



6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
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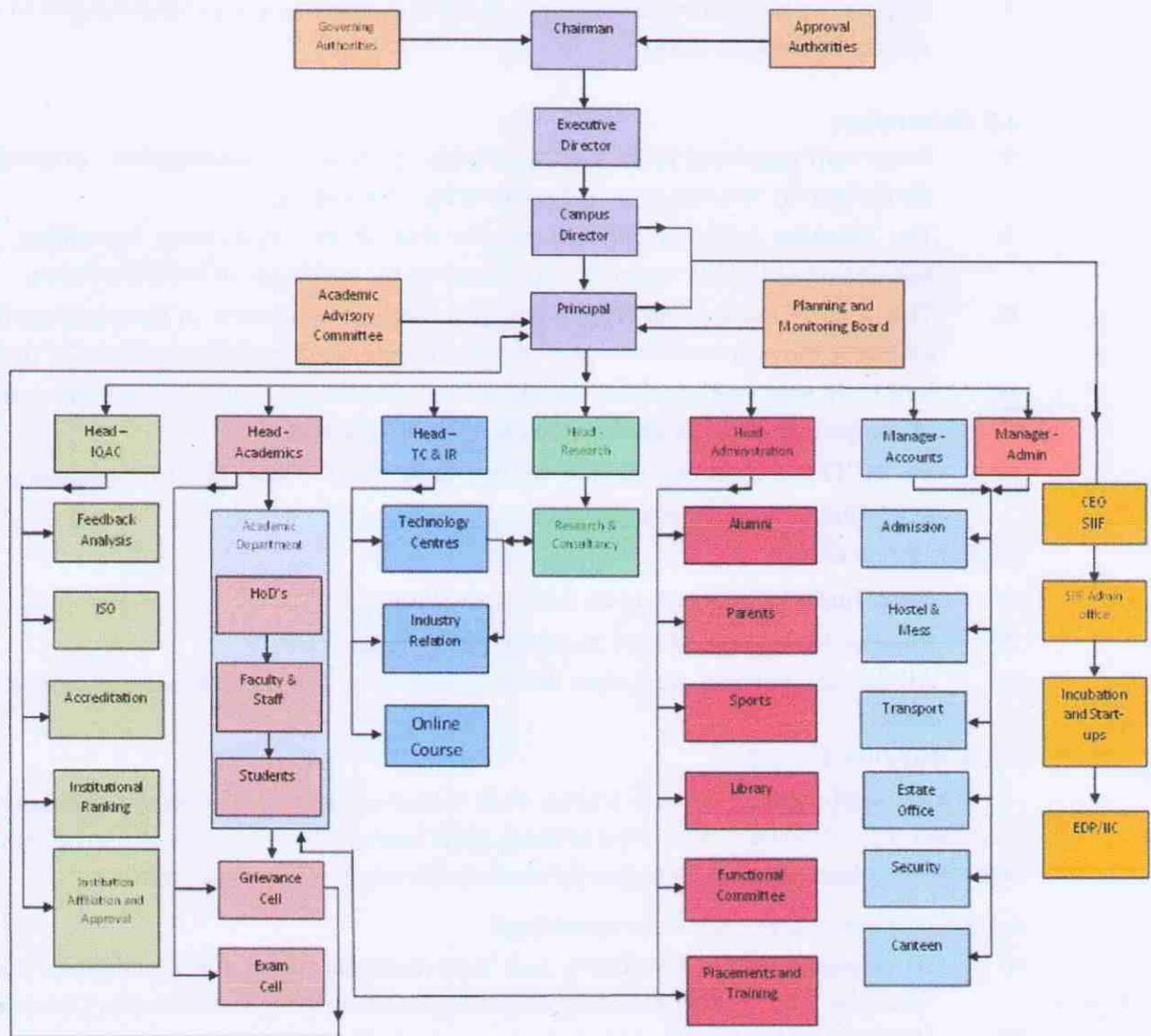


MSAJCE Service Rules and Policies

Service Rules and Regulation:

These rules shall be called “Mohamed Sathak AJ College of Engineering”, Chennai, Policies, Conduct Rules, and Guidelines comes into force from the month of August 2019. These rules supersede all the rules put into force, previously. These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

1.0 Organization Chart of the Institute





2.0

Service Rules and Policies

HR Policies

These rules shall be called “**Mohamed Sathak A.J College of Engineering**”, Chennai, **Policies, Conduct Rules, and Guidelines** comes into force from the month of August 2019. These rules supersede all the rules put into force, previously. These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

2.1 Definition:

- ❖ ‘College’ means **Mohamed Sathak AJ College of Engineering (MSAJCE), Chennai**
- ❖ ‘Trust’ means **Mohamed Sathak Trust, Chennai.**
- ❖ ‘Faculty Position’ means a faculty carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned position.
- ❖ ‘Supporting Staff Members’ means a person appointed in a non-Teaching post to which no other person holds a lien.

2.2 Orientation:

- ❖ Every staff appointed in the College shall be given a brief introduction / orientation about the College by the Principal on the day of his / her joining.
- ❖ The Manager (Admin) will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
- ❖ The Head of Department (HOD) will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of their team.
- ❖ HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- ❖ The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

2.3 Staff Dress Code:

- ❖ Men: Tucked Shirt & Trousers with shoes (Formal).
- ❖ Women: Sari (Formal) and Chudidhar with overcoat.
- ❖ All the staffs should wear their identity cards at all the times inside the campus, bus and hostel.

2.4 Attendance Record:

All the staff members should register their biometric and also sign in the attendance register soon after their arrival and also in the evening while leaving. They are expected to be present in the department at least 10 minutes before the commencement of forenoon session.

2.5 Recruitment / Interview Process of Staff

- ❖ All appointments of the faculty and Staff members of the College shall be made by the Chairman/ Appointing Authority as per the recommendation of Selection Committee.
- ❖ Recruitment is normally done twice in a year during May and November.
- ❖ Number of vacancies is notified by Principal / Designated Authority based on student strength / resignations of staff members, to the management for approval / information.
- ❖ Vacancies are advertised in leading newspapers, website and online etc.



- ❖ Screening of applications is done by the respective screening committee.
- ❖ Shortlisted candidates are informed through email / over telephones by HR Department.
- ❖ Selection committee shall be constituted by the principal as per the guidelines approved by the Governing Council. Candidates shall be called for personal interview and selection will be made on merit.
- ❖ The Selection committee consisting of Management representatives, Principal, Domain Experts from Anna University / IIT, HOD's of respective department, will conduct interview and select the suitable candidates based on the performance and requirement. The decision of the Selection committee is final.
- ❖ Pay for the selected candidates shall be fixed as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.
- ❖ The offer letter will be issued for the selected candidates with specified date of joining.
- ❖ **Photo copies** of all certificates will be collected by HR / Admin Office and verified with original copy at the time of interview / joining and returned the same.

Teaching	Non-Teaching
UG, PG and Ph.D. certificates	Degree or Diploma Certificate
Proof of DoB / X std mark sheet	DoB Proof / X std mark sheet
Passport Sized photo – 4 no's	Passport Sized photo – 4 no's
Experience certificates if any	Experience certificates if any
Aadhar card & PAN card	Aadhar card & PAN card
Community Certificate (if applicable)	Community Certificate (if applicable)

- ❖ The new faculty Joining in the institute should report to the principal and complete the joining formalities and then he / she should report to the concerned HoD's.

2.6 Probation Period:

- ❖ Every Staff appointed initially to a post, other than temporary appointments, shall be put on probation for a continuous period of one year. If the performance of the person appointed is not satisfactory during the period of probation, he will be issued a notice of warning at the end of the ninth month, and if his work continues to be unsatisfactory, his services will be terminated at the end of the one-year period. When the incumbent of any post is promoted to a higher post, he has to undergo probation of one year in the new post also.

2.7 Increment / Promotions:

- ❖ Increment / Promotions will be considered for those who completed one year of successful probationary period based on Self Appraisal.
- ❖ Promotion from Assistant Professor to Associate Professor and Associate Professor to Professor



cadre is considered based on the vacancy and experience as per AICTE norms of the candidate having PhD qualification in the respective domain and the Self Appraisal.

2.8 Termination of Service / Resignation:

- ❖ The Chairman / Appointing Authority has the power to terminate the services of a member of the college for any of the following reasons:
 - a. Serious misconduct and willful negligence of duty.
 - b. Gross insubordination.
 - c. Physical or mental unfitness.
 - d. Participation in any criminal offence involving moral turpitude.
 - e. The efficiency of an employee has been impaired due to any infirmity, his / her retention in service is considered undesirable, his / her services may be terminated.
- ❖ A member of the Staff shall have his / her service terminated by giving one month notice or one **month salary** in lieu thereof, in case of temporary appointments or during probationary period. In case of staff on permanent service, the staff shall have to tender his / her resignation by giving one **month notice** or one **month salary** in lieu thereof. The notice shall be co-terminus with the end of the semester / academic year.

2.9 Leave Rules:

1	Casual Leave (CL)	12 days per year for all the staff at the rate of 1 day per month.	
2	Compensation Off (C Off)	Applicable only to non-residential staff.	
3	Sick Leave (SL)	For those who have completed	
		• 0– 5 Years Experience	Nil
		• 5– 10 Years Experience	1 Week
		• 10 – 15 Years Experience	2 Weeks
4	Restricted Holiday (RH)	2 days based on prior approval of the Principal	

- ❖ Leave shall not be claimed as a matter of right and need to be granted.
- ❖ A staff member shall not normally or on any pretense absent himself/herself from his / her duties without prior permission of his/her superior officer authorized to give permission.
- ❖ Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- ❖ In case of absence on Medical Grounds, intimation should be sent to the Principal / Designated Authority and a Medical Certificate / Discharge summary report shall be produced at the time of joining after leave.
- ❖ Leave of any kind will not be sanctioned when the services of the staff are needed for the regular work or when there is an unfinished job involving the employee.
- ❖ Leave taken on information; without prior written permission need to be ratified within 1 working day or else the period of leave will be treated as LOP.
- ❖ Leave will be strictly monitored and will not be granted while class in session unless in



2.10 Casual Leave (CL):

- ❖ All employees are eligible for 12 days of Casual leave per year at the rate of 1 day per working month during the year from 1st July to 30th June.
- ❖ At a time, not more than 3 CL shall be granted. Carryover of lapsed CL, to next academic year is not permissible.
- ❖ Permission for short absence not exceeding one hour on any working day either at the beginning of working hour, end of working hour or in the middle may be granted at the discretion of the Principal / Designated Authority for two occurrences per month.
- ❖ If the number of permissions for short absence exceeds more than two in a month, it shall be considered as half day (1/2 day) CL for each permission exceeding two.
- ❖ While leaving service, any excess CL taken will be considered LOP at the time of settlement.
- ❖ The CL cannot be combined with any other leaves except SL and Compensation Off.

2.11 Vacation Leave (VL):

- ❖ These rules govern the availing of vacation leave for each Academic Year from 1st June to 31st May. The total number of VL days for members of faculty (teaching staff) is limited to 30 calendar days (thirty), for a continuous service of 1 year in institution as on 31st May of the respective Academic Year.
- ❖ These 30 days can be availed for a maximum of 10 days in the winter vacation period in the months of November or December. The balance days can be availed in the summer vacation period in the months of May, June or July, in two split.
- ❖ However, vacation leave shall be availed as per the circulars issued in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.
- ❖ However, in special / deserving cases, VL can be sanctioned after 6 (six) months of continuous service, on pro rata basis.
- ❖ In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss of Pay (LOP) and proportionate salary will be deducted from any payment due to him/her.
- ❖ If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal / Designated Authority, Earned Leave (EL) at the rate of 1:2 i.e., one day for every two days of eligible vacation leave shall be considered subject to a cumulative maximum of 30 EL days throughout the service.
- ❖ Any unused part of VL by faculty cannot be carried over to the next academic year.
- ❖ While calculating the number of days of the vacation leave, all intervening declared holidays and Sundays will be included.
- ❖ The VL normally commence on a weekday except Monday.
- ❖ The VL cannot be combined with any other leave.

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2.12 Restricted Holiday (RH):

- ❖ List of restricted holidays in an academic year will be declared by the HR / Admin department. Staff can also avail two such declared restricted holidays in a year by submitting proper leave letter after making alternation of his / her classes through HOD to the Principal. The principal has the discretion of sanctioning or declining of such leave based on institution work or requirement.

2.13 Special Leave (SL):

- ❖ Special leave to a maximum of seven consecutive days (including holidays) may be availed for marriage of employees on production of marriage invitation and permission from the principal.
- ❖ Special leave to a maximum of three working days can be availed in case of bereavement in the family viz. parents, parents-in-law, spouse, children. This leave can be availed after completion of probation period and can be combined with CL only. The individual must make alternate arrangement for his / her class during such leave.

2.14 Compensation Off (C- Off):

- ❖ The faculty can avail C -Off for genuine reason(s) for every worked day on a non-working day. Such C- Off can be availed without affecting his / her class work and preferably during winter or summer vacation. C -Off cannot combine with any other leave except CL.

2.15 Maternity Leave (ML):

- ❖ A woman employee of the institution, on successful completion of the probation period and having at least three years of continuous and satisfactory service, is eligible for Maternity Leave (ML) for a maximum of 180 days, subject to prior approval of the Principal / Designated Authority without any pay.
- ❖ In case of staff availing total leave exceeding 6 months, she may be sanctioned leave with condition to rejoin duty only when vacancy is available.
- ❖ The decision of the Principal / Designated Authority will be final in sanctioning of such ML.

2.16 Leave with Loss of Pay (LOP):

- ❖ Absences without permission and without making alternative arrangement for class or other important duty will be treated as LOP.
- ❖ If any staff member is absent from duty without prior or later permission, exceeding 7 days, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service and in case exceeding 10 days will be considered for relieving from service.

2.17n - Duty (OD):

- ❖ Number of days for such OD for university practical exam duty, theory papers evaluation, seminar /conference / workshop participation is limited to 14 calendar days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at credit of the staff and remaining days will be treated as LOP.
- ❖ In addition to the above a faculty member is eligible for 14 calendar days of OD in a year for officially invited Anna University external examination invigilation works, AUR and examination squad duty. In all above cases, an attendance certificate obtained from the



respective organization need to be submitted within two working days for regularization of such OD's.

