

SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

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SIST/IQAC/ACY/20-21/004

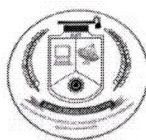
Minutes of the IQAC Meeting (Online) held on 2nd April 2021

Agenda

1. Analysis and discussion towards action taken report of the previous meeting
2. Initiation towards the implementation of New Education Policy (NEP)
3. AQAR Submission for the academic year 2019-2020
4. Initiation towards the preparation of Self Study Report (SSR) preparation for the forthcoming NAAC accreditation
5. Discussion over the attainment of COs, POs, PSOs
6. Plan for Internal and External Academic and Administrative Audit
7. Seed grant outcome and achievement
8. Plan for next academic session
9. Online Distance Learning (ODL) programme approval and commencement

The Chair welcomed the gathering and started the meeting.

1. The review of previous meeting was discussed. The action taken report were analyzed and ratified
2. The Chair appreciated the Controller of Examination for smooth conduction of online exams and informed the Deans and Heads to make the analysis report immediately after the declaration of result.
3. The Chair informed the Placement Dean to bring more offers in core companies and enquired about the average package for the academic year 2020-2021.
4. The IQAC Coordinator discussed the outcome of previous meeting and action taken report were analyzed and ratified.



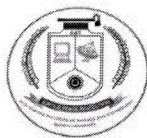
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5. The Chair started the discussion of the meeting stating the importance of NEP.
6. In connection to NEP the Chair asked the Deans and Heads to bring out ideas in organizing Certificate programs for students, identify the minor, major and honors for slow learners and advanced learners. The merits and demerits were discussed on teaching in regional languages as there are no or minimum text books available for engineering programmes.
7. She also insisted the Deans and Heads to conduct vocational, skill development and value-added programs and also discussed about twinning and joint degree programs.
8. The Controller of Examination discussed about the possibilities and difficulties in bringing NEP.
9. The IQAC coordinator informed the Deans and Heads about the extension in submission of AQAR data and hence if any data to be provide by the department the same has to be submitted at the earliest for the submission of AQAR 2020-2021.
10. The IQAC Coordinator requested the Heads to go through the recently updated NAAC manual, DVV requirement and SOP for SSR submission, prepare the required data for the forthcoming cycle of NAAC accreditation.
11. In connection to the pandemic, the Director Administration insisted the Deans and Heads to inform the faculty members to record more video lectures and with high quality videos which can be uploaded in the LMS for future reference and other MOOC platforms which brings us to the next level.
12. The Heads discussed the attainment of CO, PO and PSO in the meeting and the same was asked to be submitted in IQAC office by June 1st week.
13. Chair informed that the departments to conduct Internal & External AAA with the help of Dr. Susitra, Professor, Department of EEE, and the report has to be submitted by the end of April 2021.
14. Dean Higher Studies Dr.Swarnalatha discussed about the outcome of the seed grant and invited for the proposals for the upcoming academic year which will be intimated shortly.



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15. The Registrar insisted the departments to plan for the next academic year and give the budget requirements by 12th April 2021. The Pro Vice Chancellor asked for the requirements from the Heads and informed to submit on or before 16th April.
16. As we are one among the 100 institution in NIRF ranking, UGC has approved 5 ODL programmes BBA, BCom, MBA, M.A English and M.Sc Maths. Dr B.Bharathi, Director ODL programme informed the approved departments to prepare themselves for conducting the ODL programmes.
17. The Chair thanked everyone and concluded the meeting.

Prepared by

Tul
5/4/21

Mrs. T.Vijayashree

Verified by

Anima Nanda

Dr. Anima Nanda

(IQAC Coordinator)

S. Sasipraba
7/4/21

Dr. T. Sasipraba

(Vice-Chancellor)



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Minutes of IQAC Meeting held on 10th December 2020 at 12.00 Noon

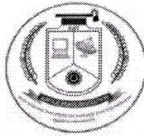
ACADEMIC YEAR 2020-2021

Agenda

1. Analysis of previous meeting
2. Preparation of Newsletter and Magazines
3. Initiatives for new centres
4. Submission of research grant proposal has to be processed through proper channel
5. Online certificate courses initiation through Centre for Professional and Career Advancement
6. Updation of the website with departmental activities
7. Online Placement Recruitment discussion
8. Continuous Assessment Exam analysis and End Semester Exam Preparation
9. Data verification for the submission of AQAR 2019-20
10. Data submission for QS and THE World Rankings
11. Suggestion for Membership in Professional Bodies and other recognized bodies.
12. Suggestions to revise the curriculum with 21st Century skill set

The Chair welcomed the members. The IQAC coordinator briefed the agenda of the meeting.

