



# 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

Minutes of the meeting of the Internal Quality Assurance Cell held on 25/03/2019 at 1.30 p.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 of the various schools, heads of the departments and the IQAC members.

#### Agenda:

- The syllabus Regulations 2019 has been approved by the Academic Council
- Analysis of Online Feedback
- Feedback on faculty continual improvement

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

1. The Vice Chancellor welcomed the gathering. The IQAC Coordinator was asked to brief the activities of IQAC since the previous meeting.
2. After the report, the IQAC Coordinator mentioned the agenda for the discussion for the meeting.
3. The syllabus Regulations 2019 has been approved by the Academic Council and their suggestions were incorporated. The print of syllabus is to be completed by June 2019.
4. The Deans have been asked to prepare the rough workload for the next semester and inform if any new recruitment is needed.
5. The Budget for the departments has to be submitted to the Deans and discussion will be held with the Registrar in the first week of April.
6. The analysis of the feedback was discussed with the staff and continual improvement was stressed.
7. Since the SAR has been submitted, the dates for the NBA visit would be expected soon. The two departments are asked to discuss with the IQAC for chalking out the plan for preparation.
8. Online Feedback was collected and assessed.
9. School of Pharmacy course, which was approved by AICTE, would be commencing from July 2018.

#### Members Present:

Sl. No.	Name	Designation	Signature
1.	Dr. S. Sundar Manoharan	Chairman- IQAC	
2.	Dr. T. Sasipraba	Member	



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3.	Dr. S. S. Rau	Member	
4.	Dr. Igni Sabasti Prabu	Member	
5.	Dr. Sujatha Kumaran	Member	
6.	Dr. B. R. Malathy	Member	
7.	Dr. J. Karthikeyan	Member	
8.	Dr. Dilshad Shaik	Member	
9.	Mr. Ebin Horrison S	Member	
10.	Dr. S. Murugan	Member	
11.	Dr. Lilly Mercy	Member	
12.	Dr. G. Sundari	Member	
13.	Dr. Govindarajan	Member (Nominees from the Local Society)	
14.	Mr. Balaji Sreenivasan	Member (Alumni)	
15.	Mr. Somasundara	Member (Stakeholders)	
16.	Dr. Anima Nanda	Coordinator- IQAC	
17.	Dr. N. M. Nanditha	Dean, School of Electronics and Electrical Engineering	
18.	Dr. T. Sasikala	Dean, School of Computing	
19.	Dr. G. Bhuvaneshwari	Dean, School of Management	
20.	Dr. S. Sundareswari	Dean, School of Science and Humanities	
21.	Dr. S. Prakash	Dean, School of Mechanical	
22.	Dr. T. Sudhakar	HoD, Department of Biomedical Engineering	
23.	Dr. V. Ramesh	HoD, Department of Biotechnology	
24.	Dr. S. Sathish	HoD, Department of Chemical Engineering	
25.	<del>Dr. S. Murugan</del>	<del>HoD, Computer Science</del>	
26.	Dr. R. Subhashini	HoD, Information Technology	
27.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	

28. Dr. S. Vigneshwaran HoD, CSE  
 29. Dr. L. Lakshmanan HoD, CSE

Signature of Coordinator-IQAC  
 (Dr. Anima Nanda)

Signature of Chairman- IQAC  
 (Dr. S. Sundar Mahoharan)





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### Minutes of the Meeting -3

Minutes of the meeting of the Internal Quality Assurance Cell held on 07/01/2019 at 11.30 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 of the various schools, heads of the departments and the IQAC members.

#### Agenda:

- SAR of the departments of ECE and Mechanical for NBA visit.
- The feedback collection
- Open electives

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

1. The Vice Chancellor welcomed the gathering. The IQAC Coordinator was asked to brief the activities of IQAC since the previous meeting.
2. After the report, the IQAC Coordinator mentioned the agenda for the discussion for the meeting.
3. For the new Regulations 2019, the Departments have completed framing the contents and the same has been approved by external members of the Board of Studies. The points would be put forward to the Academic Council, which is due in March.
4. The Open electives are also to be approved by Academic Council.
5. The faculty members have attended many FDPs, Short term courses etc. The data for the same has been collected by the IQAC.
6. The process of quality teaching and examination was stressed.
7. The feedback for this semester would be initiated in 2-3 weeks' time.
8. The SAR of the two departments of ECE and Mechanical has been uploaded. The Deans have been asked to prepare for the NBA visit.

