MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

ISO 9001:2015
Certified by IRQS
NABCB
QM 006

Criteria 7.1.10

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS AND STAFF

7.1.10 INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS AND STAFF

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 behaviour. Employees must adhere to these codes 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.

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.

Responsibility of the Head - Academic

1. Monitor the Subject allocation and time table preparation of all the departments.
2. Collect the detailed lesson plan, question bank, Lab record, and class notes for all the 5 units from concerned faculty and circulate to all the students.
3. Daily academic activity follow up by visiting Mech, Civil & EE departments, with in 1st one hour and ensure whether all the faculties are available for the day to handle the class & in case any faculty is absent / leave ensure alternative arrangements made properly.
4. Monitor Pink and Yellow Book, communicate to the parents about their ward absenteeism and late arrival to the class / college.
5. Monitoring of Class Committee Meeting (CCM) and Parent Teacher meeting - addressing its issues.
6. Conduct assessment test as per the schedule, analyze the results and initiate necessary action to improve the results as per the direction of the Principal.
7. Analyze the results of Anna University end semester examination, identify the root cause and to take remedial measures to achieve the target / improve the results as per the direction of Principal.
8. Visiting all Labs, monitor the way of lab conduction, check availability of facility required, check the status of experiment completion and lab track record for timely completion of the Lab.
9. Monitor the functional committee of academic group (professional societies and various club activities).
10. Motivate the faculty and students to pursue at least one online course through NPTEL / MOOC / SWAYAM per semester.
11. Plan and Monitor the Exam preparation classes.
12. Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

Responsibility of Head – Students Affairs

1. Monitor all academic activities in and coordinating with Head Academic & HoDs.
2. Daily academic activity follow up by visiting Mech, Civil & EE CSE, IT &ECE departments, with in 1st one hour and ensure whether all the faculties are available for the day to handle the class & in case any faculty is absent / leave ensure alternative arrangements CSE, IT & ECE made properly.
3. Monitor Pink and Yellow Book, communicate to the parents about their ward absenteeism and late arrival to the class / college.
4. Plan and 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.
5. Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.

6. Coordinate the functional committees of the institute and activate them to do various activities.
7. Coordinating Anna University / AICTE inspection / Accreditation if any.
8. Plan and organize Alumni meeting and Parents Teacher meet periodically.
9. Feedback from all the stake holders (students, parents, alumni and industry) in coordination with Head – Academic, Head - TC & IR, and placement officer to initiate necessary action in consultation with Principal.
10. Coordinating with exam cell and departments to update attendance, upload the internal marks in AU web portal and ensure smooth conduction of university end semester practical and theory Examinations.
11. Mentoring / Counseling self study group (Toppers) and slow learners of all departments.
12. Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

Responsibility of Head Technology Center & Industrial Relations.
Responsibility of Head – Research

1. Establish the research culture among the faculty and students and Motivate the Ph.D qualified faculty to get guide-ship from Anna University and get Nodal research centre
2. status for the eligible departments.
3. Incharge for Institute's Innovation Cell – plan various activity and get good star rating from MOE.
4. Establish the Start up facility, Incubation Hub and EDP Cell in association with Head – TC & IR.
5. Motivate the faculty to do Ph.D and improve the academic Research.
6. Actively participate along with Head - TC &HoDs in Project reviews of the all the departments and identify the best project and make it publish in the conference / journal / file a patent if the work is innovative.
7. Motivate the faculty and students to involve in industrial projects, consultancy projects, project competition and Hackathons. Review the ongoing research projects / consultancy works periodically.
8. Apply and get DSIR – SIRO certification to get recognition of national level research center status.
9. Periodically plan and organize the events to create awareness among the students and faculty in Research methodology, IPR, Patent filing and Copy Right.
10. Motivate the faculty to submit the research proposals to various funding.
11. Plan and Organize the National / International Conference department wise and publish the proceeding / journal periodically through professional association / funding agencies.
12. Organize the technology forum meeting to share the research exposure of faculty and students.
13. Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.
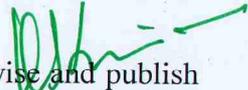
Responsibility of Head – IQAC

