



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 IQAC meeting was held on 3rd March 2018 at 10:00 am 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 school and departments along with the IQAC members.

Agenda:

- Erection of newly designed Sewage Treatment plant (STP)
- Faculty lectures on the YouTube platform
- Digitalized library platform
- Centre of Excellence
- Adopted villages and schools and extension activities

The following points were discussed in the meeting:

- The Vice Chancellor welcomed the gathering.
- The IQAC Coordinator discussed the action points of the meeting. The agenda for this Meeting was discussed.
- Proposal for new courses such as Law, Pharmacy, Nursing and MDS, was presented to the Board of Management for the necessary approval.
- The deans and heads were requested to encourage student and faculty members to file for design patents for all the engineering fields through the IPR cell.
- Sewage Treatment plant (STP) in association with the department of Civil Engineering, Department of Chemical Engineering, Centre for Waste Management and Eco-care Engineering Systems Pvt. has been established to treat approximately 15 lakh liters of raw sewage water in a day through the Sequential Batch Reactor (SBR) process.
- The Vice Chancellor appreciated the team behind this success.
- The Vice Chancellor urged the faculty members to upload their deliveries on the YouTube platform to enable online learning.
- The deans and heads were requested to inform the faculty and the students to use the digitalized library platform to access the library resources.
- Centre of Excellence in collaboration with Texas Instruments and the Electrical and Electronics Department was established to enable Industry and Academia partnership.
- The institution has adopted villages and schools in and around the vicinity. As a part of the extension activities, the Vice Chancellor informed the deans and heads to involve the staff and students to develop and conduct frequent activities that will help these villages



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- The meeting was closed with a Vote of Thanks.

Members Present:

Sl.N o	Name	Designation	Signature
1.	Dr. K. V. Narayanan	The Vice-Chancellor, Chair Person	
2.	Dr. T. Sasipraba	Pro-Vice-Chancellor (Senior Administrative Officers)	
3.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
4.	Dr. B. Sheela Rani	Director-Research (Senior Administrative Officers)	
5.	Dr. Igni Sabasti Prabu	Controller of Examinations (Senior Administrative Officers)	
6.	Dr. Loga Shanmugam	Dean, Staff Affairs (Senior Administrative Officers)	
7.	Dr. G. Sundari	Dean, Student Affairs (Senior Administrative Officers)	
8.	Dr. V. Kavitha	Member, Professor, School of Science & Humanities,	
9.	Dr. C. Ramesh Kumar	Member, Professor, School of Science & Humanities	
10.	Dr. C.L. Shilaja	Member, Associate Professor, School of Science & Humanities	
11.	Dr. S. Nithya	Member, Asst. professor, School of Management Studies	
12.	Mrs. V. Nirmalrani	Member, Asst. professor, School of Computing	
13.	Mr. Balamurugan,	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2, module #9, 3rd floor, D block, Kanagam Rd, Tharamani, Chennai-600113, India.	
14.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Member, Local Society)	
15.	Mr. Raja,	Member (Alumni) Deputy General Manager, Qmax Test Equipment's Private Limited, Sholinganallur.	
16.	Dr. R. Subhashini	Coordinator- IQAC	
17.	Dr. N.M. Nandhitha	Prof & Faculty Head - School of Electrical and Electronics	
18.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	



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

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

Signature of Chairman- IQAC
(Dr. K. Arayanan)





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Minutes of the Meeting – 4

The IQAC meeting was held on 9th Jan 2018 at 10:00 am 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 school and departments along with the IQAC members.

Agenda:

- Successfully uploaded the data for various ranking agencies.
- Centre of Excellence in collaboration with GE Healthcare
- Review of the NBA data
- Results of the end semester examinations and student grievances

The following points were discussed in the meeting:

- The Vice Chancellor welcomed the gathering. The IQAC Coordinator discussed the action points from the last meeting and gave the agenda for this meeting.
- Successfully uploaded the data for various ranking like QS Rating, QS Rankings, Times Education Rankings and NIRF.
- Centre of Excellence in collaboration with GE Healthcare was established, focusing on monitoring the real time data of healthcare instruments.
- The Vice Chancellor requested the Deans and Heads to have frequent reviews of the forthcoming NBA accreditation and report on the same.
- The Controller of Examination discussed the results of the end semester examination held in November 2017. Student grievances regarding the evaluation were also addressed and necessary steps were taken to resolve the same.
- The deans and heads were requested to present their budget requirements and recruitments for the upcoming academic year. The same would be reviewed in the upcoming meeting.
- The meeting was closed with a Vote of Thanks.