1. The review of previous meeting was discussed. The action taken report were analyzed and ratified.



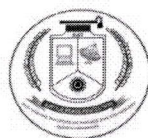
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2. Though the departments are releasing newsletters and yearly magazines on regular basis the Chair insisted the Heads to bring out impressive quarterly newsletter and yearly magazine which would showcase the departmental activities including the achievements of both students and faculties.
3. In connection to this the Heads were requested to update the details of the events organized by the departments in a common Google form immediately after the event. This will serve as a data aggregation point for various needs in the future. Director Administration informed the Deans to ensure that, their schools are updating the same.
4. The IQAC Coordinator requested the departments to send the activities, events, FDPs, Seminars and Orientation program report to IQAC office and get verified by Ms. Vijayashree.T
5. The Chair discussed with the Director Research and department Heads to come out with new developmental initiatives to fulfill the developmental needs of the Institution.
6. The Chair insisted on the need for streamlining the submission of proposals through a specific channel, to facilitate the adherence to the norms regarding the maximum number of proposals that can be submitted by one Institution and to maintain complete details about the proposals submitted. The Registrar added that the Management has already deputed the work of developing software in this regard to the institution's Software Development/ICT Department.
7. Director Research insisted that every department should necessarily have sponsored projects and consultancy to strengthen the department profile. The Department Heads agreed and assured the same.
8. In connection to this, the departments were asked to submit proposals for initiating IEDC, Newgen IEDC, Science and Technology Entrepreneur Park (STEP), ATAL incubation centres, Nithi Incubation Centres, Technology Innovation Hubs and Technology Innovation Research Park (DST)
9. The Chair stated that the **Centre for Professional and Career Advancement** will provide necessary guidance to design online courses according to UGC guidelines. The faculty members were asked to prepare content for online courses (similar to that of Coursera, Udemy, NPTEL), for



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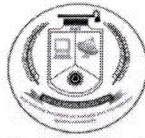
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which our students also can enroll. She has asserted the importance of starting online courses and advised the faculty members to contact the Centre's with their proposals regarding the online courses. In order to promote industrial interaction, every department can associate with industries and come out with the proposals to establish Centre of Excellence

10. In line with AICTE's NISP policy and to promote more startups, she has requested the departments to encourage and motivate the students and faculty to venture into developing new products and initiate commercialization.
11. The Registrar informed department Heads with the updation of the website. He insisted the department Heads to inform their department website coordinator to check the contents and update the website with daily events organized by them with the help of the project team. School Deans were requested to ensure that their school activities are streamlined in the website properly.
12. Placement Dean was happy to inform about the online placement recruitment started for the final year students for the academic year 2020-2021. He was delighted to express his gratitude to the recruiters who supported us in this pandemic.
13. The Controller discussed about the conduction of End Semester Examination for the students. He requested the departments support in invigilation and evaluation process.
14. The Chair also requested the Heads to check the AQAR 2019-20 data by contacting IQAC and update the data as per the revised SOP of NAAC. The department Heads were asked to provide necessary data for the submission of QS and THE World rankings.
15. Director Administration and Pro Vice-Chancellor informed the Heads that they should inform the students and newly inducted faculty members about the importance of membership in professional and other recognized bodies. In connection to this they should become the member and also conduct activities in association with them.
16. The Chair asked the Deans and Heads to direct the newly inducted Engineering faculty to enroll in the courses offered by NITTTR which is mandated by AICTE. Dr. Nandhitha as the coordinator of



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the programme was asked to update on the progress and ensure that there is no lapse in the same.