1. Responsible for maintain the quality standards in all aspects as per the norms.
2. Management Responsible person for ISO certification and coordinating surveillance audit as per the schedule. Develop, collect and maintain all the documents for ISO and Accreditation process in a single point.
3. Ensure to display the vision, mission, quality policy of the institute and all the departments prominently. All circulars, formats and procedures to be issued through IQAC after the approval from the Principal.
4. Organize management review meeting as per the schedule and follow up the decisions concluded in the meeting in consultation with the Principal.
5. Plan and organize the survival ISO audit regularly.
6. Create awareness about accreditation process and complete NAAC in first phase and NBA in phased manner depending on the eligibility of the department.
7. Submit the yearly IQAR report to NAAC and initiate reaccreditation as per the norms.
8. Participate in institutional ranking (NIRF, CII, ARIIA etc) and develop brand building of the institute.
9. Plan and Coordinating all statutory body meetings as per the schedule (Governing Council, Planning & Monitory board, Academic Advisory, Research Advisory, Industrial Relation Advisory committee etc.).
10. Academic Audit - to ensure timely completion of Syllabus by supplementing the GL / Seminar / Webinar organized by the departments.
11. Students Feedback (On line / Off line) Collection, Consolidate and Forward to the Principal for follow up action
12. Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

Responsibility of Manager – Students Affairs

1. 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.
2. Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
3. Coordinating Anna University / AICTE / Accreditation inspection if any.
4. Plan and organize Alumni meeting and Parents Teacher meet periodically
5. PRO Activities – Police, Fire, Health, Press, Government and Local body members, and Political parties if required
6. Handling of Legal issues if any related to AU and AICTE
7. Hospitality and facility management for various activities planned in the college
8. 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)

9. Periodical Audit of Laboratories, Library, Estate office, Hostel and Mess.

Responsibility of Administrative Executive Officer.

1. Plan and execute the Admission strategy in consultation with the Principal and Management.
2. Admission Process follow up – (Govt quota & Management quota).
3. Coordinating Faculty & Staff recruitment and welfare. Issuing Appointment order, Experience Certificate, Relieving Order, Salary certificate for the faculty and Staff whenever required after collecting the approval from the higher authorities.
4. Coordinating with University / Secretariat / DOTE to ratify the admission process
5. In charge for AU / AICTE affiliation and approval process
6. PRO Activities – Police, Fire, Health, Press, Government and Local body members, and Political parties if required
7. Handling of Legal issues if any related to AU and AICTE
8. Annual Budget Planning and execution, organize the day to day financial needs in consultation with the Principal and Management.
9. Hospitality and facility management for various activities planned in the college
10. Monitoring & Handling the issues of PF, ESI, Insurance, Gratuity, Professional Tax, EB, Phone and Internet
11. 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.
12. Maintaining the College Security, Transport, Hostel, mess and Canteen facilities & issues follow up.

Responsibility of Head – Admission

1. Planning for Admissions in consultation with the Management and Principal
2. Admission Process follow up – Submission of Sanctioned Intake to the conveners to include in the counseling.
3. Promote all the activities of the college through social media to attract more admission.
4. Arrange school and Polytechnic visits and organizing various events like carrier guidance program, Science exhibition, and workshops to develop the branding of the college under ISR.
5. Coordinating and ratify the admission and approval process from University and DOTE
6. Support and Follow up – AU and AICTE inspections
7. Maintain all the necessary documents of the students.
8. Submit the necessary documents to welfare office and monitoring the scholarship process.
9. Planning and coordinating various promotional activities and attract the students to take admission at our college (Advertisement, social media activities, Brochure and pamphlet preparation).
10. Issuing of Bonafide certificate, Transfer certificate, Conduct certificate for the students whenever required

