



6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management.

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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



Ref.No:MSAJCE/IQAC/2022-23/EVEN SEM/09

Date: 25.04.2023

To: The Members of Governing Council
Mohamed Sathak A J College of Engineering
Chennai-603103

Greetings from Mohamed Sathak A J College of Engineering!!!

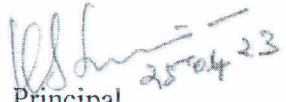
Dear Sir,

Sub: Governing Council at MSAJCE – reg

I wish to bring to your kind notice that **Governing Council** meeting of our institute is planned to schedule on **27.05.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Kindly confirm your presence

Thanking you


Principal


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MSAJCE



Minutes of Meeting –Governing Council Meeting

	<u>Members Present</u>
	Janab.S.M.A.J. Habeeb Mohamed, Director, Mohamed Sathak Trust.
	Dr. K.S. Srinivasan, Principal, MSAJCE.
	Dr. T.V.Gopal, Professor/CSE, Anna University, Chennai.
Date :27.05.2023	Dr. S.Murugavel, Professor, TPGIT, Vellore.
Agenda :Governing Council Meeting	Dr.R. Subramani, Director, IBM, Chennai.
Venue : Board Room	Mr.Arul Rajkumar, VP IT Operations Ford Motors Pvt.Ltd, Chennai.
	Mr. G. Kulanthivelu, Professor/ECE, NITTTR, Chennai.
	Dr. I.Manju, Head – IQAC & HoD-ECE, MSAJCE
	Dr. A. Balakrishnan, Head – Academics, MSAJCE
	Dr. G. Ramesh, Head – Administration, MSAJCE
	Mr.Abdul Gafoor, Admin Manager, MSAJCE

Agenda:

- Admission Status
- Academic Performance
- Placement Status
- Faculty / Student Development Activities & Achievement
- New Facility Developed
- Research Development Initiatives
- Quality Improvement Initiatives
- Institutional Social Responsibilities
- Faculty Recruitment
- Proposal for New Course in the Year 2023-2024 Ratification
- Placement training Initiatives
- Higher studies & Entrepreneurship
- Budget for the Academic Year 2022 – 2023.

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The following points were discussed in the meeting:

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of previous GC meeting held on 15.10.2022.
- ❖ A detailed presentation on the Academic Process, various Skill Development activities, Competition initiatives, and Faculty contributions, Research initiatives, Admission, Placement & Internship, Infrastructure, Quality Improvement Initiatives, Industry projects and the Road map were presented.
- ❖ Dr. T.V.Gopal, Prof / CSE Department, University nominee appreciated the various initiatives taken by the management and principal and suggested the following points
 - The faculty recruitment procedure, composition of recruitment committee, norms for recruitment may be defined and all evidence including report of recruitment committee, joining report and appointment order may be available in the office.
 - The outcome of Naan mudhalvan courses may be assessed and also suggested that the institute can give feedback about NM to the anna university.
 - 20% of the courses may include hands on training to improve the understanding of students.
 - Care may be taken to ensure that the academic learning and skill training are properly paced.
 - The faculty to take necessary steps to improve the academic performance of students.
 - Placement training may be initiated from II yr itself with data tracking.
- ❖ Mr. Arul Rajkumar, VP-IT Operations, Ford appreciated the various initiatives taken by the management & principal and suggested the following points
 - The faculty to have a strategy to improve the academic performance of students to achieve overall passes percentage of 70%.
 - The psychological and mental well being of students may be monitored and necessary support may be given wherever necessary
 - Pega tool training may be offered to students since there is a requirement for the same in the industry
- ❖ Dr. S. Murugavel, Professor, TPGIT, Vellore suggested the following

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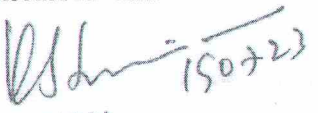


points

- Foreign language training for Japanese, German and Korean may be given to students.
- Faculty may submit Research proposals to various governmental and non-government funding agencies.
- ❖ Dr. Kulanthaivelu, HoD, NITTTR suggested the following points
 - The college may organize a meeting with school and polytechnic principals to disseminate information about the college and various skill development activities available in college like godrej skill centre, Karma courses and various technology centres.
 - The student & faculty achievements may be highlighted in social media to improve the admission.
- ❖ Dr. R. Subramani, IBM, Chennai appreciated the improvement in placement and suggested the following points
 - The students shall be motivated to participate in Hacker rank, TCS-NQT, etc.
 - He also suggested that the students may be grouped based on their interests and competency so that they can be given focused placement training and career counseling.
 - Students may be given training in Pega, Salesforce, etc to improve the placement.
 - Mentoring of students for placement may be done by alumni and industry experts.
 - Mentoring of III yr and II yr students may be done by IV yr placed students.
 - The planned Budget for the Academic Year 2022 – 2023 was presented to the committee and ratified.
- ❖ The committee ratified the following,
 - i. Admission 2023-24 and advised to enhance by improving through the academic performance
 - ii. Placement Training and Initiatives
 - iii. New courses introduced B.Tech CSE-Cybersecurity was discussed and ratified


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- iv. Faculty appointed for the Academic year 2022-23 discussed and ratified
- v. Various events – Graduation day, Conference, First year Induction program, and other events of odd and even semester discussed and ratified.
- ❖ The suggestions of Academic Advisory Committee and Planning & Monitoring Committee discussed and ratified.

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15.07.23

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Governing Council Meeting

Governing Council Meeting held on 27-05-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Alhaj. S.M. Yousuf Sahib Chairman Mohamed Sathak Trust, Chennai.	Chairman	<i>Mohamed Sathak</i>
2.	Janaba. S.M.H. Sharmila Secretary Mohamed Sathak Trust, Chennai.	Member	-
3.	Janab. P.R.L. Hamid Ibrahim Executive Director Mohamed Sathak Trust, Chennai.	Member	<i>Hamid Ibrahim</i>
4.	Janab. S.M.A.J. Habeeb Mohamed Director Mohamed Sathak Trust, Chennai.	Member	<i>S.M.A.J. Habeeb</i>
5.	Mr. S.M.Y. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Member	<i>Mohamed Sathak</i>
6.	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	<i>T.V. Gopal</i>
7.	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOT Nominee	<i>S. Murugavel</i>
8.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	-
9.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	<i>Arul Rajkumar</i>
10.	Dr. R. Subramani Director, IBM, Chennai.	Member	<i>Dr. R. Subramani</i>
11.	Dr. G. Kulanthaivelu Prof / Head - ECE, NITTTR, Chennai.	Member	<i>Kulanthaivelu</i> 27/5/2023
12.	Dr.I.Manju Head - IQAC & HoD - ECE	Member	<i>I. Manju</i> 27/5/2023
13.	Dr. G. Ramesh Head - Administration	Member	<i>G. Ramesh</i> 27/5/2023
14.	Dr. A. Balakrishnan Head - Academics	Member	<i>A. Balakrishnan</i> 27/05/2023
15.	Mr.Abdul Gafoor Head - Admission	Member	<i>A. Gafoor</i> 27/5/2023
16.			
17.			
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3.	Janab. P.R.L. Hamid Ibrahim Executive Director Mohamed Sathak Trust, Chennai.	Member	
4.	Janab. S.M.A.J. Habeeb Mohamed Director Mohamed Sathak Trust, Chennai.	Member	
5.	Mr. S.M.Y. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Member	
6.	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	
7.	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOT Nominee	
8.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	-
9.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	
10.	Dr. R. Subramani Director, IBM, Chennai.	Member	
11.	Dr. G. Kulanthaivelu Prof / Head - ECE, NITTTR, Chennai.	Member	
12.	Dr. I. Manju Head - IQAC & HoD - ECE	Member	
13.	Dr. G. Ramesh Head - Administration	Member	
14.	Dr. A. Balakrishnan Head - Academics	Member	
15.	Mr. Abdul Gafoor Head - Admission	Member	
16.			
17.			
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Governing Council Meeting (27.05.2023) - Action Taken Report

S.No	Suggested By	Points Taken	Action Taken	Responsibility	Outcome
1	Dr.T.V.Gopal Prof/CSE Department, Anna University	The faculty recruitment procedure, composition of recruitment committee, norms for recruitment may be defined. All evidence including report of recruitment committee, joining report and appointment order to be available in office. The outcome of Naan Mudhalvan courses may be assessed and institute can give feedback about Naan Mudhalvan to the Anna University. 20% of the courses may include hands on training to improve the understanding of students.	The composition of committee was made as per norms In process As per 2021 Regulations most of the courses are integrated courses. Hands on training provided in the laboratories.	Principal SPOC – Naan Mudhalvan HoDs.	The evidence of offer letter, joining report are available in admin office. - Students undergoing integrated courses were benefitted.

