



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/Staff Cir./2024-25/035

Date: 05.05.2025

STAFF CIRCULAR

All teaching and non-teaching staff, along with NAAC Criteria Heads, are informed that **any quality initiative** (academic, co-curricular, or administrative) must be routed through the **IQAC** for documentation and compliance with NAAC standards.

Guidelines:

- **IQAC Inclusion:**
All quality-related events (seminars, FDPs, workshops, outreach, etc.) must mention IQAC's involvement in planning and execution.
- **Program Title & Logo:**
Use the designated **IQAC Quality Initiative Program title** and **IQAC logo** on all event materials (notices, banners, certificates, reports, etc.).
- **Proposal & Reporting:**
Submit a proposal copy to IQAC **before** the event.
Submit a report (with photos, attendance, and outcomes etc.,) **within 3 days after** the event.

Your support is essential in sustaining and enhancing the institution's quality standards.

For queries, contact the **IQAC Coordinators**.

Mani 05/05/25
PRINCIPAL

Encl:

1. IQAC Quality Initiative Programs list
2. IQAC LOGO (softcopy)

Copy to:

- File.
- All HODs.

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/Stu Cir/2024-25/031

Date: 07.05.2025

STUDENTS CIRCULAR

All students are hereby informed that the Internal examinations – II will be conducted from 10th May to 19th May.

Please note the following important points:

1. No alterations or re-test of the Internal examinations – II will be permitted under any circumstances.
2. It is mandatory for all students to attend the exams as per the given schedule.
3. Internal marks will not be awarded to students who are absent.
4. Mark entry for Internal examinations – II and Model Practical Examinations will be completed by 23rd May.

All students are advised to take this seriously and ensure full attendance.

Mani 7/5/25
PRINCIPAL

Copy to:

1. HODs.
2. All Notice Board.
3. Files.

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/Stu Cir/2024-25/032

Date: 08.05.2025

STUDENTS CIRCULAR

Tomorrow 09.05.2025 (Friday) has been declared as a Local Holiday on account of Veerapandi Gowmariamman Temple function.

Mani

PRINCIPAL

Copy to:

1. HODs.
2. All Notice Board.
3. Files.

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/Staff Cir./2024-25/036

Date: 08.05.2025

STAFF CIRCULAR

Tomorrow 09.05.2025 (Friday) will be a Working Day for all Teaching & Non Teaching faculties. The **bus schedule** is enclosed.

Hani 8/5/25
PRINCIPAL

Encl:

- Bus Schedule

Copy to:

- File.
- All HODs.



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/Stu Cir/2024-25/034

Date: 10.05.2025

STUDENTS CIRCULAR

According to the directive issued by the Theni District Collector, **Monday, 12.05.2025**, is declared as a **holiday** in observance of the CHITRA POURNAMI festival (Mangaladevi Kannagi temple).

The internal examinations scheduled on 12th May have been rescheduled as follows:

Ist Year - 19.05.2025

IIIrd Year - 16.05.2025

Hani 10/05/25
PRINCIPAL

Copy to:

1. HODs.
2. All Notice Board.
3. Files.

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/Staff Cir./2024-25/037

Date: 10.05.2025

STAFF CIRCULAR

The bus schedule for faculty members coming to the college for admission work on Monday (12.05.2025) is enclosed with this circular.

Mani 10/05/25
PRINCIPAL

Encl:

- Bus Schedule

Copy to:

- File.
- All HODs.



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/Staff Cir./2024-25/039

Date: 23.05.2025

Staff circular

It is hereby informed that Anna University Practical Examinations are scheduled to be held on Sunday, 25.05.2025. Hence, 25th May will be treated as a working day for all teaching, non-teaching, and administrative staff.

To compensate for working on a Sunday, staff members who report to duty on 25th May will be granted compensatory leave on Saturday, 31st May. However, those who do not report on 25th May must report to duty on 31st May.

note:

- Failure to report on both 25th and 31st May will result in Loss of Pay (LOP).
- All HODs are instructed to submit separate lists of staff members who will be reporting on 25th May and 31st May to the Principal's Office by today evening.

Casual leave/

Mani
PRINCIPAL

Copy to:

1. HODs.
2. Files

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./2024-25/048

Date: 25.05.2025

Common Circular

This is to inform that Project Viva-Voce for all Final Year ^{UG} students will be conducted on 29.05.2025 (Thursday) in the Forenoon session.

Following the viva, the **SIGN OUT DAY** for all Final Year students will be held in the **Afternoon session (29.05.2025)** on the same day. As part of the farewell arrangements, there will be a Group Photo Session followed by a **Dinner** organized exclusively for final year.

All Class In-charges are requested to inform the parents of the Final Year students that the students will be returning home late on this day.

Mari
25/05/25
PRINCIPAL

Copy to:

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

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./2024-25/049

Date: 26.05.2025

Common Circular

This is to inform that an amount of money was found within the college premises. Those who have lost it are requested to visit the **Administration Office** to claim the amount.

To verify ownership, individuals are required to provide specific details about the amount and any identifying information related to it.

Hani 26/5/25
PRINCIPAL

Copy to:

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



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 / EXC / 2024-25 / EVEN/035

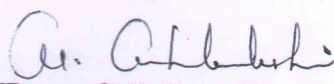
Date: 29.05.2025

CIRCULAR

This is to inform that the exam fees for **UG & PG (Includes Arrear Students)** students have been announced by Anna University, Chennai. All HoDs are requested to insist their students to pay the examination fees on or before **30.05.2025 (Friday)**.

Note:

The college fees should be cleared by the concerned student before paying the exam fees.


Exam Cell Coordinator


Principal

Copy to: 1. File

2. All HOD's / to be circulated to Class Room.

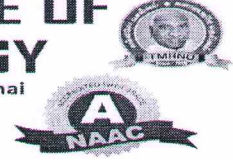
Dept.	HOD Signature	Dept.	HOD Signature
CIVIL		IT	
CSE		AD	
EEE		ME - SE	
ECE		ME - MFE	
MECH		S&H	

UG	I Year	II Year	III Year	IV Year	Passed Out Arrear Student	PG	I - Year	II - Year
CIVIL						MFE		
CSE						SE		
EEE								
ECE								
MECH								
IT								
AI & DS								



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 / EXC / 2024 - 25 /EVEN/ 034

Date: 29.05.2025

CIRCULAR

It is to Inform the HOD's that, students can apply for **Review of Answer Scripts** (UG & PG – First Year) for the Anna University Nov / Dec 2024 Examinations. The procedure is given below:

- Last date to apply review is **30.05.2025, 01:00PM**
- Application cost is **Rs 3000 + 10** (DD charge Rs 10)
- If Students gets higher grade in review, the higher grade will be declared as the final grade. Only Such Candidates are eligible for refund of Rs 3000.

Exam Cell Coordinator

Principal

Copy to: 1. File

2. Circulate to Class Room.



THENI MELAPETTAI HINDU NADARGAL URAVINMURAI

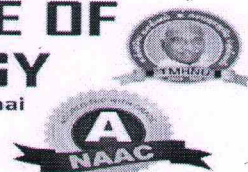
NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY

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/Staff Cir./2024-25/041

Date: 23.05.2025

Staff circular

The bus schedule for tomorrow 31.05.2025 (Saturday) is enclosed. Faculty members may also make use of the Arts & Science College bus service.

Hani 30/5/25
PRINCIPAL

Copy to:

1. HODs.
2. Files