

Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Minutes of IQAC meeting held on 03rd December, 2018 at office conference hall at 3.00 PM.


Members present.

| | |
|-------------------------|---------------------------|
| Dr.S.R.R. Senthil Kumar | - Principal, SCT |
| Dr.J. Akilandeswari | - HoD / IT |
| Dr.D. Senthil kumar | - HoD /Mech |
| Dr. B. Sathiyabhama | - HoD – Computer Sciences |
| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
| Dr. S. Suresh | - Professor / Civil |
| Dr. R. Shiva kumar | - Professor / EEE |
| Mr. Lakshmi Narayanan | - GM / Accounts |
| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

| S.No | Point Discussed | Action Plan | Target Date | Responsibility |
|------|---|--|-------------|----------------|
| 1 | Action taken for previous meeting minutes | (a) Coordinator of IQAC explained the action taken report of the previous IQAC meeting. (b) The coordinator discussed the minutes of R & D Meeting with | - | - |

| | | | | |
|---|---------------------------|---|------------|-----------|
| | | Principal, Dean R & D, HODs and R & D coordinators which was held on 10-10-2018 at Office Conference Hall of SCT, Salem. | | |
| 2 | Academic audit | It was proposed to conduct an academic audit for all programmes for the academic year 2017-2018. | 31-12-2018 | COE |
| 3 | Pedagogy training | Vice chairman Mr. Thyagu Valliappa suggested conduct Pedagogy training programmes for all faculty members during academic 2017-2018. | 30-06-2018 | Principal |
| 4 | International conferences | Dr. J. Akilandeswari explained the steps taken for the proposed international conferences to be jointly organised by the department of CSE, IT and MCA. | 31-12-2018 | Principal |
| 5 | R and D meeting | Dean R & D Dr. S. Chandrasekar suggested to conduct second research advisory council meeting during the month of December 2018. | 31-12-2018 | Principal |
| 6 | Japanese Language classes | Dr S. Saravanan, Centre head for Nano Technology suggested creating among students regarding Japanese language classes. | 03-01-2019 | Principal |


Principal

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IQAC/SONA/OFFICE

Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

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Members present.

| | |
|-------------------------|---------------------------|
| Dr.S.R.R. Senthil Kumar | - Principal, SCT |
| Dr.J. Akilandeswari | - HoD / IT |
| Dr.D. Senthil kumar | - HoD /Mech |
| Dr. B. Sathiyabhama | - HoD – Computer Sciences |
| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
| Dr. S. Suresh | - Professor / Civil |
| Dr. R. Shiva kumar | - Professor / EEE |
| Mr. Lakshmi Narayanan | - GM / Accounts |
| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

Agenda:

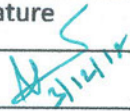
1. Action taken report for previous meeting.
2. Academic audit.
3. Pedagogy training and skill development programme.
4. International conference.
5. Research advisory council meeting.
6. Foreign languages.
7. Any other matter.

| S.No | Action Plan | Action taken |
|------|--|---|
| 1. | The action taken of the previous meeting minutes was unanimously approved by the committee. | - |
| 2. | It was proposed to conduct an academic audit for all programmes for the academic year 2017-2018. | The academic audit was conducted for the all programmes for even semester. |
| 3. | Vice chairman Mr. Thyagu Valliappa suggested to conduct Pedagogy training programmes for all faculty members during academic 2017-2018. | Pedagogical training was conducted for all new faculty and senior faculty by the HR Department. |
| 4 | Dr.J. Akilandeswari explained the steps taken for the proposed international conferences to be jointly organised by the department of CSE, IT and MCA. | The dates and schedule for international conference has been finalized. |
| 5 | Dean R & D Dr. S. Chandrasekar suggested to conduct second research advisory council meeting during the month of December 2018. | The second research advisory council meeting was conducted in the month December 2018. |
| 6. | Dr S. Saravanan, Centre head for Nano Technology suggested to have awareness among students regarding Japanese language classes. | The teaching of Japanese's language to interested students was initiated by native of Japanese teacher. |

Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Members present.