Responsibility of the III Cell coordinator

1. Promote career counseling by organizing career guidance lectures by senior corporate personnel.
2. Incharge for the Internship and ensure all the students undergone Internship / Industrial training and maintain the database as per AICTE / Anna University norms.
3. Coordinate with Placement Officer, Head – TC&IR, Head-Administration and Hods of the department to strengthen the industrial relations.
4. Establish and maintain liaison with major corporate bodies like CII, FICCI, ASSOCHEM, etc., through industry institute interaction (IIIC) cell.
5. Plan and organize the GRE, TOEFL, IELTS, CAT and GATE awareness programs and coaching if necessary.
6. Organize awareness programs for service commission examinations like, IAS, IES, TNPSC and other competitive exams
7. Encourage students to become entrepreneurs by organizing entrepreneurship development programs.
8. Organize the training for Start up, Incubates and mentoring as per the direction of Head – TC & IT and Head - Research.
9. Incharge for Online Courses (NPTEL, SWAYAM, MOOC etc) and ensure all the faculty and students to do at least one course / semester to upgrade them as per the norms of AICTE / AU.
10. Initiatives to Foreign University Collaboration and students exchange programs.
11. Provide guidance and counseling to the students for higher studies in the country and abroad and their other future plans and Organizing Higher education / overseas education Expo.
12. Maintain the database of all the students pursuing higher studies at various institutes, GATE qualified and other competitive examination qualified if any.

Responsibility of the Manager - Admin

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
8. Treatment Plant through AMC if required
9. Collect the maintenance report from all the labs and make the arrangements to do service the equipments and Machines whenever necessary.
10. Maintaining all furniture's, fans and tube lights in class rooms and Labs in good condition
11. 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.

Responsibility of the Manager - Accounts

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.

Responsibility of the Exam cell Coordinator

1. Conducting internal and external examination.
2. Examination registration and upload the internal marks, Elective subjects and students registration to AU portal in time.
3. Download the Anna University Results and Communicate to the Concern departments.
4. Prepare and circulate the seating arrangement / Invigilation duty - 7 days in advance.
5. Prepare the schedule for practical examination and coordinating with the external examiner in consultation with the HODs / Principal.
6. Down the communications from AU and Communicate to Principal and circulate to the Hods, Faculty and Students as per the direction of principal.
7. Strictly maintain the confidentiality in the examination process.
8. Purchase, collection, maintenance and dispatch of examination materials.

Responsibilities of HOD

1. Responsible for academic delivery, administration and discipline of the department.
2. Plan and conduct / monitor concept of the day, students 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.
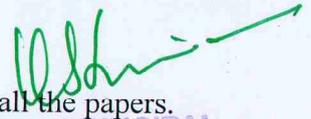
8. Check the faculty availability regularly in the morning and arrangement of class for the staff on leave / OD / absent.

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 / news letter, 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.

Responsibilities of Placement Officer.

1. Maintain the students database, Alumni database and placement records.

2. To arrange internship, industry –sponsored major and minor projects for final year and pre-final year students in association with III cell coordinator..

3. To maintain the directory of industries and research and development centers.

4. To act as a information bureau by maintain libraries, data bases etc, relating to training and placement.

5. Coordinating Alumni association activities, collect the feedback of the alumni from their working place.

6. To maintain liaison with major corporate bodies like CII, FICCI, ASSOCHEM, etc., through industry institute interaction (IIIC) cell.
7. Nurtures Industry Institute Interaction by organizing and coordinating frequent industrial visits, in plant training, projects of industrial relevance for the students with the sole aim of zeroing down the hiatus between the industry and the academia.
8. Receives and forwards the feedback pertinent to curriculum improvement from the visiting companies to the faculty / HOD.
9. To prepare and update the information brochure for the college.
10. To guide in preparing resume by the students and train them to face interviews.
11. To interact with industries and organize campus interview for pre-final and final year students with business houses of repute from all over India and prepare them for such interviews.
12. To arrange seminars for the students on latest topics by the industry / business executives
13. Organize Mock Interview, Group Discussions and HR interaction / conclave periodically.
14. Coordinating Placement and ensuring all the students underwent Internship as per the AICTE / Anna University norms and creating awareness about Higher Education and EDP activities.