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	Care may be taken to ensure that the academic learning and skill training are properly paced.	Planned with more attention for Odd Sem and implementation in progress.	Head - Training & Placement / Head - Academics	Academic results and skill training performance is improving..
	The faculty to take necessary steps to improve the academic performance of students.	1. Class test implemented for I and II Year students. 2. Study hours for hostel students and online monitoring for dayscholar students.	All Faculty & Head - Academics	Involvement and interaction of parents, teachers and students is improving.
	Placement Training may be initiated from II nd Year itself with data tracking.	Planned and implemented (from 1 st year).	Head - Training & Placement	AY2023-24 Odd Sem I yr - 240 students II yr - 230 students III yr - students IV yr - students Attending intensive training
2	Mr.Arul Rajkumar VP-IT Operations, Ford	The faculty to have a strategy to improve the academic performance of students to achieve overall pass percentage of 70%	1.EPC classes are closely monitored. 2. Interacting with every student and their parent.	All Faculty & Head - Academics Academic results of even sem has increased from 46.3% to 56.5%


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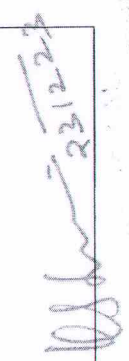
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 23/12/23

		The psychological and mental well being of students may be monitored and necessary support may be given wherever necessary.	Counselling and Mentoring provided by the faculty /Alumni /counsellors.	Head - Administration	Improvement in student performance.
		PEGA Tool Training may be offered to students since there is recruitment for the same in the industry.	In planning	Head - Training & Placement	-
		Foreign Language training for Japanese, German and Korean may be given to students.	Students are identified. Plan to start in Even sem 2023-24	Head - Technology Centre.	In Process
3	Dr.S.Murugavel Professor/TPGIT Vellore	Faculty may submit Research proposals to various government and non government funding agencies.	In Process	Head - Research & Head - Projects	1. Civil Dept faculty submitted a Proposal to DST for 50L funding. 2. Mech Dept faculty submitted a proposal to DST for 40L funding. 3.UGC Conference grant applied for Mech , S&H dept.
4	Dr.Kulainthaivelu HoD-ECE, NITTTR	The college may organize a meeting with school and polytechnic principals to dissipate information about the college and various skill	Communicated to schools and polytechnics.	Head - Administration & Admission Team	Planning to conduct the training in the month of Jan &Feb 24.


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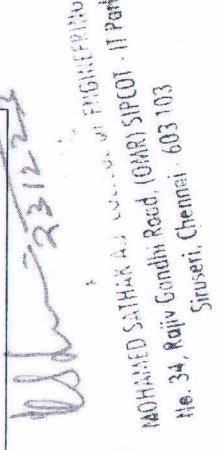
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 23/12/24

		development activities in college like Godraj skill centre, KARMA courses and various technology centres.			https://www.facebook.com/msaj.engg.college https://www.instagram.com/msajce/ https://twitter.com/msajce_engg https://www.youtube.com/channel/UCsYcpSSx49zbJPtR2zkelwA https://www.linkedin.com/school/mohamed-sathak-a.j.college-of-engineering/
5	Dr.R.Subramani, IBM	The students shall be motivated to participate in Hacker rank, TCS-NQT etc.	Students are motivated to participate in all the competitions like Hacker Rank, SIH, TCS – NQT.	Head Training & Placement & Head – Student Affairs & Head Technology Centre.	1.10 students registered in TCS NQT and one student cleared the exam. 2. 27 Students participated in SIH 3. 3 teams participated and 1 team shortlisted for next stage 2 in E Yantra. 4. Participated Makeathon 2023 by CII and ICT ACADEMY Shortlisted in top 100 institutions in


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Minutes of Meeting - Governing Council Meeting

Date : 06.01.2024 Agenda :Governing Council Meeting Venue : Board Room	<u>Members Present</u> Mr. S.M.Y. Mohamed Sathak, Campus Director, Mohamed Sathak Trust. Dr. K.S. Srinivasan,Principal, MSAJCE. Dr. T.V.Gopal, Professor/CSE, Anna University, Chennai. Dr. S.Murugavel, Professor, TPGIT, Vellore. Dr.R.Subramani, Director, IBM, Chennai. Mr.Arul Rajkumar, VP IT Operations Ford Motors Pvt.Ltd, Chennai. Mr. G. Kulanthivelu, Professor/ECE, NITTTR, Chennai. Dr. I.Manju, Head – IQAC & HoD-ECE, MSAJCE Dr. G. Ramesh, Controller of Examinations, MSAJCE Dr. A. Balakrishnan, Head – Administration, MSAJCE Dr.M.Shumugasundaram, Head – Academics, MSAJCE Mr.V.Vigneshwaran, Training & Placement Officer. Mr.A.Abdul Gafoor, Admin Manager, MSAJCEE
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Agenda:

- Admission Status & Academic Performance
- Quality Improvement Initiatives
- Placement Training, Higher Education & Entrepreneurship – Status & Initiatives
- Research & Department Development Initiatives
- Faculty & Student Development Activities & Achievement
- Budget
- Proposal of New Course
- Institutional Social Responsibilities
- Faculty Recruitment

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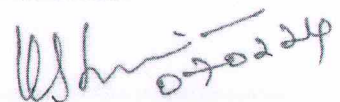


The following points were discussed in the meeting:

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of previous GC meeting held on 27.05.2023.
- ❖ A detailed presentation on the Academic Process, various Skill Development activities, Competition initiatives, and Faculty contributions, Research initiatives, Admission, Placement & Internship, Infrastructure, Quality Improvement Initiatives, Industry projects and the Road map were presented.
- ❖ Dr. T.V.Gopal, Prof / CSE Department, University nominee appreciated the various initiatives taken by the management, principal and faculty members for making significant improvements in admission, results and accreditation process and suggested the following points.
 - Discussed the impact of Naan Mudhalvan courses on the performance and skill development of students.
 - Students may be encouraged to do self learning to instil the need for lifelong learning which will help them in their careers.
 - The suggestions made by the AAC with respect to core domain training may be implemented to improve core domain placement.
- ❖ Mr. Arul Rajkumar, VP-IT Operations, Ford appreciated the various initiatives taken by the management & principal and suggested the following points
 - English language training may be provided as part of placement training as communication skills is essential for improving the placement.
 - An action plan for achieving 70 % academic results may be drafted after discussion with all stakeholders and implemented to attain the same.
 - Appreciation for participation in Smart India Hackathon & other competitions may be given to all teams to encourage learning & improve confidence to participate in other competitions.
 - Students may be encouraged to complete online course certification in courses like Google cloud/ AWS /azure/etc.
 - The impact of various MoU signed in every academic year may be analysed to improve the outcome of Industry Institute & Academia Interaction.