| S.No | Name | Designation | Signature |
|------|-------------------------|-------------------------|---|
| 1. | Dr.S.R.R. Senthil Kumar | Principal, |  |
| 2. | Dr.J. Akilandeswari | HoD / IT | J. Akilandeswari 3/12/18 |
| 3. | Dr.D. Senthil kumar | HoD /Mech | D. Senthil Kumar 3/12/18 |
| 4. | Dr. B. Sathiyabhama | HoD – Computer Sciences | B. Sathiyabhama 3/12/18 |
| 5. | Dr.R.S. Sabeenian | HoD – ECE | R.S. Sabeenian 3/12/18 |
| 6. | Dr. D. Raja | HoD – FT | D. Raja 3/12/18 |
| 7. | Dr.P. Suresh | HoD – Mechatronics | P. Suresh 3/12/18 |
| 8. | Dr. R. Vinod Kumar | Professor / ECE | R. Vinod Kumar 3/12/18 |
| 9. | Dr. S. Suresh | Professor / Civil | S. Suresh 3/12/18 |
| 10. | Dr. R. Shiva kumar | Professor / EEE | R. Shiva Kumar 3/12/18 |
| 11. | Mr. Lakshmi Narayanan | GM / Accounts | Lakshmi Narayanan 3/12/18 |
| 12. | Miss. B. Mythili | Final Year / ECE | B. Mythili 3/12/18 |
| 13. | T.N. Raj Vignesh | Alumni | T.N. Raj Vignesh 3/12/18 |
| 14. | M. Thennavan | Vee Technologies | M. Thennavan 3/12/18 |


Principal

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IQAC/SONA/OFFICE

Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Minutes of IQAC meeting held on 28th March, 2019 at office conference hall at 10.00 A.M.

Members present.

| | |
|-------------------------|---------------------------|
| Dr.S.R.R. Senthil Kumar | - Principal, SCT |
| Dr.J. Akilandeswari | - HoD / IT |
| Dr.D. Senthil kumar | - HoD /Mech |
| Dr. B. Sathiyabhama | - HoD – Computer Sciences |
| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
| Dr. S. Suresh | - Professor / Civil |
| Dr. R. Shiva kumar | - Professor / EEE |
| Mr. Lakshmi Narayanan | - GM / Accounts |
| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

| S.No | Point Discussed | Action Plan | Target Date | Responsibility |
|------|---|---|----------------------|----------------|
| 1 | Action taken for previous meeting minutes | Coordinator of IQAC explained the action taken report of the previous IQAC meeting. | - | - |
| 2 | NIRF Ranking 2018-2019. | Dr. R. Malathy instructed all the coordinators to be ready with | Before 30-11-2018 | Principal |

| | | | | |
|---|---|---|------------|-----------|
| | | documents and data to be uploaded during the month of November 2018. | | |
| 3 | IQAC composition for the year 2018-2019. | It was decided to renew the composition of IQAC for the academic year 2018-2019. Dr. R. Vinod Kumar is identified as IQAC Coordinator and Dr S. Suresh to coordinate the IQAC activities. | 30-04-2019 | Principal |
| 4 | Academic Calendar for the year 2018-2019. | Committee members discussed the various activities of academic calendar 2018-2019 and its follow up. Principal informed Dr. M. Renukha , Department of Humanities and Languages to prepare academic calendar for the year 2018 -2019. | Routine | Principal |
| 5 | Governing Council meeting | 9 th Governing Council meeting planned to have December 2018. | 31-12-2018 | Principal |
| 6 | Stake holder feedback collection | Feed backs of parents. Industry experts, alumni, academician and students for updating the curriculum and syllabus for various programmes are discussed. | Routine | Principal |


Principal

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Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Minutes of IQAC meeting held on 28th March, 2019 at office conference hall at 10.00 AM.

Members present.

| | |
|-------------------------|---------------------------|
| Dr.S.R.R. Senthil Kumar | - Principal, SCT |
| Dr.J. Akilandeswari | - HoD / IT |
| Dr.D. Senthil kumar | - HoD /Mech |
| Dr. B. Sathiyabhama | - HoD – Computer Sciences |
| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
| Dr. S. Suresh | - Professor / Civil |
| Dr. R. Shiva kumar | - Professor / EEE |
| Mr. Lakshmi Narayanan | - GM / Accounts |
| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

Agenda:

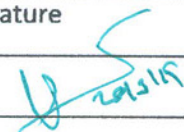
1. Action taken report for previous meeting.
2. Details fort NIRF Ranking 2018-2019.
3. IQAC composition for the year 2018-2019.
4. Academic Calendar for the year 2018-2019.
5. 9th Governing Council meeting.
6. Stake holder feedback collection
7. Any other matter.

