

SCT/IQAC/21-22/IM-3

Date:17.12.2021

CIRCULAR

The internal meeting of the Internal Quality Assurance Cell (IQAC) is scheduled for December 23rd, 2021 10.30 a.m. at IQAC Conference Hall. All the members of IQAC are requested to attend the meeting. The agenda of the session is given below:

Agenda

- Discussion with the extracurricular activity incharge
- Any other item

P. Suresh
Dr.P.Suresh

IQAC: **Dr. P. SURESH**
IQAC Co - ordinator
SONA COLLEGE OF TECHNOLOGY
Junction Main Road, Salem - 636 005.
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- All Deans
- All HOD's
- AQAR Institutional & Departmental Coordinators
- IQAC File



SCT/IQAC/21-22/IM-3/MoM

DATE: 23.12.2021

With reference to circular no SCT/IQAC/21-22/IM-3 dated 17th December 2021, the meeting was conducted in the IQAC Conference Hall on 23.12.2021. The following agenda has been discussed:

Agenda

- Discussion with the extracurricular activity in charge
- Any other item

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



Minutes of Internal Quality Assurance Cell Meeting held on December 23rd, 2021

The IQAC Coordinator discussed the following points during the meeting:

1. To prepare the AQAR for the AY(20-21) related to metric -3.6.2 & 3.6.3 extracurricular activities to be concentrated to improve the score.
2. The coordinator asked the faculty in charge to send the e-copy of the award letters related to the various club activities.
3. The following documents should support the coordinator of the events organized:
 - Circular
 - Invitation/Brochure
 - Geotagged photographs & videos
 - List of students(attendance)
 - Awards for merit or appreciation
 - Feedback
4. A detailed report for each extension and outreach program must be made available, specifically mentioning the number of students and agencies participating in and collaborating with the industry.
5. The coordinator mentioned that the geo-tagged photographs and any other relevant supporting documents should have proper captions and that a signature with a date is mandatory.
6. The online Student Satisfaction Survey(SSS) needs to be updated on the website.
7. The Center of Examination must plan the examination process SOP & IT integration manual.

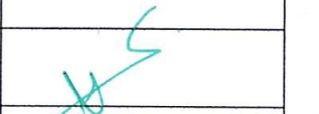

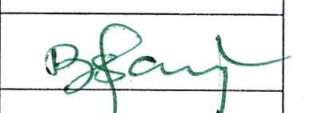
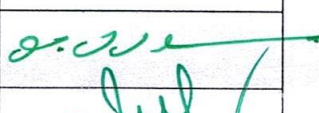
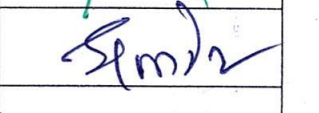
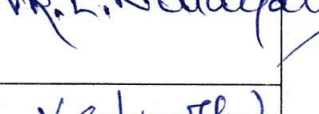





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23/12/21
IQAC Coordinator


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A meeting of IQAC was held on 23rd December 2021, 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	


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