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- PG courses in AI or Data science and UG course in Chemical engineering may be considered for the next academic year
 - More technical training and motivation programs may be provided for faculty to boost their confidence.
- ❖ Dr. Kulanthaivelu, HoD, NITTTR suggested the following points
- Centre of Excellence for Data Science and Automation may be established to improve research outcomes and product creation.
 - Japanese/Korean/German language training may be provided to students to cater the increasing requirement for engineers with knowledge in foreign languages.
 - MoU may be signed with MNCs and academic institutes like NITTTR to improve the impact of industry institute interaction.
- ❖ Dr. S. Murugavel, Professor, TPGIT, Vellore suggested the following points
- Appreciated the efforts of the principal towards quality improvement and skill development.
 - Students may be encouraged to do interdisciplinary projects. Best projects may be converted to patents to improve the NIRF ranking.
 - Faculty may be encouraged to publish research papers and file patents thereby contributing to self, department and institute growth.
- ❖ Dr. R. Subramani, IBM, Chennai suggested the following points
- Industry experts may be involved in the Autonomous syllabus framing and a significant number of courses may be framed in integrated model.
 - Placement training may be given in core domains to improve core domain placements.
- ❖ The committee ratified the following,
- i. Admission 2024-25 and advised to enhance by improving through the academic performance
 - ii. Placement Training and Initiatives.

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- iii. New courses applied for AY 2024 – 25 was discussed and ratified. B.Tech CSE-Cybersecurity was discussed and ratified
 - iv. Faculty appointed for the Academic year 2023-24 discussed and ratified
 - v. Various events – Graduation day, Conference, First year Induction program, and other events of odd and even semester discussed and ratified.
 - vi. Budget for 2024 -25 was discussed and ratified.
 - vii. NAAC – AQAR data for 2022 -23 was discussed and ratified.
- ❖ The suggestions of Academic Advisory Committee and Planning & Monitoring Committee discussed and ratified.

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Mohamed Sathak A J College of Engineering
Governing Council Meeting (06.01.2024) - Action Taken Report

S.No	Suggested By	Points Discussed	Responsibility	Action Taken	Outcome
1	Dr.T.V.Gopal Prof/CSE, Anna University	Students may be encouraged to do self learning to instil the need for lifelong learning which will help them in their careers. The suggestions made by the AAC with respect to core domain training may be implemented to improve core domain placement.	Head Academics	Students are encouraged to do self learning through NPTEL, GUVI etc Core domain training was provided through Industry Training Partners like TANSAM, TVS Training Services, Petricore, IBM,etc.	Number of students : 81 Number of Certifications: 166 Number of students benefited: 1.Embedded Training: 46 2.Primevera: 05 3.AutoCAD 2D & 3D Modelling: 20 4. NXCAD : 19
2	Mr.Arul Rajkumar VP-IT Operations, Ford	English language training may be provided as part of placement training as communication skills is essential for improving the placement. An action plan for achieving 70 % academic results may be drafted after discussion with all stakeholders and implemented to attain the same.	Head Training	1. Softskills training provided through Rubicon Technology and Channel B technology. 2. Communication skills training is planned in Autonomous syllabus from I to VI semester. The root cause analysis was done and action plan to improve academics was drafted.	Number of students benefited in AY 2023-24 : 305 The academic results are gradually improving.
		Appreciation for participation in Smart India Hackathon & other	Head Student Affairs.	1.Students are encouraged by display of	https://www.facebook.com/msaj_engg_college


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	competitions may be given to all teams to encourage learning & improve confidence to participate in other competitions.		appreciation circulars and social media posts. 2.It is also planned to provide appreciation certificate in Annual day.	https://www.instagram.com/msajce/ https://twitter.com/msajce_engg https://www.youtube.com/channel/UCsYcpSSx49zbJPtR2zkelwA https://www.linkedin.com/school/mohamed-sathak-a.j.college-ofengineering/	
	Students may be encouraged to complete online course certification in courses like Google cloud/ AWS /azure/etc.	Head Training	Students were encouraged to complete Cloud Computing course in NPTEL.	Number of students benefited: 30	
	The impact of various MoU signed in every academic year may be analysed to improve the outcome of Industry Institute & Academia Interaction.	Head Technology Centres	The impact was analysed for AY 2023 -24.	-	
	PG courses in AI or Data science and UG course in Chemical engineering may be considered for the next academic year.	Head of the Institute	Due to poor admission in PG, it may be started in future.	-	
	More technical training and motivation programs may be provided for faculty to boost their confidence.	Head Training	1. Faculty were encouraged to complete NPTEL certifications, FDP on latest	No of NPTEL Certifications : 14 No of FDPs Attended : 76	

				Technologies by reputed organisations 2. All faculty are advised to complete 1 week Industry training during July 2024. 3. Motivation programs are planned at the beginning of forthcoming semester.	
3	Dr.S.Murugavel Professor/TPGIT Vellore	Students may be encouraged to do interdisciplinary projects. Best projects may be converted to patents to improve the NIRF ranking. Faculty may be encouraged to publish research papers and file patents thereby contributing to self, department and institute growth	Head Research	Process Initiated	- Number of publication: SCI/WoS: 15 Scopus: 20 UGC Care: 06 Conference: 34 Book Chapter: 09
4	Dr.Kulainthaivelu HoD-ECE, NITTTR	Centre of Excellence for Data Science and Automation may be established to improve research outcomes and product creation. Japanese/Korean/German language training may be provided to students to cater the increasing requirement for engineers with knowledge in	Head Technology Centres	Process Initiated	-
			Head Training	Language Elective is included in Autonomous Syllabus in 3 rd and 4 th semester	-


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		foreign languages.				
		MoU may be signed with MNCs and academic institutes like NITTTR to improve the impact of industry institute interaction	Head Centres	Technology	MoUs signed with MNCs like IBM, Intellect Design arena	Number of MoUs signed: 08
5	Dr.R.Subramani, IBM	Industry experts may be involved in the Autonomous syllabus framing and a significant number of courses may be framed in integrated model.	Head Academics		Industry experts from respective domains are included in Board of Study.	Curriculum for I-IV yr is completed, syllabus framed for Iyr and approved by Academic Council. The percentage of lab integrated theory course ranges from 27% to 53% for various programmes.
		Placement training may be given in core domains to improve core domain placements.				
			Head Training		Placement training in core domains was planned and completed. Industry training partners are IBM, TANSAM, TVS training services, Capgemini, TNSIF etc	Number of students benefitted: CSE Domain: 519 Embedded Domain: 46 Mech Design & Modelling: 20 Civil Planning: 05


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Governing Council Meeting

Governing Council Meeting held on 06-01-2024. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Alhaj. S.M. Yousuf Sahib Chairman Mohamed Sathak Trust, Chennai.	Chairman	
2.	Janaba. S.M.H. Sharmila Secretary Mohamed Sathak Trust, Chennai.	Member	
3.	Janab. P.R.L. Hamid Ibrahim Executive Director Mohamed Sathak Trust, Chennai.	Member	
4.	Janab. S.M.A.J. Habeeb Mohamed Director Mohamed Sathak Trust, Chennai.	Member	
5.	Mr. S.M.Y. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Member	
6.	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	
7.	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOT Nominee	
8.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	- AB -
9.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	
10.	Dr. R. Subramani Director, IBM, Chennai.	Member	
11.	Dr. G. Kulanthaivelu Prof / Head – ECE, NITTTR, Chennai.	Member	
12.	Dr.K.S.Srinivasan Principal, MSAJCE, Chennai	Member Secretary	
13.	Dr.I.Manju Head – IQAC	Member	
14.	Dr. G. Ramesh Controller of Examinations	Member	
15.	Dr. A. Balakrishnan Head – Administration	Member	
16.	Dr.M.Shunmugasundaram Head - Academics	Member	
17.	Mr.V.Vigneshwaran Training & Placement Officer	Member	
18.	Mr.Abdul Gafoor Head – Admission	Member	
19.			

