



# SATHYABAMA

## INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)



Accredited with "A" grade by NAAC

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai - 600 119, Tamilnadu, India.

### Minutes of the Meeting – 5

The Internal Quality Assurance Cell meeting was held on 10<sup>th</sup> Jan 2016 at 10:30 a.m. in the board room of the Vice Chancellor's office Administrative Building Sathyabama Institute of Science and Technology, Chennai and was attended by the Deans of the various schools Faculty Heads and the IQAC members.

#### **Agenda:**

- Establishment of the Intellectual Property Rights Cell
- Proposal for New programmes in Arts and Engineering
- Feedback on new curriculum

#### **The following points were discussed in the meeting:**

- The Vice Chancellor welcomed the gathering and wished all a very happy and successful new year. The IQAC Coordinator was asked to brief the activities of the last IQAC meeting.
- After the report, the IQAC Coordinator mentioned the agenda for the discussion.
- The establishment of the Intellectual Property Rights Cell was discussed in the IQAC meeting. This would help us to set up a structured process to identify, facilitate and develop the activities related to the Intellectual Property Rights of the University, Evaluation and filling of patents, copyrights and design of the faculty members and students.
- New programmes in Arts and Engineering were proposed in the meeting and the heads of the various schools were asked to prepare the curriculum and syllabus accordingly.
- The review of the recently implemented new curriculum was discussed. The suggestions given by the program assessment committee for all the programs on the quality of question papers to ensure the level of the course outcomes were reviewed.
- The feedback collected from the students and parents were analyzed and shared with all the heads of the departments.
- The heads were asked to present their staff requirement in the upcoming meeting.
- The Vice Chancellor requested all the heads to take stock of all the equipment's and consumables in the department and instructed them give a budget proposal for the maintenance, repairs and procurement of equipment's accordingly.
- The meeting was closed with vote of thanks.

#### **Members Present:**

Sl.N o.	Name	Designation	Signature
1.	Dr. B. Sheela Rani	The Vice-Chancellor (Chair Person)	
2.	Dr. T. Sasipraba	Dean, Research & Development (Senior	



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		Administrative Officers)	
3.	Dr. K. V. Narayanan	Controller of Examinations (Senior Administrative Officers)	
4.	Dr. V. Kavitha	Member Professor, School of Science & Humanities	
5.	Dr. C. Ramesh Kumar	Member Professor, School of Science & Humanities	
6.	Dr. S. Nithya	Member Asst. professor, School of Management Studies	
7.	Mrs. V. Nirmalrani	Member Asst. professor, School of Computing	
8.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Local Society Member)	
9.	Mrs. V. Nirmalrani	Member Asst. professor, School of Computing	
10.	Dr. K. Nirmala Prasad,	External Member, Tamil Nadu State Council for Higher Education.	
11.	Mr. Balamurugan	Member (Stakeholders) Co-Founder and CEO, GUVI, IITM Research park - phase 2	
12.	Mr. Raja	Member (Student Alumni) Deputy General Manager, Qmax Test	
13.	Dr. M. Sundareswari	Coordinator- IQAC Professor, School of Science & Humanities	
14.	Dr. E. Logashanmugam	Prof & Faculty Head - School of Electrical and Electronics	
15.	Dr. S. Prakash	Prof & Faculty Head - School of Mechanical	
16.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
17.	Dr. Siva Subramaniam	Prof & Faculty Head - School of Management Studies	
18.	Dr. Lilly Rose	Prof & Faculty Head - School of Building and Environment	
19.	Dr. S. Murugan	HoD, Computer Science	
20.	Dr. R. Subhashini	HoD, Information Technology	
21.	Dr. G. Sundari	HoD, Electronics and Communication	
22.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	
23.	Dr. Bupesh Raja	HoD, Automobile Engineering	
24.	Dr. Ramanamurthy	HoD, Mechanical & Production	



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6.	Dr. S. Nithya	Member Asst. professor, School of Management Studies	
7.	Mrs. V. Nirmalrani	Member Asst. professor, School of Computing	
8.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Local Society Member)	
9.	Mrs. V. Nirmalrani	Member Asst. professor, School of Computing	
10.	Dr. K. Nirmala Prasad,	External Member, Tamil Nadu State Council for Higher Education.	
11.	Mr. Balamurugan	Member (Stakeholders) Co-Founder and CEO, GUVI, IITM Research park - phase 2	
12.	Mr. Raja	Member (Student Alumni) Deputy General Manager, Qmax Test	
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25.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
26.	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	
27.	Dr. Chellam Jayanthi	HoD, Bioinformatics Engineering	
28.	Mrs. Nazini	HoD, Visual Communication	

Signature of Coordinator-IQAC  
(Dr. M. Sundareswari)

Signature of Chairman-IQAC  
(Dr. B. Sheela Rani)





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### Minutes of the Meeting – 4

The Internal Quality Assurance Cell meeting was held on 05<sup>th</sup> Sept. 2015 at 10:30 a.m. in the board room of the Vice Chancellor's office Administrative Building Sathyabama Institute of Science and Technology, Chennai. All the Deans from different schools, Heads of the departments and IQAC members were attended the meeting and discussed the agendas.

