



# 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 meeting was held online on 10/04/2020 at 10.30 a.m. to overcome the situation during the initial stage of pandemic and was attended by the Deans of the various schools and the IQAC members.

#### **Agenda:**

- UGC expert committee visited the institution
- AI- module training for faculty
- Digital teaching Aids training and online platform via ZOOM to conduct classes.
- ICT tools and LMS for all students and Faculties
- Project reviews to be taken online
- Proctored online examinations to be conducted

#### **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 followed by the agenda of the meeting for the discussion for the meeting.
2. Owing to the pandemic, the Vice Chancellor urged the faculty members to update their skills and go through as many workshops and FDPs as possible.
3. In order to venture into Next generation technologies, IQAC has recommended on various FDP and skill developed programs.
4. A number of programs were conducted for the faculties on extended technologies like Augmented Reality, Virtual Reality, Block Chain Technology, Data Science and Artificial Intelligence.
5. 25 faculty members were identified to take up the six months program in Artificial Intelligence course. The selected faculty members will have to go through extensive training on the AI-module.
6. The Deans and Heads of the departments were instructed to inform all the faculty members to use the ICT tools and LMS effectively for their subject delivery via ZOOM platform to conduct classes.
7. The Vice Chancellor instructed the Placement cell to conduct the placement training and mock interviews online.
8. Faculty members have been encouraged to enroll for online courses such as Coursera, MOOC, NPTEL, AICTE Atal, Udemyl, etc.
9. The Deans and Heads were asked to plan to conduct the project reviews online and complete the same by June2020 for all the final year students.
10. The faculty members were asked to conduct mock exams for the students. The observation and issues if any, had to be resolved before the end semester online exams.
11. The Vice Chancellor asked the Controller of Examination to initiate online course



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completion certificate.

12. The Jeppiaar Research Forum was initiated to encourage the faculty members to conduct seminars, workshops and research activities. These activities motivated the peer group to come up with more research initiatives.
13. Supported in the establishment of academic collaborations between European institutions thereby Initiated Student and Faculty exchange Program through Erasmus plus and Mevlana Exchange Programs.
14. UGC expert committee visited the institution and granted UGC 12B status.
15. A purchase committee has been formed under the Vice Chancellor which will oversee all the purchases and vendor management of the institution.
16. The Centre for Professional and Career Advancement was inaugurated to promote short term certificate programs for working professionals.
17. The meeting ends with vote of thanks

### Members Present:

S.No	Name	Designations	Signature
1.	Dr. T. Sasipraba	Vice-Chancellor	
2.	Dr. Logashanmugam	Pro Vice chancellor	
3.	Ms. Maria Bernadette Tamarasi Johnson	Vice-President	
4.	Dr. S. S. Rao	Registrar	
5.	Dr. B. Sheela Rani	Director Research	
6.	Dr. Igni Sabasti Prabu	Controller of Examination	
7.	Dr. Dilshad Shaik	Dean, School of Law	
8.	Dr. S. Murugan	Associate professor, Department of Computer science and Engineering	
9.	Dr. Lilly Mercy	Assistant professor, Department of Mechanical Engineering	
10.	Dr. P. Chitra Devi	Associate Professor, School of Management Studies	
11.	Dr. Preethi Sheshadri	Associate Professor, School of Management Studies	
12.	Ms. T. Vijayashree	Assistant Professor, Department of Electronics and communication Engineering	
13.	Dr. B. Bharathi	Professor, Department of Computer science and Engineering	
14.	Dr. S S Dawn	Professor, Department of Chemical Engineering	
15.	Dr. V. Vijayabaskar	Member (Nominees from the Local Society)	



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16.	Mr. B. Prabhu,	Member (Alumni) Executive Director, Precision Equipments., Chennai	
17.	Mr. Yacub Alikhan,	Member (Stakeholder) Senior Manager, Nokia, 5th Floor Pacifica Tech Park, Core-3, 23, OMR Navalur, Tamil Nadu 603103	
18.	Mr. Jagadeesan Visweshwaran,	Member (Industry) Country Manager higher Education, ARK Info Solution Bangalore	
19.	Dr. Anima Nanda	Coordinator- IQAC	
20.	Dr. B. Thayumanavan	Dean, Sathyabama Dental College and Hospital	
21.	Dr. N. M. Nanditha	Dean, School of Electronics and Electrical Engineering	
22.	Dr. T. Sasikala	Dean, School of Computing	
23.	Dr. G. Bhuvaneswari	Dean, School of Management Studies	
24.	Dr. S. Prakash	Dean, School of Mechanical	
25.	Dr. E. John Bruce	Dean, Placements	

26 Dr. S. Vigneshwaran HOD, DEPT of CSE  
27 Dr. L. Lakshmana HOD, DEPT of CSE

Signature of Coordinator-IQAC  
(Dr. Anima Nanda)

Signature of Chairman- IQAC  
(Dr. T. Sasipraba)







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### Minutes of the Meeting -3

The Internal Quality Assurance Cell meeting was held on 07/01/2020 at 11.30 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 and the IQAC members.