Members Present:

Sl.N	Name	Designation	Signature
1.	Dr. K. V. Narayanan	The Vice-Chancellor, Chair Person	
2.	Dr. T. Sasipraba	Pro-Vice-Chancellor (Senior Administrative Officers)	



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3.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
4.	Dr. B. Sheela Rani	Director-Research (Senior Administrative Officers)	
5.	Dr. Igni Sabasti Prabu	Controller of Examinations (Senior Administrative Officers)	
6.	Dr. Logashanmugam	Dean, Staff Affairs (Senior Administrative Officers)	
7.	Dr. G. Sundari	Dean, Student Affairs (Senior Administrative Officers)	
8.	Dr. V. Kavitha	Member, Professor, School of Science & Humanities,	
9.	Dr. C. Ramesh Kumar	Member, Professor, School of Science & Humanities	
12.	Mrs. V. Nirmalrani	Member, Asst. professor, School of Computing	
13.	Mr. Balamurugan,	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2, Chennai	
14.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Member, Local Society)	
15.	Mr. Raja,	Member (Alumni) Deputy General Manager, Qmax Test Equipment's Private Limited, Sholinganallur.	
16.	Dr. R. Subhashini	Coordinator- IQAC	
17.	Dr. N.M. Nandhitha	Prof & Faculty Head - School of Electrical and Electronics	
18.	Dr. S. Prakash	Prof & Faculty Head - School of Mechanical	
19.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
20.	Dr. Siva Subramaniam	Prof & Faculty Head - School of Management Studies	
21.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	
22.	Dr. Parameswari	HoD, Civil Engineering	
23.	Dr. Helen	HoD, Physics	
24.	Dr. Jyothilakshmi	HoD, Architecture	
25.	Dr. Bupesh Raja	HoD, Automobile Engineering	
26.	Mrs. Nazini	HoD, Viscom	
27.	Dr. Sheik Maideen	HoD, Chemistry	
28.	Dr. Ramachandran	HoD, Mechanical Engg	
29.	Dr. Churchill	HoD, Aeronautical Engineering	
30.	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	

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 IQAC meeting was held on 20th September 2017 at 11:00 am 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 school and departments along with the IQAC members.

Agenda:

- Appreciation for NAAC Accreditation
- NBA data collection
- NIRF ranking data submission
- ISO 9001:2015 Audit
- Data collection for Times Higher Education Rankings, QS Rankings

The following points were discussed in the meeting:

- The Vice Chancellor welcomed the gathering and he was happy to announce that NAAC had accredited our institution with 'A' Grade.
- The IQAC Coordinator discussed the action points from the last meeting and gave the agenda for this meeting.
- The NAAC peer team was successfully completed in August and the feedback was discussed. Necessary actions were planned to resolve the gaps.
- IQAC initiated the data collection process for entering data into the NIRF ranking portal and for ISO 9001:2015 Audit.
- IQAC also initiated the data collection from the departments ECE, Biotech, Mechanical, EEE and CSE to apply for NBA accreditation.
- The Vice Chancellor discussed the AICTE approval of the new engineering courses, MBA by AICTE.
- The feedback on the new curriculum was discussed and shared with the deans and heads of the departments. Necessary steps were taken to address on the feedback.
- Data was collected for the Times Higher Education Rankings, QS Rankings.
- Faculty members with quality publication were appreciated and rewarded. The Vice Chancellor requested the heads to encourage their staff members to publish more quality research publications.
- The Vice Chancellor appreciated and rewarded the faculties, who have received the funded projects and high impacted Journals and motivated the Deans and Heads to collaborate with industry and sign for more MoUs.
- The meeting was closed with a Vote of Thanks.



