Date:26.6.2019

Circular

A Meeting for all the members of the Internal Quality Assurance Cell is scheduled to be held on **2nd July 2019 at 10.00 A.M** at the Office conference hall. The agenda item of the meeting is given below.

Agenda Item	Particulars		
	Confirmation of the Previous Minutes of the		
General	Meeting		
Item No- 1	ISO auditing		
Item No -2	Approval for the Board of Studies		
Item No -3	Discussion on GB meeting		

IQAC Co-Ordinator

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

A meeting of IQAC was held on 2nd July 2019 in IQAC Conference Hall at 10.00AM

Members Present

Name	Designation
Dr.S.R.R.Senthil Kumar	Principal, SCT
Dr.J.Akilandeswari	Dean-Academics & Professor and Head/IT
Dr.D.Senthilkumar	Dean-Student Affairs & Professor and Head/Mech
Dr.B.Sathiyabhama	HOD/CSE
Dr.R.S.Sabeenian	HOD/ECE
Dr.D.Raja	HOD/FT
Dr.P.Suresh	HOD/MCT
Dr.R.Vinod Kumar	Professor/ECE
Dr.S.Suresh	Professor/Civil
Dr.R.Shivakumar	Professor/EEE
Mr.Lakshmi Narayanan	GM/Accounts
Miss.B.Mythili	Final Year/ECE
Alumnius	Mr.T.N.Raj Vignesh
Vee Technologies	Mr.M.Thennavan

The following points were discussed

Agenda:

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

PRINCIPAL

Dr. S. R. R. SENTHILKUMAR,
M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI
PRINCIPAL
SONA COLLEGE OF TECHNOLOGY
JUNCTION MAIN ROAD, SALEM -636 005.

Action taken report of IQAC meeting conducted on 28th March 2019.

S.No	Action Plan	Action taken
1.	NIRF ranking 2018-2019	Dr. R. Malathy, NIRF coordinator
		informed all the faculty about the overall
		NIRF ranking.
2.	IQAC composition for the year 2018-2019	The composition of IQAC for the
		academic year 2018-2019 was renewed.
3.	Academic calendar for the year 2018-2019	The respective class counselor issued the
		academic calendar to all the students and
		staff members.
4.	Governing council meeting	The 9th Governing Council meeting was
		conducted on 22nd December 2018.
5.	Stakeholders feedback collection	Feedback was collected from different
		stakeholders for curriculum redesign and
		to enhance the teaching-learning process.

Dr.S.R.R. Senthilkumar

Dr. S. R. R. SENTHILKUMAR,
M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI
PRINCIPAL

SONA COLLEGE OF TECHNOLOGY JUNCTION MAIN ROAD, SALEM -636 005.

A meeting of IQAC was held on 2^{nd} July 2019 in IQAC Conference Hall at 10 AM

Members Present:

Name	Designation	Signature
Dr.S.R.R.Senthil Kumar	Principal, SCT	A
Dr.J.Akilandeswari	Dean-Academics & Professor and	J. alland >
	Head/IT	
Dr.D.Senthilkumar	Dean-Student Affairs & Professor	9 8
	and Head/Mech	17.
Dr.B.Sathiyabhama	HOD/CSE	Brann
Dr.R.S.Sabeenian	HOD/ECE	2.424
Dr.D.Raja	HOD/FT	2. Wife
Dr.P.Suresh	HOD/MCT	DSW
Dr.R.Vinod Kumar	Professor/ECE	nau
Dr.S.Suresh	Professor/Civil	Solurate
Dr.R.Shivakumar	Professor/EEE	Nindhamir
Mr.Lakshmi Narayanan	GM/Accounts	VR. L. Darayan
Miss.B.Mythili	Final Year/ECE	Bruthili
Alumnius	Mr.T.N.Raj Vignesh	8 lund
Vee Technologies	Mr.M.Thennavan	y. Thermare

Date:26.9.2019

Circular

A Meeting for all the members of the Internal Quality Assurance Cell is scheduled to be held on 4th October 2019 at 10.00 A.M at the Office conference hall. The agenda item of the meeting is given below.

