



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1.Name of the Institution

Sona College of Technology

- Name of the Head of the institution **Dr S R R Senthil Kumar**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone No. of the Principal **914274099992**
- Alternate phone No. **914274099999**
- Mobile No. (Principal) **9443366495**
- Registered e-mail ID (Principal) **principal@sonatech.ac.in**
- Address **Sona Nagar, Junction Main Road**
- City/Town **Salem**
- State/UT **Tamil Nadu**
- Pin Code **636005**

#### 2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **04/04/2017**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **Self-financing**
- Name of the IQAC Co-ordinator/Director **Dr P Suresh**
- Phone No. **914274099999**
- Mobile No: **9443227627**
- IQAC e-mail ID **iqac@sonatech.ac.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))** <https://www.sonatech.ac.in/IQAC/AQAR%202019-20.pdf>

**4. Was the Academic Calendar prepared for that year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.sonatech.ac.in/downloads/calendar%2020-21.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.21</b>	<b>2012</b>	<b>15/09/2012</b>	<b>14/09/2017</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.16</b>	<b>2018</b>	<b>02/11/2018</b>	<b>01/11/2023</b>

**6. Date of Establishment of IQAC** **20/11/2012**

**7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Institution	SIRO	DST	28/01/2021	-
R Malathy, S Padma, D Raja, K R Kavitha, A Ranjith Kumar	Lilavathi Award - Women Entrepreneurship - Winner	AICTE	11/04/2021	100000
S Priyalatha, MNA Gulshan Taj, S Paramasivam, J Kanimozhi, M Rashma	Lilavathi Award - Sanitation and Hygiene - Runner Up	AICTE	11/04/2021	-
Institution	Excellence in Institutional Social Responsibility	FICCI	01/03/2021	-
Institution	ARIIA RANKINGS - Rank Band A - 6th to 25th	MHRD, India	18/08/2020	-
Institution	Best NSS unit Award	Anna University	23/03/2021	-
Dr.A.Jegan	AICTE - MODROBS	AICTE	28/01/2021	565961
Dr.S.Chandrasekar	DST-TDT/DDP	DST	26/02/2021	1854240
Dr.S.Chandrasekar	DST-TDT/DDP	DST	04/03/2021	1475250

### 8. Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

**9.No. of IQAC meetings held during the year**      **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?      **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Did IQAC receive funding from any funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

Seven time winner of AICTE Award for Best Industry Linked Institution

Upswing in Research Publications

Consistent advancement in Patent Filing

Champion of ARIIA Awards

Top position in NPTEL Ranking

**12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:**

Plan of Action	Achievements/Outcomes
To motivate the faculty towards identifying new innovations	We have implemented a unique scheme to reward the faculty for the Research and consultancy project works carried out in the respective year. The students should be motivated towards participation in industrial consultancy projects.
To introduce new UG/PG program for the year	We have introduced the new programmes for the academic year 2020-2021 (Artificial Intelligence and Data Sciences and Wireless and Mobile Communication)
To implement the web based version of existing intranet MIS	We have Upgraded the web based and Mobile App based software functionalities in July 2020
To conduct internal and external ISO audit	Two internal audits were conducted during Jan and June 2020. The external audit conducted during July 2020.
To prepare and submit the AQAR for the current Academic year	AQAR for the academic year (2020-21) plan to submit on March 31st 2022 (Due to pandemic the time of the submission is extended) to May 15th 2022
To motivate the students in extra curricular activities	Extra curricular activities were organised and students have won the prizes in state, and national levels
To conduct online training program for faculty	We have online tools for digital content. video lectures have been created and content creation is initiated to the faculty (due to Pandemic)
To Enhance the knowledge and efficiency to all faculty	Faculty Development Program has been organised for the faculty to enrich their skills in video lecturing, and co, po attainment

	& mapping etc.
Quality Improvement	Digital Faculty Record Book(DFRB) has been introduced for the students and faculty for online feedback
Alumni Interaction	Achievements of students records are updated to our alumni through alumni web portal.
Quality Improvement	Elsevier Workshop on
Quality Improvement	Online workshop on "Art of writing Research Article" - Sep 2020
Quality Improvement	Unleash your team performance - Feb 2021

**13. Was the AQAR placed before the statutory body?** Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	23/12/2021

**14. Was the institutional data submitted to AISHE ?** Yes

- Year

## Part A

### Data of the Institution

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• Mobile No:	9443227627				
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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.sonatech.ac.in/IOAC/AQAR%202019-20.pdf">https://www.sonatech.ac.in/IOAC/AQAR%202019-20.pdf</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.sonatech.ac.in/downloads/calendar%2020-21.pdf">https://www.sonatech.ac.in/downloads/calendar%2020-21.pdf</a>				
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composition of the IQAC by the HEI		
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<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
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Upswing in Research Publications		
Consistent advancement in Patent Filing		
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Top position in NPTEL Ranking		
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<b>13.Was the AQAR placed before the statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name of the statutory body	Date of meeting(s)
<b>Governing Body</b>	<b>23/12/2021</b>
<b>14.Was the institutional data submitted to AISHE ?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Year</li> </ul>	
Year	Date of Submission
<b>2021</b>	<b>31/08/2022</b>
<b>15.Multidisciplinary / interdisciplinary</b>	
<p>The vision and mission of Sona College of Technology focuses on offering a full range of programmes of global standard in the fields of Science, Engineering, Technology and Management studies to foster research, and to transform the students into globally</p>	

competent personalities. The CBCS curriculum gives more focus on Humanities, Social Sciences, Management courses, Basic Science, Professional core and electives, open elective courses, employability enhancement courses and mandatory courses. The Humanities and Basic Science courses contribute around 20% of the overall credits in curriculum along with STEM courses in all B.E/B.Tech Programs. The CBCS curriculum provides flexibility to students in selecting the courses and credits based on their choice to equip themselves for their career growth. The curriculum offers credit based Industrial Training, Internships in Industries, Industry oriented courses, Online Industrial courses and Industry mentorship for the students to enhance their technical skills. To support multidisciplinary education as per NEP policy, students are encouraged to select open elective and core elective courses of their own choices.

#### **16.Academic bank of credits (ABC):**

Academic Bank of Credit (ABC) to digitally store the academic credits earned by the students and the process to implement ABC are initiated and it is under consideration.

#### **17.Skill development:**

Apparel/Assistant Fashion Designer certificate level program was conducted under (AICTE - UGC) National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021. Around 23 students have enrolled and get benefited. Centre for Social Responsibility Initiatives is to empower interested/disadvantaged sections of the society through skill and entrepreneurship development, non-degree continuing education and appropriate technology education/intervention/transfer programmes. The CSRI department has conducted the following programmes during 2020-21:

- Assistant Fashion Designer
- Dress Designing and Garment Making
- Sewing Machine Operator
- Multi Skilled Garment Technician
- Self-employed Tailor

The Department of Continuing Education has introduced the following Advanced Diploma / Certificate Programmes in different domains for the candidates who aspire to gain the required skills to climb up the ladder of their careers. The programmes are also offered to persons working in industries. The list of programmes offered is as follows:

- Artificial Intelligence and Machine Learning
- Business Management
- Cyber Security
- Electric Mobility and Smart Systems
- Land Surveying
- Smart Manufacturing
- Wearable Technology
- Drone Technology
- Data Analytics
- Sports Medicine
- Yoga

Faculty members are encouraged to complete the AICTE - Universal Human Values program for handling sessions in the Induction program for the first-year students. To promote online education, one NPTEL course has been made mandatory for all the 5th semester students under the Regulation 2019 to study as a professional elective for credit transfer in their curriculum. To promote digital education, ICT tools namely Blackboard, LCS, Moodle and HireMee are used in teaching, learning and assessment process.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Students are motivated to do project works that are beneficial to societal welfare. In order to bring awareness on environmental issues and to impart Indian traditions among the youngsters, Environmental and Climate Science (in 3rd semester) and Essence of Indian Traditional Knowledge (in 4th semester) are included as mandatory courses in CBCS curriculum under B.E/B. Tech Regulation 2019.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The objective of Outcome Based Education (OBE) is to maximize the students' learning which consequently improves their understanding, application and skills. In Sona, (OBE) has been practiced since 2012. Various changes have been done to incorporate the concept of OBE in the academic curriculum and other activities.

According to Outcome Based Education guidelines, every programme has Program Educational Objectives (PEOs), Program Outcomes (POs) specified by NBA and Course Outcomes (COs). Every (Cos) is developed that represents a measurable outcome in terms of skills gained. In Sona, uniformly every course syllabus is organized as five units in which each of the units is designed to impart a

specific skill. Each unit will have one Course Outcomes (Cos). (Cos) attainment is computed using direct method (through formative and summative assessments) and indirect method (through course end survey). COs of courses are mapped to POs. (Pos) attainment is calculated based on the attainment of CO.

The curriculum of different programs is developed keeping in mind to impart wholesome knowledge. The true sense of OBE is captured by having industry immersion program, open electives, offering credit-based industry and NCC courses and few other features. The students are given opportunity to learn courses for MOOC platforms such as NPTEL and credits are transferred.

The academic programs incorporated multidisciplinary approach in designing the curriculum and give students the advantage of learning from different domains of their choice. We further strive hard to implement other features in the forthcoming regulations.

## **20.Distance education/online education:**

To promote optimal learning environment, high-quality support for students' academic and career counseling will be given from the department and at the institutional level. Sessions on Career opportunities, GATE awareness, education abroad etc. are arranged by the department and the institution. Class counselors and faculty advisors are available to all students; they counsel and guide them in their career for their complete success.

To promote multilingualism and the power of language in teaching and learning, optional language elective courses like Japanese, German, and French are included in the curriculum to enhance students' placement opportunity in foreign countries.

The Entrepreneurship Development Cell trains the students through the below mentioned entrepreneurial eco system in various aspects by conducting students' development program and motivates the students to participate in competitions like TNSI award by EDII-TN, POWER ON ME pitching and MANTHAN Business Plan Competition by Federation of Karnataka Chamber of Commerce and Industry (FKCCI).

### **Entrepreneurial Eco System**

- EDII-TN IEDP-Salem Hub at Sona
- Sona Business Incubation Center (MSME-DI Supported)
- Institutions Innovation Council (Sona IIC) - MoE-

**Innovation Cell**

- Sona Garage (Sona Innovation Centre)
- POWER ON ME- Idea Pitching Workshop
- Sona Incubation Foundation (SIF)

Students are encouraged to interact with the outside world through participation in technical and non-technical events like national and international conference presentations, hackathons, project design contests etc., to enable personal accomplishment and enlightenment, engage in constructive public activities and to contribute productively to society as enlisted in NEP policy

- The CBCS curriculum and the syllabi of all the Engineering programmes are framed based on the AICTE model curriculum under Regulation 2019.
- To support multidisciplinary education as per NEP policy, students are encouraged to select open elective and professional elective courses based on their interest.
- Various clubs are actively functioning and conducting numerous events for the students' active participation in and across various institutions.
- It has been proposed to include the NSS and NCC activities in the forthcoming regulation for promoting the students' interest in joining NSS and NCC wings.

**Extended Profile****1.Programme**

1.1 23

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

**2.Student**

2.1 4514

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>



2.2

1294

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3

4482

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

**3.Academic**

3.1

878

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2

286

Number of full-time teachers during the year:

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>23</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Total number of students during the year:	<b>4514</b>
File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>
2.2 Number of outgoing / final year students during the year:	<b>1294</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	<b>4482</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>878</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2	286
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	277
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	652
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	83
Total number of Classrooms and Seminar halls	
4.3	1343
Total number of computers on campus for academic purposes	
4.4	511.15
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

All the departments frame the courses and the Curriculum in accordance with the Programme Educational Objectives, Program Specific Outcomes, Programme Outcome and Course Outcomes which are intertwined with the institution's and department's vision and mission. The curriculum has been carefully designed to address the current technologies and opportunities at the regional and global levels, as well as the basic fundamentals.

