



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India

Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



SCHOOL OF MANAGEMENT STUDIES

MINUTES OF THE BOARD OF STUDIES MEETING

HELD ON

Date and Day: 25/03/2021 and Thursday

Time: 11.30 AM

Venue: MBA Lab II



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India

Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



SCHOOL OF MANAGEMENT STUDIES

BOARD OF STUDIES MEETING AGENDA

Date: 25/03/2021

Item No.1

To approve the decision to conduct online exams for students enrolled in undergraduate and graduate programmes in the midst of the COVID19 pandemic.

Item No.2

To include Tally lab in the 1st semester for postgraduate students as a practical course

Item No.3

To introduce Online Distance Learning Programme for both undergraduate and postgraduate courses.

Item No.4

Other matters with the permission of the Chair



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India
Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



SCHOOL OF MANAGEMENT STUDIES MINUTES OF THE BOARD OF STUDIES

MEETING

The Board of Studies Meeting for School of Management Studies was convened on 25.03.2021 (Tuesday) at 11.30 am.

The Dean, Dr. Bhuvaneswari G., gave the welcoming speech before introducing the Board members. The members received a thorough report on the School's academic programmes and all of the department's academic activities that were carried out in accordance with the University's academic calendar.

The BOS meeting's resolutions from the 25th of March 2021 were examined. It was stated how all undergraduate and graduate schools should have their pedagogy and assessment practices revised. Following a brief evaluation, the agenda items were brought up for discussion, and the following resolutions were approved. Members gave their approval to the BOS meeting minutes.

Agenda Note 1:

To approve conducting online examinations for the students pursuing post- graduate and undergraduate programs in the wake of the pandemic COVID19.

The necessity of administering exams to undergraduate and graduate students online was thoroughly examined. All of the students who have registered for exams have already taken classes in person covering the material for the subject for which they will be sitting for arrear exams, hence permission has been requested to conduct online exams to make things easier and less stressful for the students. The structure of digital assessment as well as elements like online security, how to compute the marks earned, and other topics were covered.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India
Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



Agenda Note 2:

To include Tally lab in the 1st semester for postgraduate students as a practical course

Introduction of Tally lab in the 1st semester for the postgraduate students makes them more proficient towards creating accounting records and extract the financial statements. The board believes that this practical course will impart knowledge on the application of the software in their day to day business and professional activities.

Agenda Note 3:

To introduce Online Distance Learning Programme for both undergraduate and postgraduate courses.

As per Regulation 3(B)(a) of University Grants Commission, the board would like to introduce Online Distance Learning Programme for both Undergraduate and Postgraduate courses. This will impart education to learners who are removed in space and / or time from the teachers or the teaching institution on account of economic, social and consideration. Through this initiative the board aims to develop and disseminate professional education to every nook and corner of the state that will foster economic and social development in line with the mission of the institution. The programmes are designed with a broader vision to transform them into new generation managers who will acquire competencies to sustain the increasingly volatile challenges of the digital world.

The votes of thanks to the Chair were proposed by the Dean and the meeting concluded fruitfully.

Minutes approved by: Dr. Bhuvaneswari G



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)
Declared as Category "A" University by Ministry of HRD, Govt. of India
Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

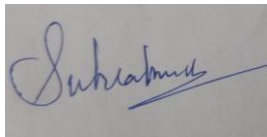
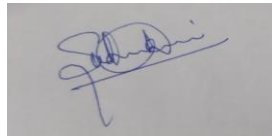
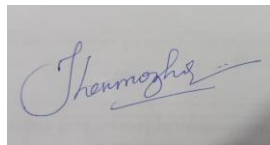
Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



BOARD OF STUDIES - MEMBERS

Sl. No.	Members	External / Internal	Signature
1	Mr. K. SUBRAMANIAN Manager- Human Resources Sundaram Fasteners Limited (TVS Group) Padi, Chennai-600050	External	
2	Ms. E. SUDHADEVI General Manager Freight Consolidators (Madras) Pvt.LTD., Kodambakkam High Road, Chennai-600034	External	
3	CA. A.B. KANNAN Chartered Accountant Alamelu Associates Gopalapuram, Chennai 600086	External	
4	Dr. R. THENMOZHI Professor and Head, Department of Management Studies University of Madras Chennai 600005	External	
5	Dr. R. MAGESH Professor and Head Department of Management Studies Anna University Chennai - 600025	External	



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

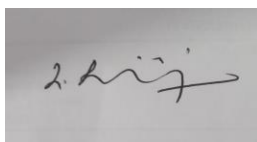
Declared as Category "A" University by Ministry of HRD, Govt. of India
Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



6	Dr. BHUVANESWARI G. Professor and Dean School of Management Studies Sathyabama Institute of Science and Technology	Internal	
7	Dr. A. PALANI Professor and Head School of Management Studies Sathyabama Institute of Science and Technology	Internal	
8	Dr. R. THAMILSELVAN Associate Professor School of Management Studies Sathyabama Institute of Science and Technology	Internal	
9	Dr. T.R. KALAILAKSHMI Associate Professor School of Management Studies Sathyabama Institute of Science and Technology	Internal	



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India

Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



SCHOOL OF MANAGEMENT STUDIES

MINUTES OF THE BOARD OF STUDIES MEETING

HELD ON

Date and Day: 27/10/2021 and Wednesday

Time: 11.30AM

Venue: MBA Lab II



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India

Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



SCHOOL OF MANAGEMENT STUDIES

BOARD OF STUDIES MEETING AGENDA

Date: 27/10/2021

Item No.1

To approve the proposal of conducting regular classes for Undergraduate and Postgraduate students by following social distancing and safety protocols as instructed by the Government of Tamilnadu.

