SCT/IQAC/2020-21/EM-1   **DATE: 8.10.2020.**

The IQAC meeting is scheduled for 15.10.2020, 10.30am 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. Academic Activities

2. Review of Quality plan

3. AQAR -Academic year (2019-20)

4. General Suggestions

IQAC Coordinator 8/10/20

Dr. P. SURESH
IQAC Co - ordinator
SONA COLLEGE OF TECHNOLOGY
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Ph: 0427 - 4099893

Copy to:

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

SCT/IQAC/2020-21/EM-1/MoM

DATE: 15.10.2020

With reference to circular no SCT/IQAC/2020-21/EM-1 dated 8th October 2020, the meeting was conducted in the IQAC Conference Hall on 15.10.2020. The following agenda has been discussed in the forum:

Agenda

1. Academic Activities

2. Review of Quality plan

3. AQAR -Academic year (2019-20)

4. General Suggestions

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

Minutes of Internal Quality Assurance Cell Meeting held on 15.10.2021.

The IQAC coordinator welcomed all the members to the meeting. The following points were discussed in the meeting.

Item	Description	Responsibility
1.	<u>Academic Activities</u> • Plan to introduce a new course 'Artificial Intelligence and Data science' for the academic year (2020-2021)	Academics
	• Application has been submitted for the following skill-based courses for the academic year 2020-2021 through NSQF scheme. (i) CNC Programmer (ii) PCB Design Engineer (iii) Web Developer (iv) Assistant Fashion Designer	
2.	<u>Review of Quality Plan</u> <u>Teaching and Learning Process</u> • Plan to organize Academic council meeting through online mode with university members. • Prepare to categorize the portions for semester examination and question paper format for all the Programmes. • Online examinations were conducted for both Formative Assessment through Moodle and End semester examinations. • Controller of Examinations informed that the end-semester examinations were conducted as per the Guidelines of Anna University.	Departments
	<u>Collaboration Initiatives with Industry</u> • Develop further contacts with Industry to enhance the departments to be continuously involved in solving industry problems. • Recommends various opportunities like internships, Placement, R & D, and Consultancy projects.	Collaborative Industry

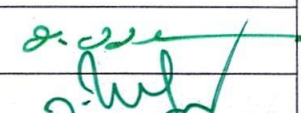|		R&D
	Research and Development • To improve the research activities online web Conferences and Online Webinars were organized.	
	Placement • Placement coordinator explained the measures taken for organizing placement drives during this pandemic both in offline and online.	Placement Cell
3.	**AQAR for the Academic Year (2019- 2020)** • AQAR submission of (2019-20) to be initiated. After completion of filling of data, it would be put up to the NAAC portal for documentation purpose.	IQAC
4.	**General Suggestions** **Initiatives taken during COVID19** • The Various initiatives taken during the Pandemic for the safety of all members in the Institution and in the Quarters were discussed. • The members appreciated the safety precautions followed in the institution.	All Faculty
5.	**Concluding remarks by IQAC coordinator** IQAC Coordinator received the suggestion given by members will be considered and action taken will be reported in the next IQAC meeting.	IQAC team
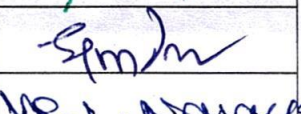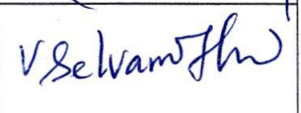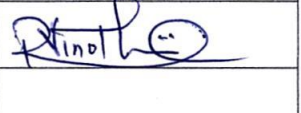
IQAC Coordinator

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A meeting of IQAC was held on 15th Oct 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	
11.	Mr.Nishanth	III Yr. MCT-Reg.No-1516106076	
12.	Mr.C.Thennavan	Delivery Manager- Vee Technologies	
13.	Mr.R.Durairaj	Asst.Manager-TNSTC	

Dr.P.Suresh

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