SONA COLLEGE OF TECHNOLOGY

(An Autonomous Institution)
SALEM – 636005 | Tamil Nadu | INDIA
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SCT/IQAC/2022-23/ IN-4 **Date: 11.5.2023**

Circular

The Internal Quality Assurance Cell (IQAC) has prepared the Yearly Annual Quality Assurance Report (AQAR) report for the AY(21-22). The departmental level coordinators are requested to ensure the pending data and proof documents have been submitted to the Institutional Level coordinator.

In this regard, the Institutional Level Coordinators asked to upload the data and proof documents for the AY(21-22) via the HEI portal between the **11th to 17th of May, 2023**. The final review is planned for 18th May 2023.

Note: Kindly stick to the deadline.

Dr.P. Suresh 11/5/23

IQAC Coordinator

Dr. P. SURESH
IQAC Co - ordinator
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Internal Quality Assurance Cell ★ IQAC ★ Sona College of Technology

Copy to:

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

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Internal Quality Assurance Cell

SCT/IQAC/2022-23/IN-4/MoM

Date:18.5.2023

Referring to circular SCT/IQAC/22-23/IN-4 dated May 11, 2023, a meeting took place in the IQAC Conference Hall on May 18, 2023. During this session, the following agenda points were discussed

Agenda

- Uploading the AQAR (21-22)proof in HEI portal
- Any other matter

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

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Minutes of Internal Quality Assurance Cell Meeting held on 18.5.2023

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

1. The NBA review meeting is planned for general criteria 8, 9, and 10, and the PG program's visit dates have been finalised and updated new dates to the Principal as well as to the NBA board.
2. Criteria-4, a specific attachment, has been discussed with the template which has been updated in the HEI portal.
3. The roles of departmental-level coordinators in each department for the NAAC data and proof documentation work were discussed.
4. It has been planned to organise an FDP program for all the criteria to make the faculty aware of the NAAC-SSR documentation and highlight the critical aspects of the objectives.
5. We have implemented the National Educational Policy (NEP)and identified the senior faculty to focus on the concepts with a maximum 500-word write-up.
6. For Criteria 7, we planned to discuss the best practices with every department and implement the possibilities of the concepts.
7. Various committees are formed under Criteria 3, and the committee has to submit the minutes of meeting reports for all five academic years.
8. The policy documents for EDC Cell, Clubs, training & placement departments, and other departments have been discussed and the coordinators were informed us to submit the revised draft version to IQAC.

PSh 18/5/23

Dr.P.suresh

IQAC Coordinator

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Attendance sheet for the meeting held on 18.5.2023

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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