#### **Agenda:**

- Discussion on NIRF ranking
- ISO 9001:2015 Audit
- Groundwork for NAAC reassessment
- Establishment of the centers of excellence and TBI
- Submission on Annual Quality Assurance Report

#### **The following points were discussed in the meeting:**

- The Vice Chancellor welcomed the gathering. The IQAC Coordinator was asked to brief the activities of the last IQAC meeting.
- After the report, the IQAC Coordinator mentioned the agenda for the discussion.
- IQAC initiated the data collection process for entering data into the NIRF ranking portal and for ISO 9001:2015 Audit.
- The NAAC peer team visit was completed in August and the feedback was discussed. Necessary steps to be taken were discussed to resolve the gaps. The valuable suggestions given by the peer team were well received for the overall development of the institution.
- As the NAAC results were not convincing, the Board of Management suggested to plan for reassessment. Faculty Heads were informed to do the groundwork and take necessary actions for the upcoming NAAC peer committee visit.
- The Vice Chancellor was emphasized on the preparation and submission of Annual Quality Assurance Report (AQAR)
- The faculty members were asked to take measures to improve research projects and quality publications.
- Establishment of the centers of excellence was appreciated in the meeting for the centers established in association with Cisco, Virtusa by the School of Computing.
- It was discussed in the meeting to encourage more incubatees including external incubatees in the recently established Technology Business Incubator supported by DST-NSTEDB.
- The meeting was closed with vote of thanks.



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### Members Present:

Sl.N o.	Name	Designation	Signature
1.	Dr. B. Sheela Rani	The Vice-Chancellor (Chair Person)	
2.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
3.	Dr. T. Sasipraba	Dean, Research & Development (Senior Administrative Officers)	
4.	Dr. V. Kavitha	Member Professor, School of Science & Humanities	
5.	Dr. C. Ramesh Kumar	Member Professor, School of Science & Humanities	
6.	Dr. C.L. Shilaja	Member Associate Professor, School of Science & Humanities	
7.	Dr. S. Nithya	Member Asst. professor, School of Management Studies	
8.	Mrs. V. Nirmalrani	Member Asst. professor, School of Computing	
9.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Local Society Member)	
10.	Mr. Balamurugan	Member (Stakeholders) Co-Founder and CEO, GUVI, IITM Research park - phase 2	
11.	Mr. Raja	Member (Student Alumni) Deputy General Manager, Qmax Test equipment's Private Limited, Sholinganallur.	
12.	Dr. M. Sundareswari	Coordinator- IQAC Professor, School of Science & Humanities	
13.	Dr. M. Lakshmi	Prof & Faculty Head - School of Computing	
14.	Dr. S.Prakash	Prof & Faculty Head - School of Mechanical	
15.	Dr.Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
16.	Dr. Lilly Rose	Prof & Faculty Head - School of Building and Environment	
17.	Dr. S. Murugan	HoD, Computer Science	
18.	Dr. R.Subhashini	HoD, Information Technology	
19.	Dr. G.Sundari	HoD, Electronics and Communication	



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20.	Dr. A.Sahaya Anselin Nisha	HoD, Electronics and Control	
21.	Dr. Ramachandran	HoD, Mechanical Engg	
22.	Dr. Ramanamurthy	HoD, Mechanical & Production	
23.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
24.	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	
25.	Dr. Chellam Jayanthi	HoD, Bioinformatics Engineering	
26.	Dr. Helen	HoD, Physics	
27.	Dr. Sheik Maideen	HoD, Chemistry	
28.	Mrs. Nazini	HoD, Viscom	
29.	Dr. Muthumani	HoD, MBA	
30.	Dr. Jyothilakshmi	HoD, Architecture	
31.	Dr. Parameswari	HoD, Civil Engineering	

Signature of Coordinator-IQAC  
(Dr. M. Sundareswari)

Signature of Chairman-IQAC  
(Dr. B. Sheela Rani)





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### Minutes of the Meeting – 3

The Internal Quality Assurance Cell has conducted its third meeting on 10<sup>th</sup> Aug 2015 at 10:30 a.m. in the board room of the Vice Chancellor's office, Administrative Building - Sathyabama Institute of Science and Technology, Chennai and was attended by the Deans, Heads and the IQAC members and shared their opinions.