There are several courses which provide solution based on their science and engineering knowledge that enables students to analyse the local and regional needs. The project component embedded in the curriculum gives leverage to the students to engage in the developmental activities related to small scale industries. Students can participate in different hackathons organised by various organisations and provide technical solutions for societal needs using the technical knowledge.

For addressing the national and global developmental needs, the departments introduce courses like Internet of Things, Machine Learning, Data Science, Artificial Intelligence, Machine Learning, Human Computer Interaction, Mobile and Full Stack development, Cyber Security and Blockchain Technology, Robotics, 3D Printing, Nano Technology, Quantum Computing, etc. In addition to this, courses like Renewable energy, Environment and Climate Science create awareness among students to protect our global and heritage structure.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	Nil

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

10

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

761

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

146

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

23

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Every department provides integration of cross cutting issues

into their curriculum. Courses on Essence of Indian Traditional Knowledge and Constitutions of India provide the students with a rich knowledge of Indian Culture and Constitutions. The Professional Ethics and Human Values course enable the students to address the issues related to women empowerment, female foeticide prevention, child abuse, true professionalism, responsible living.

Environmental and Climate Science and Environmental Safety courses describe the need for conservation of natural resources like air, water, forests, and food. Stress management through yoga courses address the issues related to human values as well as sensitize the students to global health.

At present 20+ clubs are functioning for the students by the Students. Students can register in any one of these clubs / chapters, depending on their interest. Students are encouraged to participate and coordinate activities conducted various clubs and support them to contribute to the society in a more meaningful way by organising series of programmes such as Blood Donation Camp, Eye and Health check-up, and creating computer literacy among villagers. Visit to orphanages, as part of their extracurricular activity, make the students to respect the human values and make them understand the moral social responsibility.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	No File Uploaded

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

75

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

**2114**

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

**1743**

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

**A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf</a>
Any additional information	<a href="#">View File</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

1088

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

543



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Sona College of Technology (SCT) has a dynamic mechanism for assessing the learning levels of students. In SCT, the students are categorized as A, B, C levels. The students who fall in A and B level are categorized as advanced learners with high self-motivation and C level are categorized as slow learners who need special attention in their coping capability.

Different practices are followed till end of their programme to dynamically identify in which category a student falls. The following summarizes the practices:

1. Bridge courses
2. Soft skills assessment
3. Periodic review

Different activities are recommended and followed for different types of learners.

### Programs for Advanced learners (Acategory)

- Peer teaching
- Projects based learning
- National / International level competitions
- Online learning
- Student clubs
- Fast track learning in academic curriculum
- Competitive examinations coaching
- Research experience
- Recognition through awards

### Programs for Advanced learners (B category)

- Peer teaching.
- Special attention by faculty advisors
- Participation in inter-collegiate competitions

- Student clubs

#### Programs for slow learners (C category)

- Remedial classes
- Peer Listening
- Special attention by faculty advisors and subject teachers
- Study materials
- Question banks
- Psychological counselling

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
10/11/2021	4514	286

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The college follows various student centric methods for an effective implementation of the teaching learning process.

(1) Teaching Aids: Power point presentation, Video Film, Models, Charts, Animation

(2) Teaching Methods: Lecture, Group Discussion, Seminar, Quiz, Team Teaching, Demonstration, Drill and Practice, Industrial Visit, Games, Role Play, and Projects

(3) Online Learning: MOOC platforms such as NPTEL, Coursera, edx and Udemy.

(4) Content beyond the Syllabus: Important and latest topics that which are not covered in the syllabus.

(5) Utilization of Moodle and Black Board Software: Course plans, Assignments, Quizzes and course materials like PPTs, videos, documents are posted.

(6) MOOC courses for the faculty: Each faculty must complete at least two MOOC courses a year.

(7) Invited Lectures: Special lectures by eminent academicians, alumni and industrialists.

(8) Projects based Learning / Experiential Learning: Summer internships, in-plant training, mini projects and projects.

(9) Industry offered courses: Approved by the respective DCC and Industry Oriented Courses Committee (IOCC).

(10) Integrated Courses: Lab integrated theory courses and theory integrated lab courses.

Different methods are being adopted time-to-time to improve the competencies of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Sona has been developing and using the digital platform for teaching since 2005. The following summarizes the tools for teaching and assessments purposes

1. Blackboard (BB) - Uploading all the class materials and assessing assignments.
2. Lecture capturing system (LCS) - Lectures are recorded live from classrooms and are available through portal.
3. HireMee - online proctored assessment platform.

The following activities are adapted to actively engage students

in the online platform:

1. The ICT tools such as edpuzzle.com, wordwall.net, mentee.com and quizziz.com for assessments.
2. Instant online search is given as activity for removing the diversions and distractions
3. Interactive pads / boards are used; problems are worked out on white boards and streamed as video, problems are worked out on paper with webcam focusing on it.
4. Virtual laboratories and platforms like hackerrank and hackerearth for programming courses.
5. Microsoft Teams: During pandemic lock down, for classes and proctored assessments.
6. e-library: e-journals and e-books from Science direct, Springer, IEEE, EBSCO, NATURE, Taylor and Francis etc.
7. Turnitin: For checking plagiarism in scientific articles.
8. Whatsapp group is created with students and parents to disseminate information.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.sonatech.ac.in/academics/ict-tools-and-resources/">https://www.sonatech.ac.in/academics/ict-tools-and-resources/</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

261

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### Academic Schedule & Teaching plans

Academic schedule for each semester is prepared by Member

Secretary, Academic Council in discussion with Dean - Academics and Controller of Examinations. Pre-planned dates for commencement of the classes, Continuous Internal Examination, last working day, Practical exam, semester end examinations and tentative date for reopen for next semester will be given in the schedule.

Pre-planning academic activities before the commencement of the classes include the following:

- Each department will conduct course allocation meeting to allot the courses to faculty members of the department concerned.
- Time-table for all the classes involved will be prepared and circulated to faculty and students.
- Faculty will update the Faculty Record Book with the following details: Course syllabus, Course delivery plan, COs and mapping with POs, Topics beyond syllabus, learning resources planned, Course coordinator meeting etc.

#### Academic Calendar

Academic calendar includes the details of the following:

- Vision, mission and quality policy of the college
- Institutional profile
- Research and training centres
- Instructional facility and amenity centres
- Special achievements and milestones
- Working hours, rules and regulations and dress code for the students
- Department-wise technical activities
- College level club activities
- College level functions

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

277

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

147

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

2940

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

#### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

47

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

20

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Office of the Controller of Examinations shall be responsible for assessing continuous learning process (arrange, prepare, schedule, conduct, publish and maintain records of CIE and Semester End Examinations) of the students of all UG, PG and PhD programmes.

#### Examinations Reforms

**Industry Oriented Courses:** Industrial training for period of 4/8/12 weeks.

**Online Courses:** Students may choose 4/8/12 week courses.

**Mandatory NPTEL courses:** One NPTEL course is mandatory and encouraged to study maximum of 4 NPTEL courses additionally.

**Internship / In-plant Training:** Depends on the number of hours credits will be allotted.

**Open Book Test (Library Test), Virtual Labs.**

**Craft works:** FT students are encouraged to do new design in clothing materials, Aari embroidery (hands specialized embroidery) and other craft works.

**Role Play:** In MBA, "Management Practical Assessment" introduced in which the managing skills of the students assessed based on their leadership, hospitality, marketing skills, event organizing, Sales and marketing, online marketing, sponsorship, press and media management etc.

- After successful completion of such courses, they can forgo any one professional elective in the regular programmes. All the additional credits are given in their grade sheets.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

### Framing Vision, Mission, Quality policy

The process of establishing and evaluating institutional vision, missions and quality policies involves regular consultation and examination practice engaging four core constituents: Faculties, Students, Alumni, and Employers. For achieving the vision of the institution, the mission statements were formulated and are tabuated in different meetings for feedback.

The department Vision & Mission statement and PEOs are framed by consulting in Department, Alumni, Parents and BoS meetings

The programs also have Program Specific Outcomes (PSO) are formulated taking into consideration the expectations of respective professional bodies of the program like UGC, ASME, IEI, IEEE, etc. The PSOs are formulated by a team of faculty members of the program.

The Course Outcomes (CO) are formulated during the syllabi design. A team of faculty members handling the course formulate



the COs and the same is deliberated and approved in the Board of Studies. Those COs are mapped appropriately with the POs as low, medium and high mapping.

### Dissemination

The Vision, Missions, PEOs, POs, PSOs and COs are circulated through

- Student orientation programmes
- Faculty induction workshop
- Parents', Alumni, BoS, Academic Council meetings
- College website
- Curriculum / syllabus books
- Display boards
- Lab manuals
- Blackboard

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	Nil

### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The COs are assessed through various tools which are explained below. The PO attainment is calculated based on the COs attainment which are mapped to the respective PO. The CO assessment tools are categorized into.

#### Direct Assessment Tools (80%)

1. Continuous Internal Evaluation Test
2. Assessing objective-type questions
3. Model Exam
4. Project Review

5. Semester end Exam
6. Assignment
7. Seminar
8. Practical Semester Examination
9. Quizzes
10. Real-time problem solving

#### Indirect Assessment Tools (20%)

11. Course End Survey

At the end of the course, COs attainments are measured using the assessment methods. Analysis is done on the attainment of the COs for a course by the course instructor after the COs are computed.

The POs/PSOs attainments are computed using the weighted average of all the COs that are mapped to that PO and PSO. The indirect assessment is based on Exit survey, Employer Survey, Skill level statistics and Placement/Higher Education records.

After the computation of POs and PSOs, a thorough analysis on the attainment levels is done by the PAC of the department, it finds the weak areas towards the attainment of POs and PSOs and a develops detailed plan of action taken for improvement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1268

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.sonatech.ac.in/coe/annual-report-2021.pdf">https://www.sonatech.ac.in/coe/annual-report-2021.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink**

<https://www.sonatech.ac.in/student-satisfaction-survey/student-satisfaction-survey-2021.php>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The commitment of Sona College of Technology to advanced research in the emerging areas of science, engineering and technology has nurtured 36 R&D centers. Every department is encouraged to have at least one research center. The centers focus primarily on applied research, product development, learning-resource development and industrial training. All these centers have in place advanced equipment and current technology.

Our R&D centres have successfully completed many funded research projects of ISRO, NIOT, DRDO, DST, AICTE, UGC, CPRI etc. Sona has developed BLDC motors for ISRO space applications successfully. Sona has also developed various high power converters and Drive Electronics for NIOT deep sea mining and submersible applications. The college has also received more than Rs.5.0 Crores of funding support from DST in the category of FIST, WTP, Agri-BPO, Women Scientist Schemes, Young Scientist Schemes, Nanomission, TDT, etc.