#### Members Present:

Sl. No.	Name	Designation	Signature
1.	Dr. S. Sundar Manoharan	Chairman- IQAC	
2.	Dr. T. Sasipraba	Member	
3.	Dr. S. S. Rau	Member	
4.	Dr. Igni Sabasti Prabu	Member	
5.	Dr. B. R. Malathy	Member	
6.	Dr. J. Karthikeyan	Member	





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7.	Dr. Dilshad Shaik	Member	<i>[Signature]</i>
8.	Mr. Ebin Horrison S	Member	<i>[Signature]</i>
9.	Dr. S. Murugan	Member	<i>[Signature]</i>
10.	Dr. Lilly Mercy	Member	<i>[Signature]</i>
11.	Dr. G. Sundari	Member	<i>[Signature]</i>
12.	Mr. Balaji Sreenivasan	Member (Alumni)	<i>[Signature]</i>
13.	Mr. Somasundara	Member (Stakeholders)	<i>[Signature]</i>
14.	Dr. Anima Nanda	Coordinator- IQAC	<i>[Signature]</i>
15.	Dr. N. M. Nanditha	Dean, School of Electronics and Electrical Engineering	<i>[Signature]</i>
16.	Dr. T. Sasikala	Dean, School of Computing	<i>[Signature]</i>
17.	Dr. G. Bhuvaneswari	Dean, School of Management	<i>[Signature]</i>
18.	Dr. S. Prakash	Dean, School of Mechanical	<i>[Signature]</i>
19.	Dr. T. Sudhakar	HoD, Department of Biomedical Engineering	<i>[Signature]</i>
20.	Dr. S. Sathish	HoD, Department of Chemical Engineering	<i>[Signature]</i>
21.	Dr. R. Subhashini	HoD, Information Technology	<i>[Signature]</i>
22.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	<i>[Signature]</i>

23 Mr. L. Lakshman Hon, CSE

24 Dr. S. Vigneshwari HoD, CSE

*[Signature]*  
Signature of Coordinator-IQAC  
(Dr. Anima Nanda)

*[Signature]*  
Signature of Chairman- IQAC  
(Dr. S. Sundar Manoharan)





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### Minutes of the Meeting -2

The meeting of the Internal Quality Assurance Cell held on 03/10/2018 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 of the various schools, heads of the departments and the IQAC members.

#### **Agenda:**

- List of open electives
- Introduction of Industry 4.0
- Outcome of the feedback on new syllabus
- Periodic ISO audit
- Data collection for ARIAA ranking, QS ranking and Times Higher Education

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

- The Vice Chancellor welcomed the gathering. The IQAC Coordinator was asked to brief the activities of IQAC since the previous meeting.
- After the report, the IQAC Coordinator mentioned the agenda for the discussion for the meeting.
- The IQAC Coordinator announced that the Schools have chalked out the curriculum for the new Regulations as per the new AICTE norms. The Board of Studies meeting will be held to approve the new curriculum. The new course of Industry 4.0 has been drafted for the UG and PG courses. Project work has to be initiated in 6<sup>th</sup> semester itself.
- The list of open electives offered by various schools has been received by the IQAC. After discussion with the Vice Chancellor, the list will be placed before the members of the Board of Studies for their approval.
- The academic audit was held in month of August and the outcome of the audit has been conveyed to the respective staff, head and Dean. The faculties have been encouraged to attend many FDPs/ short term courses for their continual improvement during this period from October to December.
- The syllabus completion report was analyzed by the IQAC. The IQAC also discussed the examination policies with the respective in-charges.
- The outcome of the feedback was discussed with the staff and continual improvement was stressed.
- The AQAR report for 17-18 has been completed and kept for approval from the Vice Chancellor and Board of Management.



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- The SAR from ECE and Mechanical departments has been drafted and corrections were being carried out.
- The Periodic ISO audit is scheduled in November 2018. The Deans and Heads have been requested to submit the data such as graph for result analysis to the IQAC at the earliest.
- The data collection for ARIAA ranking, QS ranking and Times Higher Education has been initiated by the IQAC.
- The meeting was closed with vote of thanks.

### Members Present:

Sl. No.	Name	Designation	Signature
1.	Dr. S. Sundar Manoharan	Chairman- IQAC	
2.	Dr. T. Sasipraba	Member	
3.	Dr. B. R. Malathy	Member	
4.	Dr. J. Karthikeyan	Member	
5.	Dr. Dilshad Shaik	Member	
6.	Mr. Ebin Horrison S	Member	
7.	Dr. S. Murugan	Member	
8.	Dr. Lilly Mercy	Member	
9.	Dr. G. Sundari	Member	
10.	Dr. Govindarajan	Member (Nominees from the Local Society)	
11.	Mr. Balaji Sreenivasan	Member (Alumni)	
12.	Mr. Somasundara	Member (Stakeholders)	
13.	Dr. Anima Nanda	Coordinator- IQAC	
14.	Dr. N. M. Nanditha	Dean, School of Electronics and Electrical Engineering	
15.	Dr. T. Sasikala	Dean, School of Computing	
16.	Dr. G. Bhuvaneswari	Dean, School of Management	
17.	Dr. S. Sundareswari	Dean, School of Science and Humanities	
18.	Dr. S. Prakash	Dean, School of Mechanical	
19.	Dr. T. Sudhakar	HoD, Department of Biomedical Engineering	
20.	Dr. V. Ramesh	HoD, Department of Biotechnology	
21.	Dr. S. Sathish	HoD, Department of Chemical Engineering	
22.	Dr. S. Murugan	HoD, Computer Science	
23.	Dr. R. Subhashini	HoD, Information Technology	