17. The Chair informed about the Institution's membership in AIU and insisted the participation of faculty and students in the activities of AIU. She told that we can apply for the small grants provided by AIU and our students can contribute articles to AIU.
18. The Chair asked the department Heads to prepare a skill index required for the 21st century. The same had to be brainstormed in the BoS meeting and subsequently in the Academic council. She iterated the need for alignment of the curriculum with the future jobs that would evolve in 2030.
19. The Chair requested the Pro Vice Chancellor to check with the faculty recruitment based on the workload provided by the Heads.
20. The Controller of Examination requested the Heads inform their faculty members to prepare and develop e-content for their course once allotted as it is required for the upcoming semester.
21. The Chair concluded the meeting with a thanking note.

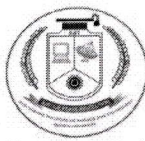
Prepared by

T.V.
10/12/20
Mrs. T. Vijayashree

Verified by

A. Nanda
Dr. Anima Nanda
(IQAC Coordinator)

T. Sasipraba
14/12/20
Dr. T. Sasipraba
(Vice-Chancellor)



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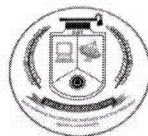
SIST/IQAC/ACY/20-21/001

Minutes of the IQAC Meeting held on 20th July 2020 at 9 AM

ACADEMIC YEAR 2020-2021

Agenda

1. Analysis of online project viva and End Semester Examination (ESE)
2. Learning Materials to be updated in the Learning Management System (LMS) for the odd semester
3. Suggestion for Online Placement training and Recruitment for the academic year 2020-2021
4. Schedule of Academic Council and Board of Studies Meeting
5. Budget Proposal for the academic year 2020-2021
6. Programs and activities conducted in the Centre for Professional and Career Advancement
7. Publishing articles in high impact and free journals, Filing product patents and bringing the grant patents to the next level
8. Inviting proposal for Seed fund for the academic year 2020-2021
9. Organizing workshops, FDPs, Short term Courses, Refresher Program and Orientation Programs for Teaching and Non teaching staffs
10. Preparation for the NBA Accreditation for other eligible programmes
11. Participation in NIRF, ARIIA, Times and QS Rankings & Grant of 12B Status
12. Involvement of Industry Experts for Course Delivery in core courses
13. Initiating activities relating to Make in India, Skill India, Swachh Bharat
14. Mandate registration of PhD for newly recruited faculties



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15. FDPs on assessment tool and course module creation in LMS

16. Online class video lecture to be uploaded in YouTube

The Chair Dr.T.Sasipraba welcomed the gathering and conveyed her wishes and greetings to the Pro Vice-Chancellors, Registrar, Controller of Examination, Director Administration, Director Research, Deans, Heads and IQAC members for the successful completion on the academic year 2019-2020 and progress for the upcoming academic year 2020-2021.

1. The meeting started with the review of the previous meeting. The action taken report were analyzed and ratified.
2. The Controller of Examination Dr. Igni Sebasthi Prabu was happy to inform the successful completion and evaluation of the answer scripts done online. He also discussed the result of the recently graduated students in the meeting. He expressed his gratitude to all the Deans and Heads for involving their faculty members in evaluating the answer scripts on time.
3. He asked the Deans and Heads to focus on the evaluation for second and third year students so that the publication of results can be done on time.
4. He also conveyed that the grievance on evaluation through online mode has reduced and expressed his heartfelt thanks to the faculty members for the support.
5. In connection to the Agenda 1, the IQAC coordinator requested the department Heads to submit the result analysis, course outcomes, program outcomes and program specific outcomes on or before 31st July for the graduated students.
6. The Controller of Examination informed the Heads of the Department to instruct their faculty members/course coordinators to prepare the learning materials for this semester and the same has to be uploaded in the LMS before August 5th, tentatively.