Sona is recognized as aSIRO (Scientific and Industrial Research Organization) bythe Department of Scientific & Industrial Research (DSIR), New Delhi. The SIRO recognition brings more advantages for joint industrial consultancy and R&D works.. Additionally, it helps the institute in availing the tax exemption during the purchase of R&D equipment.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.sonatech.ac.in/research/research-policy.php">https://www.sonatech.ac.in/research/research-policy.php</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

3.99

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

6

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

77.57

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.2.2 - Number of teachers having research projects during the year

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	<a href="#">View File</a>

#### 3.2.3 - Number of teachers recognised as research guides

50

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

6

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.2.4%20Percentage%20for%20research%20projects//3.2.4%20Link%20of%20funding%20Agencies.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.2.4%20Percentage%20for%20research%20projects//3.2.4%20Link%20of%20funding%20Agencies.pdf</a>
Any additional information	No File Uploaded

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

#### Entrepreneurship Development Cell Supported by AICTE

The aim of Entrepreneurship Development Cell at Sona College of Technology is to develop and strengthen entrepreneurial qualities in the budding professionals who are interested in starting their own ventures.

#### IEDP-Salem Hub at Sona

Entrepreneurship Development and Innovation Institute has recognized Sona College of Technology as its hub for disseminating the Innovative Entrepreneurship Development programme (IEDP) to the spoke institutions in the Salem region. Around 62 spoke institutions are connected to the hub. Every year IEDP-Salem hub organizes programs and workshops for the students & faculties of the spoke colleges.

**Sona Business Incubation Centre (SBIC):**

SBIC is recognized by MSME to facilitate incubation of new enterprises with innovative technologies by admitting them in and providing them physical, technical, and networking supports and services. SBIC supports the holistic development of incubate in all dimensions for the start-up from kick-start to scaling up the start-ups.

**Institutions Innovation Council (Sona IIC) - MHRD Innovation Cell (MIC):**

MIC has envisioned encouraging the creation of IICs selected higher educational institutions (HEIs). A network of these IICs has been established to promote innovation in the institution through multitudinous modes leading to an innovation promotion eco-system in the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.3.1%20Innovation%20Ecosystem//3.3.1%20Ambassadors.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.3.1%20Innovation%20Ecosystem//3.3.1%20Ambassadors.pdf</a>

**3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year**

158

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4 - Research Publications and Awards**

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of**

A. All of the above

**Research Ethics in the research methodology course work Plagiarism check through authenticated software**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

25

File Description	Documents
URL to the research page on HEI website	<a href="https://www.sonatech.ac.in/research/list-of-supervisor-phd-scholars.php">https://www.sonatech.ac.in/research/list-of-supervisor-phd-scholars.php</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

310

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher**



**during the year**

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed****3.4.5.1 - Total number of Citations in Scopus during the year**

535

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	<a href="#">View File</a>

**3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University****3.4.6.1 - h-index of Scopus during the year**

12

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.5 - Consultancy****3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)**

55.05

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

1930819

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Centre for Social Responsibility Initiatives (CSRI) was established in 2009. CSRI has so far trained 256 youth from the local community during 2020-21 and helped needy persons.

The Students of NCC are given basic military training in weapon handling, firing, obstacle clearing, mountaineering, etc. Besides weapon drills, social outreach activities like blood donation, the cadets attend training camps conducted by army officials and permanent instructional staff.

The NSS units of the Sona College of Technology comprise 200 socially conscious students who participate in the voluntary community service. Sona College has received four Anna University Best NSS Awards for the academic year 2020-2021 in recognition of the exceptional efforts of students and program officers.

The Women Empowerment Committee (WEC) has been formed in the college in the year 1997 and registered under the Societies Act. The committee organizes guest lectures and seminars that brings out talents of girl students. The Women Safety Team comprising 80 student and faculty members is part of the Women Empowerment Committee.

Sona Youth Red Cross (YRC), a part of the Indian Red Cross Society was Inaugurated in August 2003 and has 120 student volunteers. YRC organizes voluntary community outreach activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

18

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

40

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1816

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 3.7 - Collaboration

### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

454

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

23

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Sona College of Technology is spread over campus area of about 139616 m<sup>2</sup> that provides holistic learning experience for students. Institution accommodates 130 classrooms and 11 classrooms that equipped with the multimedia and video recording facility. 86 laboratories with advanced equipment's will facilitate experimental learning for the students beyond theoretical knowledge. Library with facilities like e-Books/Journals, CD/Video, Digital database NPTEL are added features in addition to huge volume of 87461 text/reference books. The special feature of the library can be demonstrated with the aid of Autolib software. In order to provide single robust, secure and integrated system Moodle-A open source web application is used to create interactive online learning platform. To enhance teaching learning process, black board learning software is utilized that will help to assess learning material and activities that happens through online. Timely updating in black board tools and other contents like evaluation of assignment with plagiarism check will ensure the proper functioning of academic network within the campus. In order to conduit the gap between industry and academia workshops are conducted in coordination with ICT Academy in a regular basis. Apart all, massive open online software MOOC is utilized to learn the online certification courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/agar/14557/14557_252_579.pdf">https://assessmentonline.naac.gov.in/storage/app/public/agar/14557/14557_252_579.pdf</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Recreational facilities for boys and girls are very good. We have a very large playground of about with are 16,000 sq.m, a good and spacious indoor game court of size 21mx 17m .A swimming pool of size 25 m x 15 m with volume 5 Lakhs litre water is available. All the facilities are established in the year 1997. All the boys and girls of hostlers and staffs of our college are

utilized these facilities. Total area of the playground is 16,000 sq.m2. Our campus have a large playground, basketball court, tennis court, volley ball court, athlete - track and field. We have indoor stadium, gymnasium, yoga floor and swimming pool. We have medical centre available with one doctor and attendant with essential medicines are always available. Sports persons are encouraged to participate in competitive events by way of granting sports - scholarships, cash prizes and waiving of fees, Annual sports events are conducted for students and staff members separately. Cultural activities are conducted for college level for every year. The Sona AYUSH was recently added in our campus to records on the health status of student and staff members are maintained by the Health centre.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

83

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

472.8

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	No File Uploaded

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is using AutolibOPAC (Online Public Access Catalogue), wherein the users can search the Library Online Catalogue by Author's name, title, subject, and keywords available on the campus LAN. Autolib is a software specifically used for library automation for integrated management system to provide lot of facility for library activities. It is a fully automated version 2.1 from the year 2000. this software is for e access register for library users to issue the books and e journals. It will maintain footfalls and annual usage of library. The collection consists of CD-ROMs, Floppies and AV materials including a collection of video courses. NPTEL video courses produced by the Joint ventures by IIT's & IISC's, Stanford University and AIMA are made available to the users so that they can listen to the expert lectures in the concerned subjects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	No File Uploaded

#### 4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

40.11

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

4235

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Sona IT policy exists to maintain, secure and ensure legal and appropriate use of Information technology infrastructure established by the Sona College of Technology on the campus. This policy establishes Institution-wide strategies and responsibilities for protecting the Confidentiality, Integrity and Availability of the information assets that are accessed, created, managed and/or controlled by the Institution. Information assets addressed by the policy include data,



information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. In addition, this policy supports effective organizational security and protects users and IT resources from, but not limited to cyber criminals, bullying, misuse of accounts and assets as well as the spread of malicious software. This policy also applies to the resources administered by the central administrative departments such as Library, Computer Laboratories, Offices of the institute, or hostels and guest houses wherever the network facility was provided by the institute.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4515	1343

File Description	Documents
Upload any additional information	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	No File Uploaded

#### 4.3.4 - Institution has facilities for e-content development:

B. Any three of the above

Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

511.15

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

**Classrooms and Laboratories:**The Infrastructure for each department and administration is taken care of by a team of faculty member who is nominated as Infrastructure Coordinator by the principal. All civil Maintenance, plumbing works, are registered by respective faculty through an online portal (MIS)

**Computer Labs:**Computer Maintenance Department (CMD) have a qualified and trained technical support staff for any minor repair work in the computer is attended by the staff and works are registered and the same are solved by servers, Operating ,Anti-virus and fire-wall services.

##### **Electrical Installations and Utilities:**

Power house facilities are available to manage the power supply for the Department and administrative blocks. Adequate generator facilities are available besides UPS support to academic infrastructures

**Library:**

The library is automated by the Software AUTO LIB. They are well maintained in racks as per the standard protocols governing the library management system. Every year books are properly scrutinised and do a stock verification by faculty in circular manner.

**Sports complex:**

The sports complex is maintained by Physical director and physical directress with a supporting team of Instructor. Medical Centre is also functioning in complex. Well-equipped fitness centre and swimming pool is properly operating with pool filtration re-circulation system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year**

2198

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**

679

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.sonatech.ac.in/">https://www.sonatech.ac.in/</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

**1711**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances**

**A. All of the above**

**through appropriate committees**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of outgoing students who got placement during the year**

629

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of outgoing students progressing to higher education**

53

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year****5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

26

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

16

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

SCT has an active student council with representative from all the program of the institution. The objective is to motivate the students to participate in different co-curricular and extracurricular activities which will enhance their inherent talents through the shared forum. The institution has separate technical and non-technical clubs run by the students. Under the club, different activities are coordinated by the elected members and student volunteers under the guidance of faculty coordinators.

An election is conducted at the beginning of every academic year to elect the club members under the supervision of the overall faculty coordinator and the concerned club coordinator. Each club has a Chairman, Secretary and Joint Secretary.

Different clubs which are active in the college are Women's Development Wing, Fine Arts & Tremor's Club, Tamil Mandram, EQ /IQ club, The English Club, Sonaria music Club, Science Club, International Students Club , Tremors Club, Dexters' Club, Programming Club, Photography Club, Readers Club, SONACOM club and Cooking Club.

Students are also involved in BOS meetings, Class committee

Meetings and involved in Professional bodies such as ISTE, IEEE, IET. Students can also represent their problems through the Suggestion box, Mentor meeting, Hostel meeting, Anti Ragging Committee and Disciplinary Committee Meeting.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20V/5.3.2%20Presence%20of%20Student%20Council%20and%20activities//SONA%20CLUBS.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20V/5.3.2%20Presence%20of%20Student%20Council%20and%20activities//SONA%20CLUBS.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

22

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

SCT has been generating Alumni since 2001 and has an officially registered Sona Alumni Association (SAA) (Document. No. 66 of 2018 of book 4) under Tamilnadu Government with a total of 12,629 Registered Alumni on our alumni portal.

SAA functions as a nodal platform for maintaining liaison with the alumni and to involve them in the development and growth of the institution. It promotes and encourages the alumni to exchange professional knowledge by undertaking and facilitating conferences, seminars, lectures and meetings among alumni, students, faculty. Alumni cell promotes alumni relationships, fostering commitment among students and enabling student alumni interactions. Continuous interaction with alumni through our vibrant means of communication helps to widen the placement,

internship and job opportunities for the students.

In the year July 2020 to June 2021, 52-Guest Lectures, 52-Mock Interviews, 9-Webinars, 6-Placement Training Session, 13-Virtual Industrial Training Session, 2-Internship, 1-Placement Recruitment and 5-Induction Program for freshers across every department.

The Alumni cell functioned actively during the pandemic and kept its alumni connected with all the departments through 19-Virtual Alumni meetings. Our alumni were overwhelmed to meet their batch mates and staff via online and suggested various guidelines for the present graduates to improve their career in future.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="http://www.sonatptalumni.org">www.sonatptalumni.org</a>

**5.4.2 - Alumni's financial contribution during the year**                      A. ? 15 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The Governing Body is the apex body of Sona College and major institutional decisions are taken at its biannual meetings. Perspective plans of the college for the years ahead are discussed at the GB meetings and achievements at the college and department levels are reviewed and discussed, and decisions are taken on developing a broad roadmap for the institution to pursue.