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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



Ref.No:MSAJCE/IQAC/2022-23/EVEN SEM/08

Date: 25.04.2023

To: The Members of Planning & Monitoring Board
Mohamed Sathak A J College of Engineering
Chennai-603103

Greetings from Mohamed Sathak A J College of Engineering!!!

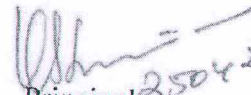
Dear Sir,

Sub: Planning & Monitoring Board meeting at MSAJCE – reg

I wish to bring to your kind notice that **Planning & Monitoring Board** meeting of our institute is planned to schedule on **20.05.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Kindly confirm your presence

Thanking you


Principal 25.04.23


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Minutes of Meeting – Planning & Monitoring Committee

Date : 20.05.2023 Agenda : Academic Advisory Meeting Venue : Board Room	<u>Members Present</u> Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai. Dr. K.S. Srinivasan Principal, MSAJCE, Chennai Dr. K.S. Badri Nathan Dean-Educational Development Sri Venkateswara College of Engg. Chennai. Mr. Venkat Sankar Narayanan CEO, Levergent Technologies. Mr. R. Ramalingam Manager-HR-Philips India Industries, Chennai. Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai. Mr. Muhamed Samir Alumni & Cyber Security Manager, Fidelity National Financial, Bengaluru. Mr. A. Majed Arafat, Alumni & Consultant – TCS, Chennai. Dr. G. Ramesh, Head – Administration Dr. I. Manju, Head – IQAC & Hod – ECE Dr. A. Balakrishnan, Head – Academics Dr. A. Devibala, Head – Research I/C Dr. A. Kamalaselvan, Head – TC Dr. S. Devikala, Co - Ordinator, Dept of Computing Sciences. Dr. R. Someswaran, HoD-Civil, MSAJCE Dr. S. Jayanthi, HoD-CSE, MSAJCE Dr. J. Jeha, HoD-EEE, MSAJCE Mr. D. Weslin, HoD-IT, MSAJCE Dr. M. Shunmuga Sundaram, HoD-Mech, MSAJCE Dr. A. Ammu Qudsiya, HoD – S & H Mr. V. Vigneswaran, Head – Placement, MSAJCE Mr. Abdul Gafoor, Admin Manager, MSAJCE Mr. M. Suresh Exam Cell Coordinator, MSAJCE Mrs. K. Saipriya, Alumni Cell - Coordinator
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Agenda:

- Admission
- Academic Performance & Research initiatives
- Quality Improvement Initiatives
- Placement training Initiatives
- Higher studies & Entrepreneurship
- Department development activities
- Student development activities

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❖ Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai suggested the following points.

- Faculty may give simple problems/ questions to students every day, so that learning ability of students will improve.
- The achievements of college, faculty, and students may be publicised through social media, buses and posters in a appropriate places.
- Peer monitoring of students performance may be followed to improve the learning outcomes.

❖ Mr.A.Majed Arafat, Alumni &Consultant – TCS, Chennai suggested that cloud based training may be provided to the students. He also pointed out the pros and cons of Micro Soft Azure & AWS platforms.

❖ Mr.Muhamed Samir Alumni & Cyber Security Manager, Fidelity National Financial suggested the following points

- Structured mentorship for IV year students by industry expert, alumni and faculty to enhance their communication skills, personality development and career development.
- He volunteered to help students with courses in cyber security.
- Students may be encouraged to do online certifications from associations like ISACA,etc to increase their CTC.

❖ Mr. R. Ramalingam Manager-HR Philips India Industries, Chennai suggested that an awareness about industry practices to be provided to the students from first year itself.

- The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.

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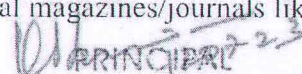


The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous Planning & Monitoring committee held on 08.10.2022.
- ❖ Dr.G.Ramesh Head / Administration presented the academic and administrative plan of the current academic year followed by Dr.I.Manju presented the details of skill development courses completed by the students in the current academic year.
- ❖ Dr.K.S.Badri Nathan, Dean / SVCE suggested the following points
 - All department faculty need to be trained in anyone Programming language to provide applications specific projects in the respective domains.
 - Assignments / projects may be allotted to students through a gamification process and the points earned may be converted to equivalent marks.
 - A curriculum for co curricular activities may be framed and CO – PO, CO – PSO attainments may be calculated.
 - More awareness to be created regarding patent filing among faculty and students particularly in design and idea patent.
- ❖ Mr.Venkat Sankar Narayanan CEO, Levergent Technologies suggested the following points
 - He encouraged the students to complete certification in German & Japanese Languages to get placements.
 - Students may be encouraged to complete courses related to business analytics. It has a huge placement opportunity. The students may also be encouraged to become members of professional bodies like International Institute of Business Analyst, ISACA (Information System Audit & Control Assosiation) & CISSP (Certified Information Systems Security Professionals) and complete online certifications.
 - Faculty may be deputed along with students undergoing internship.
 - Students may be given awareness regarding the industry environment and expectations in order to improve their learning outcomes.
 - Faculty should be aware of industry standards for technologies like mobile app applications, IoT, Cyber Security etc.
 - Students may be asked to search the web with 10 key words in emerging technologies like e-vehicle, green energy sources, etc. to update themselves. They may also be encouraged to subscribe to technical magazines/journals like Detroit, Mechanics inside, etc


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Planning & Monitoring Committee

Planning & Monitoring Committee Meeting held on 20-05-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Chairman	<i>Mohamed Sathak</i> 20/5/23
2.	Dr. K.S. Srinivasan Principal, MSAJCE, Chennai	Advisor	<i>Dr. K.S. Srinivasan</i> 20/05/23
3.	Dr. K.S. Badri Nathan Dean-Educational Development Sri Venkateswara College of Engg. Chennai.	Advisor	<i>Dr. K.S. Badri Nathan</i> 20/5/23
4.	Mr. Pradeep Kanagaraj Associate Director, Hitachi, Chennai	Advisor	— Absent —
5.	Mr. Venkat Sankar Narayanan CEO, Livergent Technologies,	Advisor	<i>V. Sankar Narayanan</i>
6.	Mr. R. Ramalingam , DCM - HR Manager - HR Philips Domestic Preethi Industries, Chennai. appliances	Advisor	<i>R. Ramalingam</i>
7.	Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai.	Advisor	<i>Abdul Jaleel</i>
8.	Mr. Muhamed Samir Alumni & Cyber Security Manager, Fidelity National Financial, Bengaluru	Advisor	<i>Muhamed Samir</i>
9.	Mr. A. Majed Arafat , Alumni & Consultant - TCS, Chennai	Advisor	<i>A. Majed Arafat</i>
10.	Dr. G. Ramesh Head - Administration	Member	<i>G. Ramesh</i> 20/5/23
11.	Dr. I. Manju , Head - IQAC & Hod - ECE	Member	<i>I. Manju</i>
12.	Dr. A. Balakrishnan Head - Academics	Member	<i>A. Balakrishnan</i> 20/05/2023
13.	Dr. B. Devibala Head - Research	Member	<i>B. Devibala</i> 20/5/23
14.	Dr. A. Kamalaselvan Head - TC	Member	<i>A. Kamalaselvan</i>
15.	Dr. S. Devikala Co - Ordinator, Dept of Computing Sciences.	Member	<i>S. Devikala</i> 20/05/2023
16.	Dr. R. Someswaran HoD-Civil	Member	<i>R. Someswaran</i> 20/05/23.
17.	Dr. S. Jayanthi HoD-CSE	Member	<i>S. Jayanthi</i> 20/05/2023
18.	Dr. J. Jeha HoD-EEE	Member	<i>J. Jeha</i> 20/5/23
19.	Dr. D. Weslin HoD-IT	Member	<i>for R. P. ...</i> 20/5/23