Agenda Item Particulars		
General	Confirmation of the Previous Minutes of the Meeting	
Item No- 1	Outcome-based education	
Item No -2	Preparation of AQAR report	
Item No -3	Discussion about extra-curricular activities	

IQAC Co-Ordinator

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

A meeting of IQAC was held on 4th October 2019 in IQAC Conference Hall at 10.00 AM

Members Present

Name	Designation
Dr.S.R.R.Senthil Kumar	Principal, SCT
Dr.J.Akilandeswari	Dean-Academics & Professor and Head/IT
Dr.D.Senthilkumar	Dean-Student Affairs & Professor and Head/Mech
Dr.B.Sathiyabhama	HOD/CSE
Dr.R.S.Sabeenian	HOD/ECE
Dr.D.Raja	HOD/FT
Dr.P.Suresh	HOD/MCT
Dr.R.Vinod Kumar	Professor/ECE
Dr.S.Suresh	Professor/Civil
Dr.R.Shivakumar	Professor/EEE
Mr.Lakshmi Narayanan	GM/Accounts
Miss.B.Mythili	Final Year/ECE
Alumnius	Mr.T.N.Raj Vignesh
Vee Technologies	Mr.M.Thennavan

The following points were discussed

Agenda:

- 1. Student participation in extracurricular activities
- 2. Outcome Based Education
- 3. Stakeholder feedback collection
- 4. R&D meeting
- 5. Preparation of AQAR
- 6. Any other matter

PRINCIPAL

Dr. S. R. R. SENTHILKUMAR, M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI PRINCIPAL

SONA COLLEGE OF TECHNOLOGY JUNCTION MAIN ROAD, SALEM 636 005.

Action taken report of IQAC meeting conducted on 2nd July 2019

S.No	Action plan	Action taken
1.	ISO auditing	An internal quality audit was conducted on 27
		June 2019 for UG and PG programs.
2.	Moodle and Blackboard training	Training to work on Moodle and Blackboard
		was given to all staff members.
3.	Psychometric test for students	As per our vice chairman's instruction, the
		psychometric test was conducted and grouped
		based on skill requirements to improve
		placement.
4.	Board of Studies	BoS meeting for civil engineering mechanical,
	Later Day 1	EEE, ECE, CS, IT, FT, MCA, MBA, sciences
		and humanities, and MCT departments was
		conducted in May 2019
5.	10 th Governing Council meeting	The Governing Council meeting was conducted
		on 10 th July 2019

Dr.S.R.R.SenthilKumar

Principal

Dr. S. R. R. SENTHILKUMAR, M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI

PRINCIPAL SONA COLLEGE OF TECHNOLOGY JUNCTION MAIN ROAD, SALEM -636 005.

A meeting of IQAC was held on 4th October 2019 in IQAC Conference Hall at 10AM Members Present:

Name	Designation	Signature
Dr.S.R.R.Senthil Kumar	Principal, SCT	. W
Dr.J.Akilandeswari	Dean-Academics & Professor and	J. Silano
9	Head/IT	0 0000100 /
Dr.D.Senthilkumar	Dean-Student Affairs & Professor	2 2
	and Head/Mech	7.
Dr.B.Sathiyabhama	HOD/CSE	pany
Dr.R.S.Sabeenian	HOD/ECE	a prof
Dr.D.Raja	HOD/FT	Jewy.
Dr.P.Suresh	HOD/MCT	P80
Dr.R.Vinod Kumar	Professor/ECE	2. and
Dr.S.Suresh	Professor/Civil	S. Sweet
Dr.R.Shivakumar	Professor/EEE	nameland
Mr.Lakshmi Narayanan	GM/Accounts	Mr. L. Daraspace
Miss.B.Mythili	Final Year/ECE	Bruthili
Alumnius	Mr.T.N.Raj Vignesh	from gion
Vee Technologies	Mr.M.Thennavan	U. Theurar

Date:29.11.2019

Circular

A Meeting for all the members of the Internal Quality Assurance Cell is scheduled to be held on **5**th **December 2019 at 10.00 A.M** at the Office conference hall. The agenda item of the meeting is given below.

Agenda Item	Particulars	
	Confirmation of the Previous Minutes of the	
General	Meeting	
Item No- 1	The quality initiative of Research Activity	
Item No -2	Review of Publications.	
Item No -3	Patent.	

IQAC Co-Ordinator

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

Minutes of the Internal Quality Assurance Cell Meeting held on 5th December 2019 at the Office conference hall at 10:00 AM.

