		UG-Civil Engineering
3.	Dr. Venishkumar, HoD/ECE		UG-Computer Science and Engineering
4.	Mr. L.S. Vignesh, HoD/AD		UG-Electrical and Electronics Engineering
5.	Dr. Radhakrishnan, HoD/MECH		UG-Electronics and Communication Engineering
6.	Mr.A.Vembathurajesh, HoD/MFE		UG-Information Technology and PG - Structural Engineering
7.	Mr. N. Nagarathinam, HoD/SE		UG-Artificial Intelligence and PG - Manufacturing Engineering
8.	Dr. Ananthakrishnan, HoD/CE		Science and Humanities

Note :

- All Departments IQAC in-charges are inform to assist the auditor. It is the responsibility of the IQAC in-charges to have a record of auditing and inform us about the completion.
- The last date to submit the auditing report is 30.01.2025.

Hani 22/01/25
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Ref No: NSCET/Staff Cir./2024-25/025

Date: 23.01.2025

CIRCULAR

In celebration of our upcoming 15th Sports Day, we are pleased to announce a Sports Tournament for all willing female faculty members on 24th and 25th of January 2025.

Date / Session	Time	Venue	Event
24.01.2025 / AN Friday	03.00 pm	Volleyball Court	Throw Ball
25.01.2025 / AN Saturday	03.00 pm	SOM Lab (Civil)	Chess, Carrom and Tennikoit


PRINCIPAL

Encl.: Tournament Schedule

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