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| Objective | Research Work /Projects |
| Time | 10.00 am |
| Called by | Dr.S. Sundar Manoharan(Vice Chancellor) |
| Location | Vice Chancellor’s Office |
| Attendees | 1)Deans of Schools:Dr.M.Sundareswari, Dr.M.Lakshmi, Dr.S.Prakash, Dr.Anima Nanda, Dr.Bhuvaneswari G.2) Heads of the Department of Civil Engineering and Architecture:Dr.Packialakshmi, AR.EbinHorrison S. |

**MINUTES OF THE MEETING**

 **DATED 19/04/2018**

**Agenda items**

1. A Faculty Research Review Symposium to review the research work and motivate the faculty members had been proposed. Instructions to organize the same had been given by the Vice Chancellor. The purpose of the Symposium is to consolidate the research activities carried out in each department in the last 5 years (2013 - 2018).

2. The Deans of the Schools and Heads of Departments had been briefed to frame posters exhibiting research work of the faculty which include

1. Research Domain
2. Research Focus / Motivation
3. Methodology
4. Outcome

3. The Symposium is slated to be held on 09.06 2018 in 2 sessions from 9.00 am. All faculty members and research scholars of the institution shall be invited to assess the research work of the peers.

4. The copy of the A4 size poster in the given format is to be sent to the IQAC by 5th May 2018 and the same shall in turn be submitted at the Vice Chancellor’s desk by the IQAC. The posters shall be showcased on being approved by the Vice-Chancellor.

5. Proposals to conduct Ted Talks during the symposium had been put forward.

6. Formation of the School Research Committee (SRC) comprising of the Dean and 3 senior professors of each school has been suggested as the mandatory standard for progressive action.

7. Any research project proposed shall be whetted and recommended to be submitted by the School Research Committee at the Director’s (Research) Desk. In turn the Director Research shall submit the same with comments at the Vice Chancellor’s desk. On being approved by the Vice chancellor the proposal shall be submitted for authorization to the Registrar and dispatched.

8. It has been advised that the IQAC should disburse seed fund for students’ projects which have been recognized from each school. Assistant Professors from all Schools shall also be eligible to receive the Seed fund for their research work.

9. IQAC in consultation and direction of the Vice Chancellor shall invite proposals from Assistant professors, UG and PG students on disruptive technologies leading to innovation. The template for Students’ project proposals shall comprise of 5 slides presenting

1. Title / authors / motivation
2. Novelty of the project / expected outcome
3. Technical details
4. Methodology of research work
5. Budget Summary.

10. Deans of the Schools had been instructed to meet with the Team presenting the 3D printer and give their feed back to the Vice Chancellor. The benefits of using the same and also the expected outcome and usage on purchase of the high end model had been explained by the Vice Chancellor.

**Decisions**

1. All patents filed by the faculty of the institution should be affiliated to Sathyabama Institute of Science and Technology (Deemed to be University).

2.Faculty members who have applied for patents in their individual names to be instructed to submit FORM 32 for presenting their patents with affiliation to Sathyabama Institute of Science and Technology (Deemed to be University) at the earliest.

3. School Research Committee instructed to hold meetings with all faculties regarding research work once a month. All project proposals should be submitted for approval by the concerned authority well in advance (30 days) before the last date of acceptance .

4. Seed Grant to be disbursed by the IQAC determined as the maximum of Rs.30, 000 and Rs.20, 000 for project proposals of PG students and Rs.15, 000 for UG students. Encouraging submission of Group projects by students has been advised.

5. All students submitting project proposals in each school shall strictly adhere to the deadline set as 1st June 2018 for the forthcoming semester, in the specified template.

6. Deans of Schools had been instructed to give a written declaration ensuring work order for 4kg titanium on behalf of each school for the usage of the 3D printer to be purchased on joint venture.

**New Action items**

1. All the Deans of Schools had been directed to inform leave of absence well in advance to the Vice Chancellor’s office.