The members of the management, nominees of the governmental bodies and the industry experts offer advice for the overall development of the college and also review and approve decisions taken at meetings of other major committees of the college.



The GB functions on the basis of a set of terms of reference which lays out briefly its overall purpose, constitution, roles and responsibilities of the members, duration of their membership, quorum, etc.

The perspective plans of the college are tabled at every meeting to discuss and decide on the directions in which the college needs to move over the next four or five years.

Governance at Sona College with regard to specific but major areas of institutional development such as Academics, Admissions, Student affairs and Research and Development are carried out by respective Deans.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/about-sona/">https://www.sonatech.ac.in/about-sona/</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The Principal, Directors and the Heads of the Department (HOD) concerned take decisions in all academic matters. The HODs conduct periodic meetings with the faculty and students and offer them suggestions. They also discuss with the Principal, Directors, and Chairman of the Board of Management on important matters related to the college functioning, and decision is taken by them through consensus. Most rules and regulations are circulated among staff, and decision is taken only after a thorough discussion with the stakeholders. The final decisions taken are circulated among all stakeholders for adoption. The discussions normally emanate from the faculty, at the faculty meetings with the HODs and then in the HODs meeting with the Principal. Most of the information like organizing conferences, permitting a faculty to travel overseas for presenting a paper, etc. travel from bottom to top for approval by the Management. If there is a common rule governing all concerned, it comes from top to bottom, that too after initiating a talk with the faculty or HODs as the case may be.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/research/">https://www.sonatech.ac.in/research/</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The present strategic plan seeks to take advantage of Sona's experience in the implementation of various activities in doubling the impact it has created thus far. The plan includes objectives and action plans under various thrust areas to help gain a name in the global education arena. It proposes improvements in areas such as infrastructure development, academics, student admissions, student development, staff development, research and development, industry partnerships, finance management, international collaborations, quality assurance and outreach activities.

The whole process resulted in the following outputs:

MANDATE ? VISION ? MISSION ? SWOT DATA ? ELEVEN THRUST AREAS ? OBJECTIVES ? WORK PLAN ? ACTION PLANS ? STRUCTURES AND PROCEDURES

All of these outputs were documented and compiled into a comprehensive strategic plan document.

Sona College of Technology is one of the very few colleges to implement the strategic planning in a systematic way. This initiative is widely accepted by the faculty community. The document consists of targets, monitoring mechanism and action plan. Therefore for every TA, a system is created and seamlessly integrated into all the activities of the college. The thrust areas are identified and prioritized.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/about-sona/perspective-plan.php">https://www.sonatech.ac.in/about-sona/perspective-plan.php</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Sona has various committees under governing body, administrative setup. Table describes the list of committees under statutory bodies, non-statutory and externally constituted committee and the functions of various bodies are also mentioned.

#### Statutory Body/Committee

1. Governing Body (GB) - One Meeting per year
2. Academic Council (AC) - One Meeting per year
3. Discipline-wise Boards of Studies- As many as required
4. Finance Committee - Two Meetings per year
5. Planning and Monitoring Board - Two Meetings per year
6. Anti-Ragging Committee (and Anti-Ragging Squad) - Two Meetings per year
7. Anti-Sexual Harassment Committee - Quarterly
8. Women Empowerment Cell/ Committee - Two Meetings per year
9. Complaints and Redressal Committee - Two Meetings per year
10. Discipline and Welfare Committee - Two Meetings per year

#### Non- Statutory Body/Committee

1. Institution Management Committee - Once a month, normally on the first Friday
2. Management Review Committee (Sona- QMS) - Two Meetings per year

#### Externally-Constituted Committee

1. Grievance Redressal Committee - Constituted by Anna University, using AICTE guidelines, with five external members only for redressing grievances from students/ staff/ parents /etc. One Sona faculty appointed

### Coordinator to report grievance cases to AU-appointed Ombudsman

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.sonatech.ac.in/mandatory/organisation-chart.pdf">https://www.sonatech.ac.in/mandatory/organisation-chart.pdf</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/about-sona/authorities-sona-college-autonomous.pdf">https://www.sonatech.ac.in/about-sona/authorities-sona-college-autonomous.pdf</a>

### 6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

#### Teaching

- Contribution to provident fund
- Contribution towards medical insurance
- Maternity leave
- Medical leave
- Advance to meet emergency expenditure
- Medical centre
- Gratuity

- Personal accident insurance
- Registration fee, TA and DA for attending conferences, workshop. Etc

#### Non -Teaching

- Uniforms for support staff
- Financial aid for the education of the ward of support staff
- Festival Bonus
- Contribution to ESI
- Fee concessions for children of administrative and support staff
- Medical centre facility
- Gratuity
- Personal accident insurance
- Salary advance.
- Registration fee, TA and DA for attending programs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.3.1%20-%20Career%20development%20progression//6.3.1%20welfare%20measures%20for%20staff.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.3.1%20-%20Career%20development%20progression//6.3.1%20welfare%20measures%20for%20staff.pdf</a>

#### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

172

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

#### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

48

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

252

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

### Internal /Concurrent Audits

- The expenditure for staff salary is being audited every month.
- The amount incurred towards infrastructure maintenance and purchase of new equipment's, consumable items is being audited then and there.
- The expenditure incurred towards organizing the programs in institute is being audited.
- Identify and assess risks of material misstatement, whether due to fraud or error, based on an understating of the institution and its environment, including the institutions internal control.
- Obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, thereby enabling the

auditor to express an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with an applicable financial reporting framework.

#### External/Statutory Audits

- The external team audit the objects as referred the activities of internal audit.
- All the flow of funds of the institution is being audited by the external team and submits audited statement to the management.

#### Mechanism of settling audit objection:

We have appointed a separate staff in the accounts department to follow up audited activities. If any objections raised by the external auditing team it will be settled then and there.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

13100000

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Mobilisation of funds:

##### Tuition Fees collected from students

Grants received from Government and Non-Government organizations.

Fund generated from R&D, Continuing Education Courses, Consultancy works, and Lab testing for various government and non -government organization.

The students fees collected is being deposited in the bank and from which Interest earned.

Interest earned from Endowment deposit with the Directorate of Technical Education (DOTE) Short term loan from bank for developing infrastructure and additional lab facilities.

Also encouraging the faculties and staff for applying various grants and also executing social activities covered under corporate social responsibilities.

Utilisation of Resources:

As far as the utilization of resource concerned, the institution has instituted various measures including internal control and internal audits.

- Public programmes are permitted as per our policy
- Central and State Government Competitive examinations like TNPSC, TANCET, GATE and NEET Examinations on rental basis.
- Sports Ground is rented for conducting sports activities by outside organizations.

Since our Institution is situated in the heart of the city, we allowed public programmes, . From this we effectively we utilize the resources for revenue generation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

## 6.5 - Internal Quality Assurance System



6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

#### Industry connect :

Being the winner of the "AICTE-CII Best Industry linked Engineering Institution award", every year since its inception, the institution has taken all necessary steps to see that the notion of industry is inculcated in the teaching learning process. The institution has been awarded 7 times in a row including the current year 2020. This feat could be achieved only because of the strong industry connect in all the aspects of the academics. MoUs have been signed with reputed organizations like ISRO, IBM, VMware, Infosys, Vee Technologies, Titan and many more to provide industry exposure to the students.

#### Technology enabled campus :

Our campus has been enabled with digital technologies for education since 2012. We have been using the following technologies:

1. Moodle -LMS - Assessment and virtual lab implementation
2. Blackboard (BB) - LMS -Learning and assessment - Teachers use this platform for uploading all the class materials and assessing assignments. The BB is integrated with LCS.
3. Lecture capturing system (LCS) - videos are recorded live from classrooms and are available through portal. Students can watch the videos anytime anywhere.
4. HireMee - online proctored platform - students were using the platform for placement based assessments

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/academics/innovative-teaching-learning.php">https://www.sonatech.ac.in/academics/innovative-teaching-learning.php</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

A regular assessment of the curriculum is done through the feedback from the stakeholders of the institution i.e. students, alumni, subject experts, employers and the experts from the industry. The suggestions received from the stakeholders are reviewed by the Department Consultative Committee; relevant and innovative suggestions are considered for inclusion in the curriculum. In the process of developing the curriculum, care is taken to ensure adherence to norms and guidelines prescribed by the Anna University, AICTE and UGC.

The teaching of lessons is recorded in a Faculty Record Book (FRB) which serves as a record of all the academic activities such as lesson plan, course outcomes, programme outcomes, course delivery details, list of resources developed, etc. All of Sona faculty members are trained in contemporary and innovative methods of teaching by motivating them to attend various programmes on pedagogy. The institution conducts one week program on pedagogy every year for the new recruits and other faculty members. The widely used teaching and learning methods at the institution are lecture, group discussion, quiz, demonstration, drill and practice, case studies, tutorials, team teaching, cooperative learning, seminar, internship, projects/surveys, computer lab, simulation, field / factory visits, games and role play.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.2%20-%20Learning%20process%20through%20IQAC//Minutes%20of%2036th%20Management%20Review%20Meeting.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.2%20-%20Learning%20process%20through%20IQAC//Minutes%20of%2036th%20Management%20Review%20Meeting.pdf</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other**

**A. Any 4 or all of the above**

**institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.3%20Quality%20assurance%20initiatives//6.5.3%20Annual%20Reports%20of%20the%20Institution.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.3%20Quality%20assurance%20initiatives//6.5.3%20Annual%20Reports%20of%20the%20Institution.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**Response:**

- Women Empowerment Cell (WEC) organizes Women Empowerment Lectures, awareness programs and various competitions for motivating the young female students. To promote women leaders, the female faculties are appointed as heads of different departments, cells and clubs.
- To encourage the girl students in curricular, co-curricular as well as extracurricular activities, Sona College of Technology offers one special awards every year "Best Outgoing Student (Girl)".
- Girl students are encouraged to serve the society and the nation by actively participating in NSS, YRC and NCC.

**Safety and security:**

- Anti-ragging Committee, Disciplinary committee ensures safety & security in the campus for students. All the buildings have stability certificate, fire extinguishers to ensure safety.

**Common Rooms:**

- One common room is available for the needy girl students. Additionally, the dispensary also available in the campus.

**Hygiene and Welfare:**

- Personal care and hygiene are important to us as individual. They enable us to stay clean, neat and tidy throughout the day.
- Clean facilities to help achieve this walls and floors should preferably be tiled to make them easier to clean. Facilities with hot and cold water arranged.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/sona-facility/women-club.php">https://www.sonatech.ac.in/sona-facility/women-club.php</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

**A. Any 4 or All of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

**Response:**

Sona College of Technology imposes very less impact on the environment by being conscious of generating less waste and recycling it by passing through a system that enables recycling concept. For each department, sweepers are assigned for collecting and segregating the various wastes generated in the

campus into degradable and non-degradable through dustbins provided at various points. The College has an authorized vendor who collects the paper waste and other non-degradable waste from the designated place, segregates them, recycles them and disposes them at the landfills authorized by the government.

The campus have more than 30 species of plants and trees such as Green grass, Mexican grass, Sleeping trees, Neem, Nagalinga trees, Badani tree, Karpooravalli, Hibiscus, etc. To conserve water resources, Liquid waste generated by the College campus is treated through Sewage Treatment Plant (STP) with a handling Capacity of 75,000 liters/day and used for gardening purpose.