Item No.2

To include mini-project in the Online Distance Learning instead of MS office course.

Item No.3

To update the requirements of mini project and professional training for the undergraduate and postgraduate students.

Item No.4

To upgrade the regulations based on the six-month internship for the postgraduate students.

Item No. 5 Other matters with the permission of the Chair



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India

Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



SCHOOL OF MANAGEMENT STUDIES

MINUTES OF THE BOARD OF STUDIES MEETING

The Board of Studies Meeting for School of Management Studies was convened on 27.10.2021 (Wednesday) at 11.30 am.

The Dean, Dr. Bhuvaneswari G., gave the welcoming speech and introduced the Board members. The members received a thorough report on the School's academic programmes and all of the department's academic activities that were carried out in accordance with the University's academic calendar.

The BOS meeting's resolutions from the 27th of October 2021 were examined. It was stated how all undergraduate and postgraduate schools should have their pedagogy and assessment practices revised. Following a brief evaluation, the agenda items were brought up for discussion, and the following resolutions were approved. Members gave their approval to the BOS meeting minutes.

Agenda Note 1:

To approve the proposal of conducting regular classes for Undergraduate and Postgraduate students by following social distancing and safety protocols as instructed by the Government of Tamilnadu.

The need to conduct regular offline classes for the students of undergraduate and postgraduate programs was discussed in detail. Following the safety protocols of the Government of Tamilnadu and ensuring the safety measures are properly implemented, hence permission has been requested to conduct the regular classes and also to thoroughly verify the procedures to be followed before the classes begin is covered.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India
Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



Agenda Note 2:

To include mini-project in the Online Distance Learning instead of MS office course.

In the Online Distance Learning programme, instead of MS office course mini-project can be added as working professional are already experienced in MS office.

Agenda Note 3:

To update the requirements of mini project and professional training for the undergraduate and postgraduate students.

The requirements for the execution of a Mini-Project by Postgraduate students and also attending Professional Training sessions by Undergraduate students on completion of their 2nd and 5th semester respectively has been discussed in detail. The pattern of assessment and evaluation of internships and project work was reviewed.

Agenda Note 4:

To upgrade the regulations based on the six-month internship for the postgraduate students.

The regulations for undergoing the six-month internship by Postgraduate students on completion of their 3rd semester respectively has been discussed in detail. The pattern of assessment and evaluation of internships was reviewed.

The votes of thanks to the Chair were proposed by the Dean and the meeting concluded fruitfully.

Minutes approved by

Dr. Bhuvaneswari G



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India
Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

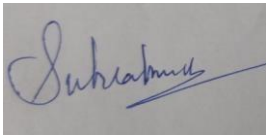
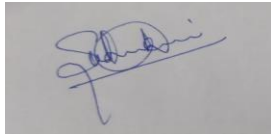
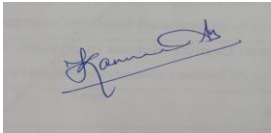
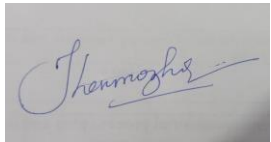
Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



BOARD OF STUDIES - MEMBERS

Sl. No.	Members	External / Internal	Signature
1	Mr. K. SUBRAMANIAN Manager- Human Resources Sundaram Fasteners Limited (TVS Group) Padi, Chennai-600050	External	
2	Ms. E. SUDHADEVI General Manager Freight Consolidators (Madras) Pvt.LTD., Kodambakkam High Road, Chennai-600034	External	
3	CA. A.B. KANNAN Chartered Accountant Alamelu Associates Gopalapuram, Chennai 600086	External	
4	Dr. R. THENMOZHI Professor and Head, Department of Management Studies University of Madras Chennai 600005	External	
5	Dr. R. MAGESH Professor and Head Department of Management Studies Anna University Chennai - 600025	External	
6	Dr. BHUVANESWARI G. Professor and Dean School of Management Studies Sathyabama Institute of Science and Technology	Internal	



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(Established under Section 3 of the UGC Act, 1956)

Declared as Category "A" University by Ministry of HRD, Govt. of India

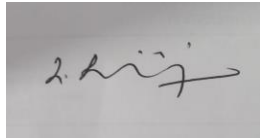
Accredited with "A" Grade by NAAC - (A CHRISTIAN MINORITY INSTITUTION)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu, India

Admin. Office : 044 – 2450 3150 / 3151 / 3152 / 3154 / 3155 Fax : 044 – 2450 2344

E-mail : registrar@sathyabamauniversity.ac.in Website : www.sathyabamauniversity.ac.in



7	Dr. A. PALANI Professor and Head School of Management Studies Sathyabama Institute of Science and Technology	Internal	
8	Dr. R. THAMILSELVAN Associate Professor School of Management Studies Sathyabama Institute of Science and Technology	Internal	
9	Dr. T.R. KALAILAKSHMI Associate Professor School of Management Studies Sathyabama Institute of Science and Technology	Internal	