- ❖ The Principal / Designated Authority shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college.
- ❖ Under any situation he / she should avoid unnecessary arguments in the reporting college.
- ❖ The faculty must abide to the proper dress code and ID.
- ❖ The faculty should report to the concerned HOD daily and feedback should be given through mail.
- ❖ If there is any allowed expense, he / she must get prior approval from the principal and detail of account should be settled on the next immediate day of reporting to duty, failing which will be adjusted in salary.
- ❖ Attendance report must be submitted on the reporting day, otherwise OD's will be considered as LOP.
- ❖ Faculty Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the principal about the purpose for which they are deputed, on the next day without fail.

2.18 Conduct & Discipline:

- ❖ Every employee shall, always, maintain absolute integrity and devotion to duty and do nothing which is unbecoming for an employee of an educational institution.
- ❖ Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose supervision or control, he/she is placed.
- ❖ Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- ❖ Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- ❖ No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the Authority.
- ❖ No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
- ❖ An employee of the college shall strictly abide by any law relating to intoxicating drink or drug during course of his/her duty.
- ❖ Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff.



2.19 Relieving Policies:

- ❖ Resignation letter should be recommended by HOD and it should be approved by the principal
- ❖ No staff will be permitted to leave during the middle of the semester.
- ❖ For every staff exit feedback will be conducted before obtaining the resignation letter.
- ❖ Experience certificate will not be issued for those who have not completed the successful probationary period.
- ❖ Along with no due certificate, staff should submit the handing over/(list) document taken over.
- ❖ Undertaking letter will be obtained from the staff for settlement.

2.20 Retirement Policies:

- ❖ For Teaching Staff, as per the guidelines of UGC/AICTE at the age of 65.
- ❖ In case of any physical problem or inability to attend his/her regular duties that time they will be given Retirement to their service as per their request.
- ❖ For Non-Teaching Staff, as per the government norms at the age of 58 years. 2 years of extension will be considered based on their physical fitness and service records.

2.21 Transfer within group of Institutions:

- ❖ Staff members should accept to work in any of our group institutions based on the requirement.

2.22 Awards / Incentives for faculty, staff and students:

- ❖ Students who secure 1st three place (year wise) in University Exam will be awarded with Merit Certificates, incentives / mementos.
- ❖ Students having 100% attendance in each academic year will be issued Merit Certificates.
- ❖ Staff Members producing 100% in the Theory Subjects during the Anna University Examinations, will be awarded with appreciation certificates, incentives / mementos..
- ❖ Faculty / Students will be awarded merit certificates / incentives / memento for the following activities.
 - Presenting paper in International Conference and Journals.
 - University Rank holders & Sports Achievements
 - Publishing books, Patents and Copy rights.
 - Best outgoing student in UG and PG.
 - Best alumni.
 - Completion of Industrial consultancy projects and funded projects.
 - Won prizes in various National and International competitions.

2.23 Higher studies

The management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.

2.24 Patent and IPR

- ❖ The inventors shall be the owner for all the intellectual property inventions, which includes patent and the inventions invented or created by the inventors/creators who include faculty members, research, scholars, students and those who make use of the resources of the Mohamed Sathak AJ College of Engineering, Chennai



- ❖ The inventions created by the College personnel without using college resources and created outside their assigned/normal duties of teaching/research shall be owned by the inventors and the revenue generated out of such inventions shall be shared in the ratio of 75:25 between the inventor and College respectively.
- ❖ If an IP has emerged as a result of an Institutional/Industrial consultancy, sponsored to Mohamed Sathak AJ College of Engineering, Chennai the concerned industries and Mohamed Sathak AJ College of Engineering Chennai shall own the IP. This however will not apply to those IP that are covered under specific Memorandum of Understandings (MoU's) where the action shall be carried out as per the provisions of the MoU's. If the IP is a result of funds sponsored by an outside agency, then the IP will be shared the Mohamed Sathak AJ College of Engineering, Chennai and the sponsoring agency on case-by-case basis, as per MoU / Agreement/Undertaking.

2.25 Patent fee:

The college pay 100% of the patent registration expenditure.

- ❖ The patent renewal fees will be paid by the college for the first seven years in all cases when patent is taken by college name.
- ❖ If it is joint patent with sponsoring agency, then the patenting cost will be equally shared. If the other agency does not show interest in such process, the college can either continue the patent by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

2.26 Revenue sharing:

The revenue sharing arrangements are as below:

- ❖ 30% (Thirty Percent) of the total revenue (lump sum payment, royalty or any other form) accruing from the commercial exploitation of IP owned by the college shall be credited to Inventors. 70 % of the revenue shall be credited to the college.
- ❖ The college bears the charges incurred for processing and acquisition of intellectual property rights and the college shall bear the maintenance charges for the first 7 years or till commercialization, whatsoever is earlier.

2.27 Conversion/Transfer of IP:

The college shall anytime share the ownership of the IP with the prior consent with the inventor. In such condition inventor shall be the co-owner of the invention and the college, shall be instrumental in process of conversion.

2.28 Other Terms and Conditions.

- ❖ Free transportation shall be provided to all the faculty members to and from the Institution within the city limits (inclusive of the urban agglomeration).
- ❖ Avail leave only when it is a must and leave cannot be claimed as a matter of right
- ❖ Avoid taking leave when the semester classes are going on.
- ❖ Avoid availing permission / late arrival every month as a routine habit.
- ❖ Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.
- ❖ The faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.



- ❖ Promotions and Increments are given to the eligible faculty / staff members after the successful completion of one year of service based on their overall performance appraisal.
- ❖ Staff members are permitted to pursue Higher studies, as part time program, while serving in the Institution. Faculty members are allowed to do Ph. D through Anna University /any other reputed Institute only.
- ❖ Management shall bear the expenses if any for submitting proposal and getting funding from the funding agencies.
- ❖ If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.
- ❖ All the faculty covered with PF and Accident Insurance

3.0 Code of Conduct

This code of conduct specifies the responsibilities expected from each employee in carrying out their day-to-day duties as well as general ethical and moral behaviors. Employees must adhere to this code of conduct with utmost integrity. This code serves as a reference and guideline for all employees whether full-time, part-time or contract basis. Employees must work with public authorities established by the law and uphold our country's constitution. Employees must strive to attain institutions goals. The following are the responsibilities of the team members.

3.1 Responsibility of the Principal

1. Responsible for entire academic regulations including examination and Image building of the Institute.
2. Responsible for maintaining the discipline and decorum in the college premises & regular rounds to all the academic buildings & hostel
3. Maintain the administrative dept including monitoring of scholarship and collection of fees and facilitate faculty, staff and student welfare.
4. Organizing the statutory body meeting regularly
5. Coordinate AICTE and AU affiliation Inspections and Admission Process
6. NBA and NAAC accreditation within stipulated time
7. Review the Industry Institute Interaction for Placements, Seminars, FDP, STTP, Industrial Visit, In-plant Training, Internship, Consultancy Projects and Students Projects
8. Monitor Course Content delivery and initiate follow up action for academic Performance Improvement
9. Establishing infrastructure and labs of all the departments with State of art facility
10. MIS Report to be updated to the Chairman periodically
11. Plan, Prepare and review annual the Budget of the Institute
12. Recruitment of Faculty and Staff Recruitment as per the AICTE & AU Norms
13. To ensure the Academic calendar, Service rules and regulation
14. Organize HOD meetings, Parents meeting, Faculty meeting periodically
15. Analyze the feedback of students, faculty and initiate remedial measures.
16. Check Website updation and activities for brand building of the institute periodically
17. Monitoring the Professional Association, Club and sports activities and arranging various events to build up the image of the institute.



18. Encourage the faculty and staff to participate and organize FDP, Conference, Seminar and workshop to update their knowledge
19. Motivate the students to participate in various competitions, social works, co-curricular and extracurricular activities.
20. Develop the research facility and motivate the faculty, staff and students to involve in it actively.

3.2 Responsibility of Head - IQAC

1. MR for ISO and maintain quality standards in all aspects. Responsible for plan and conducting GC, ISO Audit and MRM meeting regularly.
2. Custodian to maintain all kind of data of the college as well as Collect and maintain the reports of all the events conducted in the college
3. NAAC & its AQAR report data collection and submission. Get NBA status for all eligible branches
4. Institutional Ranking like NIRF initiatives.
5. Creating awareness about OBE, Reforms in Examination, Internship as per the norms of AICTE and UGC if any.
6. Conduct online feedback and action taken thereof. Course end survey, Exit Survey, feedback from the stake holders from time to time.
7. Technology Center development and activity planed follow up.
- 8 Regularly update and maintain the website and social media networks of the institute.
9. Verifying the log books maintained by the all the faculty regularly.
10. Students Exchange Program – Plan & Organize.

3.3 Responsibility of Head - Administration

1. Faculty and Students Discipline.
2. Events Management – Induction Program, Promotional Activity, Teacher's Day
Engineers Day, Technical Symposium, Tech Jamboree, Algorhythm,
Farewell, Convocation, Alumni meet, Sports and Cultural day,
National Importance Days
3. Library and Lab Requirement purchase, service and audit.
4. Roster duty preparation for teaching and nonteaching to monitor for various activity.
5. Online Courses, FDP, Seminar & Workshop for faculty – Organizing and Participation
6. Industrial Relation Coordination – MOUs, Guest lecture, Industrial Visit and Internship
7. Responsible to organize P&M meeting periodically.
- 8 Teaching and non teaching staff self Appraisal.
- 9 University Co-ordination: Attendance and Internal mark updation in the portal
10. Mentoring Toppers and Slow learners

3.4 Responsibility of Head - Academics

1. Academic Calendar Preparation, Subject allotment and time table preparation.
2. Lesson plan, Question bank, Class notes, Lab manual arrangements. Custodian to maintain all course file hard and soft copies
3. CCM – conduction and action taken thereof.



4. Pink and Yellow book monitoring and follow up action taken.
5. Result Analysis – Internal and End semester examination
6. Syllabus completion monitoring – Theory and Lab courses.
7. Plan & Organizing Internal and End semester Theory and Practical Examination.
8. Foreign language, EEC course delivery monitoring and follow up action.
9. Organizing AAC & BOS meeting and action taken report – Every semester.
10. Procurement of lab equipment's, consumables, servicing if any, initiatives.

3.5 Responsibility of Head - Students Affairs

1. Online Courses for students (Parakh , NPTEL, MOOC, SWAYAM, Spoken Tutorial etc.,)
2. Motivate the faculty and students in various Competitions – Organizing and Participation.
3. News Letter & RAISE Initiative.
4. Parents Communication and coordination, PTM Plan and action taken thereof.
5. Internal mark monitoring & verifying – Lesson plan activity & other activities
6. Verifying Students Data book periodically.
7. Verifying the status of Mentoring students and action taken.
8. Students' association and club activities – Plan, mentor and execute.
9. Establish various clubs such as Energy Club, Photography Club, and Robotic Club etc. and organizing various technical & non-technical events for the members.
10. Responsible for organizing subject teachers meeting and common subject meeting.

3.6 Responsibility of Head - Research

1. Establish the research culture among the faculty and students. Motivate the faculty to publish 3 papers / year and one patent per year.
2. Maintain the database of all the faculty pursuing Ph.D & Ph.D qualified faculty and motivate them to get guide-ship from Anna University.
3. Get Nodal research Centre status for all the eligible departments.
4. Interact with project coordinators of all the departments and identify the best project and make it publish in the conference / journal / file a patent.
5. Organize the technology forum meeting to share the research exposure of faculty and students and Review the ongoing research projects / consultancy works periodically.
6. Apply and get DSIR – SIRO certification to get recognition of national level research center status.
7. Periodically plan and organize the various events to create awareness among the students and faculty in Research methodology, IPR, Patent filing and Copy Right.
8. Motivate the faculty to submit the research proposals to various funding.
9. Plan and Organize the National / International Conference department wise and publish the proceeding / journal periodically through professional association / funding agencies.

3.7 Responsibility of Head - III & IPR Cell

1. Liaison between industry and institute. Identify the industry partner to strengthen/establish the technology centers.
2. Monitor the technology centers and organizing various competitions.



3. Plan and prepare the training curriculum, syllabus and materials required based on the facility available at technology centers and industrial requirement.
4. Motivate the faculty and students to involve in industrial projects, consultancy projects, project competition and Hackathons and also motivate them to file IPR.
5. Monitoring content delivery of various Value-Added Courses and timely completion of certification process in association with concerned department HoDs.
6. Organize at least one Workshop, Seminar, FDP, Competition and hands on training for other college students & staffs and generate fund through technology centers.
7. Involve the faculties in industrial boards.
8. Social media – LinkedIn, Instagram, Facebook, etc..- enrollment of faculties and students updation.
9. Monitoring professional society activities.
10. Organize industrial expert/alumni talk on working Saturdays.

3.8 Responsibility of Head - Training & Placement

1. Plan and organize career guidance programs, soft skill training, Mock interview and Mock GD with industrial experts.
2. Organize the Placement drive and get placed all the eligible students.
3. Establish and maintain liaison with major corporate bodies like CII, FICCI, NASSCOM etc.
4. Signing MOU & Maintain the industrial database to organize various events like Industrial expert interaction, IV, Internship and Industrial Project if any.
5. Responsible for awarding internal marks based on the performance of EEC and placement training activity.
6. Authorized to monitor the Code Thantra program, organize internal coding competition and make the students to participate in coding competition organized by the external agency.
7. Responsible for Spoken Tutorial, Karma Scheme and other industry related training competition.
8. Organize the interaction between Alumni and HR with regular students to improve the placement.

3.9. Responsibility of Head - Controller of Examinations

3.9a. Responsibility of Controller of Examination.

1. Responsible for day-to-day activities of office of the controller of examination
2. Plan and execute the schedule for exam related activities any smoothly and transparent manner
3. Check the internal marks and attendance eligibility for end semester examination.
4. Check the course registration, exam time table, answer booklet printing, hall ticket generation as per the requirement.
5. Conduct the internal and end semester and supplementary examination if any confidentially.
6. Organize the question paper scrutiny meeting, moderation board meeting, malpractice board meeting and result passing board meeting then declare the result as per the schedule.
7. Print the question paper confidentially in coordination with DCOE 2.
8. Plan and execute central valuation and review process in transparent manner.
9. Liaoning between the students, faculty and University.
10. Signing authority to release all the certificates from COE.