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20.	Dr. M.Shunmuga Sundaram HoD-Mech	Member	M. L. 27/5/23
21.	Dr.A.Ammu Qudsiya HoD - S & H	Member	Dr. A. Ammu
22.	Mr. V. Vigneswaran Head - Placement	Member	V. Vigneswaran
23.	Mr.Abdul Gafoor Head - Admission	Member	A. Gafoor
24.	Mr.M.Suresh Head - Exam Cell	Member	M. Suresh
25.	Mrs.K.Saipriya Alumni Cell - Coordinator	Member	K. Saipriya
26.	S. SUDHAKAR CHIEF LIBRARIAN		S. S. Sudhakar
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Mohamed Sathak A J College Of Engineering, Chennai – 603103
Action Taken Report – Planning & Monitoring Committee Meeting

S.No	Point Discussed	Action Taken	Responsibility	Outcome
Dr. Badri Nathan, Dean-Educational Development, Sri Venkateswara College of Engineering, Chennai	Suggested that students must be encouraged to enrol in online/offline courses to gain knowledge and that alumni may sponsor eligible students to complete paid online certifications from NPTEL, etc.	Students were motivated to do online/offline courses.	Head IQAC	Students completed the following Spoken Tutorial: 1006 Naan Mudhalvan :1133 Nalaiya thiran : 104 NPTEL : 04
	Briefed about the Outcome Based Education process and advised to adhere the same.	Outcome Based Education process is followed.. Awareness given to new faculty about OBE.	Head IQAC	All students were benefited and empowered with graduate attributes.
	Obtain Research centre status under Anna University	Inspection completed for Mech Dept. Research centre application submitted ECE Dept. All doctorates are encouraged to become supervisor under Anna University.	All HoDs	Improvement in research activities and outcomes.
	Obtain NBA or NAAC accreditation	NAAC accredited with A grade. SAR for ECE, Mech and CSE & IT dept submitted.	Head IQAC	Awaiting Inspection.
	Suggested that interest shall be developed among students of non circuit branches in learning coding by focusing	Completed: 1. C Language Training 2. Java Full stack Development Ongoing:	Head T&P and All HoDs	1. 98 students benefited, of which 34 are non computing


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	on developing solutions to domain specific applications.	3. Certification in C/C++, Java, Python, Data structures by Code Tantra Proposed: 4. AI&DS 5. Java Full stack Training.	branch students. 2. 20 students benefited belonging to are non computing branch students. 3. 98 students benefited.
Mr. Pradeep Kanagaraj, Hitachi	Suggested that the student & faculty achievements be highlighted in social media and platforms like linkedIn.	Achievements highlighted in social media platforms. https://www.facebook.com/msai.engg.college https://www.instagram.com/msai/ce/ https://twitter.com/msaice_engg https://www.youtube.com/channel/UCsYcpSSx49zbJPtR27kclwA https://www.linkedin.com/school/mohamed-sathak-a-j-college-of-engineering	Social Media Incharge
	Recommended providing Spoken English, Foreign language training to students.	1. Soft Skill Training 2. Spoken English training through Online Employability Enhancement Program by AMP 3. Japanese & German training in process.	1. 98 students benefited. 2. 40 students benefited. 3. 98 students benefited.
Mr. R. Ramalingam, HR, Preethi Home appliances	Suggested that the outcome of internship, industrial visits, and projects may be reviewed by a committee to improve the impact.	Implemented, there is a improvement in the activities.	149 students benefited from internship. 797 students benefited from


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Principal (Name)
Principal (Address)
Principal (Contact No.)
Principal (Email ID)
Principal (Mobile No.)
Principal (Fax No.)
Principal (Website)

				industry visits.
	Skill development training and academic courses should be more focused on practical applications.	All our technology centre courses implemented in the same concept. 1. 19 courses provided in technology centres. 2. 6 courses offered by AICTE Karma. 3. AC and Refrigeration course offered under NSDC.	All HoDs	1. 647 students benefited from technology center courses. 2. 97 students benefited from Karma courses. 3. 70 students benefited from NSDC.

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Principal
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Ref.No: MSAJCE/IQAC/2023-24/ODD SEM/09

Date: 27.11.2023

To:

The Members of Planning and Monitoring Committee

Mohamed Sathak A J College of Engineering

Chennai-603 103.

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear Sir,

Sub: Planning and Monitoring Committee meeting at MSAJCE – reg

I wish to bring to your kind notice that **Planning and Monitoring Committee** meeting of our institute is planned on **16.12.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Agenda :

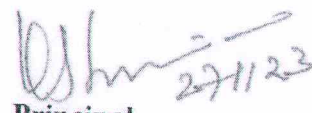
- ❖ Academic Performance & Improvement Initiatives
- ❖ Research Initiatives
- ❖ Quality Improvement Initiatives
- ❖ Placement Training, Higher Education & Entrepreneurship Initiatives
- ❖ Department Development Activities
- ❖ Student Development Activities
- ❖ Admission

Kindly confirm your presence

Thanking you


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Principal

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MSAJCE



Minutes of Meeting – Planning & Monitoring Committee

Date : 16.12.2023 Agenda : Planning & Monitoring Committee Meeting Venue : Board Room	<u>Members Present</u> Mr. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai. Dr. K.S. Srinivasan Principal, MSAJCE, Chennai Dr. S.Gopinath-Associate Professor & Head - QMC Sri Venkateswara College of Engg. Chennai. Mr.Venkat Sankar Narayanan CEO, Levergent Technologies. Mr.Pradeep Kanagaraj Director Hitachi, Chennai. Mr.A.Majed Arafat, Alumni & Consultant – TCS, Chennai. Dr. I.Manju, Head – IQAC, MSAJCE, Chennai. Dr. A. Balakrishnan, Head – Administration, MSAJCE. Dr.G.Ramesh Controller of Examinations, MSAJCE. Dr.M.Shunmugasundaram Head – Academics, MSAJCE, Chennai. Dr.S.Devikala, Head – Student Affairs, MSAJCE, Chennai. Dr.N.B.Geetha Head – Projects, MSAJCE, Chennai. Dr.D.Weslin Head – Research, MSAJCE, Chennai. Mr.P.Shanmugaselvam Head – Technology Centre, MSAJCE, Chennai. Mr. V. Vigneswaran, Head – Placement, MSAJCE Mr.Mohideen Abdul Kader HoD i/c CSE & CSBS MSAJCE, Chennai. Dr.J.Jeha HoD – EEE, MSAJCE, Chennai. Mrs.E.Jayanthi HoD i/c ECE, MSAJCE, Chennai. Dr.D.Prakash HoD – IT & AIDS, MSAJCE, Chennai. Mr.S.R.Mohan HoD i/c Mech, MSAJCE, Chennai. Dr.A.Ammu Qudsiya, HoD – S & H Mr.Abdul Gafoor, Admin Manager, MSAJCE Mr.K.K.Vinothkumar, AP / Mech, MSAJCE Dr.R.Someswaran AP / Civil MSAJCE Chennai
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Agenda:

- Academic Performance & Improvement initiatives
- Research Initiatives
- Quality improvement initiatives
- Placement Training, Higher Education & Entrepreneur initiatives
- Department development activities
- Student development activities
- Admission

Handwritten signature and date 18/12/23

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Siruseri, Chennai - 603103.



