

SCT/IQAC/21-22/IM-2

Date: 12.10.2021

CIRCULAR

The Internal Quality Assurance Cell (IQAC) internal meeting is planned for October 20th, 2021 10.30 am at IQAC Conference Hall. All the members of IQAC are requested to attend the meeting. The agenda of the session is given below:

Agenda

- Website Updation
- Any other suggestions

Dr. P. Suresh
Dr. P. Suresh
12/10/21
IQAC Coordinator
DR. P. SURESH
IQAC Co - ordinator
SONA COLLEGE OF TECHNOLOGY
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- All Deans
- All HOD's
- AQAR Institutional & Departmental Coordinators
- IQAC File



SCT/IQAC/2021-22/IM-2/MoM

DATE: 20.10.2021

With reference to circular no SCT/IQAC/2021-22/IM-2 dated 12th October 2021, the meeting was conducted in the IQAC Conference Hall on 20.10.2021 The following agenda has been discussed:

Agenda

- Website Updation
- Any other suggestions

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



Minutes of Internal Quality Assurance Cell Meeting held on October 20th, 2021.

The IQAC Coordinator discussed the following points during the meeting:

- Each department should update the department activities on the website page.
- The website has to be updated with details on planning events, faculty information, student prizes, etc. Departmental-level coordinators must monitor faculty completion of the assignment completion must be monitored by departmental-level coordinators.
- It has decided to conduct a short-term course on various topics depending on the individual departments under the continuing education center.
- It plans to offer an open elective course on entrepreneurship development for the upcoming semester.
- A review meeting has to be organized to compile the AQAR for the AY(20-21) to examine the relevant papers for each metric. The institutional-level coordinators were responsible for obtaining documentation with supporting details from the departmental-level coordinators and submitting it.
- The student's records have to be protected as evidence for NAAC purposes in the teaching-learning activity and counseling programs.
- The IQAC team discussed forming a new committee called the Mentoring Committee.
- Criteria 6, the MIS data, was stated to be validated with an external party as proof for NAAC.
- It decided to get the institution's best practices through the AQAR portal.
- It plans to regulate the yearly internal Quality Assurance Cell(IQAC plan.
- For SSR preparation, the green campus policy documents must be prepared and submitted to IQAC with the Principal's approval.

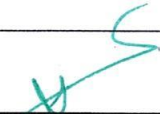






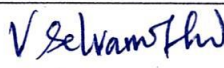

P. Suresh
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20/10/21

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A meeting of IQAC was held on 20th October 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.Radjarejeshri	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 20/10/21

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