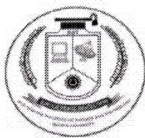
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7. The Heads were directed to use the Rubrics devised by AICTE for assessing the Higher Order of Thinking Skills of Students particularly for the Engineering programs.
8. The Placement Dean Dr. John Bruce was happy to announce the placement for 2020 graduated students has crossed 3000+ through physical and virtual mode. He insisted the Heads to inform the final year students of the current academic year that the placement training is scheduled online and the details will be intimated to the students shortly.
9. Our Alumni member Mr. Prabhu suggested the department Heads to conduct Webinars/Guest talk/Lecture Series with the help of various Alumni, so that the students can gain inputs from them in cracking the placement.
10. The Academic council meeting listed in Agenda 4 is nearing, hence the Chair requested all the departments to conduct Board of Studies meeting and submit the minutes to Registrar Dr. S.S.Rao, before 31st July for necessary approvals.
11. She also insisted the department Heads to upgrade their curriculum, introduce new and innovative courses to cater the emerging needs of the industry and the Society.
12. As the academic year has started during the pandemic and the classes were planned online, the Registrar requested the Heads to propose the budget for the academic year 2020-2021, considering remote/virtual lab for the students in mind. The Registrar also stated the Heads to submit the budget proposal by 24th July without any delay.
13. To promote online education, the Chair informed that the Centre for professional and Career Advancement is proposed which will enable the departments to conduct online certificate program, diploma program and to upskill or reskill the workforce to meet the demand of the Industries.
14. The Pro Vice-Chancellor Dr. E.Logashanmugam informed the Heads to discuss with the faculty members regarding the publication in high impact journals inline to the Agenda 7, the Chair also informed the Deans to suggest their department faculty members to publish articles in unpaid



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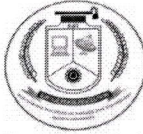
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- journals. The IQAC coordinator Dr. Anima Nanda requested the department Heads to collect the publication list of the faculty members and submit to Ms. Vijayashree.T on or before August 14th.
15. The Chair informed the Deans and Heads to instruct the faculty members to file more Product and Design Patents. She also stated to bring the granted patent to the next level.
 16. The Chair conveyed that, to promote innovative ideas, seed grant will be available for students and faculty members mentioned in Agenda 8. Any prospective proposal will be considered after the scrutiny for Seed funding. The proposal has to be submitted to Dr. Y.Swarnalatha, Dean Higher Studies on or before 14th August.
 17. The IQAC coordinator insisted the department Heads to organize FDPs, Short term courses, Value added programmes and Refresher Programmes for Teaching, Non Teaching staffs and Students. The Chair suggested the departments to conduct programs relating to Innovation, Entrepreneurship and Start-ups which brings more value while applying for Rankings and Ratings.
 18. Having got the NBA accreditation for the three programme, B.E (CSE), B.E (EEE), B.Tech (Biotech), the remaining eligible programme like B.E (ECE), B.E (Mech), B.E (Aero), B.Tech (Biomedical), B.Tech (IT), B.Tech (Chemical) , B.E (Civil) and MBA program Heads were asked to prepare themselves for applying NBA Accreditation. The Deans and Heads discussed about the preparation of Self-Assessment Report (SAR) for NBA accreditation.
 19. The Chair was delighted for achieving a good position in NIRF rankings and also for securing the 12B status listed in Agenda 11. She was very much gratified and expressed her appreciation for the work done by the Deans, Heads and faculties.
 20. Director Administration Dr. G.Sundari suggested the department Deans and Heads to involve industry experts to deliver a part of the course content wherever possible. This thought was highly appreciated by our Industry expert Mr. Jagadeesan Visweshwaran.



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21. Considering the Agenda 13, the Director Administration informed the department Heads to initiate activities that contribute towards meeting the objectives of Central Government initiatives like Swachh Bharat, Skill India, Digital India, and Make in India etc.
22. The Director Research stated the call for PhD registration and informed the Heads to instruct the newly recruited faculties for registering the same if not registered.
23. The Internal Exam Cell Head requested the Project team to conduct programs for the faculty members to create learning modules, assessment tools etc., as the continuous assessment exam for upcoming semester is planned online.
24. The Director Administration informed the Heads to collect the online video lectures list and to store for future references.
25. The Chair concluded the meeting with the vote of thanks and informed the Deans and Heads to initiate the necessary steps to target the above points.