#### **Agenda:**

- Students' grievances regarding evaluation
- Data collection for QS Rankings and Times Higher Education Ranking
- Fire Safety and road safety training for non-teaching and supporting staff
- Faculty participation in different awards advertised by the Govt.
- NBA visit for department of Biotech, CSE, EEE

#### **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 director mentioned the agenda for the discussion for the meeting.
3. The Vice Chancellor requested the Deans and Heads of the department of CSE, Biotechnology and EEE to be ready with all the documents for NBA team visit, which is scheduled on the last week of January 2020.
4. The budget for the upcoming academic year was discussed and the same needs to be finalized by March 2020.
5. The November 2019 examination results were discussed. The students' grievances regarding evaluation and examination were discussed in this gathering by the Controller of Examination
6. There has been a subsequent increase in the number of the FDPs/short term courses, etc attended by the faculty members. The Vice Chancellor appreciated and encouraged the faculties to keep updating their skills.
7. The annual cultural and sports has been planned and the events and guests to be invited by the in charges.
8. The feedback for this semester would be initiated in February 2020
9. 'Fire Safety training and use of Fire extinguishers 'was conducted' for all non-teaching and support staff in small batches in November 2019
10. In the observance of Vigilance Awareness Week, a one-day program on anti-corruption was organized for the students in November 2019.
11. A programme on Road safety Awareness for the bus drivers has been initiated in



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observance of the National Safety Week in March.

12. The department heads were instructed to encourage the faculty members to apply for the Visvesvaraya Award, Leelavati Award, Viswakarma Award, SAGY Awards, etc.
13. The Vice Chancellor discussed the overall grievances shared by the students through the feedback. He urged all the Deans and Heads to immediately address these concerns and give solutions accordingly.
14. All the deans were requested to provide their hiring requirements for both teaching and non-teaching staff by March 2020.
15. IQAC started initiating towards various awareness programs with the faculty and scientists in contributing to the 17 goals of UNs Agenda 2030. The focus of research centres was also directed towards addressing the goals like Centre for Climate Change Studies on SDG 1,10,13,17. A report on sustainable development was prepared and got the rank in line with the United Nations Sustainable Development Goals.

### Members Present:

S.No	Name	Designations	Signature
1.	Dr. S. Sundar Manoharan	Vice-Chancellor	
2.	Dr. Logashanmugam	Pro Vice chancellor	
3.	Ms. Maria Bernadette Tamilarasi Johnson	Vice-President	
4.	Dr. S. S. Rao	Registrar	
5.	Dr. B. Sheela Rani	Director Research	
6.	Dr. Igni Sabasti Prabu	Controller of Examination	
7.	Dr. Dilshad Shaik	Dean, School of Law	
8.	Dr. S. Murugan	Associate professor, Department of Computer science and Engineering	
9.	Dr. Lilly Mercy	Assistant professor, Department of Mechanical Engineering	
10.	Dr. P. Chitra Devi,	Associate Professor, School of Management Studies	
11.	Dr. Preethi Sheshadri,	Associate Professor, School of Management Studies	
12.	Ms. T. Vijayashree,	Assistant Professor, Department of Electronics and Communication Engineering	
13.	Dr. B. Bharathi,	Professor, Department of Computer science and Engineering	



