



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 – 4

The Internal Quality Assurance Cell has kept its academic year ending meeting on 11th March 2017 at 10:30

a.m. in the board room of the Vice Chancellor's office, Administrative Building of Sathyabama Institute of Science and Technology, Chennai to assess the quality of teaching. The meeting was attended by the Heads, Deans of the various schools and the IQAC member.

Agenda:

- Bridge courses and Remedial classes
- Higher education opportunities for acid attack victims and disabled students
- Quality enhancement on research and teaching
- Documentation preparation for the upcoming NAAC peer team visit.
- Appreciation on UGC Review Committee inspection

The following points were discussed in the meeting:

1. The Vice Chancellor welcomed all the deans, heads and the members.
2. The IQAC coordinator discussed about the last meeting and the agenda for this meeting was discussed.
3. The Vice Chancellor informed to the gathering, that the visit of UGC Review Committee to the institution was successful and has awarded 'Permanent' status to the institution.
4. Concept level test for the first year UG/PG students to be done to identify the advance and the slow learners. It was suggested to organize the bridge courses for slow learners to enhance their efficiency. It was suggested that the math's- lab for non-math's and low proficiency students to be focused more along with communication classes.
5. It was resolved to organize skill-based certificate courses on organic farming, mushroom cultivation, photography, digital marketing, desktop and laptop services.
6. Higher education opportunities for disabled and acid attack victim's students were admitted as part of inclusive education and women empowerment.
7. Preparatory measures for the workshop on IQAC for Quality enhancement and API scoring, quality enhancement through innovations in teaching methodology were discussed.
8. The Vice Chancellor instructed the deans and heads to prepare the documentation for the upcoming NAAC peer committee visit.
9. NAAC peer committee visit has been scheduled in August 2017. Necessary steps have been



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taken to strengthen the areas as indicated by the NAAC peer team visit during the 2rd cycle.

10. The meeting was closed with a Vote of Thanks.

Members Present:

Sl.No	Name	Designation	Signature
1.	Dr. K. V. Narayanan	The Vice-Chancellor, Chair Person	K.V.N.
2.	Dr. Mariazeena Johnson	Pro Chancellor, Management Members	Mariazeena Johnson
3.	Dr. T. Sasipraba	Pro-Vice-Chancellor(Senior Administrative Officer)	T. Sasipraba
4.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	S. S. Rau
5.	Dr. B. Sheela Rani	Director-Research (Senior Administrative Officers)	B. Sheela Rani
6.	Dr. V. Kavitha	Member, Professor, School of Science & Humanities,	V. Kavitha
7.	Dr. C. Ramesh Kumar	Member, Professor, School of Science & Humanities	C. Ramesh Kumar
8.	Mr. Balamurugan,	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2, Chennai, India.	Balamurugan
9.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Member, Local Society)	Godwin Premi
10.	Dr. S. Prakash	Prof & Faculty Head - School of Mechanical	S. Prakash
11.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	Anima Nanda
12.	Dr. Thayumanavan	Prof & Faculty Head - School of Dental Sciences	Thayumanavan
13.	Dr. S. Murugan	HoD, Computer Science	S. Murugan
14.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	Daniel Alex Anand
15.	Dr. Parameswari	HoD, Civil Engineering	Parameswari
16.	Dr. Helen	HoD, Physics	Helen
17.	Dr. Jyothilakshmi	HoD, Architecture	Jyothilakshmi
18.	Dr. Bupesh Raja	HoD, Automobile Engineering	Bupesh Raja

Signature of Coordinator-IQAC
(Dr. R. Subhashini)



Signature of Chairman- IQAC
(Dr. K. V. Narayanan)



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Minutes of the Meeting – 3

The Internal Quality Assurance Cell meeting was held on 4th January 2017 at 10:30 a.m. in the boardroom of the Vice Chancellor's office, Administrative Building, Sathyabama Institute of Science and technology, Chennai. The meeting was attended by the Deans and Heads of the various schools and departments along with the IQAC members.

Agenda:

- Preparation of Department Budget proposal
- Data collection of Ranking and Ratings
- Conducting Green Audits
- Activities based on NAAC peer team observations
- UGC Review Committee

The following points were discussed in the meeting:

1. The Vice Chancellor welcomed all the deans and heads.
2. Vice Chancellor welcomed the new members of IQAC. The restructured composition of IQAC was presented and Composition appended.
3. The functions and role of IQAC in sustaining the quality of the academic programmes were highlighted.
4. The IQAC coordinator discussed about the last meeting and the agenda for this meeting was discussed.
5. The Vice Chancellor opened the meeting thanking all the faculty members and non-teaching staff for their support in the recent NAAC peer team visit and informed that another team may revisit to assess the institution.
6. The Vice Chancellor requested the Deans and Heads to be prepared for UGC Review Committee inspection.
7. The data was collected from the departments and centers for the submission for international ranking and ratings like THE (Times Higher Education Ranking) and QS.
8. The Vice Chancellor reiterated the importance of conducting Green Audits regularly in order to make the campus eco-friendly.
9. The deans and heads were instructed to present their budget proposal and recruitment needs for the next academic year in the upcoming meeting



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10. HoDs and Deans were asked to list the activities based on NAAC observations.
11. The meeting was closed with a Vote of Thanks.