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

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, demaged or unused items to be discarded.
6. Develop information access aids such as indexes and annotated bibliographies, web pages, electronic path finder's 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 rising drives and write proposals for research or project grants.

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.

General instructions to all the Faculty members

1. All faculties are advised to monitor the boy student's dress code: cleanly shaven face with neat dress, wear shoes and ID cards. They should not have long hair.
2. The girl students with neat and appropriate dress code. The lady faculty members handling the class should check the same.
3. Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.

4. During the library hour of a class the faculty –in- charge should keep the students in discipline.
5. The faculty members and students are advised not to take any books (including the books already issued) inside the library from outside. However it is allowed for returning the books already taken.
6. 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.
7. 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.
8. Don`t allow the students to use the Mobile phone inside the class room / Laboratories.
9. Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not randomly in the class.

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 parents 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.
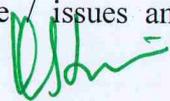
PRINCIPAL
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Responsibilities of Mentors

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 throughoutbtheir 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.

1. Each faculty mentor allocates the students from 1st yr to final yr 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 patents 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 though courier or registered
5. Post. Confirmation of the receipt of information shall be ensured by the physical presence of the parent at the college or by personal telephonic conservation.
6. 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.
7. 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.
8. 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.
9. Ensure all your students get placement and identify if any special coaching is required and arrange the same in consultation with HODs

Responsibilities of Placement Co-coordinators

1. Maintain the up dated students database of the department (Pre final / Final / Alumni).
2. Assisting PO in campus interview and related activities.
3. Assisting respective HOD to convene IIIC meeting once in three months
4. Interacting with students and motivating them to actively participate in placement activities.
5. Monitoring the progress of the students in placement, share their performance to Hod, mentors and their parents if necessary to ensure all the students to get placed. If any shortfall / issue / training / motivation required arrange the same and ensure he / she get placed in consultation with Hod and Principal.
6. Submit the monthly report to the HOD/ Principal.
7. Forming of student's e-groups / whatsapp group and maintaining contact with them.
8. Organize core subject training and technical mock interview.
9. Helping placement officer in preparing placement brochure
10. Monitor and support various value added courses organized in the department. Motivate the students to complete the course and get certification from the certifying authorities.

Responsibility of Faculty Lab In charge

1. Procurement, erection, installation and commissioning of lab equipments.
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 equipments 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 equipments.
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 equipments.
16. Ensure before leaving the campus locking of laboratory after college hour, switch off Electric power, air conditioners, fans, lights etc.

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, ideathonetc 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.

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.

Responsibility for students

1. All students are bound to follow rules and regulations of the college and maintain strict discipline
2. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion, colour, region, language etc., will be viewed very seriously
3. Damaging or destroying the college property or that of other students and/or faculty members intentionally will be viewed seriously
4. No disruptive activity in a class room or in an event sponsored by the Institute will be entertained
5. Students should be regular and punctual to the theory and practical classes.
6. All the students should wear decent dresses with shoes and wear Identity Card inside the college campus.
7. Students should be seated in the lecture halls at least five minutes before the commencement of classes.
8. 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
9. Students should attend the laboratory / workshop classes with the specified uniforms if any.

10. Record of experiments done in a particular class should be submitted before the next laboratory / workshop class.

11. If assignments given to the students should be submitted before the due date for consideration of internal assessment marks.

12. 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.