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Members Present:

Sl.No	Name	Designation	Signature
1.	Dr. K. V. Narayanan	The Vice-Chancellor, Chair Person	K.V.N.
2.	Dr. T. Sasipraba	Pro-Vice-Chancellor (Senior Administrative Officers)	T. Sasipraba
3.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	S. S. Rau
4.	Dr. B. Sheela Rani	Director-Research (Senior Administrative Officers)	B. Sheela Rani
5.	Dr. Logashanmugam	Dean, Staff Affairs (Senior Administrative Officers)	Logashanmugam
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.	Dr. C.L. Shilaja	Member, Associate Professor, School of Science & Humanities	C.L. Shilaja
9.	Dr. S. Nithya	Member, Asst. professor, School of Management Studies	S. Nithya
10.	Mrs. V. Nirmalrani	Member, Asst. professor, School of Computing	V. Nirmalrani
11.	Mr. Balamurugan,	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2 Chennai India.	Balamurugan
12.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Member, Local Society)	Godwin Premi
13.	Mr. Raja,	Member (Alumni) Deputy General Manager, Qmax Test Equipment's Private Limited, Sholinganallur.	Mr. Raja
14.	Dr. R. Subhashini	Coordinator- IQAC	R. Subhashini
15.	Dr. M. Lakshmi	Prof & Faculty Head - School of Computing	M. Lakshmi
16.	Dr. N.M. Nandhitha	Prof & Faculty Head - School of Electrical and Electronics	N.M. Nandhitha
17.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	Anima Nanda
18.	Dr. Lilly Rose	Prof & Faculty Head - School of Building and Environment	Lilly Rose
19.	Dr. Thayumanavan	Prof & Faculty Head - School of Dental Sciences	Thayumanavan
20.	Dr. S. Murugan	HoD, Computer Science	S. Murugan
21.	Mrs. Nazini	HoD, Visual Communication	Mrs. Nazini
22.	Dr. Sheik Maideen	HoD, Chemistry	Dr. Sheik Maideen
23.	Dr. Bupesh Raja	HoD, Automobile Engineering	Dr. Bupesh Raja



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24.	Dr. Ramachandran	HoD, Mechanical Engg	
25.	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	

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 IQAC has kept a meeting to check the quality progress on 20th July 2017 at 11:00 am 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 school and departments along with the IQAC members. **Agenda:**

- Department level review meeting towards NAAC peer team visit
- Schedule for the Internal Academic and Administrative Audit
- Capability Enhancement Programmes for the non-teaching and support staff

The following points were discussed in the meeting:

- The Vice Chancellor welcomed the gathering. He announced that NAAC will be visiting in the end of August 2017 and we need to be prepared to face the NAAC peer team.
- The IQAC Coordinator discussed the action points from the last meeting and gave the agenda for this meeting.
- The department level review meeting is scheduled from 24/07/2017 and 25/07/2017 to ensure that the departments are well prepared for the upcoming NAAC reassessment.
- The institute has initiated MoUs with various national and international universities. The faculty members were asked to encourage the students to apply for the Semester abroad program, student exchange and international internships through the Centre for Academic Partnership and International Relations Cell.
- Faculty members were also urged to use the opportunity to apply for the Faculty Exchange Programs with the partnering Universities.
- A tentative schedule for the Internal Academic and Administrative Audit (AAA) was planned for the year 2017- 18.
- Capability Enhancement Programmes for the non-teaching and support staff will be conducted between August and October 2017. The heads were requested to ensure that all the non-teaching and support staff participated in this program.
- The meeting was closed with a Vote of Thanks.

Members Present:

SI.No	Name	Designation	Signature
1.	Dr. K. V. Narayanan	The Vice-Chancellor, Chair Person	



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3.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
4.	Dr. B. Sheela Rani	Director-Research (Senior Administrative Officers)	
5.	Dr. Igni Sabasti Prabu	Controller of Examinations (Senior Administrative Officers)	
6.	Dr. Logashanmugam	Dean, Staff Affairs (Senior Administrative Officers)	
7.	Dr. G. Sundari	Dean, Student Affairs (Senior Administrative Officers)	
8.	Dr. V. Kavitha	Member, Professor, School of Science & Humanities,	
9.	Dr. C. Ramesh Kumar	Member, Professor, School of Science & Humanities	
10.	Dr. C.L. Shilaja	Member, Associate Professor, School of Science & Humanities	
11.	Dr. S. Nithya	Member, Asst. professor, School of Management Studies	
12.	Mrs. V. Nirmalrani	Member, Asst. professor, School of Computing	
13.	Mr. Balamurugan,	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2, module #9, 3rd floor, D block, Kanagam Rd, Tharamani, Chennai-600113, India.	
14.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Member, Local Society)	
15.	Mr. Raja,	Member (Alumni) Deputy General Manager, Qmax Test Equipment's Private Limited, Sholinganallur.	
16.	Dr. R. Subhashini	Coordinator- IQAC	
17.	Dr. M. Lakshmi	Prof & Faculty Head - School of Computing	
18.	Dr. N.M. Nandhitha	Prof & Faculty Head - School of Electrical and Electronics	
19.	Dr. S. Prakash	Prof & Faculty Head - School of Mechanical	
20.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
21.	Dr. Siva Subramaniam	Prof & Faculty Head - School Management Studies	