The Hazardous Lab & other Waste Disposal, a Standard Operating Procedure evolved for handling the hazardous waste disposal system. For the disposal of e waste, government approved agency collects these from the respective departments. Records are maintained both at the College level and Department Level for the compliance of the process.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy undertaken by the institution**

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

**C. Any 2 of the above**

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

**B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

**Response:**

- Sona College Technology to the inclusive environment with diversity in terms of culture, region, linguistic, communal, socio-economic and other aspects and is a big promoter of diversified environment in various ways.

**Efforts to handle Cultural diversity**

- Sona College Technology accommodates the culturally diversified students by encouraging the exchange of cross-cultural ideas and celebration of the festivals of different culture.

**Sonaria Music Club**

'SONARIA' the music club unravels the musical talents of our students.

**Efforts to handle Regional diversity**

- Apart from various districts of Tamil Nadu, the institute has got above 60 students from the other states of India like Andhra Pradesh, Kerala etc.

**Efforts to handle Linguistic diversity**

- The students to work across the world, the other foreign languages like German, French and Japanese have been taught in the campus for the 450 interested students. The Sona Students' Speakers' Forum (SSSF) has been constituted with the aim of making students to become good speakers.

**Efforts to handle Communal diversity**

- Students of different religions have celebrated Pongal Festival, NSS, NCC, YRC day celebration, Republic and Independence day celebration at the Sona campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The values are inculcated through courses in the curriculum, namely Value Education, Yoga & Universal Human Values: Understanding Harmony and Professional Ethics & Human values. In addition, Yoga and meditation club conducts regular programs to make our students to understand the value of being humane. Through NSS, NCC, Youth Red Cross and Energy-Environment club various programs are organized to make the students realize their rights, duties and responsibilities. The various programs are:

- Environmental awareness programs - rally, planting trees, campus cleaning, plastic usage awareness programs
- Blood donation camps by NSS and other clubs along with the



hospitals.

- Health awareness programs to general public Village adoption programs under NSS have provided platform to understand the live hood of village and made our students to understand their responsibilities.
- During natural disasters, students are permitted to collect funds/ materials and distribute them to the affected people (Rain affected areas in Cuddalore, Chennai / Corona period)
- A few department students have visited orphanage and old age homes and provided the fund which they collect from faculty, staff and students.
- Independence Day, Republic Day and Constitutional Day are celebrated to create awareness among the students about our Constitution, freedom struggle and our nation's history.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Response:**

- Sona College of Technology provides outstanding supports towards Institution celebrating and organizing national and international commemorative days, events and festivals.
- 12 cells and clubs are active in Sona College Technology for the benefit of students' community.
- These clubs and cells join together and celebrate various events; for example, National-level events such as Independence Day, Republic Day, Gandhi Jayanthi, Teacher's Day, Engineers Day, NSS day celebration, NCC day celebration and YRC day celebration etc
- National events celebrates every year such as Republic day, Gandhi Jayanthi and Independence Day aid to increase the unity among the students, promote the feelings of pride of our own country, which helps to raise the patriotic spirit among young minds.
- International Women's Day, World Water Day and Engineers Day celebration and so on. Further, regional festival like Pongal festival and Holi festival also celebrated.
- During the celebration of national and international events, various knowledge sharing, talent showcasing events, and games are organized by the students for the students, due to which student community can learn management and communication skills.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

This year following two best practices implement in Sona College of Technology.

1. Intramural Lecture
2. Industry Institute Interaction

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sonatech.ac.in/IOAC/best-practices-2021-2022.pdf">https://www.sonatech.ac.in/IOAC/best-practices-2021-2022.pdf</a>
Any other relevant information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VII/7.2.1%20Best%20Practices//Best%20practice%20&amp;%20Intramural%20Lecture.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VII/7.2.1%20Best%20Practices//Best%20practice%20&amp;%20Intramural%20Lecture.pdf</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

### SONA MOOC (NPTEL) COURSES

- All the faculty members of Sona College Technology are enrolling and writing the NPTEL SWAYAM online examinations to enhance their skills and prepare themselves to deliver quality education. Our college has been rated as "AA" consecutively for 6 times.
- NPTEL has introduced a new category of award 'LC STARS'

for recognizing the performance of a Local Chapter over a period of the last 8 semesters in NPTEL examinations. During the year 2021, totally 1523 students and 305 faculty members have completed NPTEL courses.

- The academic regulation, our college has included ONE elective course in their 5th semester curriculum, to be selected from NPTEL courses. Totally 1500 students were in earning 3 Credits by successfully completing the courses.
- Sona NPTEL local chapter has secured first place in faculty performance rating amount 4500 colleges in India during the Jan/July 2020 NPTEL Examination.
- Sona NPTEL local chapter has secured Ninth place among top 100 local chapters for its consistent performance in NPTEL examination during the year 2020.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

All the departments frame the courses and the Curriculum in accordance with the Programme Educational Objectives, Program Specific Outcomes, Programme Outcome and Course Outcomes which are intertwined with the institution's and department's vision and mission. The curriculum has been carefully designed to address the current technologies and opportunities at the regional and global levels, as well as the basic fundamentals.

There are several courses which provide solution based on their science and engineering knowledge that enables students to analyse the local and regional needs. The project component embedded in the curriculum gives leverage to the students to engage in the developmental activities related to small scale industries. Students can participate in different hackathons organised by various organisations and provide technical solutions for societal needs using the technical knowledge.

For addressing the national and global developmental needs, the departments introduce courses like Internet of Things, Machine Learning, Data Science, Artificial Intelligence, Machine Learning, Human Computer Interaction, Mobile and Full Stack development, Cyber Security and Blockchain Technology, Robotics, 3D Printing, Nano Technology, Quantum Computing, etc. In addition to this, courses like Renewable energy, Environment and Climate Science create awareness among students to protect our global and heritage structure.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	Nil

**1.1.2 - Number of Programmes where syllabus revision was carried out during the year**

10

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year**

761

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

**1.2 - Academic Flexibility****1.2.1 - Number of new courses introduced across all programmes offered during the year**

146

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

23

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Every department provides integration of cross cutting issues into their curriculum. Courses on Essence of Indian Traditional Knowledge and Constitutions of India provide the students with a rich knowledge of Indian Culture and Constitutions. The Professional Ethics and Human Values course enable the students to address the issues related to women empowerment, female foeticide prevention, child abuse, true professionalism, responsible living.

Environmental and Climate Science and Environmental Safety courses describe the need for conservation of natural resources like air, water, forests, and food. Stress management through yoga courses address the issues related to human values as well as sensitize the students to global health.

At present 20+ clubs are functioning for the students by the Students. Students can register in any one of these clubs / chapters, depending on their interest. Students are encouraged to participate and coordinate activities conducted various clubs and support them to contribute to the society in a more meaningful way by organising series of programmes such as Blood Donation Camp, Eye and Health check-up, and creating computer literacy among villagers. Visit to orphanages, as part of their extracurricular activity, make the students to respect the human values and make them understand the moral social responsibility.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

75

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

2114

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1743

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.4 - Feedback System



<b>1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni</b>	<b>A. All 4 of the above</b>
<b>File Description</b>	<b>Documents</b>
Provide the URL for stakeholders' feedback report	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
<b>1.4.2 - The feedback system of the Institution comprises the following</b>	<b>A. Feedback collected, analysed and action taken made available on the website</b>
<b>File Description</b>	<b>Documents</b>
Provide URL for stakeholders' feedback report	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20I/1.4.1%20Feedback/Feedback%20System%20.pdf</a>
Any additional information	<a href="#">View File</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment of Students</b>	
<b>2.1.1.1 - Number of students admitted (year-wise) during the year</b>	
<b>1088</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan,</b>	

etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

543

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Sona College of Technology (SCT) has a dynamic mechanism for assessing the learning levels of students. In SCT, the students are categorized as A, B, C levels. The students who fall in A and B level are categorized as advanced learners with high self-motivation and C level are categorized as slow learners who need special attention in their coping capability.

Different practices are followed till end of their programme to dynamically identify in which category a student falls. The following summarizes the practices:

1. Bridge courses
2. Soft skills assessment
3. Periodic review

Different activities are recommended and followed for different types of learners.

### Programs for Advanced learners (Acategory)

- Peer teaching
- Projects based learning
- National / International level competitions
- Online learning
- Student clubs
- Fast track learning in academic curriculum
- Competitive examinations coaching
- Research experience
- Recognition through awards

**Programs for Advanced learners (B category)**

- Peer teaching.
- Special attention by faculty advisors
- Participation in inter-collegiate competitions
- Student clubs

**Programs for slow learners (C category)**

- Remedial classes
- Peer Listening
- Special attention by faculty advisors and subject teachers
- Study materials
- Question banks
- Psychological counselling

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**2.2.2 - Student – Teacher (full-time) ratio**

Year	Number of Students	Number of Teachers
10/11/2021	4514	286

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The college follows various student centric methods for an effective implementation of the teaching learning process.

(1) Teaching Aids: Power point presentation, Video Film, Models, Charts, Animation

(2) Teaching Methods: Lecture, Group Discussion, Seminar,

Quiz, Team Teaching, Demonstration, Drill and Practice, Industrial Visit, Games, Role Play, and Projects

(3) Online Learning: MOOC platforms such as NPTEL, Coursera, edx and UdeMy.

(4) Content beyond the Syllabus: Important and latest topics that which are not covered in the syllabus.

(5) Utilization of Moodle and Black Board Software: Course plans, Assignments, Quizzes and course materials like PPTs, videos, documents are posted.

(6) MOOC courses for the faculty: Each faculty must complete at least two MOOC courses a year.

(7) Invited Lectures: Special lectures by eminent academicians, alumni and industrialists.

(8) Projects based Learning / Experiential Learning: Summer internships, in-plant training, mini projects and projects.

(9) Industry offered courses: Approved by the respective DCC and Industry Oriented Courses Committee (IOCC).

(10) Integrated Courses: Lab integrated theory courses and theory integrated lab courses.

Different methods are being adopted time-to-time to improve the competencies of the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Sona has been developing and using the digital platform for teaching since 2005. The following summarizes the tools for teaching and assessments purposes

1. Blackboard (BB) - Uploading all the class materials and

assessing assignments.

2. Lecture capturing system (LCS) - Lectures are recorded live from classrooms and are available through portal.
3. HireMee - online proctored assessment platform.

The following activities are adapted to actively engage students in the online platform:

1. The ICT tools such as edpuzzle.com, wordwall.net, mentee.com and quizziz.com for assessments.
2. Instant online search is given as activity for removing the diversions and distractions
3. Interactive pads / boards are used; problems are worked out on white boards and streamed as video, problems are worked out on paper with webcam focusing on it.
4. Virtual laboratories and platforms like hackerrank and hackerearth for programming courses.
5. Microsoft Teams: During pandemic lock down, for classes and proctored assessments.
6. e-library: e-journals and e-books from Science direct, Springer, IEEE, EBSCO, NATURE, Taylor and Francis etc.
7. Turnitin: For checking plagiarism in scientific articles.
8. Whatsapp group is created with students and parents to disseminate information.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.sonatech.ac.in/academics/ict-tools-and-resources/">https://www.sonatech.ac.in/academics/ict-tools-and-resources/</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

261

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

#### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

##### Academic Schedule & Teaching plans

Academic schedule for each semester is prepared by Member Secretary, Academic Council in discussion with Dean - Academics and Controller of Examinations. Pre-planned dates for commencement of the classes, Continuous Internal Examination, last working day, Practical exam, semester end examinations and tentative date for reopen for next semester will be given in the schedule.