13. Students should attend all assessment tests sincerely and show good academic progress.

14. 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.

15. 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.

16. Use of mobile phones / laptop is permitted inside the campus but not during the class hours.

17. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals of the college on the social media or indulging in any such related activities which will cause damage on the reputation of the college
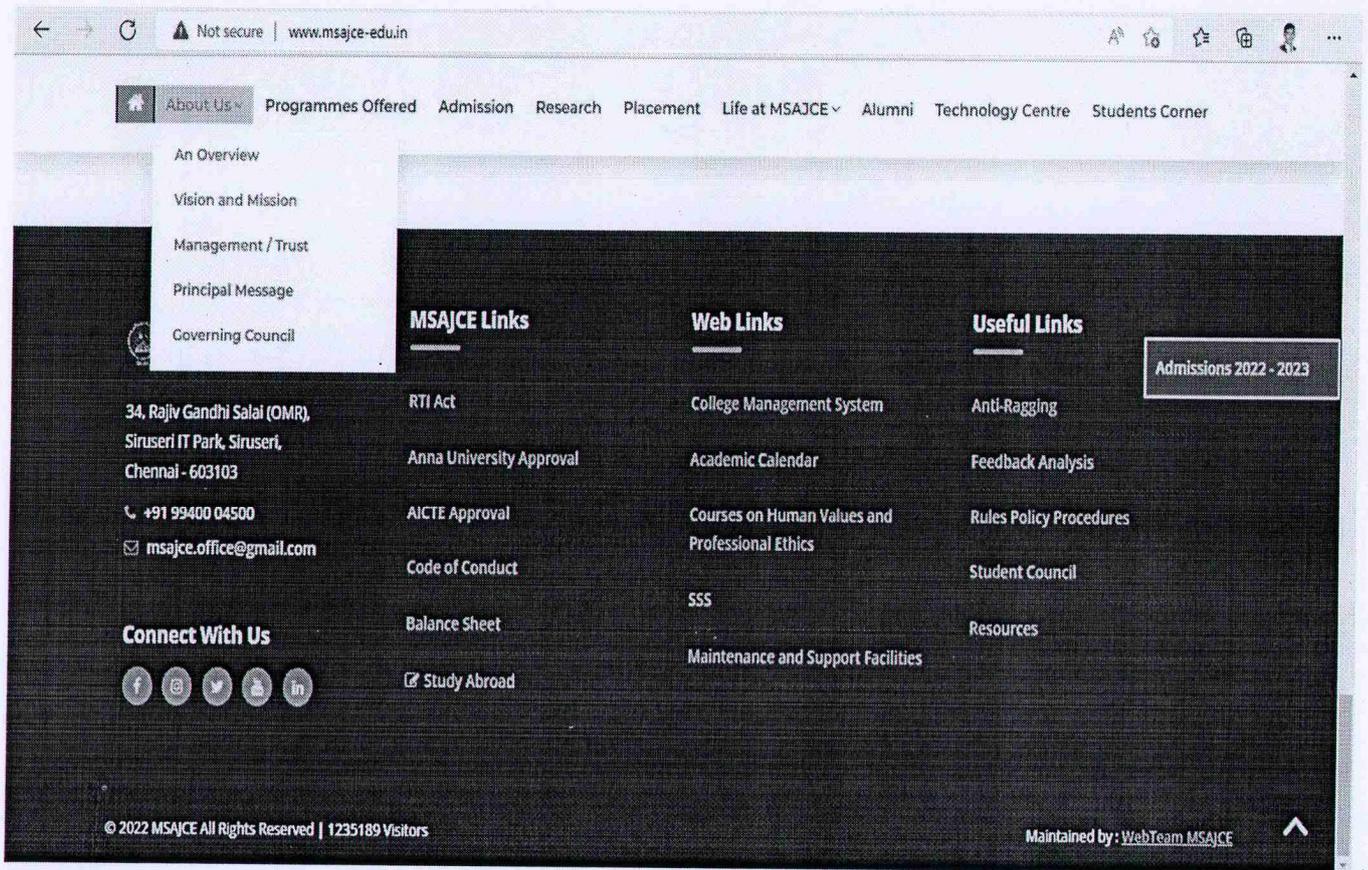
Website Screenshot of Code of Conduct

Criteria 7.1.10

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS AND STAFF

Details of the monitoring committee composition and minutes of the

committee meeting, number of programmes organized, reports

on the various programs etc.