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24.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	<i>[Signature]</i>
25.	Dr. R. Sujatha	HoD, Electronics and Instrumentation	<i>[Signature]</i>
26.	Dr. A. Sahaya Anselin Nisha	HoD, Electronics and Control	<i>[Signature]</i>
27.	Dr. Ramanamurthy	HoD, Mechanical & Production	<i>[Signature]</i>

28 Dr. S. Visweshwaran HoD, CSE  
29 Mr. S. Lalchhram Hon. CSE

*[Signature]*  
Signature of Coordinator-IQAC  
(Dr. Anima Nanda)

*[Signature]*  
Signature of Chairman- IQAC  
(Dr. S. Sundar Manoharan)





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### Minutes of the Meeting -1

The meeting of the Internal Quality Assurance Cell was held on 05/06/2018 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 of the various schools and heads of the departments along with the IQAC members.

#### **Agenda:**

- Syllabus revision for Regulations 2019
- Feedback from the stake holders
- Faculty review symposium is scheduled from 09/06/2018 to 13/06/2018

#### **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 IQAC since the previous meeting.
- After the report, the IQAC Coordinator mentioned the agenda for the discussion for the day.
- The Vice Chancellor mentioned that though the syllabus is updated periodically but a new Regulation is formulated every four years. Hence a syllabus revision for Regulations 2019 is to be drafted. While drafting the new syllabus, the following points need to be kept in mind:
  - As per AICTE, the total number of credits is to be around 160 only.
  - The number of courses (basic courses, core courses, electives) has to be framed.
- Hence the Internal Board of Studies members should start the preparation for syllabus work. He also reminded that while framing the contents, the feedback from the stake holders has to be kept in mind. The School Dean has to initiate the meeting, initially, once a month for discussion on the syllabus revision.
- The list of open electives that will be offered by each school has to be submitted in the next meeting of IQAC for further discussion.
- The faculty review symposium is scheduled from 09/06/2018 to 13/06/2018. All staff members are encouraged to participate actively. The staff members have been encouraged to enrich their profile. The academic audit is scheduled in August.
- The syllabus has to be kept abreast with the latest needs of the industry. The syllabus can be upgraded accordingly every 6 months.
- The collection of feedback from students will commence from first week of July.
- The data collection for the AQAR report 2018-2019 is initiated. The IQAC Coordinator has requested the Deans of various schools to consolidate the data and submit the same to IQAC.





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- The departments of ECE and Mechanical would be applying for NBA accreditation. Hence the respective School Deans and the Heads are requested to prepare the first draft of SAR before the next IQAC meeting in October.
- IQAC will initiate the data collection and entry required for NIRF ranking.
- The meeting was closed with vote of thanks.

### Members Present:

Sl. No.	Name	Designation	Signature
1.	Dr. S. Sundar Manoharan	Chairman- IQAC	
2.	Dr. T. Sasipraba	Member	
3.	Dr. S. S. Rau	Member	
4.	Dr. Igni Sabasti Prabu	Member	
5.	Dr. Sujatha Kumaran	Member	
6.	Dr. B. R. Malathy	Member	
7.	Dr. J. Karthikeyan	Member	
8.	Dr. Dilshad Shaik	Member	
9.	Mr. Ebin Horrison S	Member	
10.	Dr. S. Murugan	Member	
11.	Dr. G. Sundari	Member	
12.	Dr. Govindarajan	Member (Nominees from the Local Society)	
13.	Mr. Balaji Sreenivasan	Member (Alumni)	
14.	Mr. Somasundara	Member (Stakeholders)	
15.	Dr. Anima Nanda	Coordinator- IQAC	
16.	Dr. N. M. Nanditha	Dean, School of Electronics and Electrical Engineering	
17.	Dr. T. Sasikala	Dean, School of Computing	
18.	Dr. G. Bhuvaneswari	Dean, School of Management	
19.	Dr. S. Sundareswari	Dean, School of Science and Humanities	
20.	Dr. S. Prakash	Dean, School of Mechanical	
21.	Dr. T. Sudhakar	HoD, Department of Biomedical Engineering	
22.	Dr. V. Ramesh	HoD, Department of Biotechnology	
23.	Dr. S. Sathish	HoD, Department of Chemical Engineering	
24.	Dr. S. Murugan	HoD, Computer Science	



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25.	Dr. R.Subhashini	HoD, Information Technology	<i>R. Subhashini</i>
26.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	<i>Sivachidambaranathan</i>
28.	Dr. R. Sujatha	HoD, Electronics and Instrumentation	<i>R. Sujatha</i>

*Anima Nanda*  
Signature of Coordinator-IQAC  
(Dr. Anima Nanda)

*S. Sundar Manoharan*  
Signature of Chairman- IQAC  
(Dr. S. Sundar Manoharan)