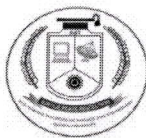
Prepared by

Tal
21/7/20
Mrs. T. Vijayashree

Verified by

Anima Nanda
Dr. Anima Nanda
(IQAC Coordinator)

S. Sasipraba
23/7/20
Dr. T. Sasipraba
(Vice-Chancellor)



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Minutes of the IQAC Meeting held on 2nd September 2020 at 12 Noon

ACADEMIC YEAR 2020-2021

Agenda

1. Analysis of result, learning modules and continuous assessment exam question paper
2. Faculty high impact journal publication list and short listing the awards for Teachers Day
3. Revision of new Purchase procedure
4. Suggestion to conduct research seminars by various department for the benefit of newly inducted faculties
5. Suggestion for fixing the courses for FFCS from various departments
6. Discussion on Remote Lab
7. Discussion for the preparation of 29th Convocation

The Chair commenced the meeting by greeting everyone present for the meeting. Followed by the Chair's initiation, IQAC coordinator read the agenda of the meeting.

1. The meeting started with the review of the previous meeting. The action taken report were analyzed and ratified.
2. The Pro Vice-Chancellor Dr. E.Logashanmugam, discussed about the faculty awards planned for the upcoming Teacher's day celebration. In connection to this the list collected by the department was shared by the IQAC. Faculties published articles in high impact journals were shortlisted and produced in front of the members for consent.



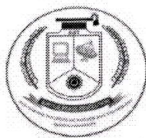
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3. Registrar informed that the Purchase committee got revised. The new format for budget proposal submission, fund request, fund utilization prepared by the Purchase committee was presented by the Registrar and wetted for the approval from Chairman. The Chairman of the purchase committee reviewed the purchase procedures and stated that the same procedure will be followed hereafter throughout the Institution.
4. The Director Research Dr. Sheela Rani, advised the Deans of various Schools to conduct research seminar every week, so that the newly inducted faculty members will get an idea in the field of research. The Deans accepted for the same.
5. In connection to this the IQAC coordinator Dr. Anima Nanda, informed the Deans and Heads to conduct programmes on Research methodology, IPR and online teaching tools for the newly inducted faculty members.
6. The Chair Dr. T.Sasipraba, has also advised the faculty members to share the information on research calls and project proposals that are open during that particular period, in the weekly seminar, to enable everyone to participate in such calls or proposals. Faculty members who are making significant contributions during the seminars will be identified and recommended for special appreciation by the management.
7. The Chair advised the departments to discuss on Fully Flexible Credit System (FFCS) in the Board of Studies Meeting and come up with the modalities to implement the same for the forthcoming batches.
8. As an initial step, the Head of the departments were asked to identify 10 courses (from the department or school or inter-school) which would be offered under FFCS. The Chair insisted the department Heads to consider the courses recommended by the Placement Dean, to enhance the placement prospects of the students. The details of the courses have to be submitted on or before 8th September to IQAC office. Our Industry member Mr. Jagadeesan Visweshwaran suggested including courses in par to the Industry needs so that the other Non Engineering students will also get benefitted.



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9. Dr. N.M.Nandhitha, Dean, School of EE, discussed about the initiation of Remote Labs and the experiments conducted through the same in order to provide seamless training to the students during this pandemic. This initiation was highly appreciated by the Chair and requested other department Heads to come up with new ideas like this. Mr.Prabhu, Alumni member applauded the initiating by ECE department.
10. The Chair requested the Controller of Examination to provide the necessary inputs for preparing the convocation report of the 29th Convocation scheduled next month. The Director Administration discussed about the committees and support required from the departments with the Deans and Heads.
11. The meeting ended with the vote of thanks by the Chair.

Prepared by

T.V. 3/9/20
Mrs. T.Vijayashree

Verified by

[Signature]
Dr. Anima Nanda

(IQAC Coordinator)

[Signature]
8/9/20
Dr. T. Sasipraba

(Vice-Chancellor)