Pre-planning academic activities before the commencement of the classes include the following:

- Each department will conduct course allocation meeting to allot the courses to faculty members of the department concerned.
- Time-table for all the classes involved will be prepared and circulated to faculty and students.
- Faculty will update the Faculty Record Book with the following details: Course syllabus, Course delivery plan, COs and mapping with POs, Topics beyond syllabus, learning resources planned, Course coordinator meeting etc.

##### Academic Calendar

Academic calendar includes the details of the following:

- Vision, mission and quality policy of the college
- Institutional profile
- Research and training centres
- Instructional facility and amenity centres
- Special achievements and milestones

- Working hours, rules and regulations and dress code for the students
- Department-wise technical activities
- College level club activities
- College level functions

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

277

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	No File Uploaded

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

147

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

2940

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

47

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

20

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

**The Office of the Controller of Examinations shall be responsible for assessing continuous learning process (arrange, prepare, schedule, conduct, publish and maintain records of CIE and Semester End Examinations) of the students of all UG, PG and PhD programmes.**



**Examinations Reforms**

**Industry Oriented Courses:** Industrial training for period of 4/8/12 weeks.

**Online Courses:** Students may choose 4/8/12 week courses.

**Mandatory NPTEL courses:** One NPTEL course is mandatory and encouraged to study maximum of 4 NPTEL courses additionally.

**Internship / In-plant Training:** Depends on the number of hours credits will be allotted.

**Open Book Test (Library Test), Virtual Labs.**

**Craft works:** FT students are encouraged to do new design in clothing materials, Aari embroidery (hands specialized embroidery) and other craft works.

**Role Play:** In MBA, "Management Practical Assessment" introduced in which the managing skills of the students assessed based on their leadership, hospitality, marketing skills, event organizing, Sales and marketing, online marketing, sponsorship, press and media management etc.

- After successful completion of such courses, they can forgo any one professional elective in the regular programmes. All the additional credits are given in their grade sheets.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

**Framing Vision, Mission, Quality policy**

The process of establishing and evaluating institutional vision, missions and quality policies involves regular

consultation and examination practice engaging four core constituents: Faculties, Students, Alumni, and Employers. For achieving the vision of the institution, the mission statements were formulated and are tabuated in different meetings for feedback.

The department Vision & Mission statement and PEOs are framed by consulting in Department, Alumni, Parents and BoS meetings

The programs also have Program Specific Outcomes (PSO) are formulated taking into consideration the expectations of respective professional bodies of the program like UGC, ASME, IEI, IEEE, etc. The PSOs are formulated by a team of faculty members of the program.

The Course Outcomes (CO) are formulated during the syllabi design. A team of faculty members handling the course formulate the COs and the same is deliberated and approved in the Board of Studies. Those COs are mapped appropriately with the POs as low, medium and high mapping.

#### Dissemination

The Vision, Missions, PEOs, POs, PSOs and COs are circulated through

- Student orientation programmes
- Faculty induction workshop
- Parents', Alumni, BoS, Academic Council meetings
- College website
- Curriculum / syllabus books
- Display boards
- Lab manuals
- Blackboard

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	Nil

## 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The COs are assessed through various tools which are explained below. The PO attainment is calculated based on the COs attainment which are mapped to the respective PO. The CO assessment tools are categorized into.

### Direct Assessment Tools (80%)

1. Continuous Internal Evaluation Test
2. Assessing objective-type questions
3. Model Exam
4. Project Review
5. Semester end Exam
6. Assignment
7. Seminar
8. Practical Semester Examination
9. Quizzes
10. Real-time problem solving

### Indirect Assessment Tools (20%)

11. Course End Survey

At the end of the course, COs attainments are measured using the assessment methods. Analysis is done on the attainment of the COs for a course by the course instructor after the COs are computed.

The POs/PSOs attainments are computed using the weighted average of all the COs that are mapped to that PO and PSO. The indirect assessment is based on Exit survey, Employer Survey, Skill level statistics and Placement/Higher Education records.

After the computation of POs and PSOs, a thorough analysis on the attainment levels is done by the PAC of the department, it finds the weak areas towards the attainment of POs and PSOs and a develops detailed plan of action taken for improvement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	Nil

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1268

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.sonatech.ac.in/coe/annual-report-2021.pdf">https://www.sonatech.ac.in/coe/annual-report-2021.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://www.sonatech.ac.in/student-satisfaction-survey/student-satisfaction-survey-2021.php>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined

policy for promotion of research which is uploaded on the institutional website and implemented

The commitment of Sona College of Technology to advanced research in the emerging areas of science, engineering and technology has nurtured 36 R&D centers. Every department is encouraged to have at least one research center. The centers focus primarily on applied research, product development, learning-resource development and industrial training. All these centers have in place advanced equipment and current technology.

Our R&D centres have successfully completed many funded research projects of ISRO, NIOT, DRDO, DST, AICTE, UGC, CPRI etc. Sona has developed BLDC motors for ISRO space applications successfully. Sona has also developed various high power converters and Drive Electronics for NIOT deep sea mining and submersible applications. The college has also received more than Rs.5.0 Crores of funding support from DST in the category of FIST, WTP, Agri-BPO, Women Scientist Schemes, Young Scientist Schemes, Nanomission, TDT, etc.

Sona is recognized as aSIRO (Scientific and Industrial Research Organization) bythe Department of Scientific & Industrial Research (DSIR), New Delhi. The SIRO recognition brings more advantages for joint industrial consultancy and R&D works.. Additionally, it helps the institute in availing the tax exemption during the purchase of R&D equipment.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.sonatech.ac.in/research/research-policy.php">https://www.sonatech.ac.in/research/research-policy.php</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

**3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)****3.99**

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year****6**

File Description	Documents
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and details of their international fellowship(s)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**3.2 - Resource Mobilization for Research****3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)****77.57**

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.2.2 - Number of teachers having research projects during the year

9

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	<a href="#">View File</a>

### 3.2.3 - Number of teachers recognised as research guides

50

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

6

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.2.4%20Percentage%20for%20research%20projects//3.2.4%20Link%20of%20funding%20Agencies.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.2.4%20Percentage%20for%20research%20projects//3.2.4%20Link%20of%20funding%20Agencies.pdf</a>
Any additional information	No File Uploaded

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

#### Entrepreneurship Development Cell Supported by AICTE

The aim of Entrepreneurship Development Cell at Sona College of Technology is to develop and strengthen entrepreneurial qualities in the budding professionals who are interested in starting their own ventures.

#### IEDP-Salem Hub at Sona

Entrepreneurship Development and Innovation Institute has recognized Sona College of Technology as its hub for disseminating the Innovative Entrepreneurship Development programme (IEDP) to the spoke institutions in the Salem region. Around 62 spoke institutions are connected to the hub. Every year IEDP-Salem hub organizes programs and workshops for the students & faculties of the spoke colleges.

#### Sona Business Incubation Centre (SBIC):

SBIC is recognized by MSME to facilitate incubation of new enterprises with innovative technologies by admitting them in and providing them physical, technical, and networking supports and services. SBIC supports the holistic development of incubate in all dimensions for the start-up from kick-start to scaling up the start-ups.

#### Institutions Innovation Council (Sona IIC) - MHRD Innovation Cell (MIC):



MIC has envisioned encouraging the creation of IICs selected higher educational institutions (HEIs). A network of these IICs has been established to promote innovation in the institution through multitudinous modes leading to an innovation promotion eco-system in the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.3.1%20Innovation%20Ecosystem//3.3.1%20Ambassadors.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20III/3.3.1%20Innovation%20Ecosystem//3.3.1%20Ambassadors.pdf</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

158

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

#### 3.4.2.1 - Number of PhD students registered during the year

25

File Description	Documents
URL to the research page on HEI website	<a href="https://www.sonatech.ac.in/research/list-of-supervisor-phd-scholars.php">https://www.sonatech.ac.in/research/list-of-supervisor-phd-scholars.php</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

310

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

535

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

12

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

55.05

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

1930819

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Centre for Social Responsibility Initiatives (CSRI) was established in 2009. CSRI has so far trained 256 youth from the local community during 2020-21 and helped needy persons.

The Students of NCC are given basic military training in weapon handling, firing, obstacle clearing, mountaineering, etc. Besides weapon drills, social outreach activities like blood donation, the cadets attend training camps conducted by army officials and permanent instructional staff.

The NSS units of the Sona College of Technology comprise 200 socially conscious students who participate in the voluntary community service. Sona College has received four Anna University Best NSS Awards for the academic year 2020-2021 in recognition of the exceptional efforts of students and program officers.

The Women Empowerment Committee (WEC) has been formed in the college in the year 1997 and registered under the Societies Act. The committee organizes guest lectures and seminars that brings out talents of girl students. The Women Safety Team comprising 80 student and faculty members is part of the Women Empowerment Committee.

Sona Youth Red Cross (YRC), a part of the Indian Red Cross Society was Inaugurated in August 2003 and has 120 student volunteers. YRC organizes voluntary community outreach activities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### **3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year**

18

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**

<b>40</b>	
File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year</b>	
<b>1816</b>	
File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.7 - Collaboration</b>	
<b>3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work</b>	
<b>454</b>	
File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
<b>3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)</b>	
<b>23</b>	

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Sona College of Technology is spread over campus area of about 139616 m<sup>2</sup> that provides holistic learning experience for students. Institution accommodates 130 classrooms and 11 classrooms that equipped with the multimedia and video recording facility. 86 laboratories with advanced equipment's will facilitate experimental learning for the students beyond theoretical knowledge. Library with facilities like e-Books/Journals, CD/Video, Digital database NPTEL are added features in addition to huge volume of 87461 text/reference books. The special feature of the library can be demonstrated with the aid of Autolib software. In order to provide single robust, secure and integrated system Moodle-A open source web application is used to create interactive online learning platform. To enhance teaching learning process, black board learning software is utilized that will help to assess learning material and activities that happens through online. Timely updating in black board tools and other contents like evaluation of assignment with plagiarism check will ensure the proper functioning of academic network within the campus. In order to conduit the gap between industry and academia workshops are conducted in coordination with ICT Academy in a regular basis. Apart all, massive open online software MOOC is utilized to learn the online certification courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://assessmentonline.naac.gov.in/storage/app/public/agar/14557/14557_252_579.pdf">https://assessmentonline.naac.gov.in/storage/app/public/agar/14557/14557_252_579.pdf</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

Recreational facilities for boys and girls are very good. We have a very large playground of about with are 16,000 sq.m, a good and spacious indoor game court of size 21mx 17m .A swimming pool of size 25 m x 15 m with volume 5 Lakhs litre water is available. All the facilities are established in the year 1997. All the boys and girls of hostlers and staffs of our college are utilized these facilities. Total area of the playground is16,000 sq.m2. Our campus have a large playground, basketball court, tennis court, volley ball court, athlete - track and field. We have indoor stadium, gymnasium, yoga floor and swimming pool. We have medical centre avilable with one doctor and attendant with essential medicines are always available.Sports persons are encouraged to participate in competitive events by way of granting sports - scholarships, cash prizes and waiving of fees, Annual sports events are conducted for students and staff members separately. Cultural activities are conducted for college level for every year. The Sona AYUSH was recently added in our campus to records on the health status of student and staff members are maintained by the Health centre.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities**

83



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

472.8

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is using AutolibOPAC (Online Public Access Catalogue), wherein the users can search the Library Online Catalogue by Author's name, title, subject, and keywords available on the campus LAN. Autolib is a software specifically used for library automation for integrated management system to provide lot of facility for library activities. It is a fully automated version 2.1 from the year 2000. this software is for e access register for library users to issue the books and e journals. It will maintain footfalls and annual usage of library. The collection consists of CD-ROMs, Floppies and AV materials including a collection of video courses. NPTEL video courses produced by the Joint ventures by IIT's & IISC's, Stanford University and AIMA are made available to the users so that they can listen to the expert lectures in the concerned subjects.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**40.11**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**

**4235**

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	No File Uploaded

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Sona IT policy exists to maintain, secure and ensure legal and appropriate use of Information technology infrastructure established by the Sona College of Technology on the campus. This policy establishes Institution-wide strategies and responsibilities for protecting the Confidentiality, Integrity and Availability of the information assets that are accessed, created, managed and/or controlled by the Institution. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. In addition, this policy supports effective organizational security and protects users and IT resources from, but not limited to cyber criminals, bullying, misuse of accounts and assets as well as the spread of malicious software. This policy also applies to the resources administered by the central administrative departments such as Library, Computer Laboratories, Offices of the institute, or hostels and guest houses wherever the network facility was provided by the institute.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4515	1343

File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>	<b>A. ?50 Mbps</b>
File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
<b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b>	<b>B. Any three of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<b>Nil</b>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>	
<b>511.15</b>	
File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

**Classrooms and Laboratories:**The Infrastructure for each department and administration is taken care of by a team of faculty member who is nominated as Infrastructure Coordinator by the principal. All civil Maintenance, plumbing works, are registered by respective faculty through an online portal (MIS)

**Computer Labs:**Computer Maintenance Department (CMD) have a qualified and trained technical support staff for any minor repair work in the computer is attended by the staff and works are registered and the same are solved by servers, Operating ,Anti-virus and fire-wall services.