3.9b. Responsibility of Deputy Controller of Examination 1.

1. Head for Exam cell and maintain the necessary facility to conduct various exam related activities.
2. Collect the student's enrollment during admission, course registration at starting of every semester.
3. Monthly attendance collection and IAT marks.
4. Conduction of all Internal and End semester examination as Chief Superintendent.
5. Organize the central valuation for internal and end semester examination.
6. Exam fee collection, disbursement of remuneration and maintain the accounts.
7. Time Table Preparation for internal and End Semester Examination in coordination with DCOE 3.
8. Procure and maintain the necessary stationary for conducting internal and end semester examination of all purpose.
9. Distribution of Hall ticket, end semester mark sheet, consolidated mark sheet, migration certificate and Degree certificate to the students.
10. Responsible for students' section to monitor and address all the exam related issues.

3.9c. Responsibility of Deputy Controller of Examination 2.

1. Identify the examiners for theory and practical examination and maintain the database confidentiality.
2. Prepare the Question bank for all the branch and all the subjects.
3. Collect the question papers confidentially and maintain the database.
4. Scrutinize the question paper with experts and maintain it in the data base.
5. Print the question paper for internal and external examination and maintain in safe custody.
6. Handover the question paper to Chief Superintendent / DCOE1 on the day of exam.
7. Assign Examiners for Practical and Theory paper evaluation.
8. Collect the feedback about the question paper and collect the scheme of evaluation from concern HOD.
9. Organize the result passing board meeting and record the minutes and communicate the same to DCOE3 to process the results.
10. Camp officer for plan and organize the central valuation for end semester examination.

3.9d. Responsibility of Deputy Controller of Examination 3.

1. Prepare the schedule for COE activity and exam time table for internal and end semester and supplementary examination.
2. Verify the course registration and print the answer scripts as per requirement.
3. Process attendance and internal marks generate the consolidated statements
4. Generate hall ticket for all the eligible candidates / duplicate hall ticket if necessary and distribute through DCOE1.
5. Prepare hall / seating plan for the internal and end semester examination.
6. Allocate dummy number / bar code system to maintain confidentiality in central valuation. After valuation upload the marks in the database to process the results as per the direction of results passing board.



7. Responsible for declaring the results, print the mark sheet, issue the consolidated mark sheet and migration certificate.
8. Maintain the entire database confidentially.
9. Prepare the result analysis and communicate to the Hod's through DCOE1.
10. Communicate the results copy and degree receiving students list to the university.

3.10 Responsibility of Manager – Administration

1. PRO Activities – Police, Fire, Health, Press, Government and Local body members, and Political parties if required.
2. Handling of Legal issues if any related to AU and AICTE.
3. Hospitality and facility management for various activities planned in the college.
4. Support & execute all statutory body meeting as per the schedule / whenever required. (Governing Council, Planning & Monitory board, Academic Advisory, Research Advisory, Grievances Redressal committee and Industrial Relation Advisory committee)
5. Periodical Audit of Laboratories, Library, Estate office, Hostel and Mess.
6. Purchase of Stationery, House Keeping, Civil, Electrical, Plumbing, Networking Materials, ID Cards, text books and note books, Observation and record Books, Attendance Books and other necessary materials made available in time.
7. Maintaining the College Security, Transport, Hostel, mess and Canteen facilities & issues follow up.
8. Support & execute various activities like industrial visits, workshops, seminars, conference, symposium, cultural, sports, professional society activities, NSS, induction programs, motivational programs, placement day, graduation day and other important celebration and activities
9. Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
10. Coordinating Anna University / AICTE / Accreditation inspection if an in association with Manager -Accounts
11. Plan and organize Alumni meeting and Parents Teacher meet periodically. in association with Manager – Accounts
12. Plan and execute faculty and staff welfare activities.

3.11 Responsibility of the Maintenance Manager

1. Stock Inventory – Inward & Outward (All Materials)
2. Ensure the Electricity / Water / Furniture availability in all places in the campus.
3. House Keeping, Security, Gardening, Generators - daily maintenance
4. Monitoring the Civil Work and report to Principal.
5. Plan the Electrical, Carpenter, and Plumber works, arrange the necessary materials and assign the works to the concerns for timely completion of the work.
6. Maintaining Cleanliness inside and outside the Building.
7. Maintaining UPS, copying machine, Air conditioners, RO Plant, Water coolers, Sewage Treatment Plant through AMC if required.



8. Collect the maintenance report from all the labs and make the arrangements to do service the equipment's and Machines whenever necessary.
9. Maintaining all furniture's, fans and tube lights in class rooms and Labs in good condition
10. To ensure the saving of Electricity and Water visit all the places in the college regularly and advise the attenders / floor in charges to shut off when not in use.

3.12 Responsibility of the Accountant

1. Collection of all Fees (Tuition fees, Exam fees, Fines if any)
2. Sending report to the Management and Principal
3. Assisting in budget preparation / salary bill preparation / payroll generation for faculty and staff
4. Arranging the payments for vendors / suppliers / day to day activity / taxes and insurance / utility bills in time
5. Member in purchasing committee to ensure transparency in purchase.
6. Interaction with welfare office to get the scholarship payment
7. Update the Students fee dues to the Principal / Hod's and interacting with parents whenever necessary to collect the fees.
8. Maintain acquaintance register, faculty attendance, cash Book, exam cell accounts, petty cash and transactions details of all the accounts.

3.13 Responsibilities of HOD

1. Responsible for academic delivery, administration and discipline of the department.
2. Plan and conduct / monitor concept of the day, student's data book transfer, class advisor meeting, class committee meeting, common subject teacher meetings regularly in consultation with Head Academics.
3. Arrange GL / Seminar / Alumni students' interaction at least 2 in a semester / WS in the latest topics by eminent industrial personalities, minimum 2 industrial visits in a semester / class.
4. Update the Faculty / Staff / Student Bio data every semester.
5. Counsel the toppers to get university ranks and slow learners to clear all the papers.
6. Allocate the subject and lab as per the choice of faculty, advise them to prepare lecture notes and sample records for lab and prepare the time table well in advance (At least 15 days before the commencement of class).
7. Check the Lecture notes, Question bank, Lesson Plan, Lab manual in consultation with subject experts and advise the faculty concern to update if there is any modification / deviation and make it ready at least one week ahead of semester starting and get approval from Head Academics.
8. Check the faculty availability regularly in the morning and arrangement of class for the staff on leave / OD / absent.
9. After the announcement of the University results, submit the result analysis in the prescribed formats to the Principal through Head Academics. Plan and conduct Parents and Teachers meet within one week from the university results announcement by involving Head Academics and Head Administration.
10. Submit the budget of the department on or before March 30th every year.
11. Plan and conduct the project reviews as per the schedule in consultation with Head Research and Head TC & IR. The formation of groups to be done on or before July 30th every year. Finalize the title of the project work on or before August 31st every year.
12. Get the support from Head Research and Head TC & IR to motivate the faculty and students to



- publish the papers in Journals, filing patent, participate in Hackathons and other competition and publish department magazine / newsletter, at least one per semester
13. Any invitation is received from other colleges regarding seminars, paper presentations, our students have to be informed in their class room, display the brochure in the notice board and advise them to participate.
 14. To maintain the stock register in the department including furniture. All the items should be numbered properly. Ensure all the equipments in good working condition and necessary and sufficient numbers of consumables are available before the commencement of the semester.
 15. HODs should kindly get principal's prior approval before going on CL / OD for smooth conduction of day to day activities.
 16. Motivate and monitor the students to actively participate in COE training and get certification with the support of Head TC & IR, Placement, Higher studies and other competitive exam activities organized in the college.
 17. Plan and Organize Academic Advisory meeting once in a year.
 18. Motivate the faculty and students to do On line certification courses (NPTEL, SWAYAM etc) and also make them to attach with at least one industry to understand the industrial requirement.
 19. Submit the compliance report of your department activities to the Principal through Head Administration on 30th of every month positively.
 20. Collect the feedback from all the stake holders and initiate the necessary action in consultation with Principal.

3.14 Responsibilities of a Faculty

1. Timely completion of Syllabus as per lesson plan, deviation if any should get approval from the HoD.
2. For each subject, a note book must be maintained by the students. During class hours, verify note books of at least 5 students daily.
3. Be in the class room in time and maintain strict discipline and silent during the lecture.
4. If any student misbehaves in the class room, kindly bring to the notice of HOD / Principal immediately.
5. Be cordial and don't be partial in the class, interact with all the students and find their expectations and sort out the issues.
6. Coordinate with all the activities of Department and Institutional development.
7. Motivate all the interested students to participate in various industrial projects and competitions.
8. Attend the FDPs to upgrade your skills, Publish 1 research paper / year in the SCI / Annexure 1 Journal.
9. Plan and coordinate / associate to conduct a workshop / seminar / FDP / conference and social activities.
10. Maintain the status of the department and institute by actively involving in all the activity and maintain the self-discipline and students discipline.

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3.15 Responsibility of Librarian

1. Create awareness about library facilities, resources, equipments, services and policies among students, staff and faculty.
2. Keep the records of books inside & (circulation) out of library.
3. Code, classify and catalog books, publications, films, audio visuals and other library materials based on subject and library classification systems.
4. Train the library staffs such as receiving, cataloging and equipment use, and respond to complaint if any raised by stakeholders and taking action as necessary.
5. Develop the library facilities and constantly upgrade as per the norms of AICTE and Anna University. Evaluate materials to determine outdated, damaged or unused items to be discarded.
6. Develop information access aids such as indexes and annotated bibliographies, web pages, electronic path finders and online tutorials.
7. Get inter college library membership and arrange interlibrary loans of materials not available in our library.
8. Confer with teachers, parents, and community organizations to develop, plan and conduct programs in reading, viewing and communication skills.
9. Maintain the stock of all the purchase, conduct audit in every semester, compile list of over dues and notify borrowers.
10. Plan and participate in fund raising drives and write proposals for research or project grants.

3.16 Responsibility of Physical Education Director

1. Develop and maintain the sports, games and gym facilities for both boys and girls.
2. Develop successful teams, both boys and girls in all the games and sports.
3. Increase participation and competitive representation within all focused sports across the college.
4. Organize Inter college and interschool sports events every year
5. Conduct Yoga classes for hostellers in the evening and Day scholars as per the schedule
6. Identify the potential students / players in various sports and games, motivate and provide special training to participate in various competitions at Zonal, State and National level competitions.
7. Organize inter department sports meet annually.
8. Lead / Monitor / Participate in all extracurricular activities such as NSS, NCC, YRC camps organized by the college.
9. As a member of Anti ragging committee and disciplinary committee visit the entire campus, hostel, bus stops to monitor the students.
10. Develop the culture of practicing / playing daily and holidays to motivate the students to participate in various competitions and being healthy.

3.17 General instructions to all the Teaching Faculty

The college gives utmost priority for discipline and all the faculty members are bound to follow the norms of the college to maintain strict discipline.

- ❖ All faculty must be punctual to duty and adhere to college timings.
- ❖ All faculty are advised to monitor the student's dress code.



- ❖ Exchange of classes is not allowed, however in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.
- ❖ During the library hour the faculty –in- charge should keep the students in discipline.
- ❖ Library should not be used for discussion between students and faculty. This can be done either in the class room or in the staff room.
- ❖ Faculty members are specially requested not to have any discussions with students standing outside the class rooms or on the way to lab. Discussions should be made only in the class room or in the staff room.
- ❖ Don't allow the students to use the Mobile phone inside the class room / Laboratories.
- ❖ Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not randomly in the class.
- ❖ Timely completion of Syllabus as per lesson plan, deviation if any should get approval from the HoD.
- ❖ For each subject, a note book must be maintained by the students. During class hours, verify note books of at least 5 students daily.
- ❖ Be in the class room in time and maintain strict discipline and silent during the lecture.
- ❖ If any student misbehaves in the class room, kindly bring to the notice of HOD / Principal immediately.
- ❖ Be cordial and don't be partial in the class, interact with all the students and find their expectations and sort out the issues.
- ❖ Coordinate with all the activities of Department and Institutional development.
- ❖ Motivate all the interested students to participate in various industrial projects and competitions.
- ❖ Attend the FDPs to upgrade your skills, Publish minimum 3 research paper / year in the SCI the SCI / WoS /Scopus / UGC Journal.
- ❖ Plan and coordinate / associate to conduct a workshop / seminar / FDP / conference and social activities in the department.
- ❖ Maintain the status of the department and institute by actively involving in all the activity and maintain the self-discipline and student's discipline.

3.18 General instructions to all the Non Teaching Faculty

All non – teaching staff are bound to follow rules and regulations of the college and maintain strict discipline

- ❖ All non – teaching staff should be punctual to duty and should adhere to the college timings
- ❖ The non – teaching staff shall stay in the campus during the college working hours
- ❖ Tea break and lunch break timings shall be strictly adhered to by the non – teaching staff
- ❖ Log book should be maintained for each laboratory
- ❖ During the practical classes, assisting the staff handling the lab classes in conducting experiments.
- ❖ Guiding the students in the performance of practical task / exercise.
- ❖ Ensuring the safety of the students, equipment and machinery while conducting lab class.
- ❖ Assisting the students and faculty members in the fabrication of projects.



- ❖ Making necessary arrangements for conducting university / model practical examinations.
- ❖ Storage and accounting of raw materials, tools and instruments.
- ❖ Arrangements for issuing of raw materials, tools and instruments for the experiment.
- ❖ Take the guidance and suggestion from the Lab-In-Charge for the periodic and preventive maintenance, numbering of equipment, painting, calibration etc.
- ❖ Maintaining the lab by running the machinery periodically when the lab is free.
- ❖ Any Damage of accessories and equipment's by students must be brought to the notice of lab-in-charge and HoD.
- ❖ Not allowing the students in lab during their theory class.
- ❖ Providing all assistance to the Lab-in-charge in maintaining, conducting the laboratory smoothly, ensuring safety and security of the lab.
- ❖ He / She is responsible for opening and closing of their concern Labs
- ❖ He / She is solely responsible for the all the equipment's / machines and other materials available in the labs. If anything is missing / lost it should be brought to the notice of concern HoD's / Principal immediately, otherwise it will be recovered from your salary. Hence, in order to ensure the safety all the lab assistants are instructed to seal your lab with your sign and date.
- ❖ Don't entertain any sweepers / attenders to clean the lab or machines in your absence.