The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous PMC meeting held on 20.5.2023.
- ❖ Dr.I.Manju, Head-IQAC presented the details of quality initiatives taken by the institute during the current academic year and plan for AY2023-24.
- ❖ Dr.A.Balakrishnan Head - Administration presented the admission initiatives, Academic Performance of Academic Year 2022 – 2023.
- ❖ Mr. V.Vigneshwaran, Head-T&P presented the details of skill development courses and training planned for AY2023-24.
- ❖ Dr.D.Weslin Head – Research presented the details of research initiatives.
- ❖ Dr. S.Gopinath-Associate Professor & Head – QMC, SVCE, Chennai suggested the following points

- The institute can register and benefit under the Mentor-Mentee programme for IIC to improve the star rating.
- Establish the Standards club under Bureau of Indian Standards with SVCE as mentor institute to get awareness about the importance in industry standards among the students.
- Use prompt engineering in CHATGPT app to calculate the attainment of Course outcomes and program outcomes.
- Best projects may be converted to patents to improve the NIRF ranking.
- Root Cause Analysis for various processes may be done using Quality Control tools like Cause-and-effect diagram, Pareto diagram, etc.
- Dynamic QR code along with the specification & picture of machines can be provided for machinery to know / understand about the specification of machines by students.
- Courses like MATLAB with Artificial Intelligence, Tableau, design thinking may be taught to all students.
- IQAC module may be included in ERP to improve the efficiency of various processes.

- ❖ Mr.Pradeep Kanagaraj Director Hitachi, Chennai suggested the following points

- Placement training may be planned with suitable practice of learning in real life scenarios to improve the effectiveness.

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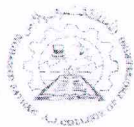


- An outcome analysis of placement training may be done periodically to improve the placement.
 - Periodical review of exam preparation classes may be done to improve Academic performance.
 - Faculty and students may undergo training to upgrade their knowledge in emerging technologies like UI/UX , Digital Marketing, etc.
- ❖ Mr.Venkat Sankar Narayanan CEO, Levergent Technologies suggested the following points
- Faculty may accompany students for internship to learn about latest tech, industry practices.
 - Value education may be given to students along with basics in flowcharting, notes taking, etc.
 - Students & faculty may be given training in prompt engineering for CHATGPT app, Wiki framework a document management system.
 - Boot camps may be conducted to train the students in presentation skills, memory improvement techniques etc to improve academic performance.
- ❖ Mr.A.Majed Arafat, Alumni & Consultant – TCS, Chennai suggested the following points
- Assignment topics may be provided based on usage of simulation tools.
 - Training may be provided complete the certified courses like AWS, GWS Generative AI.

The committee appreciated the institution for getting accredited by NBA (Mechanical Department), Skill Certification by Skill India, Student Exchange program under Ek Bharat Shreshtha Bharat & improvement in Academic Performance. The committee ratified the action taken report by previous meeting held on 20.05.2023.


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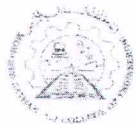


Planning and Monitoring Committee

The Planning & Monitoring committee meeting held on 16-12-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Mr.Mohamed Sathak Campus Director, Mohamed Sahak Trust, Chennai	Chairman	
2.	Dr.K.S.Srinivasan, Principal, MSAJCE, Chennai	Advisor	
3.	Dr.S.Gopinath Associate Professor & Head - QMC Sri Venkateshwara College of Engg. Chennai.	Advisor	
4.	Mr.Pradeep Kanagaraj Associate Director, Hitachi, Chennai	Advisor	
5.	Mr.Venkat Shanker, CEO, Livergent Technologies	Advisor	
6.	Mr.R.Ramalingam, DGM-HR, Philips Domestic Appliances, Chennai	Advisor	- AB -
7.	Mr.Abdul Jaleel, Alumni and Supply Chain Manager, Starbucks, Chennai.	Advisor	- AB -
8.	Mr.A.Majed Arafat, Alumni & Consultant - TCS, Chennai.	Advisor	
9.	Dr. I.Manju, Head - IQAC, MSAJCE, Chennai.	Member	
10.	Dr. A. Balakrishnan Head - Administration, MSAJCE, Chennai.	Member	
11.	Dr. G. Ramesh Controller of Examinations, MSAJCE, Chennai.	Member	
12.	Dr. M.Shunmugasundaram Head - Academics, MSAJCE, Chennai.	Member	
13.	Dr. S.Devikala Head - Student Affairs, MSAJCE, Chennai.	Member	
14.	Dr.S.Geetha N.B. Geetha Head - Projects, MSAJCE, Chennai.	Member	
15.	Dr. D.Weslin Head - Research, MSAJCE, Chennai.	Member	
16.	Mr.P.Shanmugaselvam Head - Technology Center, MSAJCE, Chennai.	Member	
17.	Mr.V.Vigneshwaran Head - Training & Placement, MSAJCE, Chennai.	Member	
18.	Mr.S.Vetrivel HoD-Civil, MSAJCE, Chennai.	Member	- AB -

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19.	Mr.Mohideen Abdul Kader HoD – CSE & CSBS, MSAJCE, Chennai.	Member	<i>M. H. Kader</i> 16/12/23
20.	Dr. J.Jeha HoD-EEE, MSAJCE, Chennai.	Member	<i>J. Jeha</i> 16/12/23
21.	Mrs. E.Jayanthi HoD-ECE, MSAJCE, Chennai.	Member	<i>E. Jayanthi</i>
22.	Dr.D.Praksah HoD- IT & AIDS, MSAJCE, Chennai.	Member	<i>D. Praksah</i> 16/12/23
23.	Mr. S.R.Mohan HoD – Mech, MSAJCE, Chennai.	Member	<i>S. R. Mohan</i> 16/12/23
24.	Dr.A.Ammu Qudsiya HoD – S & H, MSAJCE, Chennai.	Member	<i>A. Ammu Qudsiya</i> 16/12/23
25.	Mr.A.Abdul Gafoor Head – Admission, MSAJCE, Chennai.	Member	<i>A. Abdul Gafoor</i> 16/12/23
26.	Mr.K.K.Vinothkumar AP/Mech, MSAJCE, Chennai.	Member	<i>K. K. Vinothkumar</i>
27.	<i>Dr R. Someswaran</i> <i>AP/Civil, MSAJCE, Chennai</i>	<i>Member</i>	<i>R. Someswaran</i> 16/12/23
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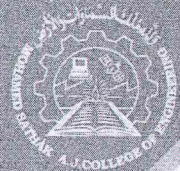
Mohamed Sathak A J College Of Engineering, Chennai – 603103
Action Taken Report – Planning & Monitoring Committee Meeting

S.No	Point Discussed	Responsibility	Action Taken	Outcome
1	Dr. Badri Nathan, Dean-Educational Development, Sri Venkateswara College of Engineering, Chennai	All Faculty	Planning internal workshop during Jan 2024.	In process. ✓
	Assignments / projects may be allotted to students through a gamification process and the points earned may be converted to internal marks.	All Faculty	Implemented process to all the students. IAT: 60 marks T&P: 20 marks. Activity: 20 marks	All students got benefitted
	A curriculum for co curricular activities may be framed and CO – PO, CO – PSO attainments may be calculated.	Head - Academics	In Process	-
	More awareness to be created regarding patent filing among faculty and students particularly in design and idea patent.	Head - Research	1.IPR Cell Inaugurated on 18.08.2023. 2.Faculty are encouraged to file patents.	10 Patents filed through AICTE KAPILA Scheme is under progress
2	Mr.Venkat Sankar Narayanan CEO, Levergent Technologies	Head – T&P	Under planning	German = 87 Japanese = 108 French = 123 Hindi = 60
	Students may be encouraged to complete certification in German & Japanese Languages to get placements.	Concern HoD	Under Planning	-
	Faculty may be encouraged to complete courses related to business analytics. It has a huge placement opportunity.			
	Faculty may be deputed along with students undergoing internship	All HoDs	Under Planning	-