| S.No | Action Plan | Action taken |
|------|---|---|
| 1. | The action taken of the previous meeting minutes was unanimously approved by the committee. | - |
| 2. | NIRF Ranking 2018-2019. | Dr. R. Malathy NIRF Coordinator informed to all the faculty about the overall NIRF ranking. |
| 3. | IQAC composition for the year 2018-2019. | Composition of IQAC for the academic year 2018-2019 was renewed. |
| 4 | Academic Calendar for the year 2018-2019. | The respective class councillor issued the academic calendar to the all the students and staffs. |
| 5 | Governing Council meeting | 9 th Governing Council meeting was conducted in the month of Dec 22-12-2018. |
| 6. | Stake holder feedback collection. | Feedback are collected from different stake holders for curriculum redesign as well as teaching learning process. |

Sona College of Technology (Autonomous), Salem-5

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Members present.

| S.No | Name | Designation | Signature |
|------|-------------------------|-------------------------|---|
| 1. | Dr.S.R.R. Senthil Kumar | Principal, |  |
| 2. | Dr.J. Akilandeswari | HoD / IT | J. Akilandeswari 28/3/19 |
| 3. | Dr.D. Senthil kumar | HoD /Mech | D. Senthil Kumar 28/3/19 |
| 4. | Dr. B. Sathiyabhama | HoD – Computer Sciences | B. Sathiyabhama 28/3/19 |
| 5. | Dr.R.S. Sabeenian | HoD – ECE | R. Sabeenian 28/3/19 |
| 6. | Dr. D. Raja | HoD – FT | D. Raja 28/3/19 |
| 7. | Dr.P. Suresh | HoD – Mechatronics | P. Suresh 28/3/19 |
| 8. | Dr. R. Vinod Kumar | Professor / ECE | R. Vinod Kumar 28/3/19 |
| 9. | Dr. S. Suresh | Professor / Civil | S. Suresh 28/3/19 |
| 10. | Dr. R. Shiva kumar | Professor / EEE | R. Shiva Kumar 28/3/19 |
| 11. | Mr. Lakshmi Narayanan | GM / Accounts | L. Narayanan 28/3/19 |
| 12. | Miss. B. Mythili | Final Year / ECE | B. Mythili 28/3/19 |
| 13. | T.N. Raj Vignesh | Alumni | T.N. Raj Vignesh 28/3/19 |
| 14. | M. Thennavan | Vee Technologies | M. Thennavan |


Principal

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Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Minutes of IQAC meeting held on 02nd July, 2019 at office conference hall at 10.00 A.M.

Members present.

| | |
|-------------------------|---|
| Dr.S.R.R. Senthil Kumar | - Principal, SCT |
| Dr.J. Akilandeswari | - Dean – Academics & Professor and Head / IT |
| Dr.D. Senthil kumar | - Dean – Student affairs & Professor and Head /Mech |
| Dr. B. Sathiyabhama | - HoD – Computer Sciences |
| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
| Dr. S. Suresh | - Professor / Civil |
| Dr. R. Shiva kumar | - Professor / EEE |
| Mr. Lakshmi Narayanan | - GM / Accounts |
| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

| S.No | Point Discussed | Action Plan | Target Date | Responsibility |
|------|---|---|-------------|----------------|
| 1 | Action taken for previous meeting minutes | Coordinator of IQAC explained the action taken report of the previous IQAC meeting. | - | - |

| | | | | |
|---|--|--|------------|------------|
| 2 | Moodle and Black board training | Our Vice chairman Mr. Thyagu Valliappa suggested to organise workshop per department on the usage of black board. | 31-06-2019 | Principal |
| 3 | ISO auditing | Internal quality audit has been Planned to conduct audit from 27-06-2019 to 28-06-2019 for all programmes in Engineering & Technology. | 31-06-2019 | Dean R & D |
| 4 | Psychometric test for students | Vice chairman Chocko Valliappa suggested having Psychometric test for students. | 31-06-2019 | Principal |
| 5 | Board of Studies | It is suggested to conduct Board of studies for all UG and PG programmes. | 31-06-2019 | Principal |
| 6 | 10 th Governing council meeting | 10 th Academic Council meeting planned to have on July 2019. | 12-07-2019 | Principal |


 Principal

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Minutes of IQAC meeting held on 02nd July, 2019 at office conference hall at
10.00 AM.