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25.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	
26.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
27.	Mrs. Nazini	HoD, Viscom	

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

Signature of Chairman- IQAC
(Narayanan)





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Minutes of the Meeting – 1

The IQAC meeting was held on 8th June 2017 at 11:00 am 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:

- Preparation for NAAC peer team visit scheduled in the last week of August, 2017
- Feedback on the curriculum
- Academic and Administrative Audit
- Proposal New programmes

The following points were discussed in the meeting:

- The Vice Chancellor welcomed the gathering and wished all the members a successful academic year.
- The IQAC Coordinator discussed the action points from the last meeting and the agenda for this meeting was discussed
- New programmes like B. Pharm, D. Pharm, MDS was proposed and the ground work for getting the necessary approvals was discussed.
- New programmes were introduced for the academic year are; B. A. English, B.Sc. Chemistry, B.Sc. Physics, B.Sc. Mathematics, M.E. Thermal Engineering, M. Tech Embedded System and IoT, M.Tech Industrial Biotechnology
- The NAAC peer team visit is scheduled in the last week of August, 2017. The Deans and heads were requested to be prepared with the necessary documentation and mock presentations on the same will be scheduled in the mid of July 2017.
- The feedback on the new curriculum was discussed and shared with the deans and heads of the different departments.
- The Vice Chancellor instructed that the faculty and student orientation programmes were to be completed by the end of June 2017.
- The faculty members were encouraged to increase their participation in various faculty enrichment programmes, workshop/conference/FDP to update their skills.
- The Academic and Administrative Audit committee was revised and reviewed
- The meeting was closed with a Vote of Thanks.



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2.	Dr. T. Sasipraba	Pro-Vice-Chancellor (Senior Administrative Officers)	
3.	Dr. S. S. Rau	Registrar (Senior Administrative Officers)	
4.	Dr. B. Sheela Rani	Director-Research (Senior Administrative Officers)	
5.	Dr. Igni Sabasti Prabu	Controller of Examinations (Senior Administrative Officers)	
6.	Dr. Logashanmugam	Dean, Staff Affairs (Senior Administrative Officers)	
7.	Dr. G. Sundari	Dean, Student Affairs (Senior Administrative Officers)	
8.	Dr. V. Kavitha	Member, Professor, School of Science & Humanities,	
9.	Dr. C. Ramesh Kumar	Member, Professor, School of Science & Humanities	
10.	Dr. S. Nithya	Member, Asst. professor, School of Management Studies	
11.	Mrs. V. Nirmalrani	Member, Asst. professor, School of Computing	
12.	Mr. Balamurugan,	Member (Industry) Co-Founder and CEO, GUVI, IITM Research park - phase 2, Chennai	
13.	Dr. Godwin Premi	Professor, School of Electrical and Electronics (Member, Local Society)	
14.	Mr. Raja,	Member (Alumni) Deputy General Manager, Qmax Test Equipment's Private Limited, Sholinganallur.	
15.	Dr. R. Subhashini	Coordinator- IQAC	
16.	Dr. S. Prakash	Prof & Faculty Head - School of Mechanical	
17.	Dr. Anima Nanda	Prof & Faculty Head - School of Bio and Chemical	
18.	Dr. Siva Subramaniam	Prof & Faculty Head - School of Management Studies	
19.	Dr. Lilly Rose	Prof & Faculty Head - School of Building and Environment	
20.	Dr. Thayumanavan	Prof & Faculty Head - School of Dental Sciences	



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22.	Dr. A.Sahaya Anselin Nisha	HoD, Electronics and Control	
23.	Dr. Daniel Alex Anand	HoD, Biomedical Engineering	
24.	Dr. Bupesh Raja	HoD, Automobile Engineering	
25.	Dr. Valli Nachiyar	HoD, Biotechnology Engineering	

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



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