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		Students may be given awareness regarding the industry environment and expectations in order to improve their learning outcomes. Faculty should be aware of industry standards for technologies like mobile app applications, IoT, Cyber Security etc.	Concern HoD	Various awareness programs organized through alumni & Industrial expert.	35+ events are organized for students
		Students may be asked to search the web with 10 key words in emerging technologies like e-vehicle, green energy sources, etc. to update themselves. They may also be encouraged to subscribe to technical magazines/journals like Detroit, Mechanics inside, etc	Head - TCC	In progress	53 students registered for self learning.
3	Mr. Abdul Jaleel Alumni and Supply Chain Manager	Faculty may give simple problems/questions to students every day, so that learning ability of students will improve. The achievements of college, faculty, and students may be publicised through social media, buses and posters in appropriate places.	Head - Academics & All Faculty	Daily 1 hour test initiated for I & II Year Students. Home test and hostel study hour are initiated for III & IV Year students.	448 Students were benefitted.
			Head - Administration	All events are updated in social media like Linked in, Face book, Instagram etc	https://www.facebook.com/msaj.engg.college https://www.instagram.com/msajce/ https://twitter.com/msajce_engg https://www.youtube.com/channel/UCsYcpSSx49zbJPtR2zkelwA https://www.linkedin.com/school/mohamed-sathak-a.j.college-of-engineering/



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(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Recognized under UGC 12B & 2f Act



Ref.No: MSAJCE/IQAC/2023-24/ODD SEM/08

Date: 27.11.2023

To:

The Members of Academic Advisory Committee

Mohamed Sathak A J College of Engineering

Chennai-603 103.

Greetings from Mohamed Sathak A J College of Engineering!!!

Dear Sir/Madam,

Sub: Academic Advisory Committee meeting at MSAJCE – reg

I wish to bring to your kind notice that **Academic Advisory Committee** meeting of our institute is planned on **09.12.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Agenda :

- ❖ Academic Performance & Initiatives
- ❖ Quality Improvement Initiatives
- ❖ Placement Training, Higher Education & Entrepreneurship Initiatives
- ❖ Department Development Activities
- ❖ Student Development Activities
- ❖ Admission

Kindly confirm your presence.

Thanking you


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Principal

PRINCIPAL

MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603 103



Minutes of Meeting - Academic Advisory Committee

Date :09.12.2023 Agenda : Academic Advisory Meeting Venue : Board Room	<u>Members Present</u> Dr. K.S. Srinivasan Principal, MSAJCE. Dr. K. Malathi, Professor. Anna University, Chennai. Dr.N.Kulasekaran, Valeo India Pvt.Ltd. (Online) Mr. P. Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd. Dr. A. Balakrishnan, Head – Academics, MSAJCE Dr. I.Manju, Head – IQAC&HoD-ECE, MSAJCE Dr. G. Ramesh, Head – Administration, MSAJCE Dr.D.Weslin, Head – Research I/C, MSAJCE Dr.Shanmugaselvan, Head – TC, MSAJCE Dr. R. Someswaran, HoD-Civil, MSAJCE Dr. S.Jayanthi, HoD-CSE, MSAJCE Dr. J.JehaHoD-EEE, MSAJCE Mr. D. WeslinHoD-IT, MSAJCE Dr. M.ShunmugaSundaramHoD-Mech, MSAJCE Mr. V. VigneswaranHead – Placement, MSAJCE Mr.AbdulGafoor, Admin Manager, MSAJCE Mr.Rajesh Exam Cell Coordinator, MSAJCE
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Agenda:

- Admission
- Academic Performance & initiatives
- Quality Improvement Initiatives
- Placement training, Higher studies & Entrepreneurship Initiatives
- Department development activities
- Student development activities
- Admission.

The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous AAC held on 01.10.2022.
- ❖ Dr.A.M.Shunmugasundaram, Head / Academics presented the academic performance of the current academic year.
- ❖ Dr.I.Manju, Head-IQAC presented the details of quality initiatives taken by the institute during the current academic year and plan for AY2023-24.

[Signature]
12/12/23

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❖ Mr. Vigneshwaran, Head-T&P presented the details of skill development courses and training planned for AY2023-24.

❖ Dr.Malathi, Professor, Anna University suggested the following

- Placement records should be meticulously maintained to facilitate easy updation in accreditation process.
- Provide more focus on core domain training to improve core industry placement
- Students should be motivated to become entrepreneurs and their details should be collected through alumni network.
- Alumni Registration may be done periodically to improve alumni interaction.
- Motivate the faculty to develop the YouTube lectures or Web Lectures to improve student learning outcomes.
- Faculty need to concentrate more on publications, patents, and consultancy.
- Open house student project competitions may be conducted to improve multidisciplinary projects.
- Syllabus of majority of courses may be made laboratory integrated course after getting Autonomous status to improve learning outcomes.

❖ Mr.Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd gave the following suggestions.

- Soft Skill training may be provided for atleast 1 period daily from the first year itself to improve employability.
- Moral values, Attitude, grooming, Sales Expertise, effective communication and presentation,etc may be given due importance during training for placement.
- More hands on training during lab classes for theory courses needs to be done to improve students learning.
- Faculty and students to upgrade their knowledge in emerging technologies like UI/UX , Digital Marketing, etc should be given to all students
- Faculty may be made aware of the industry ecosystem.

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- ❖ Ahamed Jameel, Alumni gave the following suggestions.
 - Awareness about the academic requirements of Anna University, rules & regulations of institute may be given to parents at the time of the induction program to improve the academic performance of the students.
 - Drug abuse awareness may be provided to students in association with the alumni association. Hostel students discipline to be monitored through the hostel warden.
 - Practical sessions to be handled diligently and all equipment may be maintained in working condition to improve student's interest.
 - Involvement of alumni in students mentoring may be done to provide students with support in career guidance.
 - The action taken for student feedback on teaching learning process was analysed.
 - Feedback and followup of training sessions may be done to improve employability.
- ❖ The following courses/training planned to be conducted during the academic year 2023 -2024 was presented and ratified by the committee.
 - Linux Administrator
 - Salesforce & Power BI
 - Autodesk - MEP (For Mech, Civil & EEE only)
 - MSME - Lean Six Sigma (Yellow Belt)
 - Automotive Embedded System
 - Steel Structure Detailing
 - Introduction to Programming Languages.
- ❖ The lesson plan and content beyond the syllabus for all departments were presented and ratified.

