

**SCT/IQAC/2020-21/IN-2**

**DATE: 17.12.2020**

The internal meeting of IQAC was scheduled for 22.12.2020, 10.30 a.m. at IQAC Conference Hall. All the members of IQAC are requested to attend the meeting. The agenda of the meeting is presented below:

**Agenda**

1. Format in NAAC -HEI portal
2. AQAR -Academic year (2020-21)
3. General Suggestions

  
**IQAC Coordinator** 17/12/20

**Dr. P. SURESH**  
IQAC Co - ordinator  
SONA COLLEGE OF TECHNOLOGY  
Junction Main Road, Salem - 636 005.  
Ph: 0427 - 4099893



**Copy to:**

- All Deans
- All HOD's
- AQAR Institutional & Departmental Co-Ordinators
- IQAC File

**SCT/IQAC/2020-21/IN-2/MoM**

**DATE: 22.12.2020**

Concerning circular no SCT/IQAC/2020-21/IN-2 dated 17<sup>th</sup> December 2020, the meeting was conducted in the IQAC Conference Hall on 22.12.2020. The following agenda has been discussed in the forum:

**Agenda**

1. Format in the NAAC-HEI portal
2. AQAR-Academic year (2020-21)
3. General suggestions

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



23.12.2020

**Minutes of Internal Quality Assurance Cell Meeting held on 22.12.2020**

The following points were discussed in the Meeting:

- The changes in SSR- format, data collection, presentations, etc., were discussed.
- The applicable additional templates were reviewed and a weblink for additional documentation was prepared.
- Preparations were made to upload the templates as per the format and a draft was prepared for the academic year (2020-2021).
- It was decided to conduct awareness programs for the **Quality Circle Forum of India** based on the system approach of the 5s principle.
- Changes in the feedback system as required by the NAAC database were discussed.
- Understanding the need for creating IQAC one drive documentation, it was decided to prepare a document for an openable link where we can post the documents on the website.
- The details of individual courses and the syllabus were discussed.
- For Metric 3.2 –the doubts regarding the program summary were clarified. The reports on workshops, seminars, and programs should be concluded with certain feedback.
- It was decided to add sub-templates if it is essential and provide additional links.
- For Metric 6.3&6.4, support is required from the HRD department to conduct programs for faculty and financial support to organize such activities.
- For Metric -1.1.2&1.2.1, – it has been planned to merge the metrics for the choice-based system for elective courses.



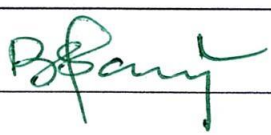
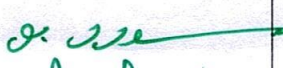
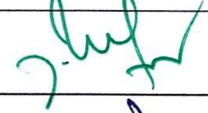


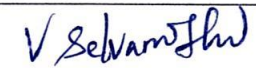
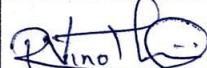
*P. Suresh*  
IQAC Coordinator

*23/12/20*  
Dr. P. SURESH  
IQAC Co - ordinator  
SONA COLLEGE OF TECHNOLOGY  
Junction Main Road, Salem - 636 605.  
Ph: 0427 - 4099893



A meeting of IQAC was held on 22<sup>nd</sup> Dec 2020 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	

  
Dr.P.Suresh 22/12/20

IQAC Coordinator

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