7.1.10 INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS AND STAFF

COMMITTEES LIST

Governing Council

The Governing Council being the supreme administrative authority, constituted to suggest and monitor the Trust and College to perform efficiently teaching learning and other developmental activities and in its future planning of the college.

S No	Name	Designation
1.	**Alhaj.S.M.Yousuf Sahib** Chairman, Mohamed Sathak Trust.	Chairman
2.	**Janaba. S.M.H. Sharmila** Secretary, Mohamed Sathak Trust.	Member
3.	**Janab.P.R.L.Hamid Ibrahim** Executive Director, Mohamed Sathak Trust.	Member
4.	**Mr.S.M.Y.Mohamed Sathak** Campus Director, Mohamed Sathak Trust.	Member
5.	**Dr.T.V. Gopal** Prof/CSE,Anna University, Chennai.	University Nominee
6.	**Dr.S.Murugavel** Prof/TPGIT,Vellore,	DOTE Nominee
7.	**Dr.B.AnbuThambi** Head, Strategy &Partnerships, L&T EduTech, Chennai.	Member
8.	**Mr. Arul Rajkumar** VP IT Operations, Ford Motors Pvt.Ltd.	Member
9.	**Dr.R.Subramani** Director,IBM,Chennai.	Member
10.	**Dr.G.Kulanthaivelu** Prof / Head – ECE, NITTTR, Chennai.	Member
11.	**Principal** MSAJCE, Chennai.	Member Secretary
12.	**Head -Administration** MSAJCE, Chennai	Member
13.	**Head -Academics** MSAJCE, Chennai.	Senior Faculty Member

14.	**Head - IQAC** MSAJCE, Chennai.	Senior Faculty Member
15.	**Head -Admission** MSAJCE, Chennai.	Senior Faculty Member
16.	**Head - Research** MSAJCE, Chennai.	Senior Faculty Member
17.	**Head - TC &IR** MSAJCE, Chennai.	Senior Faculty Member
Frequency of meeting		Twice in a year

Organization Chart:

Organization Chart showing the hierarchy:

- **Governing Authorities** → **Chairman** ← **Approval Authorities**
- **Chairman** → **Executive Director**
- **Executive Director** → **Campus Director**
- **Campus Director** → **Principal**
- **Academic Advisory Committee** → **Principal** ← **Planning and Monitoring Board**

Principal reports to:
- **Head – IQAC**
  - Feedback Analysis
  - ISO
  - Accreditation
  - Institutional Ranking
  - Institution Affiliation and Approval
- **Head – Academics**
  - Academic Department
    - HoD's
    - Faculty & Staff
    - Students
  - Grievance Cell
  - Exam Cell
- **Head – TC & IR**
  - Technology Centres
  - Industry Relation
  - Online Course
- **Head – Research**
  - Research & Consultancy
- **Head – Administration**
  - Alumni
  - Parents
  - Sports
  - Library
  - Functional Committee
  - Placements and Training
- **Manager – Accounts**
  - Admission
  - Hostel & Mess
  - Transport
  - Estate Office
  - Security
  - Canteen
- **Manager – Admin**
  - CEO SIIF
  - SIIF Admin office
  - Incubation and Start-ups
  - EDP/IIC

PRINCIPAL
Mohamed Sathak A.J. College of Engineering
No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Peatur,
Chanai. 600103.