#### **Agenda:**

- Experts' selection for Academic and Administrative Audit
- Introduction of Semester Abroad Programme
- Research Training Fellowship for the developing countries
- Skill based certificate courses for unemployed youth
- Skill development programmes for non-teaching and support staff

#### **The following points were discussed in the meeting:**

- The Vice Chancellor welcomed the gathering. The IQAC Coordinator was asked to brief the activities of the last IQAC meeting.
- After the report, the IQAC Coordinator mentioned the agenda for the discussion.
- Selections of experts for Academic and Administrative Audit (AAA) from the various departments were finalized and tentative schedule on the internal audit was planned.
- Semester Abroad Programme is introduced from the academic year of 2015-16 onwards with the partnering universities, wherein Student can go for one semester to study 4 to 5 subjects and the credit will be transferred. Faculty Exchange Program is also fortified to all the faculty who are interested to stay abroad for 15 days to six months in any of our partnering institutions across the world. Student can also utilize this exchange program for their project work or internship.
- More International collaborations and MoUs are encouraged in the departments and the research centers thereby joint publications, joint conferences and bilateral research projects are evolved to strengthen the R&D outcomes.
- The Research Training Fellowship for the developing countries from DST RTF – DCS and CV Raman Fellowship (Period of 6 months to 1 year) was invited into Sathyabama, which has resulted into increase in joint publications.
- To serve the unemployed youth in the rural areas, skill-based certificate courses on organic farming, mushroom cultivation, photography, digital marketing, desktop and laptop services was conducted.
- As a part of inclusive education and women empowerment, it was proposed to give higher education opportunities for acid attack victims and disabled students through scholarship schemes provided by the institution.





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- The Vice-Chancellor requested the faculty heads to organize communication skill programmes and skill development programmes for non-teaching and support staff.
- Review was conducted on the progress of SathyabamaSAT, a Nano satellite designed and developed by the staff and students to monitor the greenhouse effect on the earth.
- Proposed to initiate research in the new areas on Molecular and Nano Medicine and Climate Change studies.
- Preparation towards NAAC peer team visit which is scheduled in the last week of August, 2015.
- The data collection for the AQAR report 2015-2016 is initiated.
- The meeting was closed with vote of thanks.

### Members Present:

Sl.No.	Name	Designation	Signature
1.	Dr. B. Sheela Rani	The Vice-Chancellor (Chair Person)	
2.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
3.	Dr. T. Sasipraba	Dean, Research & Development (Senior Administrative Officers)	
4.	Dr. K. V. Narayanan	Controller of Examinations (Senior Administrative Officers)	
5.	Dr. V. Kavitha	Member Professor, School of Science & Humanities	
6.	Dr. C. Ramesh Kumar	Member Professor, School of Science & Humanities	
7.	Dr. C.L. Shilaja	Member Associate Professor, School of Science & Humanities	
8.	Dr. S. Nithya	Member Asst. professor, School of Management Studies	
9.	Mrs. V. Nirmalrani	Member Asst. professor, School of Computing	
10.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Local Society Member)	
11.	Mr. Balamurugan	Member (Stakeholders) Co-Founder and CEO, GUVI, IITM Research park - phase 2	
12.	Mr. Raja	Member (Student Alumni) Deputy General Manager, Qmax Test	
13.	Dr. M. Sundareswari	Coordinator- IQAC Professor, School of Science & Humanities	



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14.	Dr. M. Lakshmi	Prof & Faculty Head - School of Computing	
15.	Dr. E. Logashanmugam	Prof & Faculty Head - School of Electrical and Electronics	
16.	Dr. S. Prakash	Prof & Faculty Head - School of Mechanical	
17.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
18.	Dr. Thayumanavan	Prof & Faculty Head - School of Dental Sciences	
19.	Dr. S. Murugan	HoD, Computer Science	
20.	Dr. R.Subhashini	HoD, Information Technology	
21.	Dr. G.Sundari	HoD, Electronics and Communication	
22.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	
23.	Dr. Ramachandran	HoD, Mechanical Engg	
24.	Dr. Churchill	HoD, Aeronautical Engineering	
25.	Dr. Bupesh Raja	HoD, Automobile Engineering	
26.	Dr. Ramanamurthy	HoD, Mechanical & Production	
27.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
28.	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	
29.	Dr. Chellam Jayanthi	HoD, Bioinformatics Engineering	
30.	Dr. Raja Amarnath	HoD, Chemical Engineering	
31.	Dr. Muthumani	HoD, MBA	
32.	Dr. Jyothilakshmi	HoD, Architecture	