Venue: IQAC Room

Members Present

Dr. S.R.R Senthil Kumar

-Principal, SCT

Dr. J. Akilandeswari

-Dean -Academics & Professor and Head/IT

Dr. D. Senthil Kumar

-Dean - Student Affairs & Professor and Head/Mechanical

Dr. B. Sathiyabama

-HOD -Computer science

Dr. R.S. Sabeenian

-HOD - ECE

Dr. D. Raja

-HOD -FT

Dr. P. Suresh

-HOD - Mechatronics

Dr. Vinod Kumar

-Professor/ECE

Dr. S. Suresh

-Professor/Civil

Dr. R. Shivakumar

-Professor/EEE

Miss.B. Mythili

-Final year/ECE

Agenda:

- 1. To pursue and Review progress in Publications.
- 2. Grants & Funds for Research and Development.
- 3. To Pursue improvement in patents.

Item		Description	Responsibility
1	•	The research coordinator presented the	
		institution's research activities for the	9
		academic year 2019-2020. He stated that	X0
		Faculty members have published papers in	
		Scopus/Wos Indexed journals.	=
	•	All the faculty are requested to enroll their	
		active participation in paper publishing as	
		per the parameters.	
	•	Institutional-level papers & publications	
		are to be enhanced and faculty members	
		of SCT are requested to submit papers at	R&D
	8	least two per year.	
	•	Plan to Publish the Journals at the National	
		and International level.	-
2		Grants need to be received from DST,	
	= = x	AICTE, TNSCST, & another agency.	@
	•	The members have described the activities	
		in research and development and the	9
		grants/funds received under R&D	
		consultancy by various departments.	
3	•	It was suggested to file 10 patents and 3	
	İ	patents to be granted.	

Principal Dr. S. R. R. SENTHILKUMAR, M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI

PRINCIPAL
SONA COLLEGE OF TECHNOLOGY
JUNCTION MAIN ROAD, SALEM -636 005.

SONA COLLEGE OF TECHNOLOGY(Autonomous) Salem -636 005 Internal Quality Assurance Cell

Action taken report on IQAC Meeting conducted on 4th October 2019.

S.No	Action plan	Action taken	
1.	Student participation in	Students actively participated in extra-	
	extracurricular activities	curricular activities through NSS, NCC,& YRC	
2.	Outcome-based education	More sessions were conducted for faculty and	
		students on the implementation of OBE	
3.	Stakeholders feedback collection	Feedback was collected from stakeholders for	
		redesigning the members	
4.	R&D meeting	All the faculty members have sent their	
	*	proposals to apply for seed money	
5.	Preparation of AQAR	The IQAC Co-ordinator suggested the	
,	respective criteria members be ready		
=		the documents and data that have to be	
		uploaded for NAAC -AQAR (2018-2019).	

Dr.S.R.R.Senthilkumar Principal

Dr. S. R. R. SENTHILKUMAR,
M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI
PRINCIPAL
SONA COLLEGE OF TECHNOLOGY
JUNCTION MAIN ROAD, SALEM -636 005.

A meeting of IQAC was held on 5^{th} December 2019 in IQAC Conference Hall at 10 AM Members Present:

Name	Designation	Signature
Dr.S.R.R.Senthil Kumar	Principal, SCT	W.
Dr.J.Akilandeswari	Dean-Academics & Professor and	J. Siland 7
	Head/IT	
Dr.D.Senthilkumar	Dean-Student Affairs & Professor	h, em
* - **	and Head/Mech	
Dr.B.Sathiyabhama	HOD/CSE	Palan
Dr.R.S.Sabeenian	HOD/ECE	9. Ass.
Dr.D.Raja	HOD/FT	July
Dr.P.Suresh	HOD/MCT	Protions
Dr.R.Vinod Kumar	Professor/ECE	9. and
Dr.S.Suresh	Professor/Civil	S. Surey
Dr.R.Shivakumar	Professor/EEE	Awallmon Col 218
Mr.Lakshmi Narayanan	GM/Accounts	VR. L. Naragarie
Miss.B.Mythili	Final Year/ECE	Bruthili

Date:24.01.2020

Circular

A Meeting for all the members of the Internal Quality Assurance Cell, the internal meeting is scheduled to be held on **29**th **January 2020 at 10.30 A.M** at the Office conference hall. The Agenda item of the meeting is given below.

Agenda Item	Particulars		
	Confirmation of the Previous Minutes of the		
Item No -1	Meeting		
Item No- 2	Approval of the courses		
	Confirmation of the online courses and any other		
Item No -3	item with the approval of the Chairman.		