3.19 General instructions to all the Administrative / Support Staff

- ❖ All administrative staff are bound to follow rules and regulations of the college and maintain strict discipline
- ❖ All administrative staff must be punctual to duty and strictly adhere to the college timings.
- ❖ The administrative staff shall stay in the campus during the college working hours
- ❖ Tea break and lunch break timings shall be strictly adhered to by the administrative staff
- ❖ Computing and communication facilities should be used only for the purpose for which they are authorized to in accomplishing the assigned work
- ❖ Support staff should demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, parents, guardians, administrative personalities, general public in any context
- ❖ Administrative / support staff should maintain professional ethics in the campus and should maintain proper behavior with the authorities and students
- ❖ Administrative staff are not allowed to use mobile phones and listen to music, watch videos or surf into any social media inside the college campus during the working hours
- ❖ Maintain the cleanliness in their respective floor (class rooms, Labs, toilets etc..)
- ❖ Check if any electrical, plumbing and carpentry work is pending in the floor, action should initiate to sort out the issue immediately. Monitoring deep cleaning work in their respective floors.

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3.20 Do's and Don'ts for Theory Subjects

1. Be there in the class in time (5 Min ahead of time) and well prepared
2. Be audible even to the last bench students
3. Avoid carrying Text / Reference books to the class room
4. Maintain silence and discipline inside the classroom
5. Clean the board before leaving the class room
6. Check the class notes regularly in the class.
7. Take attendance calling by name not by Roll / Register number
8. Speak / Teach only in English inside the class room. Don't use any other language as medium of communication inside the classroom.
9. Don't waste time in dictating notes in the class room.
10. Discuss the answers of university questions at the end of each unit
11. Ensure timely completion of syllabus instead overloading at the end of the semester
12. Give equal preference for both theory and problem irrespective of credit of the subject. Discuss some applications of each topic in every subject
13. Maintain and update the attendance log book and course file meticulously.
14. Use PPT / Demonstration / ICT / NPTEL / EDUSAT whenever possible
15. Correct the test papers and circulate to the students in time without biasing
16. Arrange one guest lecture / seminar per subject in terms of application by the eminent personalities.
17. Circulate lesson plan and notes material ahead of time to the students either hard / soft copy, it will help the students to come prepared to the next class
18. Ensure the next hour faculty arrived before leaving from the class. In case next hour faculty didn't turn up make necessary arrangements and be there till other faculty comes and engages the class
19. Be polite and cordial with the students. If any student misbehave / not listening or disturbing the class don't react / corner that student in front of other students. After completing the class calls the student and counsels him / her in your cabin. Still problem persists immediately bring it to the knowledge of the Hod /the Principal
20. Plan clearly for tutorial classes along with the assisting faculty. All the faculties those who are assigned the tutorial hour should be available in the class to help the students

3.21o's and Don'ts For Practical Classes

1. Be punctual in lab classes. All Faculty and staffs should be available in the lab on time as well as till the end of the practical session.
2. If any faculty is in leave arrange the alternate faculty who knows the experiments well.
3. Test all the experiments and submit the model report / record to the HOD concerned / Principal before the beginning of the semester
4. Students must be allowed to perform any experiment only after concern faculty approval. The faculty should check the students whether they have adequate background in relevant theory. Though a viva about theory of the experiment at the start of lab classes.
5. Laboratory records should be written only after faculty approves the observation. Laboratory records, neatly written and completed in all respects should be submitted while coming to the next lab class.
6. Correction of laboratory records must be completed within same day of submission.



7. The teacher handling a laboratory class should maintain a lab track record.
8. Before the start of every practical examination, the teacher concerned should ensure that the various equipments, components, machines and meters are in proper working condition.
9. Don't allow the students to carry the next experiment before completion of previous experiments
10. Encourage the students who are fast in completing the assigned experiments
11. Keep HOD / Principal informed about long absentees for the theory / labs
12. Give the special attention for the slow learners and irregular students
13. Don't permit more than two students at a time to perform the experiment.

3.22 Responsibilities of Class Advisors

1. Class advisors are the mediators between the students, mentors and parents to ensure smooth conduction of day to day activities.
2. Prepare the Time table for the class and communicate to all the stake holders. Check, arrange and distribute the lesson plan, question bank, class notes for all the subjects / units and record books to all the students on time.
3. Check the timetable daily in the 1st one hour and ensure all faculties are available in the campus to engage their respective class.
4. Formulate and Convene the Class committee meeting as per the Anna University norms – 3 meetings per semester. (1st meeting within 10 days from start of the semester, 2nd meeting after 40 days from beginning of the semester, 3rd meeting in the last week of the semester)
5. Plan and convene parent's teacher meeting of your class as per the schedule and keep update the status of class to HOD, Principal and parents if required.
6. Plan and organize IV, Guest lecture, seminar and workshops based on the need in consultation with Hods and other faculty members.
7. Plan and organize the motivational programs for slow learners and toppers. Closely monitor the slow learners in the Exam preparation class and motivate them to concentrate in academics and pass in all the subjects.
8. Monitor the daily attendance, absentees if any in the class ask their concern mentor to communicate to their parents and find the reason before 9.30AM daily. If any student is absent for more than a week time, ask the mentors to send warning / remainder letter to their parents.
9. Class advisor should maintain master attendance, assessment test marks collectively for all subjects and same should upload in University web portal as per the schedule with prior approval of HOD.
10. Cordially interact with students and collect if any grievance / issues and sort out immediately in consultation with HOD / Principal.

3.23 Responsibilities of Mentors

To help the students to plan their course of study and career the HOD will attach a group of students to a faculty who shall function as a mentor for those students throughout their period of study. Such a mentors shall advice and monitor the students' academic performance, discipline and their personal growth and counsel them periodically. If necessary the mentors may also discuss with parents or inform the progress of the students.


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1. Each faculty mentor allocates the students from 1st year to final year in the ratio of 1: 20.
2. The mentors should maintain the following data: Students Data Book, approval letters regarding his cultural, sports participation from the concerned in-charges and other letters relating to his absence from the classes, Certificate copies wherever he has won prizes in different events.
3. Daily Check your mentoring students is present in the class or not, if not inform / enquire with the parents and find the reason for absence and communicate to class advisors before 9.00 AM daily. If a student is absent for three consecutive days, the matter should be intimated to the HOD. If it is more than one week, the same should be informed to the Principal and warning / remainder letter should send to their parents immediately by post, email. & over phone and ensure that the parents is aware of students absence and reason for absence.
4. The mentor should send attendance and academic report at least twice a semester to parents through ERP. Any communication, which needs parent's personal attention like discipline, poor attendance, more arrears etc. must be sent through courier or registered Post. Confirmation of the receipt of information shall be ensured by the physical presence of the parent at the college or by personal telephonic conversation.
5. All the mentors should meet individually all the students at least once in a fortnight and collectively whenever necessary. Identify their grievances / problems / issues if any report to the Principal immediately through the HOD.
6. The Mentor is virtually a personal guide for the students. Whenever the student has some technical / official problems, he may do the needful to find a possible solution.
7. Motivate your mentoring students to actively participate in all co-curricular, extra-curricular activities, COE training, soft skill training and various competitions. Identify their individual potential put them in right track for up liftment of their career.
8. Ensure all your students get placement and identify if any special coaching is required and arrange the same in consultation with HODs.

3.24 Responsibility of Faculty Lab In charge.

1. Procurement, erection, installation and commissioning of lab equipment's.
2. Procurement and storage of consumables, materials, tools and instruments.
3. Planning, scheduling, organizing and coordinating with staff handling lab classes.
4. Planning and organizing development program for supporting staff.
5. Managing the maintenance of equipment's and tools in the lab.
6. Including preventive and break down maintenance / register for regular and periodical maintenance.
7. Suggesting the removal of obsolete and condemned equipment's.
8. Breakage list and explanations are to be sent to HOD at the end of every semester.
9. Stock register to be maintained by the lab-in-charge concerned for machinery / equipment and consumables.
10. Monitoring supporting staff in their work and maintaining discipline.
11. Recommending leave and permission for supporting staff.
12. Displaying Rules and Regulations, safety precautions for the students in the laboratory.
13. Main switch board and fire extinguisher position should be displayed prominently.
14. Intimating the electrical maintenance section in case of adding any electrical equipment.
15. Ensuring proper security of lab equipment's.



16. Ensure before leaving the campus locking of laboratory after college hour, switch off Electric power, air conditioners, fans, lights etc.

3.25 Responsibility of Faculty Handling laboratory classes:

1. Responsible for conducting the lab classes for that semester and particular subject.
2. One or two teaching staff will assist him/her.
3. Planning and designing the experiments to fulfill the curriculum.
4. Ensuring discipline and attendance of the students.
5. Explaining the theory and operation for the experiments.
6. Checking and approving the observation book and correcting Laboratory records.
7. Co-coordinating with Lab-in-charge for efficient and effective conducting of lab classes.
8. Making necessary arrangements for conducting University / model practical examinations, assessing the performance and finalizing the marks.
9. While conducting special classes, ensuring proper transport and canteen facilities for students / staff.
10. Reporting to Lab-in-charge any damage of the equipment / defective then and there.

3.26 Responsibility of Assisting Faculty: Lab Assistant / Instructor / Programmer

1. During the practical classes, assisting the staff handling the lab classes in conducting experiments.
2. Guiding the students in the performance of practical task / exercise.
3. Ensuring the safety of the students, equipment and machinery while conducting lab class.
4. Assisting the students and faculty members in the fabrication of projects.
5. Making necessary arrangements for conducting university / model practical examinations.
6. Storage and accounting of raw materials, tools and instruments.
7. Arrangements for issuing of raw materials, tools and instruments for the experiment.
8. Take the guidance and suggestion from the Lab-In-Charge for the periodic and preventive maintenance, numbering of equipment, painting, calibration etc.
9. Maintaining the lab by running the machinery periodically when the lab is free.
10. Any Damage of accessories and equipments by students must be brought to the notice of lab-in-charge.
11. Not allowing the students in lab during their theory class.
12. Providing all assistance to the Lab-in-charge in maintaining and running the laboratory smoothly and ensuring safety and security of the lab.
13. He / She is responsible for opening and closing of their concern Labs
14. He / She is solely responsible for the all the equipments / machines and other materials available in the labs. If anything is missing / lost it should be brought to the notice of concern HoD's / Principal immediately, otherwise it will be recovered from your salary. Hence, in order to ensure the safety all the lab assistants are instructed to seal your lab with your sign and date.
15. Don't entertain any sweepers / attenders to clean the lab or machines in your absence.



3.27 Responsibility of Professional Society Coordinator.

1. Establish / renew one professional society per department such as IEEE, IETE, ISTE, CSI, ICTACT, ICI, SAE/SME, IET.
2. Prepare annual plan of activity in consultation with HOD's.
3. Make the student & faculty as member in at least any one of the society.
4. Through these societies organize minimum 2 or 3 GL/ Seminar, One Workshop in latest cutting edge technology/ COE, inter department competition like quiz, project expo, ideathon etc. in coordination with Convener COE & Research
5. Get the support from these organization to conduct technical symposium, National and International conference.
6. Organize social awareness camp/ events at school level/ orphanages.
7. Establish various clubs such as Energy Club, Photography Club, and Robotic Club etc. and organizing various technical & non-technical events for the members.
8. Organizing social activities such as Medical camp, Blood donation, Campus cleaning, Tree plantation, Dental/ Eye camps, Anti-ragging, Road safety, Clean & Green environment, Swatch Bharath etc.
9. Plan the cultural activity once in a month (music, debate, Tamil pattimandram, dance, fine arts etc.).
10. Organize inter department cultural competition – inter college competition.
11. Organize skill development activity for the unemployed youths for in and around the village, school drop outs under NSS/ YRC.
12. Organize Women's day celebration & women empowerment activities regularly.
13. Organize at least one competition for each club activities.

3.28 Responsibility of Floor Incharges

1. Maintain the cleanliness in their respective floor (Class rooms, Labs, toilets etc..)
2. Check if any electrical, plumbing and carpentry work is pending in the floor, action should Initiate to sort out the issue immediately.
3. Monitoring deep cleaning work in their respective floors.

4.0 GUIDELINES FOR CONFERENCES, WORKSHOPS & FDPS

1. All the faculty members must strive to publish papers in reputed National and International journals.
2. At least one author, in case of multiple authors should present the paper in the conference.
3. Participation is subject to the condition that academic / examination work does not suffer.
4. In case of workshop / FDP / SDP, junior and middle level staff is to be encouraged. Preference will be given to those who have not participated in any course / workshop during the academic year.
5. A copy of the course material is to be deposited in the department Library with information to the Principal.
6. A brief report on conference / course / workshop must be given immediately after return from the program.
7. All the Hod's should plan to conduct one conference / year regularly, Faculty Development programs, Seminars and workshops in collaboration with funding agencies / Industries.
8. All the faculties and students should complete one online course per semester in NPTEL / SWAYAM / MOOC as per the norms of AICTE / AU.

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5.0 GUIDELINES CO-CURRICULAR ACTIVITIES

All the faculty members and students should be member in any one of the professional association like IEEE, CSI, IETE, ISTE, SAE & ISHARE etc related to their dept compulsorily. The association coordinators should arrange minimum 2 programs per semester in the college campus, as well as encourage the students and faculties to attend the programs arranged by the various industries and institute related in their relevant area.

6.0 GUIDELINES EXTRA- CURRICULAR ACTIVITIES : Cultural, Sports , NSS, NCC and UBA,.

1. No Student shall participate in any extracurricular (EC) activity without permission from Principal through the HOD's.
2. No student shall participate / represent the college unless they have been identified and permitted by appropriate authorities (HOD's). If they participate without permission, appropriate disciplinary action would be taken against them.
3. Students found competent may participate in any one or two or all of the above programs.
4. Any delay in seeking prior permission or informing about participation will result in losing attendance for that activity.
5. All prospective students for every occasion of participation must complete the permission procedure in order to be eligible for participation and attendance.
6. Permission forms should submit to the HODs through your mentors.
7. The mentors should sign the form and forward to HOD for approval.
8. The day after participation, the students should report to the HOD, receive the form with signature and submit it to the Class advisor for marking attendance.
9. Students should give Photo copies of certificates / hand over trophies to HOD / mentors.
10. The HOD / class advisors should get details of prizes entered in data book of students.