Planning & Monitoring Board:
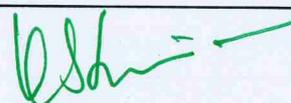
S. No	Name	Designation	Category
1.	Mr.MohamedSathak	Campus Director, Mohamed Sathak Trust, Chennai.	Chair Person
2.	Principal	Principal, MSAJCE, Chennai.	Member Secretary
3.	Dr.K.S.Badri Nathan	Dean-Educational Development Sri Venkateswara College of Engg, Chennai.	Advisor
4.	Mr.Rajesh Ramanujam	General Manager Ford-Credit IT, Chennai.	Advisor
5.	Mr.Pradeep Kanagaraj	Associate Director, Hitachi, Chennai	Advisor
6.	Mr.Abdul Jaleel	Alumni and Supply Chain Manager, Star Bucks, Chennai.	Advisor
7.	Mr.A. Raju	Infra Technology Manager, CTS, Chennai	Advisor
8.	Mr.R.Ramalingam.	Manager-HR,Preethi Industries, Chennai	Advisor
9.	Head -Administration	MSAJCE, Chennai	Member
10.	Head -Academics	MSAJCE, Chennai.	Member
11.	Head - TC &IR	MSAJCE, Chennai	Member
12.	Head - Research	MSAJCE, Chennai	Member
13.	Head - IQAC	MSAJCE, Chennai	Member
14.	Head-Training and Placement	MSAJCE, Chennai	Member
15.	Head -All the Departments	MSAJCE, Chennai	Member
16.	Head - Exam cell	MSAJCE, Chennai	Member
17.	Head -Alumni	MSAJCE, Chennai	Member
18.	Head -Admission	MSAJCE, Chennai	Member
19.	Head - Hostel	MSAJCE, Chennai	Member
	Frequency of Meeting	Twice in a Year	

Academic Advisory Committee:

S. No	Name	Designation
1.	**Dr.K.S.Srinivasan** Principal, MSAJCE,Chennai.	Chairman
2.	**Dr.K.Malathi** Professor / ECE, Anna University, Chennai	Advisor
3.	**Dr.N.Parthiban** Professor / CSE,SRM University,Chennai	Advisor
4.	**Dr.N.Kulasekaran** Head – Research,Valeo India Pvt.Ltd, Chennai	Advisor
5.	**Mr. P. Parthasarathy** Senior Manager,Godrej & Boyce Manufacturing Co. Ltd., Chennai	Advisor
6.	**Dr. S. Thenmozhi** Professor / Civil,St. Joseph College of Engineering,	Advisor
7.	**Mr. Ahamed Jameel A M T** Alumni & Technical Consultant HCL, Chennai	Advisor
8.	**Mr. N. Feroz Khan** Alumni & General Manager Maersk, Chennai	Advisor
9.	**Head - Administration** MSAJCE, Chennai	Member
10.	**Head - Academics,** MSAJCE, Chennai	Member
11.	**Head - Research** MSAJCE, Chennai	Member
12.	**Head - TC & IR** MSAJCE, Chennai	Member
13.	**Head - IQAC** MSAJCE, Chennai	Member
14.	**Head - All the Departments** MSAJCE, Chennai	Member
15.	**Head - Placement** MSAJCE, Chennai	Member
16.	**Head - Admission** MSAJCE, Chennai	Member
Frequency of Meeting		Every Semester

Student feedback mechanism on Institutional Governance / Faculty Performance:

The various feedback mechanism followed in the college are,

- **Class Committee Meetings as per Anna University :**

  A Class committee is constituted with a faculty member as a chairperson who is not handling the particular class. The Principal and Head Academic is also a part of the class committee. The chairperson is given the responsibility of coordinating the meeting and ensuring that the studentsprovide free and fair feedback.

- **Subject wise semester feedback – Oral and Online Students Feedback :**

  A proforma consisting of important parameters pertaining to teaching learning process and infrastructure, hasbeen designed forthe purpose of collecting students' feedback.