IQAC Co-Ordinator

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

Minutes of Internal Quality Assurance Cell Meeting held on January 29th, 2020 by 10.30 AM.

Venue: IQAC Room

Members Present

Dr. S.R.R Senthil Kumar -Principal, Sona College Technology.

Dr. J. Akilandeswari -Dean -Academics & Professor and Head/IT

Dr. D. Senthil Kumar -Dean - Student Affairs & Professor and Head/Mechanical

Dr. B. Sathiyabama -HOD -Computer science

Dr. R.S. Sabeenian -HOD - ECE

Dr. D. Raja -HOD -FT

Dr. P. Suresh -HOD - Mechatronics

Dr. Vinod Kumar -Professor/ECE

Dr. S. Suresh -Professor/Civil

Dr. R. Shivakumar -Professor/EEE

Miss.B. Mythili -Final year/ECE

Agenda:

- Review Minutes of the Meeting and Action taken report for the Previous Meeting.
- Department of consecutive curriculum.
- Faculty Development Program.
- Any other relevant issues.

Item	Description	Responsibility
1	Review the Previous Meeting	
	 The action taken report for the previous 	
	minutes of the meeting was consistently	
	approved by the committee.	2
2	Inclusion of the latest version in the	Bos/Chairman of each
	curriculum.	department.
	 Suggested for the courses as a Core 	8
	Course or Elective Course in all the	9
	departments.	
	 Industry 4.0 	4
	3D Printing	
	 Data analysis 	2.5
	Automation	
	Robotics	er e
	• AI/ML	
	• IoT/IIoT	
	The application needs to be submitted for skill-	
	based courses for the academic year (2020-2021)	
3	through the NSQF scheme.	All II Dr
3	Faculty Development Program	All HoD's
	Faculty members suggested attending at Faculty members suggested attending at	
	least one or two FDP/Online NPTELs	
	every year. Also, faculty members	
	should emphasize the students undergo online NPTEL and MOOC courses to	
	improve their skills in their domain.Plan to arrange various Faculty	
	Development Programs under ISTE.	
4	Other relevant issues	All HoD's
7	• Suggested introducing the internship to	All 1100 3
	improve the syllabus and curriculum and	
	need to discuss the credit courses with the	
	departments.	a
	 All the faculty are instructed to develop the 	
	student's skill ability to reach remarkable	*
	records in placement activity.	
	reserved in placement activity.	

Principal

Dr. S. R. R. SENTHILKUMAR,
M. E (Struct), Ph. D. MISTE, AIV, MIE, C. Eng(I), MICI, MACI
PRINCIPAL
SONA COLLEGE OF TECHNOLOGY
JUNCTION MAIN ROAD, SALEM -636 005.

A meeting of IQAC was held on 29th January 2020 in IQAC Conference Hall at 10 AM Members Present:

Name	Designation	Signature
Dr.S.R.R.Senthil Kumar	Principal, SCT	W
Dr.J.Akilandeswari	Dean-Academics & Professor and	J. duano
	Head/IT	J. 0000100 /
Dr.D.Senthilkumar	Dean-Student Affairs & Professor	20. 20
	and Head/Mech	
Dr.B.Sathiyabhama	HOD/CSE	Berry
Dr.R.S.Sabeenian	HOD/ECE	a green
Dr.D.Raja	HOD/FT	J.Wfr
Dr.P.Suresh	HOD/MCT	P&29/1/20
Dr.R.Vinod Kumar	Professor/ECE	2. out
Dr.S.Suresh	Professor/Civil	S. Survey
Dr.R.Shivakumar	Professor/EEE	Mirakurar 284.20
Mr.Lakshmi Narayanan	GM/Accounts	Mr. L. Marayary
Miss.B.Mythili	Final Year/ECE	Bruthili

Minutes of the Meeting of 2019-20 held on 09th March 2020

Venue: IQAC Room **Date:** 09/03/2020 **Time:** 09:30 - 10:30

Agenda of the Meeting:

1. To review and confirm the minutes of the last meeting

- 2. To review report of the NAAC Peer Team and set strategies accordingly
- 3. To prepare academic calendar of the year
- 4. Design placement activities
- 5. Reformation of the IQAC composition
- 6. Any other relevant issues made by the IQAC members

Members Present:

Chairperson	Principal	
	Dr.D.Senthilkumar , HoD / Mehanical	
	Dr.R.Malathy, HoD / Civil	
	Dr.J.Akilandeswari, , HoD / IT	
Teachers to represent	Dr.R.S.Sabeenian , HoD / ECE	
all level	Dr. D Raja, HoD/FT	
	Dr.P.Suresh , HoD/Mechatronics	
	Dr. R. Shivakumar, Prof / EEE	
	Dr.S.Suresh, Prof/Civil	
	Dr.B.Sathiyabhama, , HoD / CSE	
Sr. Admin Staff	Dr.T.Padma, Head / MIS, SCT	
	Mr. Lakshmi Narayanan, Finance Officer	
Management	Mr.Chocko Valliappa, Vice Chairman	
Management	Mr.Thyagu Valliappa, Vice Chairman	
Local Society	Mrs.Ruby Thiyagarajan, General Secretary, YWCA	
Student	Ms. B.Mythili IV – (Reg.No - 1516103072)	
Alumni	Mr.T.N.Raj Vigesh Alumni – B.E – (2007 – 2011)	
Employers	Mr.C.Thennavan, VEE Technologies, Bangalore	
Industrialist	× 8 8 8 9	
Stake holders	Mr.R.Durairaj, Asst.Manager, TNSTC	
Coordinator – IQAC Dr.R.Vinod Kumar, Prof / ECE		

IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after exchange of ideas and thoughts made the following resolutions:

Agenda Item 1: Review of the Earlier Meeting:

The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda Item-1: Review of the Earlier Meeting.

 The Co-Ordinator read the Minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda Item -2 To review report of the NAAC Peer team and set strategies accordingly to fulfill the suggestion

 Review of report of NAAC peer team was done with discussions and critical evaluation. Further it was resolved to set out strategies for next five years and initiate compliance of the NAAC peer team recommendations.

Agenda Item-3 To prepare academic calendar of the year and update teacher's diary.

 The academic calendar should be revised by IQAC and circulated to the departments and the teacher diary is to be updated accordingly.

Agenda Item-4 Placement activities

 The Placement activities should be strengthened. The placement cell should arrange some placement sessions with the help of alumni. Seminar sessions and interactive sessions should be arranged for soft skill development and career guidance should be provided through professional agencies.

Agenda Item-5 Reformation of the IQAC composition.

 Principal sir suggested changes in the IQAC committee and after reviewing the names new committee has been formed.

Agenda Item -6 Any other issues.

 The IQAC coordinator suggested to introduce additional skill oriented, value loaded programs for the students and to conduct faculty development programs.

The vote of thanks was proposed by the coordinator

PRINCIPAL

Dr. S. R. R. SENTHILKUMAR,
M. E (Struct), Ph. D, MISTE, AIV, MIE, C. Eng(I), MICI, MACI
PRINCIPAL
SONA COLLEGE OF TECHNOLOGY
JUNCTION MAIN ROAD, SALEM -636 005.

Sona College of Technology (Autonomous), Salem-5

Internal Quality Assurance cell

Members present.

S.No	Name	Designation	Signature
1.	Dr.S.R.R. Senthil Kumar	Principal,	1 Lasin
2.	Dr.J. Akilandeswari	HoD / IT	J. Ollano Balara
3.	Dr.D. Senthil kumar	HoD /Mech	3-2-28/3/19
4.	Dr. B. Sathiyabhama	HoD - Computer Sciences	Bolany 28/3/19
5.	Dr.R.S. Sabeenian	HoD – ECE	28/3/19
6.	Dr. D. Raja	HoD-FT	2: W/ 28/3/19
7	Dr.P. Suresh	HoD – Mechatronics	8500 10 1 2 1 9 1 9 1 9 1 9 1 9 1 9 1 9 1 9 1 9
8	Dr. R. Vinod Kumar	Professor / ECE	9. Que 28/3/19
9	Dr. S. Suresh	Professor / Civil	S. Swrenty 28/3/19
10	Dr. R. Shiva kumar	Professor / EEE	miraramura
11	Mr. Lakshmi Narayanan	GM / Accounts	VR.L. Narayay
12	Miss. B. Mythili	Final Year / ECE	FOR Kenter
13	T.N. Raj Vignesh	Alumni	& DIN 28/3/19
14	M. Thennavan	Vee Technologies	on thine

Principal

Copy to:

The members through E-mail

IQAC/SONA/OFFICE