7.0 COLLEGE TIMINGS OPENING & CLOSING

Working Hours	: 08.15 AM to 03.20 PM
Tea Break	: 9.55 AM to 10.10 AM
Lunch Break	: 12.40 PM to 01.40 PM
Admin office	: 08.00 AM to 05.00 PM except Saturday.

On Saturday Admin office will function from 08.00 AM to 4.00 PM

1. On rotation basis Administrative Department should take care of the closing and opening of the college in order to facilitate cleaning of Admin office / Principal / Chairman office, opening of the departments and class rooms etc., and ensure the classes start in time.
2. During the closing duty the AO should ensure the following
 - i) All windows and doors of all blocks are closed and locked
 - ii) All electrical items and main switches are switched off
 - iii) Water pipes / Gas connections are properly closed
 - iv) All dept. labs are locked and keys are kept in Admin office
 - v) Seal the Principal/Admin office & sign it on the seal with date
 - vi) Instruct the security be alert in the night times & non working days especially & advise them to contact you in case of emergencies.
3. During the opening duty the AO should ensure the following



1. Check all the seals are intact before opening in the presence of Security
2. Go around along with the security to all the blocks and check everything is proper or not.
3. If there is any abnormality immediately contact Principal / Director / AEO
4. In case of emergency work or on leave the AO should make an alternate arrangement for opening and closing duties with proper prior approval from Principal.
5. 2nd and 4th Saturday will be a working day for all faculty and staffs with the timing of 8.00 AM to 3.45 PM only.

8.0 Do's and Don'ts for Students :

1. Students should be regular and punctual to the classes.
2. All the students should wear decent dresses with shoes and wear Identity Card inside the college campus.
3. Students should be seated in the lecture halls at least five minutes before the commencement of classes.
4. Students should maintain discipline and strict silence inside the class, laboratories and workshops. As well as maintain the discipline in the bus, mess and canteen
5. Students should attend the laboratory / workshop classes with the specified uniforms if any.
6. Record of experiments done in a particular class should be submitted before the next laboratory / workshop class.
7. If assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
8. A minimum of 75% attendance in each semester is to be maintained as per the Anna university norms, otherwise he / she may be detained from the Anna university end semester examination. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents. Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and a letter from the parents, subject to verification.
9. Students should attend all assessment tests sincerely and show good academic progress.
10. Regularity in writing the tests / exams and satisfactory performance of students in tests / exams are essential to enable the students to secure good internal marks.
11. Any student found indulging in malpractice in the tests / exams would be debarred for the rest of the tests / examinations. Any case of malpractice in the University examinations will be reported to the University.
12. Use of mobile phones / laptop is permitted inside the campus but not during the class hours.

9.0 Anti-Ragging Policy:

Ragging in any form is totally prohibited in and outside the campus of Mohamed Sathak AJ College of Engineering. It is the objective of every member of MSAJCE community consisting of the Management, Faculty and Staff members and as well as all students and their parents/guardians to make the College a 'Ragging free' Institution and ensure a conducive environment for freshers to adapt to the changes that the college life may demand on them and grow up along with their seniors. The College is committed to follow all Regulations and Guidelines promulgated by the UGC, AICTE and Honorable Supreme Court and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College



will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions , 2009.(F.1-16/2007(CPP-II) dated 17th June, 2009) and take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force. All the students and parents should submit the affidavit at the time of admission as well as submit the online affidavit in AICTE portal without fail.

Ragging in any form is totally banned and anyone found indulging in ragging is severely punished including dismissal from the college. Ragging constitutes one or more of any of the following acts

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, ill-treating or handling with rudeness a fresher or any other student.
2. Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Don't 'RAG' also Don't be a Mute Witness to 'RAGGING'

A Student indulging in ragging can be:

- Expelled from the Institution and Banned from the Mess / Hostel
- His / Her Scholarship can be withdrawn
- Debarred from Examinations & Denied Admission to any institution
- Prosecuted for Criminal action – Max. 10 yr Jail + Rs 50000 fine
- Institutions have been asked to file FIR with local police against those who RAG / ABET Ragging.

10. Are You Being Ragged?

Immediately call UGC Anti – Ragging Helpline 1800-1805522(24/7 Toll Free)

Or send an e-mail to helpline@antiragging.in



10.0 Hostel Rules

- Students should maintain strict discipline and avoid making noise inside the hostel premises including the dining hall.
- Do not disturb any other students during the study hours.
- Students should maintain the rooms and hostel premises as neat and clean.
- Any health issues and Emergencies immediately contact wardens.
- Any strangers / outsiders / other college friends / friends and relatives are not permitted enter in to the hostel.
- Don't entertain any day-scholar students entering into the hostel for any purpose.
- Don't bring any outside food inside the hostel premises.
- Do not waste the water and electricity whenever it is not in use..
- Hostellers should get prior permission from the warden and should come back within the stipulated time.
- Hostellers should not go outside the college campus except on holidays by obtaining prior permission from the Hod and hostel warden.
- Students should make proper use of furniture, electrical fittings, bathroom fittings and sanitary fittings.
- Reckless use of power and water should be avoided. Students should not waste the food in dining hall. Defacing of walls, floors should be avoided.
- Ragging is totally prohibited and violations in this regard will invite punishment including dismissal from the college.
- Students found to disobey the above rules will be expelled from the hostel / college under disciplinary grounds and has to forego his/her fees and deposit.
- The students should follow the Study timings : 8.30 pm to 10.00 pm
- The students should follow the Mess timings
 - Breakfast : 07.30 am – 08.00 am on working days
08.00 am – 09.00 am on holidays
 - Lunch : 12.50 pm – 01.30 pm on working days
01.30 pm – 2.00 pm on holidays
 - Snacks : 04.00 pm – 04.30 pm
 - Dinner : 07.30 pm – 08.15 pm for boys

11.0 Library Rules

1. Each student is allowed to draw Four books from library. Students should show their identity cards to the librarian for the purpose of identification at the time of using any library facility and borrowing books.
2. Students should clarify themselves about the defacement of the book before they are taken out from the library on loan. Any subsequent complaint about the deficiency or defacement of the book will not be entertained. Any book found to be defective at the time of return will not be accepted and the concerned student should replace the book by a new one.
3. Books other than reference books and journals will be issued to the students for a period of 30 days at the first instance with the provision for renewal for a further period of 30 days. Extension beyond the first renewal will be permitted only if there is no request for reservation



of the book by any other user.

4. Reference books, Project Reports, Journals and Question papers will not be lent out. But, students can make photocopies to a bare minimum number of pages from the books.
5. Books should be returned on specified due dates. Deferred returns will be accepted only on payment of fine calculated as per the rules in force.
6. Renewal of book can be done only on production of the book on the due date or earlier.
7. Additional library Cards will be provided for class toppers.

Library working hours :

Monday to Saturday : Access - 8.00 AM to 7.00 PM ; Transaction - 8.00 AM to 7.00 PM

Sunday & Holidays : Access - 10.00 AM to 4.00 PM ; Transaction - 8.00 AM to 4.00 PM

12.0 Transport Rules:

1. The College has a fleet of 11 buses operating transportation to students and staff from various parts of the city to the college.
2. Students should maintain discipline while travelling in the college bus.
3. Students should wear the ID cards at the time of boarding the bus.
4. Students should not interchange buses / routes without permission.
5. Students are not permitted to board / drop in other than the boarding point requested / permitted.
6. The bus routes with timing at various places are available at MSAJCE bus app.

13.0 MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS and STAFF

13.1 Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the staffs and Students of the College with the following objectives:

- Maintain the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Staff relationship etc.
- Encouraging the Students to express their grievances / problems freely and open minded, without any fear of being victimized.
- Suggestion / complaint Box is installed in the reception table in which the Students / staffs , who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all staffs and students to be affectionate with each other and not behave in a vindictive manner towards any of them for any reason.

The grievances cell will deal with Grievances received in writing from the students about any of the following matters from the aggrieved students / staffs.

Academic Matters: Related to class room teaching, class room management, completion of syllabus, teaching methods, attendance etc

Administrative Matters: Related to timely issue of duplicate Mark-sheets, Bonafide, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial matters: Related to dues and payments for various items from library, hostels etc.



Harassment by colleague students or the teachers: Sexual harassment - any kind of physical or mental harassment

Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

The cases will be attended promptly on receipt of written grievances from the students.

- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

13.2 Procedure for lodging complaint:

- The students / staff may feel free to put up a grievance in writing with valid proof.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance. There will be Grievance Redressal Committees at the Department / Institute / Central level to deal with the grievances of the students and staff. The process flow as follows.

Students and staff complaints → Department grievance committee → Institute level grievance → Central grievance committee

1. Department level Grievance Redressal Committee will be as under:

- i. Head of the Department – Chairman
- ii. Faculty Advisor and Senior faculty of the department

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

2. Institute level Grievance Redressal Committee will be as under:

- i. Convener Grievances Redressal Committee - Chairman
- ii. Up to 5 (five) members to be appointed by the Head of Institute as members from grievances redressal committee

This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

3. Central Grievance Redressal Committee will be as under:

- i. Principal - Chairman
- ii. Convener Grievances Redressal Committee
- iii. NGO and Parent members nominated by the Principal
- iv. Senior professor

This committee will deal with all the Grievances directly which is related to the common problems at institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by student against the decision of the Institute level committee.

13.3 Procedure for Redressal of Grievances

1. An aggrieved student/ staff who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Institute level committee.



2. If the student / staff is not satisfied with the decision of Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.
3. The convener of Institute grievance committee, after verifying the facts and having discussion within the department level committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.
4. If the student / staff is not satisfied with the Redressal offered by the Institute level committee and feels that his / her Grievance is not redressed, he / she can submit an appeal to the central grievance committee within a week from the date of receipt of decision with the relevant details.
 - While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
 - While passing an order on any Grievance at any level the relevant provisions of act / Regulations should be kept in mind and no such order should be passed in contradiction of the same.The student / staff will submit the application of Grievance to central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

13.4 Responsibility for Redressal

-
- 1. The final responsibility for grievance Redressal rests with the Principal of the college.
- 2. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
- 3. The grievance Redressal cell of the college shall monitor status and progress of grievance Redressal and shall furnish report on grievance Redressal position to the Principal.

13.5 Powers: -

- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.
- In case the members fail to find out any solution then the matter is referred to the Principal for final commitment on the matter.
- Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with the Principal. The nature of punishment, information to the police (if situation arises for so) and expelling from the college are as per the rule of AICTE / AU / institute.

13.6 Exclusions:

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the Governing body, Academic council, Board of studies and other administrative
- or academic committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc;



- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

13.7 Composition:

The cell is having the provision of being reconstituted every year if situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care has to be taken to select staff members from each stream.

14.0 Scholarship Policy:

Mohamed Sathak Educational Trust provide Merit Scholarship to the students of our Institution Mohamed Sathak AJ College of Engineering, Chennai, throughout their course of study to support their Education as per the following criteria:

- a) Students who have completed their HSC with an aggregate mark of 150 and above out of 200 marks in Mathematics, Chemistry and Physics will be considered eligible to acquire the merit scholarship and it is provided only to the students those who get approval from the institution before attending the counseling.
- b) Students who are from underprivileged background, despite their aggregate marks. (evident with the income certificate.
- c) Special consideration of up to 10% in tuition fees for the girls students

The following processes need to adhere to claim the Merit Scholarship:

- a) The students who are eligible have to fill an application form and the same has to be submitted to the Administration Office.
- b) The Scholarship committee will verify the authenticity of the certificates through a transparent approach and subsequently recommend the students to the trust for providing the eligible scholarship.
- c) A certificate denoting their Scholarship throughout their course of study will be provided as a documentary to the Scholarship availed students through a validated gathering.
- d) All the students should maintain their academic credentials to continue the scholarship.

PRINCIPAL
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Statutory Bodies & Functional Committees

w.e.f August 2022

PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.



1. Governing Council

S.No	Name	Designation	Email
1.	Alhaj. S.M. Yousuf Sahib Chairman Mohamed Sathak Trust, Chennai.	Chairman	sathaktrust@vsnl.com
2.	Janaba. S.M.H. Sharmila Secretary Mohamed Sathak Trust, Chennai.	Member	sathaktrust@vsnl.com
3.	Janab. P.R.L. Hamid Ibrahim Executive Director Mohamed Sathak Trust, Chennai.	Member	sathaktrust@vsnl.com
4.	Mr. S.M.Y. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Member	mohamedsathak@hotmail.com
5.	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	gopal@annauniv.edu
6.	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOTe Nominee	smurugavel27@gmail.com
7.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	Info1@ictacademy.in
8.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	arajkuma@yahoo.com
9.	Dr. R. Subramani Director, IBM, Chennai.	Member	profsrksarma@gmail.com
10.	Dr. G. Kulanthaivelu Prof / Head – ECE, NITTTR, Chennai.	Member	gkveldr@gmail.com
11.	Principal MSAJCE, Chennai.	Member Secretary	principal@msajce-edu.in
12.	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
13.	Head - Academics MSAJCE, Chennai.	Senior Faculty Member	ac@msajce-edu.in
14.	Head - IQAC MSAJCE, Chennai.	Senior Faculty Member	iqac@msajce-edu.in
15.	Head - Admission MSAJCE, Chennai.	Senior Faculty Member	admission@msajce-edu.in
16.	Head - Research MSAJCE, Chennai.	Senior Faculty Member	headresearch@msajce-edu.in
17.	Head - TC & IR MSAJCE, Chennai.	Senior Faculty Member	headir@msajce-edu.in

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The Governing Council besides being the supreme administrative authority of the college, shall have the following functions:

- To monitor the academic and other related activities of the college
- To consider the recommendations of the Staff Selection Committee
- To consider the important communications, policy decisions received from the University, Govt, AICTE etc.
- To monitor the students and faculty development programmes
- To consider the recommendations of the Planning & Monitoring Board of the college for implementation
- To pass the annual budget of the college.