Signature of Coordinator-IQAC  
(Dr. M. Sundareswari)

Signature of Chairman- IQAC  
(Dr. B. Sheela Rani)





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### Minutes of the Meeting – 2

The Internal Quality Assurance Cell meeting was held on 15<sup>th</sup> July 2015 at 10:30 a.m. in the board room of the Vice Chancellor's office, Administrative Building, Sathyabama Institute of Science and Technology, Chennai. All the Deans from different schools, Heads of the departments and IQAC members were attended the meeting and discussed the agendas.

#### **Agenda:**

- Preparation towards NAAC reassessment.
- Implementation of OBE
- Introduction of Bridge course to fill the gap in the learning process
- Formation of DAC and PAC committee in departments.
- Feedback from the stake holders

#### **The following points were discussed in the meeting:**

- The Vice Chancellor welcomed the gathering. The IQAC Coordinator was asked to brief the activities of the last IQAC meeting.
- After the report, the IQAC Coordinator mentioned the agenda for the discussion.
- Chairperson conveyed the members regarding implementation of Outcome Based Education (OBE) in all programmes from 2015 onwards. The Chairman also insisted to constitute department advisory committee (DAC) and program assessment committee (PAC) to ensure the program follows OBE.
- Further it was discussed that in addition to existing practices of OBE, the departments are encouraged to derive gap Analysis for all the subjects.
- The Vice Chancellor also reminded that while implementing the revised curriculum, the feedback from the stake holders has to be taken at the end of each semester. The School Heads are requested to continuously interact with faculty members regarding the revised syllabus.
- Orientation to all the faculty members towards implementation of revised curriculum following the CBCS and OBE pattern is scheduled on 03/08/2015.
- Diagnostic test was kept for first year UG/PG students to identify the advance and the slow learners. It was suggested to organize the bridge courses for slow learners and for students who are coming from rural areas on communication to enhance their language proficiency. Special classes and Remedial classes are also conducted for students who have difficulties in learning.
- Review on teaching learning resources and process were discussed, all staff members are encouraged to participate actively in the faculty enrichment programmes and attend the Workshops/ Conferences/ FDPs to enrich their profile. The academic audit is scheduled in



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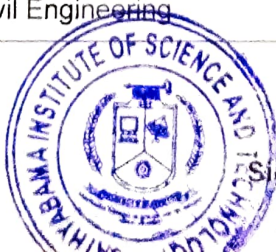


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30.	Dr. Helen	HoD, Physics	
31.	Dr. Sheik Maideen	HoD, Chemistry	
32.	Mrs. Nazini	HoD, Viscom	
33.	Dr. Parameswari	HoD, Civil Engineering	

Signature of Coordinator-IQAC  
(Dr. M. Sundareswari)



Signature of Chairman- IQAC  
(Dr. B. Sheela Rani)



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### Minutes of the Meeting – 1

The first meeting of the academic year 2015-2016 of the Internal Quality Assurance Cell (IQAC) was held on 06<sup>th</sup> June 2015 at 10:30 a.m. in the board room of the Vice Chancellor's office, Administrative Building, Sathyabama Institute of Science and Technology, Chennai and was attended by the Deans and Heads of the various schools along with the IQAC members.

#### **Agenda:**

- Revision of the new syllabus -2015 Regulation.
- Internship/Industrial visit/Project
- Reallocation of weightage of marks on Internal and End semester examination.
- Input required for Strategic plan 2015-2020