Members Present:

Sl.No	Name	Designation	Signature
1.	Dr. K. V. Narayanan	The Vice-Chancellor, Chair Person	
2.	Dr. Mariazeena Johnson	Pro Chancellor, Management Members	
3.	Dr. T. Sasipraba	Pro-Vice-Chancellor (Senior Administrative Officers)	
4.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
5.	Dr. B. Sheela Rani	Director-Research (Senior Administrative Officers)	
6.	Dr. Igni Sabasti Prabu	Controller of Examinations (Senior Administrative Officers)	
7.	Dr. E. Logashanmugam	Dean, Staff Affairs (Senior Administrative Officers)	
8.	Dr. G. Sundari	Dean, Student Affairs (Senior Administrative Officers)	
9.	Dr. V. Kavitha	Member, Professor, School of Science & Humanities,	
10.	Dr. C. Ramesh Kumar	Member, Professor, School of Science & Humanities	
11.	Dr. C.L. Shilaja	Member, Associate Professor, School of Science & Humanities	
12.	Dr. S. Nithya	Member, Asst. professor, School of Management Studies	
13.	Mrs. V. Nirmalrani	Member, Asst. professor, School of Computing	
14.	Mr. Balamurugan,	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2, Chennai	
15.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Member, Local Society)	
16.	Mr. Raja,	Member (Alumni) Deputy General Manager, Qmax Test Equipment's Private Limited, Sholinganallur.	
17.	Dr. R. Subhashini	Coordinator- IQAC	
18.	Dr. M. Lakshmi	Prof & Faculty Head - School of Computing	
19.	Dr. N.M. Nandhitha	Prof & Faculty Head - School of Electrical and Electronics	



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20.	Dr. S. Prakash	Prof & Faculty Head - School of Mechanical	
21.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
22.	Dr. Siva Subramaniam	Prof & Faculty Head - School of Management Studies	
23.	Dr. Lilly Rose	Prof & Faculty Head - School of Building and Environment	
24.	Dr. Thayumanavan	Prof & Faculty Head - School of Dental Sciences	
25.	Dr. S. Murugan	HoD, Computer Science	
26.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engineering	
27.	Dr. K.Sujatha	HoD, Electronics and Instrumentation Engineering	
28.	Dr. A.Sahaya Anselin Nisha	HoD, Electronics and Control Engineering	
29.	Dr. Ramanamurthy	HoD, Mechanical & Production Engineering	
30.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
31.	Dr. Parameswari	HoD, Civil Engineering	
32.	Dr. Helen	HoD, Physics	
33.	Dr. Jyothilakshmi	HoD, Architecture	
34.	Dr. Bupesh Raja	HoD, Automobile Engineering	
35.	Dr. Ramachandran	HoD, Mechanical Engineering	
36.	Dr. Churchill	HoD, Aeronautical Engineering	
37.	Dr. Muthumani	HoD, MBA	
38.	Dr. Valli Nachiyar	HoD, Biotechnology	
39.	Dr. Raja Amarnath	HoD, Chemical Engineering	
40.	Dr. Chellam Jayanthi	HoD, Bioinformatics	
41.	Mrs. Nazini	HoD, Visual Communication	
42.	Dr. Sheik Maideen	HoD, Chemistry	

Signature of Coordinator-IQAC

(Dr. R. Subhashini)

Signature of Chairman- IQAC

(Dr. K.V. Narayanan)





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Minutes of the Meeting – 2

The Internal Quality Assurance Cell has conducted its second meeting on 05th September 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. The meeting was attended by the Deans and Heads of the various schools and departments along with the IQAC members.

Agenda:

- Diagnostic Test Analysis
- Quality research and project
- Discussion on Post NAAC peer team visit
- NIRF Data

The following points were discussed in the meeting:

1. The Vice Chancellor welcomed all the deans and heads. The IQAC coordinator discussed about the last meeting and the agenda for this meeting was discussed.
2. Based on the reports of Diagnostic Test Analysis (DTA) the schools were persuaded to conduct classes based on the need of the students.
3. Faculty members are requested to carry out quality research and also discussed how to enhance the quality of the academic activities.
4. The Vice Chancellor requested the schools to present the list of subjects that needs to be shared among students as part of their interdisciplinary electives.
5. To enhance the societal research, Research Field Station were established in Muttom and Rameswaram to study the ecosystem conservation, climate change and underwater ecosystem.
6. The NAAC peer committee visit was completed during 26th to 28th August 2016. The report was well discussed by the chairman in the meeting and the necessary steps have been taken to strengthen the areas as indicated by the NAAC peer team visit during the 2nd cycle.
7. The data was collected from the departments and centers for the submission for NIRF ranking
8. The meeting was closed with a Vote of Thanks.