**Electrical Installations and Utilities:**

Power house facilities are available to manage the power supply for the Department and administrative blocks. Adequate generator facilities are available besides UPS support to academic infrastructures

**Library:**

The library is automated by the Software AUTO LIB. They are well maintained in racks as per the standard protocols governing the library management system. Every year books are properly scrutinised and do a stock verification by faculty in circular manner.

**Sports complex:**

The sports complex is maintained by Physical director and physical directress with a supporting team of Instructor .Medical Centre is also functioning in complex. Well-equipped fitness centre and swimming pool is properly operating with pool filtration re-circulation system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year</b>	
2198	
File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year</b>	
679	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology</b>	<b>A. All of the above</b>

File Description	Documents
Link to Institutional website	<a href="https://www.sonatech.ac.in/">https://www.sonatech.ac.in/</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1711

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies  
Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>

<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of outgoing students who got placement during the year</b>	
629	
<b>File Description</b>	<b>Documents</b>
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>5.2.2 - Number of outgoing students progressing to higher education</b>	
53	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year</b>	
<b>5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year</b>	
26	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year</b>	
16	



File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

SCT has an active student council with representative from all the program of the institution. The objective is to motivate the students to participate in different co-curricular and extracurricular activities which will enhance their inherent talents through the shared forum. The institution has separate technical and non-technical clubs run by the students. Under the club, different activities are coordinated by the elected members and student volunteers under the guidance of faculty coordinators.

An election is conducted at the beginning of every academic year to elect the club members under the supervision of the overall faculty coordinator and the concerned club coordinator. Each club has a Chairman, Secretary and Joint Secretary.

Different clubs which are active in the college are Women's Development Wing, Fine Arts & Tremor's Club, Tamil Mandram, EQ /IQ club, The English Club, Sonaria music Club, Science Club, International Students Club , Tremors Club, Dexters' Club, Programming Club, Photography Club, Readers Club, SONACOM club and Cooking Club.

Students are also involved in BOS meetings, Class committee Meetings and involved in Professional bodies such as ISTE, IEEE, IEI. Students can also represent their problems through the Suggestion box, Mentor meeting, Hostel meeting, Anti Ragging Committee and Disciplinary Committee Meeting.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20V/5.3.2%20Presence%20of%20Student%20Council%20and%20activities//SONA%20CLUBS.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20V/5.3.2%20Presence%20of%20Student%20Council%20and%20activities//SONA%20CLUBS.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

22

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

SCT has been generating Alumni since 2001 and has an officially registered Sona Alumni Association (SAA) (Document. No. 66 of 2018 of book 4) under Tamilnadu Government with a total of 12,629 Registered Alumni on our alumni portal.

SAA functions as a nodal platform for maintaining liaison with the alumni and to involve them in the development and growth of the institution. It promotes and encourages the alumni to exchange professional knowledge by undertaking and facilitating conferences, seminars, lectures and meetings among alumni, students, faculty. Alumni cell promotes alumni relationships, fostering commitment among students and enabling student alumni interactions. Continuous interaction with alumni through our vibrant means of communication helps to widen the placement, internship and job opportunities for the students.

In the year July 2020 to June 2021, 52-Guest Lectures, 52-Mock Interviews, 9-Webinars, 6-Placement Training Session, 13-Virtual Industrial Training Session, 2-Internship, 1-Placement Recruitment and 5-Induction Program for freshers across every department.

The Alumni cell functioned actively during the pandemic and kept its alumni connected with all the departments through 19-Virtual Alumni meetings. Our alumni were overwhelmed to meet their batch mates and staff via online and suggested various guidelines for the present graduates to improve their career in future.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="http://www.sonatptalumni.org">www.sonatptalumni.org</a>

#### 5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The Governing Body is the apex body of Sona College and major institutional decisions are taken at its biannual meetings. Perspective plans of the college for the years ahead are discussed at the GB meetings and achievements at the college and department levels are reviewed and discussed, and decisions are taken on developing a broad roadmap for the institution to pursue.

The members of the management, nominees of the governmental bodies and the industry experts offer advice for the overall development of the college and also review and approve decisions taken at meetings of other major committees of the college.

The GB functions on the basis of a set of terms of reference which lays out briefly its overall purpose, constitution, roles and responsibilities of the members, duration of their membership, quorum, etc.

The perspective plans of the college are tabled at every meeting to discuss and decide on the directions in which the college needs to move over the next four or five years.

Governance at Sona College with regard to specific but major areas of institutional development such as Academics, Admissions, Student affairs and Research and Development are carried out by respective Deans.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/about-sona/">https://www.sonatech.ac.in/about-sona/</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The Principal, Directors and the Heads of the Department (HOD) concerned take decisions in all academic matters. The HODs conduct periodic meetings with the faculty and students and offer them suggestions. They also discuss with the Principal, Directors, and Chairman of the Board of Management on important matters related to the college functioning, and decision is taken by them through consensus. Most rules and regulations are circulated among staff, and decision is taken only after a thorough discussion with the stakeholders. The final decisions taken are circulated among all stakeholders for adoption. The discussions normally emanate from the faculty, at the faculty meetings with the HODs and then in the HODs meeting with the Principal. Most of the information like organizing conferences, permitting a faculty to travel overseas for presenting a paper, etc. travel from bottom to top for approval by the Management. If there is a common rule governing all concerned, it comes from top to bottom, that too after initiating a talk with the faculty or HODs as the case may be.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/research/">https://www.sonatech.ac.in/research/</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The present strategic plan seeks to take advantage of Sona's experience in the implementation of various activities in doubling the impact it has created thus far. The plan includes objectives and action plans under various thrust areas to help gain a name in the global education arena. It proposes improvements in areas such as infrastructure development, academics, student admissions, student development, staff development, research and development, industry partnerships, finance management, international collaborations, quality assurance and outreach activities.

The whole process resulted in the following outputs:

MANDATE ? VISION ? MISSION ? SWOT DATA ? ELEVEN THRUST AREAS ? OBJECTIVES ? WORK PLAN ? ACTION PLANS ? STRUCTURES AND PROCEDURES

All of these outputs were documented and compiled into a comprehensive strategic plan document.

Sona College of Technology is one of the very few colleges to implement the strategic planning in a systematic way. This initiative is widely accepted by the faculty community. The document consists of targets, monitoring mechanism and action plan. Therefore for every TA, a system is created and seamlessly integrated into all the activities of the college. The thrust areas are identified and prioritized.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/about-sona/perspective-plan.php">https://www.sonatech.ac.in/about-sona/perspective-plan.php</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

Sona has various committees under governing body, administrative setup. Table describes the list of committees under statutory bodies, non-statutory and externally constituted committee and the functions of various bodies are also mentioned.

#### Statutory Body/Committee

1. Governing Body (GB) - One Meeting per year
2. Academic Council (AC) - One Meeting per year
3. Discipline-wise Boards of Studies- As many as required
4. Finance Committee - Two Meetings per year
5. Planning and Monitoring Board - Two Meetings per year
6. Anti-Ragging Committee (and Anti-Ragging Squad) - Two Meetings per year
7. Anti-Sexual Harassment Committee - Quarterly
8. Women Empowerment Cell/ Committee - Two Meetings per year
9. Complaints and Redressal Committee - Two Meetings per year
10. Discipline and Welfare Committee - Two Meetings per year

#### Non- Statutory Body/Committee

1. Institution Management Committee - Once a month, normally on the first Friday
2. Management Review Committee (Sona- QMS) - Two Meetings per year

#### Externally-Constituted Committee

1. **Grievance Redressal Committee - Constituted by Anna University, using AICTE guidelines, with five external members only for redressing grievances from students/ staff/ parents /etc. One Sona faculty appointed Coordinator to report grievance cases to AU-appointed Ombudsman**

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://www.sonatech.ac.in/mandatory/organisation-chart.pdf">https://www.sonatech.ac.in/mandatory/organisation-chart.pdf</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/about-sona/authorities-sona-college-autonomous.pdf">https://www.sonatech.ac.in/about-sona/authorities-sona-college-autonomous.pdf</a>

**6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

**Teaching**

- **Contribution to provident fund**
- **Contribution towards medical insurance**

- Maternity leave
- Medical leave
- Advance to meet emergency expenditure
- Medical centre
- Gratuity
- Personal accident insurance
- Registration fee, TA and DA for attending conferences, workshop. Etc

#### Non -Teaching

- Uniforms for support staff
- Financial aid for the education of the ward of support staff
- Festival Bonus
- Contribution to ESI
- Fee concessions for children of administrative and support staff
- Medical centre facility
- Gratuity
- Personal accident insurance
- Salary advance.
- Registration fee, TA and DA for attending programs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.3.1%20-%20Career%20development%20progression//6.3.1%20welfare%20measures%20for%20staff.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.3.1%20-%20Career%20development%20progression//6.3.1%20welfare%20measures%20for%20staff.pdf</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year**

172



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

48

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

252

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

### Internal /Concurrent Audits

- The expenditure for staff salary is being audited every month.

- The amount incurred towards infrastructure maintenance and purchase of new equipment's, consumable items is being audited then and there.
- The expenditure incurred towards organizing the programs in institute is being audited.
- Identify and assess risks of material misstatement, whether due to fraud or error, based on an understating of the institution and its environment, including the institutions internal control.
- Obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, thereby enabling the auditor to express an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with an applicable financial reporting framework.

#### External/Statutory Audits

- The external team audit the objects as referred the activities of internal audit.
- All the flow of funds of the institution is being audited by the external team and submits audited statement to the management.

#### Mechanism of settling audit objection:

We have appointed a separate staff in the accounts department to follow up audited activities. If any objections raised by the external auditing team it will be settled then and there.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

13100000

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Mobilisation of funds:

Tuition Fees collected from students

Grants received from Government and Non-Government organizations.

Fund generated from R&D, Continuing Education Courses, Consultancy works, and Lab testing for various government and non -government organization.

The students fees collected is being deposited in the bank and from which Interest earned.

