



SONA COLLEGE OF TECHNOLOGY

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



SCT/IQAC/2022-23/IN-3

Date: 7.3.2023

CIRCULAR

Sub: Data and Proof Documentation for AY 2022-23 for NAAC

The Internal Quality Assurance Cell (IQAC) has started preparing the Self Study Report (SSR), which consists of the following Academic Years

- 2018-19
- 2019-20
- 2020-21
- 2021-22 and
- 2022-23

For the above, Kindly prepare the data and proof document (Use 21-22 data template format) for the academic year 2022-2023.

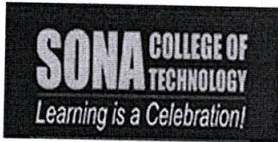
Note: Kindly stick to the deadline.


Dr. P. Suresh

Dr. P. SURESH
IQAC Co-ordinator
SONA COLLEGE OF TECHNOLOGY
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Copy to:

- All Deans
- All HOD's
- AQAR Institutional & Departmental Coordinators
- File





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Internal Quality Assurance Cell

SCT/IQAC/2022-23/IN-3/MoM

Date:15.3.2023

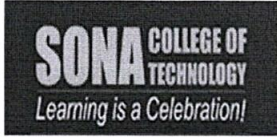
Referring to circular SCT/IQAC/22-23/IN-3 dated March 7th, 2023, a meeting took place in the IQAC Conference Hall on March 15, 2023. During this session, the following agenda points were discussed

Agenda

- Prepare the data & proof document for SSR(Self-Study Report)
- Any other suggestions

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





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Minutes of Internal Quality Assurance Cell Meeting held on 15.3.2023.

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

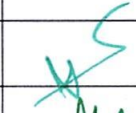


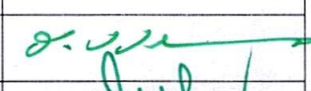
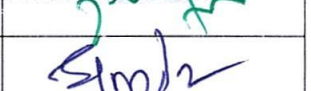
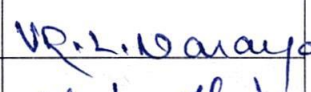
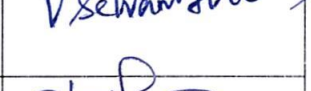


- The internal quality assurance cell has planned a review meeting for the departmental-level coordinators to submit the data and proof documents for the past three years for the Self-study report (SSR)
- The departmental-level coordinators are requested to update the individual file in the charges list to IQAC.
- In the HEI portal, specific changes have been revised for the AY(20-21), so the faculty are instructed to follow the format for the AY(18-19) and (19-20), and the deadlines are also informed to the department coordinators.
- For the NBA regular visit, the departments MBA, Mech, EEE, and FT have to submit the details of general facilities, and the criteria-wise in charge name list has been displayed in the circular.
- For the general criteria from 8 – 10, the NBA coordinator will coordinate the proof document for review and the final visit dates have been finalized by the NBA committee.
- The benefits of the Management scholarship for the students were discussed and the past five years' details were requested by the scholarship in charge.
- The IQAC Coordinator informed the Alumni coordinator to prepare the Annual General Body Meeting report and explained the importance of the data which is required by NAAC.
- It has been planned to collect the FDP details from the FDP cell and also from the FDP coordinators of each department to ensure the list of activities conducted for the past 5 academic years.

PSomy/MSH
6/3/23
Dr.P.Suresh

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Attendance sheet for the meeting held on 15.3.2023

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	


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