#### **The following points were discussed in the meeting:**

- The Vice Chancellor welcomed the gathering and wished all, a new successful academic year. The IQAC Coordinator was asked to brief the activities of the last IQAC meeting.
- After the report, the IQAC Coordinator mentioned the agenda for the discussion.
- The revised curriculum based on new Regulation of UGC was prepared and the credits were revised to 190 for UG (B.E/B.Tech programmes) and 95 for all Master degree programs. The revised curriculum was placed before the Board of Studies conducted in the month of May 2015 and was presented in the subsequent Academic council meeting. The revised curriculum will come into force for the batches 2015 – 19.
- As per the AICTE regulations, professional training and student internships were made mandatory for the engineering programs. Every student has to undergo two Professional trainings in the 4th and 6th semester (10 credits) for a minimum 10 days.
- The syllabus was kept abreast with the latest needs of the industry. The subjects offered under the Choice Based Credit System were presented by the different department heads. The heads also discussed the Semester- wise course, Internal Assessment, Practical & theory Examinations, Question Pattern & marks distribution to the students under the Choice Base Credit System.
- The **weightage** for internal marks has been revised from 20 to 50. The end semester mark of 100 will be split in to 50 from the Internals and 50 from the end semester examination. This would help in the continuous improvement and development of the student.
- As per the 2015 regulations, the essay question pattern for the end semester examination has been changed to from 12 marks to 16 marks.
- The Blooms Taxonomy levels were considered while framing the question paper as per course outcome statements. Sufficient number of orientation sessions were conducted to familiarize the faculty members with this methodology.



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August to follow-up for upcoming NAAC.

- The preparations for the forth coming NAAC peer team visit are to be discussed with all the stake holders. The department level preparations and the readiness of other common amenities were communicated to the respective in charges. Department heads were asked to keep all the files and documents to be ready, pertaining to all the criterions of NAAC and for the subsequent internal audits.
- The Vice Chancellor instructed the heads to plan and schedule orientation programmes for the first-year students to familiarize them with the OBE structure and the revised curriculum.
- The model question papers were discussed and the feedback on the same was discussed. The Vice Chancellor instructed the heads and subject coordinators to incorporate these modifications and submit the question papers to the internal exam cell.
- Student handbooks, Code of Conduct and the admission policies were revised.
- The progress of the Sathyabama SAT is to be reviewed by the team from ISRO along with mission manager and further decision towards the launching of the satellite will be scheduled based on the report of the review along with the concurrence from ISRO.
- Mock presentations for NAAC peer team visit are scheduled to be conducted department wise by mid of July.
- The meeting was closed with vote of thanks.

### Members Present:

Sl.N o.	Name	Designation	Signature
1.	Dr. B. Sheela Rani	The Vice-Chancellor (Chair Person)	
2.	Dr. Mariazeena Johnson	Pro Chancellor (Management Member)	
3.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
4.	Dr. T. Sasipraba	Dean, Research & Development (Senior Administrative Officers)	
5.	Dr. K. V. Narayanan	Controller of Examinations (Senior Administrative Officers)	
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7.	Dr. C. Ramesh Kumar	Member Professor, School of Science & Humanities	
8.	Dr. C.L. Shilaja	Member Associate Professor, School of Science & Humanities	
9.	Dr. S. Nithya	Member Asst. professor, School of Management Studies	



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- The Vice Chancellor asked the heads to instruct the course coordinators to prepare a model question paper as per outcome based education which will be reviewed and discussed in the upcoming meeting.
- New syllabus of M. Phil Mathematics, B. Sc Physics, M. Sc. Chemistry programmes was discussed.
- The faculty review meeting is scheduled from 09/06/2015 and 10/06/2015 towards the quality initiatives for the upcoming NAAC accreditation on 2015.
- The Strategic plan for 2015 – 2020 was placed before the IQAC members for their suggestions and will be approved in the subsequent Board of Management meeting scheduled on 26/06/2015.
- The meeting was closed with vote of thanks.

### Members Present:

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1.	Dr. B. Sheela Rani	The Vice-Chancellor (Chair Person)	
2.	Dr. Mariazeena Johnson	Pro Chancellor (Management Member)	
3.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
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8.	Dr. C.L. Shilaja	Member Associate Professor, School of Science & Humanities	
9.	Dr. S. Nithya	Member Asst. professor, School of Management Studies	
10.	Mrs. V. Nirmalrani	Member Asst. professor, School of Computing	
11.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Local Society Member)	
12.	Mr. Balamurugan	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2	
13.	Mr. Raja	Member (Alumni) Deputy General Manager, Qmax Test equipment's Private Limited,	



# SATHYABAMA

## INSTITUTE OF SCIENCE AND TECHNOLOGY

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24.	Dr. G.Sundari	HoD, Electronics and Communication	
25.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	
26.	Dr. A.Sahaya Anselin Nisha	HoD, Electronics and Control	
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29.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
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33.	Dr. Sheik Maideen	HoD, Chemistry	
34.	Mrs. Nazini	HoD, Viscom	
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Signature of Coordinator-IQAC  
(Dr. M. Sundareswari)



Signature of Chairman- IQAC  
(Dr. B. Sheela Rani)