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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 Officer)	
3.	Dr. T. Sasipraba	Dean, Research & Development (Senior Administrative Officer)	
4.	Dr. K. V. Narayanan	Controller of Examinations (Senior Administrative Officer)	
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.	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.	Dr. M. Sundareswari	Coordinator- IQAC Professor, School of Science & Humanities	
12.	Dr. M.Lakshmi	Prof & Faculty Head - School of Computing	
13.	Dr. E.Logashanmugam	Prof & Faculty Head - School of Electrical and Electronics	
14.	Dr. S.Prakash	Prof & Faculty Head - School of Mechanical	
15.	Dr.Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
16.	Dr. Siva Subramaniam	Prof & Faculty Head - School of Management Studies	
17.	Dr. S. Murugan	HoD, Computer Science Engineering	
18.	Dr. R.Subhashini	HoD, Information Technology	
19.	Dr. G.Sundari	HoD, Electronics and Communication Engineering	
20.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engineering	
21.	Dr. Bupesh Raja	HoD, Automobile Engineering	
22.	Dr. Ramanamurthy	HoD, Mechanical & Production Engineering	



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23	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
24	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	
25	Dr. Raja Amarnath	HoD, Chemical Engineering	
26	Dr. Helen	HoD, Physics	
27	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 – 1

The first meeting of the academic session 2016-17 of Internal Quality Assurance Cell was held on 06th June 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. The meeting was attended by the Deans and Heads of the various schools and the IQAC members.

Agenda:

- Assessment of Outcome Based Education (OBE)
- Discussion on CBCS pattern
- Interdepartmental electives
- Preparation of Annual Quality Assurance Report

The following points were discussed in the meeting:

1. Vice Chancellor welcomed the members.
2. The functions and role of IQAC in sustaining the quality of the academic programmes were highlighted.
3. A team comprising of members from various departments was formulated to conduct the internal audit.
4. The university has implemented Outcome Based Education (OBE) from 2015 paving the way for NBA Accreditation in the future and also to improve the quality of Academic culture.
5. All the Heads were made to report, the Semester-wise course of studies, Internal Assessment including attendance of each subject, Practical & theory Examinations, Question papers and rubrics to evaluate the students under Choice Base Credit System.
6. Inter-departmental electives were announced.
7. Placement Cell was directed to conduct Aptitude and Soft Skill training from the first year onwards.
8. It was conveyed that, as per the notification from NAAC, there will be a regular meetings of IQAC on quarterly basis and prepare the Annual Quality Assurance Report every year and send it to the NAAC as per their requirement.
9. Updates and recommendations from the previous NAAC report was discussed during the meeting and the authorities of the University, Deans of schools and heads of departments were asked to act based on the recommendations made for the benefit of the departments.
10. The reassessment NAAC peer committee visit is scheduled for August 2016. The Department



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heads and Deans were asked to prepare all the necessary documentation.

11. Deans and HoDs were requested to keep Mock presentation to be conducted by mid- July in their department in order to keep themselves ready to face NAAC reassessment which is scheduled to be conducted in August.

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 Officer)	
4.	Dr. K. V. Narayanan	Controller of Examinations (Senior Administrative Officer)	
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 equipment's Private Limited, Sholinganallur.	
13.	Dr. M. Sundareswari	Coordinator- IQAC, Professor, School of Science & Humanities	
14.	Dr. M. Lakshmi	Prof & Faculty Head - School of Computing	
15.	Dr. E. Logashanmugam	Prof & Faculty Head - School of Electrical and Electronics	



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18.	Dr. Siva Subramaniam	Prof & Faculty Head - School of Management Studies	
19.	Dr. Thayumanavan	Prof & Faculty Head - School of Dental Sciences	
20.	Dr. S. Murugan	HoD, Computer Science Engineering	
21.	Dr. R.Subhashini	HoD, Information Technology	
22.	Dr. G.Sundari	HoD, Electronics and Communication Engineering	
23.	Dr. Sivachidambaramanathan	HoD, Electrical and Electronics Engineering	
24.	Dr. Ramachandran	HoD, Mechanical Engineering	
25.	Dr. Churchill	HoD, Aeronautical Engineering	
26.	Dr. Bupesh Raja	HoD, Automobile Engineering	
27.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
28.	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	
29.	Dr. Helen	HoD, Physics	
30.	Mrs. Nazini	HoD, Visual Communication	
31.	Dr. John Bruce	Dean, Corporate Affairs	
32.	Dr. Jyothilakshmi	HoD, Architecture	
33.	Dr. Parameswari	HoD, Civil Engineering	

Signature of Coordinator-IQAC

(Dr. M. Sundareswari)

Signature of Chairman- IQAC

(Dr. B. Shobha Devi)