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14.	Dr. S. S. Dawn,	Professor, Department of Chemical Engineering	<i>SS</i>
15.	Dr. V. Vijayabaskar	Member (Nominees from the Local Society)	<i>Vijayabaskar</i>
16.	Mr. B. Prabhu,	Member (Alumni) Executive Director, Precision Equipments., Chennai	<i>B. Prabhu</i>
17.	Mr. Yacub Alikhan,	Member (Stakeholder) Senior Manager, Nokia, 5th Floor Pacifica Tech Park, Core-3, 23, OMR Navalur, Tamil Nadu 603103	<i>Yacub Alikhan</i>
18.	Mr. Jagadeesan Visweshwaran,	Member (Industry) Country Manager higher Education, ARK Info Solution Bangalore	<i>Jagadeesan</i>
19.	Dr. Anima Nanda	Coordinator- IQAC	<i>Anima Nanda</i>
20.	Dr. B. Thayumanavan	Dean, Sathyabama Dental College and Hospital	<i>B. Thayumanavan</i>
21.	Dr. N. M. Nanditha	Dean, School of Electronics and Electrical Engineering	<i>N. M. Nanditha</i>
22.	Dr. T. Sasikala	Dean, School of Computing	<i>T. Sasikala</i>
23.	Dr. G. Bhuvaneswari	Dean, School of Management Studies	<i>Bhuvaneswari</i>
24.	Dr. S. Prakash	Dean, School of Mechanical	<i>S. Prakash</i>
25.	Dr. E. John Bruce	Dean, Placements	<i>John Bruce</i>

26 Dr. S. Vigneshwari HOD, Dept of CSE  
 27 Dr. L. Lakshmana HOD, Dept of CSE

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

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







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### **Minutes of the Meeting -2**

The Internal Quality Assurance Cell meeting was held on 03/10/2019 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 and the IQAC members.

#### **Agenda:**

- New course of Industry 4.0 for UG and PG
- FDPs/ short term courses for continual improvement of the faculty
- Data collection for NIRF, ARIIA Rankings
- Faculty exchange programmes
- Appreciations for high impact factor publications
- UGC expert team visit for 12 B status

#### **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 meeting.
3. The new course of Industry 4.0 has been drafted for the UG and PG courses. Project work for the engineering programmes has to be initiated in the 7<sup>th</sup> semester.
4. 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.
5. The Academic Audit was held in August and the outcome of the audit has been conveyed to the respective Deans, Heads and Faculties.
6. The faculty members have been encouraged to attend many FDPs/ short term courses for their continual improvement during this period from October to December.
7. The deans and heads were requested to be ready for UGC expert team visit for 12b status.
8. The syllabus completion report was analyzed by the IQAC. The IQAC also discussed about the examination policies with the respective in-charges.
9. The outcome of the feedback was discussed with the staff and continual improvement was stressed upon.
10. The NBA feedback was discussed and percolated to the ECE and Mechanical departments
11. The data collection for ARIIA Rankings, QS Rankings and Times Higher Education Ranking has been initiated by the IQAC team.
12. The deans were asked to inform the interested faculty members to register for faculty exchange programmes with the International Relations office
13. The department heads were asked to inform their students about the student exchange



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opportunities and internship abroad with our partnering institutions.

14. The departments and research centers were asked to respond to the project calls by the various funding agencies.
15. The Heads of the departments were instructed to conduct Capability Enhancement Programs for their technical and support staff by December 2019.
16. Faculty members were highly motivated and encouraged by the management to keep improving their research publications and journals. The management rewarded those who had research papers and journals with high impact factor.
17. The meeting was closed with vote of thanks.

### Members Present:

S.No	Name	Designations	Signature
1.	Dr. S. Sundar Manoharan	Vice-Chancellor	
2.	Dr. Logashanmugam	Pro Vice chancellor	
3.	Dr. S. S. Rao	Registrar	
4.	Dr. Dilshad Shaik	Dean, School of Law	
5.	Dr. S. Murugan	Associate professor, Department of Computer science and Engineering	
6.	Dr. Lilly Mercy	Assistant professor, Department of Mechanical Engineering	
7.	Dr. P. Chitra Devi,	Associate Professor, School of Management Studies	
8.	Dr. Preethi Sheshadri,	Associate Professor, School of Management Studies	
9.	Ms. T. Vijayashree,	Assistant Professor, Department of Electronics and Communication Engineering	
10.	Dr. B. Bharathi,	Professor, Department of Computer science and Engineering	
11.	Dr. S S Dawn,	Professor, Department of Chemical Engineering	
12.	Dr. V. Vijayabaskar	Member (Nominees from the Local Society)	
13.	Mr. B. Prabhu,	Member (Alumni) Executive Director, Precision Equipments, Chennai	
14.	Mr. Jagadeesan Visweshwaran,	Member (Industry) Country Manager higher Education, ARK Info Solution Bangalore	
15.	Dr. Anima Nanda	Coordinator- IQAC	