Interest earned from Endowment deposit with the Directorate of Technical Education (DOTE) Short term loan from bank for developing infrastructure and additional lab facilities.

Also encouraging the faculties and staff for applying various grants and also executing social activities covered under corporate social responsibilities.

##### Utilisation of Resources:

As far as the utilization of resource concerned, the institution has instituted various measures including internal control and internal audits.

- Public programmes are permitted as per our policy
- Central and State Government Competitive examinations like TNPSC, TANCET, GATE and NEET Examinations on rental basis.

- Sports Ground is rented for conducting sports activities by outside organizations.

Since our Institution is situated in the heart of the city, we allowed public programmes, . From this we effectively we utilize the resources for revenue generation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

### Industry connect :

Being the winner of the "AICTE-CII Best Industry linked Engineering Institution award", every year since its inception, the institution has taken all necessary steps to see that the notion of industry is inculcated in the teaching learning process. The institution has been awarded 7 times in a row including the current year 2020. This feat could be achieved only because of the strong industry connect in all the aspects of the academics. MoUs have been signed with reputed organizations like ISRO, IBM, VMware, Infosys, Vee Technologies, Titan and many more to provide industry exposure to the students.

### Technology enabled campus :

Our campus has been enabled with digital technologies for education since 2012. We have been using the following technologies:

1. Moodle -LMS - Assessment and virtual lab implementation
2. Blackboard (BB) - LMS -Learning and assessment -

Teachers use this platform for uploading all the class materials and assessing assignments. The BB is integrated with LCS.

3. Lecture capturing system (LCS) - videos are recorded live from classrooms and are available through portal. Students can watch the videos anytime anywhere.
4. HireMee - online proctored platform - students were using the platform for placement based assessments

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/academics/innovative-teaching-learning.php">https://www.sonatech.ac.in/academics/innovative-teaching-learning.php</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

A regular assessment of the curriculum is done through the feedback from the stakeholders of the institution i.e. students, alumni, subject experts, employers and the experts from the industry. The suggestions received from the stakeholders are reviewed by the Department Consultative Committee; relevant and innovative suggestions are considered for inclusion in the curriculum. In the process of developing the curriculum, care is taken to ensure adherence to norms and guidelines prescribed by the Anna University, AICTE and UGC.

The teaching of lessons is recorded in a Faculty Record Book (FRB) which serves as a record of all the academic activities such as lesson plan, course outcomes, programme outcomes, course delivery details, list of resources developed, etc. All of Sona faculty members are trained in contemporary and innovative methods of teaching by motivating them to attend various programmes on pedagogy. The institution conducts one week program on pedagogy every year for the new recruits and other faculty members. The widely used teaching and learning methods at the institution are lecture, group discussion, quiz, demonstration, drill and practice, case studies, tutorials, team teaching, cooperative learning, seminar, internship, projects/surveys, computer lab, simulation, field

/ factory visits, games and role play.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.2-%20Learning%20process%20through%20IQAC//Minutes%20of%2036th%20Management%20Review%20Meeting.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.2-%20Learning%20process%20through%20IQAC//Minutes%20of%2036th%20Management%20Review%20Meeting.pdf</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.3%20Quality%20assurance%20initiatives//6.5.3%20Annual%20Reports%20of%20the%20Institution.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VI/6.5.3%20Quality%20assurance%20initiatives//6.5.3%20Annual%20Reports%20of%20the%20Institution.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### Response:

- Women Empowerment Cell (WEC) organizes Women Empowerment Lectures, awareness programs and various competitions for motivating the young female students. To promote women leaders, the female faculties are appointed as heads of different departments, cells and clubs.
- To encourage the girl students in curricular, co-curricular as well as extracurricular activities, Sona College of Technology offers one special awards every year "Best Outgoing Student (Girl)".
- Girl students are encouraged to serve the society and the nation by actively participating in NSS, YRC and NCC.

#### Safety and security:

- Anti-ragging Committee, Disciplinary committee ensures safety & security in the campus for students. All the buildings have stability certificate, fire extinguishers to ensure safety.

#### Common Rooms:

- One common room is available for the needy girl students. Additionally, the dispensary also available in the campus.

#### Hygiene and Welfare:

- Personal care and hygiene are important to us as individual. They enable us to stay clean, neat and tidy throughout the day.
- Clean facilities to help achieve this walls and floors should preferably be tiled to make them easier to clean. Facilities with hot and cold water arranged.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.sonatech.ac.in/sona-facility/women-club.php">https://www.sonatech.ac.in/sona-facility/women-club.php</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

**A. Any 4 or All of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

**Response:**

Sona College of Technology imposes very less impact on the environment by being conscious of generating less waste and recycling it by passing through a system that enables recycling concept. For each department, sweepers are assigned for collecting and segregating the various wastes generated in the campus into degradable and non-degradable through dustbins provided at various points. The College has an authorized vendor who collects the paper waste and other non-degradable waste from the designated place, segregates them, recycles them and disposes them at the landfills authorized by the government.

The campus have more than 30 species of plants and trees such as Green grass, Mexican grass, Sleeping trees, Neem, Nagalinga trees, Badani tree, Karpooravalli, Hibiscus, etc. To conserve water resources, Liquid waste generated by the College campus is treated through Sewage Treatment Plant (STP) with a handling Capacity of 75,000 liters/day and used for gardening purpose.



The Hazardous Lab & other Waste Disposal, a Standard Operating Procedure evolved for handling the hazardous waste disposal system. For the disposal of e waste, government approved agency collects these from the respective departments. Records are maintained both at the College level and Department Level for the compliance of the process.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

#### 7.1.6 - Quality audits on environment and energy undertaken by the institution

<p><b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3.Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<p><b>C. Any 2 of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>
Certification by the auditing agency	<b>No File Uploaded</b>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment,</b></p>	<p><b>B. Any 3 of the above</b></p>
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etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

**Response:**

- Sona College Technology to the inclusive environment with diversity in terms of culture, region, linguistic, communal, socio-economic and other aspects and is a big promoter of diversified environment in various ways.

**Efforts to handle Cultural diversity**

- Sona College Technology accommodates the culturally diversified students by encouraging the exchange of cross-cultural ideas and celebration of the festivals of different culture.

**Sonaria Music Club**

'SONARIA' the music club unravels the musical talents of our students.

**Efforts to handle Regional diversity**

- Apart from various districts of Tamil Nadu, the institute has got above 60 students from the other states of India like Andhra Pradesh, Kerala etc.

**Efforts to handle Linguistic diversity**

- The students to work across the world, the other foreign languages like German, French and Japanese have been taught in the campus for the 450 interested students. The Sona Students' Speakers' Forum (SSSF) has been constituted with the aim of making students to become good speakers.

**Efforts to handle Communal diversity**

- Students of different religions have celebrated Pongal Festival, NSS, NCC, YRC day celebration, Republic and Independence day celebration at the Sona campus.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

**7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:**

The values are inculcated through courses in the curriculum, namely Value Education, Yoga & Universal Human Values: Understanding Harmony and Professional Ethics & Human values. In addition, Yoga and meditation club conducts regular programs to make our students to understand the value of being humane. Through NSS, NCC, Youth Red Cross and Energy-Environment club various programs are organized to make the students realize their rights, duties and responsibilities. The various programs are:

- Environmental awareness programs - rally, planting trees, campus cleaning, plastic usage awareness programs
- Blood donation camps by NSS and other clubs along with the hospitals.
- Health awareness programs to general public Village adoption programs under NSS have provided platform to understand the live hood of village and made our students to understand their responsibilities.
- During natural disasters, students are permitted to collect funds/ materials and distribute them to the

affected people (Rain affected areas in Cuddalore, Chennai / Corona period)

- A few department students have visited orphanage and old age homes and provided the fund which they collect from faculty, staff and students.
- Independence Day, Republic Day and Constitutional Day are celebrated to create awareness among the students about our Constitution, freedom struggle and our nation's history.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

**B. Any 3 of the above**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Response:**

- Sona College of Technology provides outstanding supports towards Institution celebrating and organizing national and international commemorative days, events and festivals.
- 12 cells and clubs are active in Sona College Technology for the benefit of students' community.
- These clubs and cells join together and celebrate various events; for example, National-level events such as Independence Day, Republic Day, Gandhi Jayanthi, Teacher's Day, Engineers Day, NSS day celebration, NCC day celebration and YRC day celebration etc
- National events celebrates every year such as Republic day, Gandhi Jayanthi and Independence Day aid to increase the unity among the students, promote the feelings of pride of our own country, which helps to raise the patriotic spirit among young minds.
- International Women's Day, World Water Day and Engineers Day celebration and so on. Further, regional festival like Pongal festival and Holi festival also celebrated.
- During the celebration of national and international events, various knowledge sharing, talent showcasing events, and games are organized by the students for the students, due to which student community can learn management and communication skills.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	No File Uploaded
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

This year following two best practices implement in Sona College of Technology.

1. Intramural Lecture
2. Industry Institute Interaction

File Description	Documents
Best practices in the Institutional website	<a href="https://www.sonatech.ac.in/IQAC/best-practices-2021-2022.pdf">https://www.sonatech.ac.in/IQAC/best-practices-2021-2022.pdf</a>
Any other relevant information	<a href="https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VII/7.2.1%20Best%20Practices//Best%20practice%20&amp;%20Intramural%20Lecture.pdf">https://www.sonatech.ac.in/naac/NAAC%202021/Criteria%20VII/7.2.1%20Best%20Practices//Best%20practice%20&amp;%20Intramural%20Lecture.pdf</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

### SONA MOOC (NPTEL) COURSES

- All the faculty members of Sona College Technology are enrolling and writing the NPTEL SWAYAM online examinations to enhance their skills and prepare themselves to deliver quality education. Our college has been rated as "AA" consecutively for 6 times.

- NPTEL has introduced a new category of award 'LC STARS' for recognizing the performance of a Local Chapter over a period of the last 8 semesters in NPTEL examinations. During the year 2021, totally 1523 students and 305 faculty members have completed NPTEL courses.
- The academic regulation, our college has included ONE elective course in their 5th semester curriculum, to be selected from NPTEL courses. Totally 1500 students were in earning 3 Credits by successfully completing the courses.
- Sona NPTEL local chapter has secured first place in faculty performance rating amount 4500 colleges in India during the Jan/July 2020 NPTEL Examination.
- Sona NPTEL local chapter has secured Ninth place among top 100 local chapters for its consistent performance in NPTEL examination during the year 2020.

File Description	Documents
Appropriate link in the institutional website	<a href="https://www.sonatech.ac.in/nptel/index.php">https://www.sonatech.ac.in/nptel/index.php</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- NPTEL - It was planned high ranking through SWAYAM platform
- MoU'S - Plan to sign a MoU with IIT Madras and sona college of Technology for carrying out research and innovation guidance and entrepreneurship.
- INNOVATION COUNCIL - It was plan to achieve in Institution Innovation Council star performer list of MHRD-IC
- PLACEMENT - The college had been consistently achieving high level of domestic placements in top companies with high CTC. It was decided to achieve success progress in international placements. The Performance level



frequently increased during pandemic.

- **INTERNSHIP** - It was planned to celebrate Internship Day in a national-level event to improve their internship culture.
- **ALUMNI CONTRIBUTION** - Alumni meetings are organised regularly through online. Plan to sign with local chapters to enhance the alumni culture to motivate the students.
- **AUTONOMOUS STATUS** - It was suggested that academic reforms includes in revised curriculum, academic autonomy, and examination reforms regulations 2019 based on AICTE model curriculum, Choice Based Credit system and to develop the content delivery through digital mode.