Members present.

| | |
|-------------------------|---|
| Dr.S.R.R. Senthil Kumar | - Principal, SCT |
| Dr.J. Akilandeswari | - Dean – Academics & Professor and Head / IT |
| Dr.D. Senthil kumar | - Dean – Student affairs & Professor and Head /Mech |
| Dr. B. Sathiyabhama | - HoD – Computer Sciences |
| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
| Dr. S. Suresh | - Professor / Civil |
| Dr. R. Shiva kumar | - Professor / EEE |
| Mr. Lakshmi Narayanan | - GM / Accounts |
| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

Agenda:

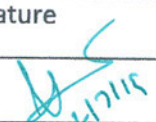
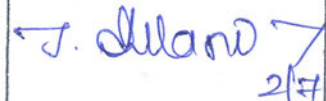







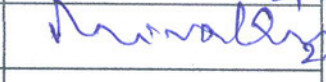




1. ISO auditing
2. Moodle and Black board training
3. Psychometric test for students
4. Board of Studies
5. 10th Governing council meeting
6. Any other matter of interest.

| S.No | Action Plan | Action taken |
|------|---|--|
| 1. | The action taken of the previous meeting minutes was unanimously approved by the committee. | - |
| 2. | ISO auditing | Internal quality audit has been conducted on 27-06-2019 to 28-06-2019 for UG and PG programmes. |
| 3. | Moodle and Black board training | Moodle and Black board training was given to all staff members. |
| 4 | Psychometric test for students | As per our vice chairman instruction psychometric test have been conducted and grouped on the basis of skill to improve placement. |
| 5. | Board of Studies | BoS meeting for Civil Engineering, Mechanical Engineering, EEE, ECE, CS, IT, FT, MCA, MBA, Sciences and Humanities and Mechatronics was conducted in the month of to May-2019. |
| 6 | 10 th Governing council meeting | 10 th Governing Council meeting was conducted on 10/07/2019. |

Sona College of Technology (Autonomous), Salem-5

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Members present.

| S.No | Name | Designation | Signature |
|------|-------------------------|---|---|
| 1. | Dr.S.R.R. Senthil Kumar | Principal, |  |
| 2. | Dr.J. Akilandeswari | Dean – Academics & Professor and Head / IT |  2/7/19 |
| 3. | Dr.D. Senthil kumar | Dean – Student affairs & Professor and Head /Mech |  2/7/19 |
| 4. | Dr. B. Sathiyabhama | HoD – Computer Sciences |  2/7/19 |
| 5. | Dr.R.S. Sabeenian | HoD – ECE |  2/7/19 |
| 6. | Dr. D. Raja | HoD – FT |  2/7/19 |
| 7. | Dr.P. Suresh | HoD – Mechatronics |  2/7/19 |
| 8. | Dr. R. Vinod Kumar | Professor / ECE |  2/7/19 |
| 9. | Dr. S. Suresh | Professor / Civil |  2/7/19 |
| 10. | Dr. R. Shiva kumar | Professor / EEE |  2-7-2019 |
| 11. | Mr. Lakshmi Narayanan | GM / Accounts |  |
| 12. | Miss. B. Mythili | Final Year / ECE |  FOR |
| 13. | T.N. Raj Vignesh | Alumni |  2/7/19 |
| 14. | M. Thennavan | Vee Technologies |  |


Principal

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Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Minutes of IQAC meeting held on 04th October, 2019 at office conference hall at 10.00 A.M.

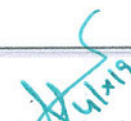
Members present.

| | |
|-------------------------|---|
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| Dr.D. Senthil kumar | - Dean – Student affairs & Professor and Head /Mech |
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| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
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| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

| S.No | Point Discussed | Action Plan | Target Date | Responsibility |
|------|---|--|-------------|----------------|
| 1 | Action taken for previous meeting minutes | Coordinator of IQAC explained the action taken report of the previous IQAC meeting. | - | - |
| 2 | Student participation in extra curriculum activities. | It has been proposed to increase extra-curricular activities through NSS, NCC and YRC. | 31-12-2019 | Principal |

| | | | | |
|---|---------------------------------------|---|------------|-------------------------------|
| 3 | Academic and Outcome based education. | Principal informed the tentative plan to conduct academic and outcome based education. Dean academics insisted all departments to go through OBE section to evaluate attainments of PEO, POS and PSO's. | 31-12-2019 | Principal and Dean academics. |
| 4 | Stake holder feedback collection. | Feedback from parents and alumni, industry experts and students for updating the curriculum and syllabus for various programme are discussed | Routine | Principal |
| 5 | R and D meeting | Dean Dr S. Chandrasekar suggested all the faculty to apply for seed money provided by Management. | 31-12-2019 | Dean R&D |
| 6 | Preparation of AQAR | The IQAC coordinator presented the various criteria of NAAC AQAR and received the suggestion from committee members for preparation of AQAR 2018-2019. | 31-12-2019 | IQAC Co-ordinator |


 Principal

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Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Minutes of IQAC meeting held on 04th October, 2019 at office conference hall at 10.00 am.