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16.	Dr. B. Thayumanavan	Dean, Sathyabama Dental College and Hospital	
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 Studies	
20.	Dr. S. Prakash	Dean, School of Mechanical	
21.	Dr. E. John Bruce	Dean, Placements	
22.	Dr. T. Sudhakar	Department of Biomedical Engineering	
23.	Dr. V. Ramesh	HoD, Department of Biotechnology	
24.	Dr. S. Sathish	HoD, Department of Chemical Engineering	
25.	Dr. R. Subhashini	HoD, Information Technology	
26.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	

27. Dr. S. Vigneshwaran Dept of CSE  
28. Dr. L. Lalithamani Dept of CSE

Signature of Coordinator-IQAC  
(Dr. Anima Nanda)

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





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### Minutes of the Meeting -1

The Internal Quality Assurance Cell has conducted the meeting to enhance the quality for the academic year 2019-20, which was held on 05/06/2019 at 10.30 a.m. in the boardroom 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, Heads of the departments and the IQAC members.

#### **Agenda:**

- Adoption of AICTE model curriculum for the Engineering programs
- Curriculum design- 2019
- Student Feedback on new Curriculum
- Faculty and student induction programs
- Academic Audit Scheduled on August
- Preparation for UGC 12 B status

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

- The Vice Chancellor welcomed the gathering and wished all a new successful academic year.
- The Vice Chancellor welcomed the new members of IQAC. The restructured composition of IQAC was presented and Composition appended.
- The functions and role of IQAC in sustaining the quality of the academic programmes were highlighted.
- The IQAC coordinator was asked to brief the activities of IQAC since the previous meeting.
- After the report, the IQAC coordinator discussed the agenda for the meeting.
- The Vice Chancellor mentioned that the revised 2019 Syllabus Regulation for the Engineering programmes has been implemented keeping in mind the below:
  - As per AICTE norms, total number of credits for the UG engineering programs is reduced to 160.
  - The weightage of the courses for basic sciences, program core, program electives and open electives has been allocated based on the AICTE model curriculum.
- The Vice Chancellor also reiterated that the curriculum and syllabus has been designed as per the Program Outcomes (PO) and Programme Specific Outcomes (PSO) and the feedback from the stakeholders.
- An orientation programme on Outcome based education for the first year students has to be conducted by August 2019.
- The deans have been requested to submit the data for UGC 12 B status.



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- It was informed that the student's feedback will be taken on regular basis and the analysis has to be shared with deans and heads. The heads and deans were requested to convene regular meetings to review the revised syllabus.
- New programmes for the upcoming academic year were proposed and the same was presented to the Board of Management for their approval.
- The programmes included were:
  - B.E. Computer Science Engineering with specialization in Artificial Intelligence.
  - B.E. Computer Science Engineering with specialization in Data Science
  - B.E. Computer Science Engineering with specialization in Internet of Things
  - B. Sc Computer Science with specialization in Artificial Intelligence
  - B.Sc Medical Lab Technology
- All the deans and heads were requested to be prepared for Academic Audit which has been Scheduled on August
- The departments of ECE and Mechanical would be expecting the visit for NBA accreditation (as a part of Washington accord signatory renewal). Hence the respective School Deans and the Heads are requested to prepare the required documentation for the upcoming NBA expert team visit, which is scheduled tentatively in the first week of September 2019.
- The departments are asked to conduct student induction programs for the first year students and the IQAC has to conduct the faculty induction programs for the newly recruited faculty.
- The departments were also asked to conduct FDPs, workshops and conferences in order to equip themselves in par with the current trends.
- IQAC will initiate the data collection and entry required for NIRF ranking.
- The meeting was closed with the vote of thanks.

### Members Present:

S.N o.	Name	Designations	Signature
1.	Dr. S. Sundar Manoharan	Vice-Chancellor	
2.	Dr. Logashanmugam	Pro Vice chancellor	
3.	Ms. Maria Bernadette Tamilarasi Johnson	Vice-President	
4.	Dr. S. S. Rao	Registrar	
5.	Dr. B. Sheela Rani	Director Research	
6.	Dr. Igni Sabasti Prabu	Controller of Examination	
7.	Dr. Dilshad Shaik	Dean, School of Law	





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29.	Dr. R. Subhashini	HoD, Information Technology	
30.	Dr. Sivachidambaranathan	HoD, Electrical and Electronics Engg	

31 Dr. S. Vigneshwaran HoD, CSE  
32 Dr. L. Lakshmana HoD, CSE

Signature of Coordinator-IQAC  
(Dr. Anjma Nanda)

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

