# SONA COLLEGE OF TECHNOLOGY

(An Autonomous Institution)
SALEM – 636005 | Tamil Nadu | INDIA
Ph: +91 427 4099999 | iqac@sonatech.ac.in

## Internal Quality Assurance Cell

**SCT/IQAC/22-23/EM-1** **Date:12.8.2022**

**Circular**

The Internal Quality Assurance cell (IQAC) has scheduled for a meeting on 18.8.2022 at the IQAC Conference Hall. All the members of IQAC are requested to attend the meeting and the agenda details are given below.

**Agenda**

- Research & Development
- Physical infrastructure and maintenance
- National Educational Policy (NEP)
- General suggestions

**Dr.P.Suresh**
**IQAC Coordinator**

Dr. P. SURESH
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## Internal Quality Assurance Cell

SCT/IQAC/22-23/EM-1/MoM

Date:18.8.2022

Referring to circular SCT/IQAC/22-23/EM-1 dated August 12, 2022, a meeting took place in the IQAC Conference Hall on August 18, 2022. During this session, the following agenda points were discussed

**Agenda**

- Research & Development
- Physical infrastructure and maintenance
- National Educational Policy (NEP)
- General suggestions

The members discussed the agenda and the following minutes were drawn.

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## Internal Quality Assurance Cell

**Minutes of Internal Quality Assurance Cell Meeting held on August 18th, 2022**

The IQAC coordinator welcomed all members to the meeting, and the following areas were discussed in the forum.

| Item no | Description | Responsibility |
|---|---|---|
| 1. | Research & Development<br>• The publication details during the assessment period need to be presented with<br>• No.of. SCI/WoS and Scopus journals. It was mentioned that the number of publications must increase and the details must be submitted to the R&D department.<br>• Scopus citation and h-index of the institution for the past three years need to be updated.<br>• No.of. Corporate training programs for the faculty and staff need to improve.<br>• Various committees are implemented under the Research & Development Centre. | R&D team |
| 2. | Physical Infrastructure & Maintenance:<br>It includes both the academic and non-academic spaces that support the teaching-learning process, which includes<br>• Classrooms<br>• Laboratories<br>• Libraries<br>• Playground and sports facilities<br>• Administrative and support areas<br>• Technology infrastructure<br>Discussed the regular maintenance works to ensures the longevity of the infrastructure which will reflect the institution's commitment to providing a | Physical infra & Maintenance team |

| | | |
|---|---|---|
| | conducive and safe learning environment. The maintenance works include<br>• Routine cleaning<br>• repairs and upkeep<br>• safety inspections<br>• renovation and upgrades<br>• landscaping and<br>• security measures.<br>It ensures proper planning, budget allocation, and monitoring mechanisms that are essential to utilize the resources efficiently and ensure that the physical infrastructure is well-maintained. | |
| 3. | National Education Policy(NEP):<br>The NEP is a comprehensive policy framework that aims to transform India's education landscape and addresses various challenges in the sector.<br>(1)Promoting Multidisciplinary Learning:<br>• The NEP encourages a multidisciplinary approach to education, where students can choose subjects from different disciplines.<br>• The curriculum should accommodate this interdisciplinary learning and promote a broader understanding of knowledge.<br>(2)Reducing Curriculum Load:<br>• The curriculum should focus on essential concepts and skills, allowing students to delve deeper into the subjects.<br>(3)Emphasizing Skill Development:<br>• The NEP strongly emphasizes skill development and aims to equip students with the 21st-century skills.<br>• The curriculum should incorporate opportunities for students to develop critical thinking, problem-solving, communication, and digital literacy skills.<br>(4)Flexibility and Choice:<br>• The NEP encourages flexibility and choice in the curriculum to suit students' diverse interests and aspirations. | All the departments and faculty |

| | | |
|---|---|---|
| | • The curriculum should offer elective subjects and provide options for vocational education.<br>(5)Teacher Training and Professional Development:<br>• It should include components that will support teachers in adopting learner-centric and innovative teaching methods.<br>(6)Digital and Technology Integration:<br>• The NEP recognizes the role of technology in education.<br>• The curriculum should incorporate digital and technology-enabled learning experiences.<br>• It is essential to ensure that the curriculum reflects the core principles and goals of the NEP, facilitating a transformative and inclusive learning experience for all students. | |
| 4. | General suggestions:<br>• SSS (Student Satisfactory Survey) must be conducted online mode through the Internal Quality Assurance Cell.<br>• It has been planned to implement the online system for the Annual Academic Audit.<br>• Scheduled for the Yearly calendar preparation was discussed and it has been planned to prepare the calendar tentatively with a suitable format.<br>• Regular website updation is necessary and the faculty from each department must coordinate with the web manager to update their details in the website.<br>• The IQAC composition for the AY(22-23) was discussed and the members have been finalized.<br>• The policy document with the specific description were also discussed. The roles and responsibilities of the members were finalized. | To all the faculty |

19/8/22

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## Action taken report of the IQAC Meeting conducted on 7th February 2022

| S.No | Action plan | Action taken |
|---|---|---|
| 1. | Academic Council | Prepared the course mapping related to criteria-1 and informed all the departments to complete the attainment and upload it on the website. |
| 2. | Feedback analysis | The DCC minutes feedback and action taken report have been prepared and submitted to IQAC. |
| 3. | Department Student Project & Internship | We have motivated the students to apply for projects and internships and completion letters from the company are essential. |
| 4. | Centre of Examination | A standard format has been set up for both internal and external examination. |
| 5. | Mentoring & Counselling | A new committee has been formed as mentoring to track the complaints to be addressed every month. |
| 6. | Research & Development | For criteria 3, the club-related activities must be registered with the number of programs conducted during the academic year 2021. |
| 7. | National Board of Accreditation | The department has completed the SAR documents for the final NBA expert visit. |
| 8. | AQAR submission AY (21-22) | The AQAR must be prepared, the proof documents must be verified and uploaded by the institutional-level coordinators for the AY(21-22) on or before December 2022. |

19/8/22

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19/9/22

Dr.S.R.R.Senthilkumar
Principal

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A meeting of IQAC was held on 18th August 2022, in IQAC Conference Hall at 10.30 AM

Members Present:

| S.No | Name | Designation | Signature |
|---|---|---|---|
| 1. | Dr.S.R.R.Senthil Kumar | Principal, SCT | |
| 2. | Dr.J.Akilandeswari | Dean-Academics & Professor and Head/IT | |
| 3. | Dr.B.Sathiyabhama | HOD/CSE | |
| 4. | Dr.S.Radjarejesri | COE | |
| 5. | Dr.R.S.Sabeenian | HOD/ECE | |
| 6. | Dr.D.Raja | HOD/FT | |
| 7. | Dr.T.Padma | HOD/MCA | |
| 8. | Mr.V.R.Lakshmi Narayanan | GM/Accounts | |
| 9. | Mr.V.Selvamuthu | Administrative Executive-Approvals | |
| 10. | Ms.R.C.Vinodhini | Alumni Coordinator | |
| 11. | Mr.S.Madhusudhanan | III Yr. MCT-Reg.No-1920108013 | |
| 12. | Mr.C.Thennavan | Delivery Manager- Vee Technologies | |
| 13. | Mr.R.Durairaj | Asst.Manager-TNSTC | |

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