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2. Planning and Monitoring Board

S.No	Name & Designation	Category	Email
1.	Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Chair Person	mohamedsathak@hotmail.com
2.	Principal MSAJCE, Chennai.	Member Secretary	principal@msajce-edu.in
3.	Dr. K.S. Badri Nathan Dean-Educational Development Sri Venkateswara College of Engg. Chennai.	Advisor	badri@svce.ac.in
4.	Mr. Rajesh Ramanujam General Manager Ford - Credit IT, Chennai	Advisor	cbe_rajesh@yahoo.com
5.	Mr. Pradeep Kanagaraj Associate Director, Hitachi, Chennai	Advisor	pkanagaraj@hitachisolutions.com
6.	Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai.	Advisor	abdulmyjaleel@gmail.com
7.	Mr. A. Raju Infra Technology Manager, CTS, Chennai	Advisor	raju.anbu@gmail.com
8.	Mr. R. Ramalingam Manager-HR Preethi Industries, Chennai.	Advisor	ramalingam.r@preethi.in
9.	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
10.	Head - Academics MSAJCE, Chennai	Member	ac@msajce-edu.in
11.	Head - TC & IR MSAJCE, Chennai	Member	headir@msajce-edu.in
12.	Head - Research MSAJCE, Chennai	Member	head.research@msajce-edu.in
13.	Head - IQAC MSAJCE, Chennai	Member	iqac@msajce-edu.in
14.	Head - Training and Placement MSAJCE, Chennai	Member	placement@msajce-edu.in
15.	Head - All the Departments MSAJCE, Chennai	Member	allhods@msajce-edu.in
16.	Head - Examcell MSAJCE, Chennai	Member	examcell@msajce-edu.in
17.	Head - Alumni MSAJCE, Chennai	Member	alumni@msajce-edu.in
18.	Head - Admission MSAJCE, Chennai	Member	admission@msajce-edu.in
19.	Head - Hostel MSAJCE, Chennai	Member	headhostel@msajce-edu.in



Roles and Responsibility of Planning and Monitoring Board

- To review the academic and other related activities of the college
- To review the students and faculty development programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence

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3. Academic Advisory Board

S.No	Name	Designation	Email
1.	Dr. K.S. Srinivasan Principal MSAJCE, Chennai	Chairman	principal@msajce-edu.in
2.	Dr. K. Malathi Professor / ECE Anna University, Chennai	Advisor	mala@annauniv.edu
3.	Dr. N. Parthiban Professor / CSE SRM University, Chennai	Advisor	parthiban@srmist.edu.in
4.	Dr. N. Kulasekaran Head - Research Valeo India Pvt. Ltd, Chennai	Advisor	kulasekharan.narasingamurthi@valeo.com
5.	Mr. P. Parthasarathy Senior Manager Godrej & Boyce Manufacturing Co. Ltd., Chennai	Advisor	psarathy@godrej.com
6.	Dr. S. Thenmozhi Professor / Civil St. Joseph College of Engineering, Chennai	Advisor	thenmozhissiet@gmail.com
7.	Mr. Ahamed Jameel A M T Alumni & Technical Consultant HCL, Chennai	Advisor	ahamed.coolin@gmail.com
8.	Mr. N. Feroz Khan Alumni & General Manager Maersk, Chennai	Advisor	feroz008@gmail.com
9.	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
10.	Head - Academics, MSAJCE, Chennai	Member	ac@msajce-edu.in
11.	Head - Research MSAJCE, Chennai	Member	head.research@msajce-edu.in
12.	Head - TC & IR MSAJCE, Chennai	Member	headtcir@msajce-edu.in
13.	Head - IQAC MSAJCE, Chennai	Member	iqac@msajce-edu.in
14.	Head - All the Departments MSAJCE, Chennai	Member	allhods@msajce-edu.in
15.	Head - Placement MSAJCE, Chennai	Member	placement@msajce-edu.in
16.	Head - Admission MSAJCE, Chennai	Member	admission@msajce-edu.in



Roles and Responsibility of Academic Advisory Board

- To review the academic and other related activities.
- To review the students and faculty development activities
- To visualize & formulate perspective plans for the development and growth of the department
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding for every department
- To suggest & promote research and extension activities in the department
- To suggest & promote teaching innovations and student placement activities
- To plan for sustaining the quality of education, quality improvement and accreditation of the department
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To suggest suitable mentor mechanism to improve academic results.

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4. Complaints/Grievance Redressal / Disciplinary / Vishaka Committee / Posh Cell

S. No	Name	Category	Contact Details
1	Ms.S.Usha, AP / English, MSAJCE, Chennai.	Convener	9789275232
2	Principal, MSAJCE, Chennai	Co – Convener	9444300499
3	Mrs.Adhilakshmi Logamurthy Advocate & Legal Consultant	External Member	9841014926
4	Mr.Hussain Basha -NGO- 1. Master Mind Consultant, Chennai.	External Member	7397733573
5	Dr.Ushaa Eswaran - NGO-2 Counselor & Consultant	External Member	8939073706
6	Mr.K.Sivaraman Advocate	External Member	94443346322
7	Mr.Chandrasekaran, Sub Inspector of Police	External Member	9840205811
8	Dr.O.S.Ayisha, Vice Principal, MSCAS, Chennai	External Member	9176497549
9	Head - Academics, MSAJCE, Chennai	Member	9843131725
10	Head – Administration MSAJCE, Chennai.	Member	9443010256
11	Dr.K.P.Santhoshnathan PED, MSAJCE, Chennai.	Member	9840886992
12	Mr.Abdul Gafoor Manager, Student Affairs	Member	9940319629
13	Parent Representative	Member	-
14	PaRepresentative	Member	-
15	Students Representatives: Mr.Aathif Jamaludeen, IV Mech. Mr.S.Salman, III Mech. Mr.Satheeshkumar, III ECE. Ms.Pattapu Prathusya, IV ECE.	Member	-

The function of the cell is to look into the complaints lodged by any student and staff, and judge its merit. The Grievance cell is also empowered to to address genuine problems and complaints of students and staffs whatever be the nature of the problem. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Students Councilor. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at reception table.



Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the staffs and Students of the College with the following objectives:

- Maintain the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Staff relationship etc.
- Encouraging the Students to express their grievances / problems freely and open minded, without any fear of being victimized.
- Suggestion / complaint Box is installed in the reception table in which the Students / staffs , who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all staffs and students to be affectionate with each other and not behave in a vindictive manner towards any of them for any reason.

MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS and STAFF

The cell will deal with Grievances received in writing from the students about any of the following matters from the aggrieved students / staffs.

- a. Academic Matters: Related to class room teaching, class room management, completion of syllabus, teaching methods, attendance etc
- b. Administrative Matters related to timely issue of duplicate Mark-sheets, Bonafide, Transfer Certificates, Conduct Certificates or other examination related matters.
- c. Financial matters: Related to dues and payments for various items from library, hostels etc.
- d. Harassment by colleague students or the teachers etc: Sexual harassment - any kind of physical or mental harassment
- e. Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

The cases will be attended promptly on receipt of written grievances from the students.

1. The cell formally will review all cases and will act accordingly as per the Management policy.
2. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.



The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance. The process flow as follows.

Students and staff complaints → Department grievance committee → Institute level grievance → Central grievance committee

There will be Grievance Redressal Committees at the Department / Institute / Central level to deal with the grievances of the students and staff.

1. Department level Grievance Redressal Committee will be as under:

- i. Head of the Department – Chairman
- ii. Faculty Advisor and Senior faculty of the department

This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

2. Institute level Grievance Redressal Committee will be as under:

- i. Convener Grievances Redressal Committee - Chairman
- ii. Up to 5 (five) members to be appointed by the Head of Institute as members from grievances redressal committee

This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

3. Central Grievance Redressal Committee will be as under:

- i. Principal - Chairman
- ii. Convener Grievances Redressal Committee
- iii. NGO and Parent members nominated by the Principal
- iv. Senior professor

This committee will deal with all the Grievances directly which is related to the common problems at institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by student against the decision of the Institute level committee.

Procedure for Redressal of Grievances

1. An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Department level committee.



2. If the student is not satisfied with the decision of Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.
3. The convener of Institute grievance committee, after verifying the facts and the papers concerned and having discussion within the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.
4. If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the central grievance committee within a week from the date of receipt of decision with the relevant details.
 - While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
 - While passing an order on any Grievance at any level the relevant provisions of act / Regulations should be kept in mind and no such order should be passed in contradiction of the same.
 - The student will submit the application of Grievance or appeal to the Institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

RESPONSIBILITY FOR REDRESSAL

1. The final responsibility for grievance Redressal rests with the Principal of the college.
2. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
3. The grievance Redressal cell of the college shall monitor status and progress of grievance Redressal and shall furnish report on grievance Redressal position to the Principal.

Powers: -

- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.
- In case the members fail to find out any solution then the matter is referred to the Principal for final commitment on the matter.
- Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with



The Principal, the nature of punishment, information to the police (if situation arises for so) and expelling from the college are as per the rule of the institute.

Exclusions:

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the Governing body, Academic council, Board of studies and other administrative or academic committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc; • Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

Composition:

The cell is having the provision of being reconstituted every year if situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care has to be taken to select staff members from each stream.

PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.



5. Anti-Ragging Committee & Squad

S.No	Name	Designation	Category	Contact Details
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499
2	Dr.A.Balakrishnan	Head — Student Affairs, MSAJCE, Chennai	Convener	8610141297
3	Dr.G.Ramesh	Head - Admin, MSAJCE, Chennai.	Member	9443010256
4	Mr.V.Vigneshwaran	Head — Placement; MSAJCE, Chennai	Member	7904117425
5	Dr. K. P. Santhosh Nathan	PED, MSAJCE, Chennai	Member	9840886992
6	Mr.A.Abdul Gafoor	Admission Officer, MSAJCE, Chennai.	Member	9940319629
7	Dr.R.Someswaran	Asst.Prof/Civil	Member	9706572154
8	Dr.M.Sivakumar	Asst.Prof/ECE	Member	9865411792
8	Mr.C.Venkatesh	AP / EEE, MSAJCE, Chennai	Member	8978090678
9	Mrs.Jebamalar	AP / CSE, MSAJCE, Chennai	Member	9489188556
10	Mrs.P.Anusuya	AP/ ECE, MSAJCE, Chennai	Member	9080547313
11	Mrs.V. Shobana	AP / Physics, MSAJCE, Chennai	Member	7449018960
12	Student Representatives		Member	-

Ragging in any form is totally prohibited in and outside the campus of Mohamed Sathak AJ College of Engineering. It is the objective of every member of MSAJCE community consisting of the Management, Faculty and Staff members and as well as all students and their parents/guardians to make the College a 'Ragging free' Institution and ensure a conducive environment for fresher's to adapt to the changes that the college life may demand on them and grow up along with their seniors.

The College is committed to follow all Regulations and Guidelines promulgated by the UGC, AICTE and Honorable Supreme Court and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions , 2009.(F.1-16/2007(CPP-II) dated 17th June, 2009) and take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force.

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What constitutes Ragging?

As defined by the UGC, Ragging constitutes one or more of any of the following acts:-

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishments that may be awarded for Ragging.

Every incident of ragging will be investigated by the Anti ragging Squads who will go into the details and submit all relevant information to the Principal along with their findings and recommendations.

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal will determine if a case under the

penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action.



Further, the Anti-Ragging Committee of MSAJCE will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad/s, award, to those found guilty, one or more of the following punishments, namely:-

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Where the persons committing or abetting the act of ragging are not identified, the college will resort to collective punishment.

(As per UGC Regulations, an appeal against the order of punishment by the Anti-Ragging Committee of MSAJCE lies with the Vice-Chancellor of Anna University, Chennai)

Affidavits to be signed by Student and Parents:

I, _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to **Mohamed Sathak AJ College of Engineering Chennai – 603 103** have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations").

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to



promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year) .

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY STUDENTS

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of , _____ (full name of student with admission/registration/enrolment number), my son/ daughter having been admitted to **Mohamed Sathak AJ College of Engineering Chennai – 603 103**, have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009,(hereinafter called the "Regulations").

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
 - My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action



that may be taken against my ward under any penal law or any law for the time being in force.

5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone / Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH

COMMISSIONER/PRINCIPAL

PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
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Chennai-603 103.



6. Academic Committee

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivassan	Principal	President
2.	Dr.A.BalaKrishnan	Head – Academics	Convener
3.	Dr.I.Manju	Head – IQAC	Member
4.	Dr.G.Ramesh	Head – Administration	Member
5.	Mr.M.Suresh	Exam Cell	Member
6.	Mr.V.Vigneshwaran	Head – Placement	Member
7.	All HoDs		Member

Roles & Responsibilities

- Plan the academic calendar in consultation with all HOD's, Head Placement, COE, Research, Admission, Professional Society and IQAC.
- Organize subject allocation & time table meeting.
- Collect the question bank (minimum 10 Part A questions & 5 Part B questions for each unit), lesson plan, and notes for all 5 units, lab manual 15 days prior to semester starts.
- Class notes, records make available on day 1 to distribute to all the students & ensure it.
- Plan and conduct the internal assessment test in collaboration with Convener Exam cell.
- Plan and organize department meeting with Principal as per the schedule.
- Plan and monitor EPC.
- Monitor the syllabus completion.
- Motivate the potential students to participate in various competitions.
- Identify the slow learners and toppers class wise.
- Plan & Conduct the motivational program for slow learners & toppers in coordination with IQAC Co-ordinator.
- Motivate the faculty and students to enroll in at least one NPTEL/MOOC/SWAYAM course and get certification.
- Prof I/C for library – Develop the library activities.