  The responses after Processing are analyzed by the HoDs and the Principal. The feedback is communicated to thefaculty members concerned wherever necessary, for their improvement.

- **Feedback on Training:**

  Students' feedback on value added programme conducted (for example guest lectures, seminars, employabilitycamp, etc.) is obtained at the end of the programme by distributing questionnaire on the event.

- **Faculty Self Appraisal (Annually)**

  A proforma consisting of important parameters pertaining to academic performance, self growth of the faculty, faculty involvement in department level and institute level growth inputs are collected from the faculty members through HoD by the Principal, process and analysis for suitable improvements. The inference is discussed with the faculty members during the annual faculty appraisal meeting.

- **Feedback from Alumni :**

  Feedback from alumni is collected in the alumni meeting about the infrastructure facility, teaching learningprocess, training provided and needed. It is analyzed and communicated to HOD`s for further precedence.

- **Course End Survey and Exit Survey**

Grievance Redressal Mechanism for faculty, staff and students :

- Different committees are constituted to deal with grievances of teaching faculty, non-teaching staff, and students, regarding ragging, women's welfare and Hostel welfare and disciplinary issues. The institution also has a Students Association to formally participate in meetings and provide feedback to the relevant authorities in the college. Regular meetings with parents are arranged so that the voice of the students can be heard through the parents also and their problems solved.

Internal Complaints / Grievances Redressal Committee / Disciplinary Committee /Visaka Committee / SC- ST cell

S. No	Name	Designation	Category
1	Ms.S.Usha	AP/English, MSAJCE, Chennai.	Convener
2	Principal	MSAJCE, Chennai	Co - Convener
3	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member
4	Mr.Hussain Basha	NGO-1.Master Mind Consultant, Chennai.	Member
5	Dr.Ushaa Eswaran	NGO-2 Counselor & Consultant	Member
6	Mr.K.Sivaraman	Advocate	Member
7	Mr.Chandrasekaran,	Sub Inspector of Police	Member
8	Dr.O.S.Ayisha	Vice Principal, MSCAS,Chennai	Member
9	Head - Academics	MSAJCE, Chennai	Member
10	Head – Administration	MSAJCE, Chennai.	Member
11	Dr.K.P.Santhoshnathan	PED, MSAJCE, Chennai.	Member
12	Mr.Abdul Gafoor	Manager, Student Affairs	Member
13	Parent Representative	Member	Member
14	Parent Representative	Member	Member
15	Students Representatives: Mr.S.Dhanush Adithya III/MECH Mr.S.Salman, IV/MECH. Mr.Satheeshkumar, III/ECE. Ms.S.Safrin, IV/ECE.	Member	Member

Anti-Ragging Committee & Squad

S. No	Name	Designation	Category
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman
2	Dr.A.Balakrishnan	Head —Student Affairs, MSAJCE, Chennai	Convener
3	Dr.G.Ramesh	Head - Admin, MSAJCE, Chennai.	Member
4	Mr.V.Vigneshwaran	Head — Placement; MSAJCE, Chennai	Member
5	Dr. K. P. Santhosh Nathan	PED, MSAJCE, Chennai	Member
6	Mr.A.Abdul Gafoor	Admission Officer, MSAJCE, Chennai.	Member
7	Dr.R.Someswaran	Asst.Prof/Civil	Member
8	Dr.M.Sivakumar	Asst.Prof/ECE	Member
8	Mr.C.Venkatesh	AP / EEE, MSAJCE, Chennai	Member
9	Mrs.Jebamalar	AP / CSE, MSAJCE, Chennai	Member
10	Mrs.P.Anusuya	AP/ ECE, MSAJCE, Chennai	Member
11	Mrs.V. Shobana	AP / Physics, MSAJCE, Chennai	Member
14	Students Representative		Member

IQAC Cell

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