Members present.

| | |
|-------------------------|---|
| Dr.S.R.R. Senthil Kumar | - Principal, SCT |
| Dr.J. Akilandeswari | - Dean – Academics & Professor and Head / IT |
| Dr.D. Senthil kumar | - Dean – Student affairs & Professor and Head /Mech |
| Dr. B. Sathiyabhama | - HoD – Computer Sciences |
| Dr.R.S. Sabeenian | - HoD – ECE |
| Dr. D. Raja | - HoD – FT |
| Dr.P. Suresh | - HoD – Mechatronics |
| Dr. R. Vinod Kumar | - Professor / ECE |
| Dr. S. Suresh | - Professor / Civil |
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| Mr. Lakshmi Narayanan | - GM / Accounts |
| Miss. B. Mythili | - Final Year / ECE |
| Alumni | - T.N. Raj Vignesh |
| Vee Technologies | - M. Thennavan |

The following points are discussed.

Agenda:

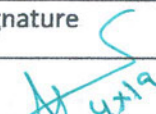





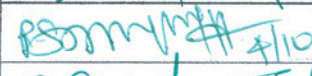
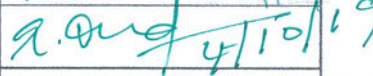
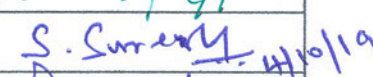

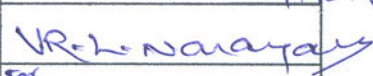
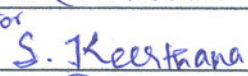
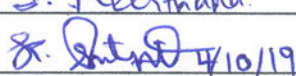
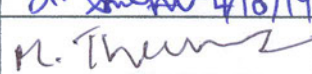
1. Student participation in extra curriculum activities.
2. Outcome based education.
3. Stake holder feedback collection.
4. R and D meeting
5. Preparation of AQAR
6. Any other matter.

| S.No | Action Plan | Action taken |
|------|---|--|
| 1. | The action taken of the previous meeting minutes was unanimously approved by the committee. | - |
| 2. | Student participation in extra curriculum activities. | Students actively participated in extra – curricular activities through NSS, NCC & YRC. |
| 3 | Outcome based education. | More sessions have been conducted for Faculty and students about implementation of OBE. |
| 4 | Stake holder feedback collection. | Feedbacks are collected from stake holders for curriculum redesign. |
| 5. | R and D meeting | All the faculty have send their proposals to apply for seed money. |
| 6. | Preparation of AQAR | The IQAC Co-ordinator suggested the respective criteria members to be ready with all documents and data that has to be uploaded for NAAC AQAR 2018-2019. |

Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Members present.

| S.No | Name | Designation | Signature |
|------|-------------------------|---|---|
| 1. | Dr.S.R.R. Senthil Kumar | Principal, |  |
| 2. | Dr.J. Akilandeswari | Dean – Academics & Professor and Head / IT |  4/10/19 |
| 3. | Dr.D. Senthil kumar | Dean – Student affairs & Professor and Head /Mech |  4/10/19 |
| 4. | Dr. B. Sathiyabhama | HoD – Computer Sciences |  4/10/19 |
| 5. | Dr.R.S. Sabeenian | HoD – ECE |  4/10/19 |
| 6. | Dr. D. Raja | HoD – FT |  4/10/19 |
| 7. | Dr.P. Suresh | HoD – Mechatronics |  4/10/19 |
| 8. | Dr. R. Vinod Kumar | Professor / ECE |  4/10/19 |
| 9. | Dr. S. Suresh | Professor / Civil |  4/10/19 |
| 10. | Dr. R. Shiva kumar | Professor / EEE |  4/10/19 |
| 11. | Mr. Lakshmi Narayanan | GM / Accounts |  4/10/19 |
| 12. | Miss. B. Mythili | Final Year / ECE | For  4/10/19 |
| 13. | T.N. Raj Vignesh | Alumni . . |  4/10/19 |
| 14. | M. Thennavan | Vee Technologies |  4/10/19 |


Principal

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