

SCT/IQAC/21-22/IM

Date: 11.04.2022

CIRCULAR

The Internal Quality Assurance Cell meeting is scheduled for April 19th, 2022, at 10.30 a.m. at IQAC Conference Hall. All the members of IQAC were requested to attend the meeting. The agenda of the session is given below:

Agenda

- Discussion about VAC
- Guidelines for CoE
- Any other suggestions

Dr. P. Suresh
Dr.P.Suresh

11/4/22
IQAC: Coordinator

Dr. P. SURESH
IQAC Co - ordinator

SONA COLLEGE OF TECHNOLOGY

Copy to: 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/MoM

DATE: 19.4.2022

With reference to circular no SCT/IQAC/21-22/IM dated 11th April 2022, the meeting was conducted in the IQAC Conference Hall on 19.4.2022. The following agenda has been discussed:

Agenda

- Discussion about VAC
- Guidelines for COE
- Any other suggestions


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



Minutes of Internal Quality Assurance Cell Meeting held on April 19th, 2022

The IQAC Coordinator discussed the following points during the meeting:




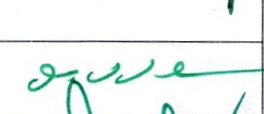
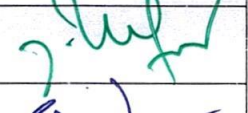
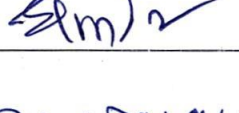
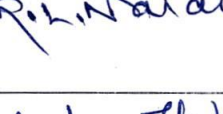

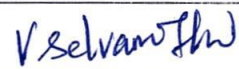

- The agenda, Minutes of Meetings & faculty attendance at the department Committee meeting are essential.
- The syllabus was framed and approved by the department Committee for VAC, along with its outcomes.
- The graduation percentage of the students is to publish on the website.
- The platform's management system handbook have used for examination methods, including user interface screenshots. Examine cell guidelines for IT-integrated CO assessment.
- The faculty must prepare a complete COs and Pos plan, and related learning strategies with the evaluation procedures should be developed.
- The compositions of collaboration/related documents indicating the nature of collaboration and activities year-wise
- The HEI portal should provide the collaboration summary indicating the starting date, wind-up date, nature of cooperation, etc.
- The minutes of the meeting report of the student redressal committee meetings, prevention of sexual harassment committee, and Anti Ragging committee is essential.
- Proof has to maintain for the constitution of the Internal Complaints Committee, Grievances Redressal Committee formation, and Anti-Ragging Committee as per UGC regulations.
- The Alumni Association with UK chapters has dramatically impacted the institution's growth and provided invaluable support services. Its comprehensive description has helped foster a closer bond between alums and the university, promoting further initiatives to benefit both parties.
- A proper template must list the Quality initiatives and programs organized through the IQAC cell.
- The Academic Audit schedule with reports and ISO internal & external audit schedule must be included, along with their respective descriptions.


P.Suresh
19/4/22
IQAC Coordinator
Dr. P. SURESH
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A meeting of IQAC was held on 19th April 2022, 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

IQAC Coordinator

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