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7. IQAC Committee

S.No	Name	Designation	Composition as per NAAC Norms
1.	Dr. K.S. Srinivasan	Principal	Chairperson-HOI
2.	Mr. Mohamed Sathak	Director	Management
3.	Mr.A.Abdul Gafoor	Admission Officer	Administrative Officer
4.	Dr.G.Ramesh	Head – Administration	Faculty member
5.	Dr.A.Balakrishnan	Head- Academics	Faculty member
6.	Dr.A.Kamalaselvan	Head – TC	Faculty member
7.	Dr. J Jeha	HoD – EEE	Faculty member
8.	Mr.D.Weslin	Assistant Professor – IT	Faculty member
9.	Mr.M.Kamarajan	Assistant Professor ECE	Faculty member
10.	Mr.K.K.Vinothkumar	Assistant Professor – Mech	Faculty member
11.	Mr.C.Venkatesh	Assistant Professor EEE	Faculty member
12.	Mr. Veerakumar	Hathway Broadband	Alumni
13.	Mr.E.Mohamed Sathak	Project Engineer, Hitachi Energy Ltd. Chennai	Alumni
14.	Ms.K.Shahidha	IV Year /CSE	Student representative
15.	Mr.L.Chandrasekaran	Managing Director - Precision Instruments & Electronics Pvt. Ltd	Industrialist
16.	Dr.I.Manju	Professor – ECE	Head - IQAC

Roles & Responsibilities

- Creating the awareness program about IQAC & Accreditation process.
- Plan for NBA & NAAC for all departments.
- NIRF Ranking.
- AISHE data submission.
- CII, AICTE ranking.
- Other private body ranking.
- Organize IQAC audit as per norms.
- Collect & maintain the database of all the documents.
- Create awareness program about OBE to all the stake holders.
- Develop the process and standard formats for all the activity.
- Monitor all the labs for procurement of equipment, services, consumables requirement and readiness in all aspects.
- Standardize all the labs and made it available in working condition at all time.
- Closely monitor the Content delivery and lab track records.



8. Research & Development Cell

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	Convener
2.	Dr.B.Janarthana	Prof/Mech	Head-Research
3.	All Hods		Member
4.	All Ph.D Qualified Faculty		Member

Roles & Responsibilities

Academic Research

1. All the faculties need to be motivated to pursue Ph.D.
2. Motivate all the faculty to publish at least 1 paper/Semester in the reputed Journal.
3. Involve all the students to publish at least 1 paper before completing their course.
4. Organizing the Seminar/Workshop to create awareness about IPR Patent Filing, Copyrights & Trade Marking.
5. File Patent, Copyright for students & faculty research work and innovative ideas.
6. Organize Ideathon Competition at College level & Inter college level.
7. Develop the department as Nodal Research Centers.
8. Collect & maintain the copy of papers published by faculty & students.
9. Organize the national & International Conference every year.
10. Involve in Students Project, reviews and identify the potential projects.
11. Organizing technology forum in every department once in a month.

Industrial Research

1. Identifying the suitable industry in coordination with Convener – COE & Placement to get research project / consultancy work.
2. At least 1 project/ department/ Semester need to identify.
3. Monitoring and review the projects for timely completion and submit the report.
4. Maintaining the necessary documents as a proof of work.

Funded Research

1. Getting DSIR-SIRO certification.
2. Creating the awareness among the faculty about various funding schemes.
3. Submit the proposal to organize the Workshop/ Seminar/ FDP and conferences in coordination with Convener – COE.

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9. Training and Placement Committee

S.No	Name of the staff	Designation	Category
1.	Mr.V.Vigneshwaran	AP/Mech	Placement Officer
2.	Mr.L.Tharanikumar	AP/Mech	Assistant Placement Officer
3.	Mr.P.Gopisivaraman	AP / ECE	Member
4.	Mr.S.V.Vinodh	AP/EEE	Member
5.	Dr.K.V.Reshmi	AP/English	Member
6.	Mrs.D.Vimala	AP/Maths	Member
7.	Mr.J.H.Hammer Shield	AP/CSE	Member
8.	Mr.Lokesh	III/Civil	Student Member
9.	Ms.Divya Sri S	III/EEE	Student Member
10	Mr.Umar Jaffar Ali	III/Mech	Student Member
11	Mr.Bhasharathulla	III/ECE	Student Member
12	Mr.Vineeth	III/IT	Student Member
13	Mr.Shanawas	III/CSE	Student Member

Roles and Responsibilities:

- To review and suggest the methods to improve the Placement activities.
- To review and suggest the training requirement to meet the industrial requirement (Soft skill, Technical and Value added courses)
- To review and Approve the curriculum, syllabus and course content of the various training courses
- To review the industrial tips, Mou`s and consultancy works and suggestion for improvement
- Identify the skill development activity required and suggest to train the students in the domain
- To review suggest the methods and organize the programs to improve the Higher education

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10. Technology Centre & Online Courses Committee

S.No	Name	Department	Designation
1.	Mr.A.Kamalaselvan	AP/EEE	Convener
2.	Dr.Eliss Yogesh	AP/Civil	Member
3.	Mr.C.Venkatesh	AP/EEE	Member
4.	Mr.M.Ashok Kumar	AP/ECE	Member
5.	Mr.S.R.Mohan	AP/Mech	Member
6.	Mr.C.Navaneetha Krishnan	AP/Civil	Member
7.	Mrs.S.Viswaja	AP/IT	Member
8.	Dr.B.Devibala	AP/Chemistry	Member
9.	Mr.M.Rajasekar	AP/CSE	Member
10.	Mr.D.Sakthivel	AP/Member	Member
11.	Mrs.P.Anusuya	AP/EEE	Member

Roles & Responsibilities

- Establish and maintain the facilities of Technology Center in the latest cutting technology.
- Developing the curriculum for various Technology Center courses.
- Identifying the certification body for Assessing the Technology Center courses and issue the certification.
- Formulating Advisory committee with industrial expert and certification body members to approve the syllabus, course content & delivery methods. (At least Conduct the advisory committee meeting once in a year)
- Monitoring the delivery of Technology Centre classes and conducting certifying exam as per schedule.
- Identifying the suitable industry and make them to utilize the Technology Center facility in terms of training, consultancy work, projects etc.
- Branding of Technology Center's through social media, posters and brochures.
- Identifying the suitable persons as Coordinators, train them and motivate them to get certification to train the students.
- Planning and conducting of Seminars/ Workshops/ FDPs/ Competition for other college students & faculty. (Minimum one per Technology Center per semester)
- Coordinate & Conduct awareness Camps/ Programs for school students as admission promotions.
- Plan and implement the Placement training required for all the students (Technical, Soft skill, Mock test, Mock Interview and GD etc)





- Identifying the suitable vendor for the above said training/ identifying suitable staff internally to train the students.
- Plan the training schedule/ calendar & Technology Center schedule/ calendar for all the courses and students.
- Organizing the inter college competition whenever possible.
- Arrange the Industrial training for all the faculty members (Minimum 5days/semester).
- Organize the Assessment test for all the students.
- Create awareness among faculty and students about online certification courses (NPTEL / SWAYAM / MOOC / COURSE ERA / UDEMY etc) and its significance.
- Motivate the faculty & students and monitor to complete atleast one course per semester.
- Motivate the students to undergo the training at Spoken Tutorial initiative of IIT Bombay and get acquaint with latest cutting edge technology in all the branches.
- Plan and Organize online training program through our technology centers / Quiz for outside students.

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11 Exam Cell

S.No	Name	Dept	Designation
1	Mr.M.Suresh	AP/Mech	Convener
2	Mr.J.Rajesh	AP/Mech	Member
3	Mr.M.Kamarajan	AP/ECE	Member

Roles & Responsibilities

- Liaison between university and college and sort out the issues if any for the students and faculty.
- Conduct the university theory & practical exam as per the schedule.
- Conduct the internal assessment test in collaboration with Convener Academic.
- Collect the RA in the prescribed format both university & internal exams.
- Communicate the results to the parents through mail/ courier/ post.
- Upload the attendance & Internal assessment marks by exam cell staff only.
- Collect and distribution of mark sheets and other certificates to the students, which is received from the university.
- Enroll the students for university exam.
- Collect the feedback of question papers during university exam & forward to the principal and Controller of Exam Anna University if necessary.
- Support the principal to organize the graduation day.

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12. Library Committee

S. No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	Chairman
2.	Dr.A.Balakrishnan	Head – Academics	Member
3.	Dr.B.Janarthanan	Head – Research	Member
4.	Dr.I.Manju	Head - IQAC	Member
5.	Mr.A.Kamalaselvan.	Asst.Prof/EEE & Library.I/C	Secretary
6.	Mrs.P.Anusuya	AP/ECE & Library I/C	Secretary
7.	All HoDs		Member
8.	Mr.S.Sudhakar	Chief Librarian	Secretary
9.	Mr.John Anish	Librarian	Secretary
10.	Mr.K.Arshad	III/EEE Student Rep	Member
11.	Ms.S.Swetha Maria Faustina	III/EEE Student Rep	Member
12.	Mr.B.Mohamed Nayeem	III/ECE Student Rep	Member
13.	Ms.D.Kamali	III/ECE Student Rep	Member
14.	Mr.N.Vasanthakumar	III/Mech Student Rep	Member
15.	Ms.S.Salman	III/Mech Student Rep	Member
16.	Mr.J.Musthaq	III/Civil Student Rep	Member
17.	Mr.S.Shanmugam	III/Civil Student Rep	Member
18.	Ms.U.Revathi	III/IT Student Rep	Member
19.	Mr.J.Imamm Jaffar	III/IT Student Rep	Member
20.	Mr.V.Elango	III/CSE Student Rep	Member
21.	Ms.A.Vasumathi	III/CSE Student Rep	Member

Roles & Responsibilities

- Plans and recommends the annual budget
- Reviews Library readership dept-wise
- Frames rules and regulations and other policies for the smooth operation of the library system
- Organizes orientation programmes for students on various e - resources available in the library, utilization of library software and databases
- Conducts annual stock verification and approves annual reports etc.,
- Security of Library properties
- Management and utilization of e - resources
- Conduct of seminars and workshops on library resources and services
- Updation of books and e – journals

13. Hostel Committee

S.No	Name	Designation	Category
1	Dr.K.S.Srinivasan	Principal	Chief Warden
2	Mr.C.Muthu	Warden	Residential Warden
3	Dr.K.P.Santhosh Nathan	PED	Convener
4	Dr.A.Balakrishnan	Head – Academics	Member
5	Mr.D.Weslin	AP/IT	Member
6	Mr.A.A.Mohammed Irfan	AP/Mech	Member
7	Dr.B.Devibala	Asso.Prof/Chem	Member
8	Mrs.P.Anusuya	AP/ECE	Member
9	Mr.Augustin	Phy .Edu	Member

Roles & Responsibilities:

- Room Allotment for the students during starting of the academic year.
- Conduct the hostel students meeting once in a month.
- Conduct Hostel surprise visit in coordination with Convener –Administration (Weekly once in both boys & girls hostel)
- Sort out the issues of maintenance in the hostel in coordination with Convener-Maintenance.
- Check the quality of food daily by deputing faculty members and collect the feedback as well as collect the feedback from students. If there is any issues it need to sort out immediately.
- Discuss the hostel food menu in the hostel students meeting if require any changes it may be implemented after getting approval from the Principal/AO.
- Maintain hygiene in the hostel and mess halls.
- Monitor the out pass & inward registers daily – both hostels (Boys & Girls).
- Monitor the SMS send to the parents when they are leaving from the campus.
- Check the attendance of hostel students daily, maintain the record of students absent and communicate to their parents about their absenteeism.



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**Mess Committee:**

Faculty Incharge : Mr.A.A.Muhammed Irfan-AP/Mech			
S.No	Name	Dept/Year	Room No
1	Syed Sulaiman Sait	CSE /IV Year	10
2	Mohamed Akil	CSE /IV Year	01
3	Mohamed Anas	Mech/ III Year	77
4	Syed Afridi	EEE/III Year	68
5	Mohamed Asif.	IT/III Year	57
6	Mohamed Imran	EEE/III Year	74
7	Asik Ahamed	IT/II Year	46
8	Sulaiman	CSE/ II Year	37
9	Riyas	CSE/II Year	46

Hostel Cleaning Committee:

Faculty Incharge : Dr.R.Someswaran – AP/Civil			
S.No	Name	Dept/Year	Room No
1	Salman Farish	CSE /IV Year	07
2	Ahamed Ali	ECE/ IV Year	11
3	Mohamed Fahim	Civil/ III Year	65
4	Fatheen Ahamed-	Mech/III Year	60
5	Mohamed Fazil	EEE/ III Year	68
6	Mohamed Ismail	CSE/-II Year	32
7	Mohamed Kalith	IT/II Year	24
8	Dhinesh.	ECE/II Year	38

Wifi Committee:

Mr.Hameer Shield J.H - AP/CSE			
S.No	Name	Dept/Year	Room No
1	Salman Faris	CSE /IV Year	07
2	Mohamed Mufeed	ECE/ IV Year	58
3	Rahimudeen.	Civil/ III Year	34

Cycle Committee:

Mr.Gopisivaraman- AP/ECE			
S.No	Name	Dept/Year	Room No
1	Mohamed Nabeel	CSE /III Year	59
2	Zabith Khan	CSE /II Year	37

**Water Control Committee:**

Faculty Incharge : Mr.J.Rajesh – AP/Mech			
S.No	Name	Dept/Year	Room No
1	Mohamed Irfan	Mech/IV Year	10
2	Arsath	Mech/IV Year	05
3	Mohamed Yasir	Mech/ III Year	60
4	Mohamed Nyeem	ECE/ III Year	65
5	Mohamed Riyaz	IT/ III Year	79
6	Mohamed Basil	EEE/II Year	43
7	Basim	IT/IIYear	45
8	Mohamed Yasir	IT/II Year	42

Medical Committee:

Faculty Incharge : Mr.C.Muthu-Residential Warden			
S.No	Name	Dept/Year	Room No
1	Isfac Ahamed	Civil/III Year	74
2	Imthiyas	Mech/III Year	54

Game & Gym Committee:

Faculty Incharge : Mr.Mathavan-Residential Warden				
S.No	Name	Games	Dept/Year	Room No
1	Mohamed Akil	Football	CSE/IV Year	01
2	Ahamed Ali	Volleyball	ECE/ IV Year	11
3	Arsad	Volleyball	Mech/ III Year	05
4	Kabir Mohamed	Basketball	Mech/ IV Year	07
5	Syed Sulaiman Sait	Kabadi-	CSE/IV Year	10
6	Sufiyan	Gym	ECE/ IV Year	03
7	Imran	Football	CSE/ III Year	57
8	Fatheen Ahamed	Cricket	Mech/ III Year	60
9	Aflal Ahamed	Volleyball	ECE/ III Year	70
10	Dinesh.	Basketball	Mech/ III Year	56
11	Arshad	Kabadi	EEE/ III Year	64
12	Mohamed Sameer	Gym	EEE/ III Year	77
13	Mohamed Hamim	Football	CSE/II Year	47
14	Rahimudeen	Football	CSE/II Year	34
15	Abdul Razeek	Cricket	I/II Year	35
16	Mohamed Yahya	Gym	ECE/II Year	43
17	Syed Sahil Akthar	Gym	CSE/II Year	42

COE Committee:

Faculty Incharge : <u>Dr.M.Siva Kumar – AP/ECE</u>			
S.No	Name	Dept/Year	Room No
1	Mohamed Irfan	Mech/ IV Year	10
2	Shaik Abdulla.	ECE/III Year	64
3	Shaik Yahope	Mech/ III Year	53



4	Mohamed Asif	IT/III Year	57
5	Sulaiman	CSE/II Year	37
6	Muhasin	CSE-II Year	28

14. Alumni Committee

S.No	Name	Designation	Category
1.	Dr.K.S.Srinivasan	Principal	President
2.	Mr.Ahamed Jameel A.M.T	Alumni	Secretary
3.	Dr.S.Vijayakumar	Administrative Office	Treasurer
4.	Ms.S.Saipriya	AP/English	Convener
5.	Dr.S.Prasath	AP/Mech	Member
6.	Mr.A.Mohammed Irfan	AP/Mech	Member
7.	Mrs.Priyadarshini	AP/ECE	Member
8.	All HoDs		Member
9.	Mr.J.Abdul Rahman	Alumni	Executive Member
10.	Mr.Mohamed Yasa	Alumni	Executive Member
11.	Mr.M.M. Syed Sultan Allaudeen	Alumni	Executive Member
12.	Mr.Asim Ali L	Alumni	Executive Member
13.	Mr.Abdul Majeed Shiblee	Alumni	Executive Member
14.	Mr.Kalidoss	Alumni	Executive Member
15.	Mr.Noorul Jaman	Alumni	Executive Member
16.	Mr.N.Naveen	Alumni	Executive Member
17.	Ms.J.Stella Marry	Alumni	Executive Member
18.	Mr.Mikali Ismail	Alumni	Executive Member
19.	Mr.Mohammed Umar Farook .B	Alumni	Executive Member
20.	Mr.Mano Raja	Alumni	Executive Member
21.	Mr.N.Abdul Hameed	Alumni	Executive Member
22.	Mr.J.Prasanth	Alumni	Executive Member
23.	Mr.Mohamed Syed Haqube	IV/ECE	Student Member
24.	Ms.Bhuvaneshwari	IV/CSE	Student Member



Roles & Responsibilities

- Register our Alumni as a society as per the Government norms.
- Enroll the maximum number of students passed out from the college as member of Alumni.
- Keep update the Alumni database regularly.
- Plan atleast two meeting with Alumni in an academic year. Plan the meeting with various activities.
- Invite at least one of our Alumni as Guest of Honor (Mandatory) in various events conducted in the college (both Department level & College level).
- Invite at least one of our Alumni to visit the dept every fortnight, during their visit make them to interact with department students.
- Honor the Alumni based on their achievements during Annual day/ Engineers day/ other special occasions.
- Send SMS/ What's app messages/ wishes during their Birthday/ Marriage Anniversary/ other important festivals.
- Involve the alumni in various activities like GL/ Seminar/ Workshop/ Mini or Major Projects/ IV/ Internship/ Soft skill training etc.

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15. Sports Committee

S.No	Name	Department	Designation
1.	Dr.K.P Santhosh Nathan	Physical Education	Director Of Physical Education
2.	Dr.A.Bala Krishnan	Chemistry	Head Academics
3.	Mr.M.Kamarajan	ECE	Member
4.	Dr.G.Ramesh	Mech	Member
5.	Mrs.K.Saipriya	English	Member
6.	Mrs.S.Usha	English	Member
7.	Mr.D. Sakthivel	Mech	Member
8.	Mr. D.Weslin	IT	Member
9.	I. Afraar Ahamed	IV CSE	Student Coordinator
10.	Syed Sulaiman Sait	IV CSE	Sports Secretary
11.	Abdul Sukkor Nafeez	III IT	Sports Secretary
12.	Abul Hassan	III IT	Overall Sports Coordinator
13.	Hemalatha	III ECE	Overall Sports Coordinator
14.	Abdul Razak	II IT	Coordinators
15.	Abdul Kaffar.J	II Mech	Coordinators

Roles & Responsibilities

- Conduct sports committee meeting in start of the semester.
- Plan various inter dept practice/ competition, Zonal competition and inter college competition. Equally divide the competition both in even and odd semester.
- Maintain the record of students regularly practicing various sports activity and update to the Principal. Based on this report only OD is permitted for the students to participate in various competitions.
- Train the students & motivate them to participate in inter college competition conducted by other colleges. (Don't plan any activity during EPC)
- Conduct the sports activity at various schools during national importance day & promote admission process of our college.
- Equal importance should be given to sports like academics. All clear students are exempted to practice during the college working hours. Other students permitted only after college hours.
- Popularize the sports activity of our college among other college accordingly events may be planned and conduct throughout the year.
- Encourage the faculty/ staffs to participate in various tournaments/ competitions.
- Organize the tournament/ competition between faculty/ staff with corporate in and around our institute.

16. Fine Arts and Cultural Committee

S.No	Name	Designation	Category
1.	Ms.S.Usha	AP/English	Convener
2.	Dr.G.Ramesh	Head Administration	Member
3.	Dr.K.V.Reshmi	AP/English	Member
4.	Mrs.V.Shobana	AP/ Physics	Member
5.	Mrs.E.Jayanthi	AP/ECE	Member
6.	Mr.M.Suresh	AP/Mech	Member
7.	Mr.C.Venkatesh	AP/EEE	Member
8.	Mr.C.Navaneethakrishnan	AP/Civil	Member
9.	Mr.Helal Ahamed	IV/Mech	Member
10.	Mr.Mahmood Shafeeq A	IV/Civil	Member
11.	Mr.Nizamulhaq	IV/IT	Member
12.	Mr.I.AfrarAhmad	IV/CSE	Member
13.	Mr.S.Bhuvanesh	IV/EEE	Member
14.	Mr.Syed Aakhib Mohamed I	IV/ECE	Member
15.	Ms.Laksha	II/CSE	Member
16.	Ms.Kaviyashri	II/CSE	Member
17.	Ms.Revathi	III/IT	Member
18.	Mr.K.Sandeeshkumar	II/Civil	Member

Roles & Responsibilities

- Planning the execution of cultural events in respective academic year.
- Coordinating in all Intra departmental and Inter Collegiate Events.
- Organizing cultural events for National important days.
- Preparing the Event Budget for various events.
- Preparing schedules and program list for all the cultural events.
- Arranging Judges for cultural competition. The event in-charge shall be the responsible for the smooth conduct and announcement of results.
- Constitution of different committees for the smooth conduct of the programme.
- Involving the student's volunteers as the discipline committee.
- The formulation and execution of Rules and Regulations for cultural events.
- To retain the rapport with the guest by sending gratitude communication and photographs.
- Identify, Frame and Nominating students for various inter collegiate events and fests with approval of Student Affairs / Principal.



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17. Admission & Promotional Committee

S.No	Name	Dept	Designation
1	Mr.A.Abdul Gafoor	Admission Officer	Convener
2	Mr.S.Syed Abuthahir	AP/Mech	Member
3	Ms.I.S.Suganthi-AP	AP/ECE	Member
4	Dr.K.P.Santhosh Nathan	PED	Member
5	Mr.V.Vigneshwaran	AP/Mech	Member
6	Mrs.S.Usha	AP/English	Member

Roles & Responsibilities

- Affiliation work of AICTE & Anna University.
- Admission approval process from DOTE & University.
- All correspondence to university, AICTE. Government bodies, Consortium etc.
- Plan, Advertise and Organize faculty & staff recruitment.
- Plan and Organize School visit/ programs at various schools.
- Get together with Principal's & HOD's of polytechnic and higher secondary schools.
- Plan & Organize school students to visit our campus.
- Organize workshops for school students to improve the admission (During March – June).
- Collect the database of various schools and polytechnic.
- Plan and conduct/celebrate Teacher's day & Engineers day and honor the school & polytechnic teachers and Alumni students.
- Update the website regularly (at least weekly once).
- Social Media (Face Book, Whatsapp, Instagram, Blogs).(On daily basis)
- Advertisement, display posters in the college.
- Prepare Video/ Campus tour.
- Maintain various events photo.
- Prepare and maintain college brochure (Admission & Placement) with latest information.
- Develop the Garden & Greenery environment inside the campus in coordination with Convener Maintenance.

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18. Transport & Maintenance Committee

S.No	Name	Dept	Designation
1	Mr.C.Navaneedhakrishnan	AP/Civil	Convener
2	Mr.D.Sakthivel	AP/Mech	Member
3	Mr.P.Gopi Sivaraman	AP/ECE	Member
4	Mr.J.M.Hamer Sheild	AP/CSE	Member
5	Mr.Augustin	Admin Staff	Member

Roles & Responsibilities

- Supervising the daily bus operation and giving instructions to the bus supervisors
- Conducting meeting with all staff in-charges of buses.
- Inspecting the condition of the buses and reporting for necessary actions.
- Periodically checking the documents of the buses.
- Allotting busses for Industrial visits/Placement and Training activities/ Co-curricular activities
- Check the starting and arrival time of the bus. Any unnecessary delay may be reported.
- Depute a non-teaching staff/ CSE lab Assistant to collect the system issue and maintenance requirement on weekly basis and sort out it immediately in consultation with Principal/AO.
- Maintain all system, printers, Xerox machines, generator, UPS, internet in working condition at all the time.
- Depute a staff to check & collect service requirements of fan, heaters, water coolers, AC, lights in the campus and hostel. If anything need to service, initiate the process immediately after getting approval from Principal/AO.
- Depute a staff to monitor and check the furniture's of the college, if anything need to service initiate the process with the permission of Principal/AO.
- Continuously monitor the RO plant, STP and do the services regularly.
- Collect the service requirement from each department labs every fortnight and initiate the process to rectify it. Make all the equipments are in working conditions at all time.
- Monitor the stock of all stationary, electrical, plumbing, carpentry items and lab consumables requirement. Make it available well in advance for smooth conduction of day to day activities.
- Maintain the campus as Eco friendly campus (Neat and hygienic, plastic, tobacco and drug free campus). Organize various awareness camps among students in coordination with Convener-Professional Association.
- Monitor the AMC requirement wherever required.
- Conduct stock verification every semester and find if there is any short fall, scrap, unused and excess materials/ equipment's. Initiate the necessary action to solve the issue in consultation with Principal/AO.



19. NSS & UBA Committee

S.No	Name	Dept	Designation
1	Dr.A.Balakrishnan	Head - Academics	Convener
2	Dr.S.Vadivelan	AP/Physics	Member
3	Mr.K.Ramamoorthy	AP/Maths	Member
4	Mr.A.Kamalaselvan	AP/EEE	Member
5	Mrs.S.Sona Devi	AP/ECE	Member
6	Mrs.R.Suguna Devi	AP/EEE	Member
7	Ms.J.Rajesh	AP/MECH	Member
8	Ms.S.Usha	AP/English	Member
9	Mrs.V.Shobana	AP/Physics	Member
10	Mr.Ashokkumar	AP/CSE	Member

Roles & Responsibilities

- To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.
 - To provide information about NSS motto aims and objectives, philosophy and activities.
 - To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
 - To select or adopt the village/slum for service projects on the basis of utility and feasibility.
2. As an Educator
- To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.
 - To prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.
 - To promote community education through meetings, talks, new bulletins, discussions etc

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20. Higher Studies & Entrepreneur Development Committee

S.No	Name	Dept	Designation
1	Dr.K.S.Srinivasan	Principal	Chairman
2	Dr. S. Prasath	Head-MECH	Member
3	Dr. R. Elliss Yogesh	Professor - CIVIL	Member
4	Mr. A. Kamalaselvan	Assistant Professor - EEE	Member
5	All Hods		Member

Roles & Responsibilities

Higher Studies :

- Identify the potential students in pursuing higher studies and organize awareness program on higher studies in India &overseas.
- Create awareness about GATE, GRE, TOEFL, IELTS, GMAT and other competitive exams.
- Maintain the reports of all the students those who are pursuing higher studies.
- Maintain the database of reputed institutes to support the students to pursue the higher studies.

Entrepreneur Development :

- Identify the potential students & motivate them to become an Entrepreneur / Innovator.
- Organize motivational program to bring out the inherent talents of students to become a Start-up / Entrepreneur.
- Motivate them to participate in various activities related to Innovation / Ideathon / Incubation / Start-up Competition organized by reputed institutes.
- Organize the mentor to materialize the idea and necessary supporting activity for the needy start ups / Incubator.

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21. Women Development Cell

S. No	Name	Designation	Category	Signature
1	Ms.Usha	AP/English, MSAJCE, Chennai.	Coordinator	
2	Mrs.Janaki	AP/Civil, MSAJCE, Chennai.	Coordinator	
3	Mrs.K.Saipriya	AP/English, MSAJCE, Chennai.	Member	
4	Mrs.Jayanthi	AP/ECE, MSAJCE, Chennai	Member	
5	Mrs.Sugunadevi	AP/EEE, MSAJCE, Chennai	Member	
6	Mrs.Ayesha	AP/CSE, MSAJCE, Chennai	Member	
7	Mrs.Jebamalar	AP/IT, MSAJCE, Chennai	Member	
8	Beula	IV/ECE	Member	
9	Lubna Fathima	IV/IT	Student	
10	Abinaya Bharathi	III/CSE	Student	
11	Abinaya	II/ECE	Student	

Roles & Responsibilities

- Create social awareness about the problems of women and in particular regarding gender discrimination
- Develop the self confidence of Women.
- Guide about Women Welfare Laws.
- To assert the importance of spiritual, economic, social, racial and gender equality.
- To highlight the importance of health and hygiene.

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