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12/12/23

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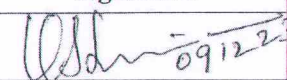
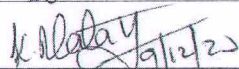
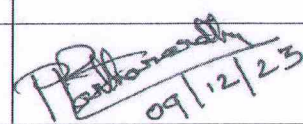
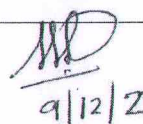
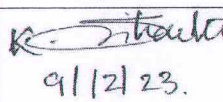
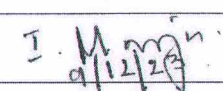
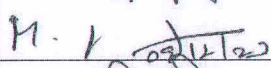
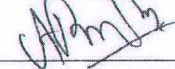
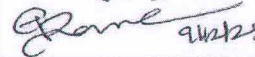
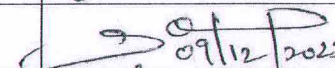
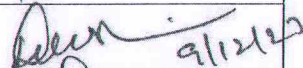
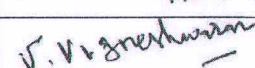
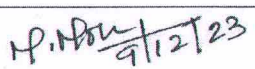
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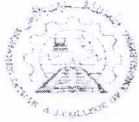


Academic Advisory Committee

Academic Advisory committee meeting is held on 09-12-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
1.	Dr. K.S. Srinivasan Principal, MSAJCE, Chennai	Chairman	 09/12/23
2.	Dr. K. Malathi Professor / ECE, Anna University, Chennai	Advisor	 9/12/23
3.	Dr. N. Parthiban Professor / CSE, SRM University, Chennai	Advisor	- AB -
4.	Dr. N. Kulasekaran Head – Research, Valeo India Pvt. Ltd, Chennai	Advisor	- AB -
5.	Mr. P. Parthasarathy Senior Manager, Godrej & Boyce Manufacturing Co. Ltd., Chennai	Advisor	 09/12/23
6.	Dr. S. Thenmozhi Professor / Civil, St. Joseph College of Engineering, Chennai	Advisor	- AB -
7.	Mr. A.M.T. Ahamad Jameel HCL – Technical Consultant Alumini	Advisor	 9/12/23
8.	Mr.K.Srikanth Standard Charted – Technical Archiect Alumini	Advisor	 9/12/23.
9.	Dr. I.Manju, Head – IQAC	Member	 9/12/23
10.	Dr. M.Shunmugasundaram Head – Academics	Member	 09/12/23
11.	Dr. A. Balakrishnan Head – Administration	Member	
12.	Dr. G. Ramesh Controller of Examinations	Member	 9/12/23
13.	Dr. S.Devikala Head – Student Affairs	Member	 09/12/2023
14.	Dr.S.Geetha N.B Head – Projects	Member	
15.	Dr. D.Weslin Head – Rsearch	Member	 9/12/23
16.	Mr.P.Shanmugaselvam Head – Technology Center	Member	 9/12/23
17.	Mr.V.Vigneshwaran Head – Training & Placement	Member	 9/12/23
18.	Mr.S.Vetrivel HoD-Civil	Member	- AB -
19.	Mr.Mohideen Abdul Kadar HoD – CSE & CSBS	Member	 9/12/23.


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20.	Dr. J.Jeha HoD-EEE	Member	<i>J. J. 9/12/23</i>
21.	Mrs. E.Jayanthi HoD-ECE	Member	<i>E. Jayanthi 9/12/23</i>
22.	Dr.D.Praksah HoD- IT & AIDS	Member	<i>D. Praksah 9/12/23</i>
23.	Mr. S.R.Mohan HoD - Mech	Member	<i>S. R. Mohan 9/12/23</i>
24.	Dr.A.Ammu Qudsiya HoD - S & H	Member	<i>A. Ammu 9.12.23</i>
25.	Mr.A.Abdul Gafoor Head - Admission	Member	<i>A. Gafoor</i>
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Action Taken Report AAC Meeting / Feedback (Dated 13.05.2023)

S.No	Suggested By	Point Discussed	Responsibility	Action Taken	Outcome
1	Dr.N.Parthipan, Professor / SRMIST	Inter-college teams can be formed to participate in Industrial / National / international competitions.	All faculty	Teams formed and motivated them to participate in various competitions.	➤ 27 teams participated in Smart India Hackathon. ➤ 3 teams participated and 1 team shortlisted for next stage 2 in E Yantra. ➤ Participated Makeathon 2023 by CII and ICT ACADEMY Shortlisted in top 100 institutions in TamilNadu Level Event. ➤ Team participated in AR/VR Designathon by IIT Guahati and got 3rd place among 13 finalist.
2		An awareness program on GITHUB, LinkedIn may be provided to I year students.	Head Training and Placement	In order to create an Awareness on GITHUB and LinkedIn 1. Conducted an Awareness Session on LinkedIn Account Usage and Its Importance 2. In order to bring an awareness on GITHUB Account Conducted much Mock session using	➤ Linked in workshop organized for all the first, second and third year students for awareness. ➤ LinkedIn account opened for all the students. ➤ Students & faculty started using the LinkedIn account. ➤ Students taking many mock sessions from GITHUB Platform.



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				GITHUB Account for the placement registered students and also conducted the intercollege Codeathon Competition by using GITHUB Platform which was completely conducted by our students.	
3		Joint proposals may be submitted along with other Institute / University faculty.	All HoDs	All doctorates are motivated to submit collaborative proposal	➤ Institute level 3 proposals submitted at institute level. ➤ Collaborative research with other institutes – In progress.
4		The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.	Head Technology Centre and Industrial Relations	Registered for PMKVY4.0 Program and Planning to Training the external students in our technology centre and conducting workshops for School and Diploma Students.	In Progress
5		Non computing branch HoDs may send request mail to department alumni who are in eminent position for assistance in placement.	All HoDs	Mail sent to some of the Alumni	Extending their support – work in progress
6		International online courses like CS50X offered by	Head TC , Head Training & Placement.	Under Planning	-

	analysis, Robotics, Renewable energy etc may be formed.	Head Training and Placement	Ecosystem formed	
13	College should connect with various industrial associations like AIMA (Ambattur Industrial Estate Manufacturers Association)) GIMA (Guindy Industrial Estate Manufacturers Association) to get more internship, placements & other industry related activities		1. Signing MOU with AIEMA in pipeline. 2. MSME - HI/BI approval inspection completed	➤ Started Sending students to the Industrial Visit to the Companies under AIEMA. ➤ Waiting for approval.
14	College may connect with Skill sector councils and provide training to students through NASSCOM, CII etc.	Head Training and Placement	Sending an MOU with NIELIT and with Telecom Skill Sector is in pipeline.	➤ For PMKVY4.0 - 240 students are shortlisted to enroll.
15	Internship may be provided through National Apprenticeship Promotion Scheme (NAPS).	Head Training and Placement	In process	-
16	Insisted all faculty need to know CO - PO mapping, Teaching Learning Process, faculty data, placements and students performance information to face the NBA inspection.	Head - IQAC	OBE Awareness Program by Dr.Badrinath, SVCE, Chennai conducted for all the faculty members.	➤ All faculty were benefited and understood the process of OBE. ➤ Awareness created among students by conducting workshop and displaying the posters in Class rooms and Labs.
17	Faculty should be	All doctorates	All doctorates are	In Progress



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		encouraged to submit two proposals per year.		encouraged to submit the proposal.	
18		The student chapter for IEEE is to be established in MSAJCE.	HoDs ECE,EEE,CSE,IT	Under planning	-
19		Insisted to increase the number of core company placements and number of paper publications.	Head Training and Placement	Initiative taken	Work in progress
20	Ms.Misbah Senior Manger – HR, Savista	Suggested that faculty should be trained in the latest technology and students may be given domain-specific training.	All faculty	Faculty are motivated to attend the training organised by AU, NITTTR, ICT Academy & our technology centres.	In Progress.

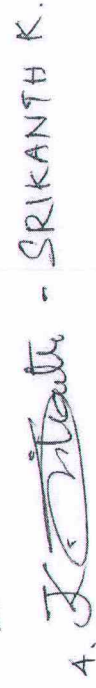

Principal

MUHAMMAD SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603 103.

1.  - K. MAHESH

2.  [P. PARTHASARATHY]

3.  [Ahmed Jameel AMT]

4.  - SRIKANTH K.


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



Ref.No:MSAJCE/IQAC/2022-23/EVEN SEM/07

Date: 25.04.2023

To: The Members of Academic Advisory Committee
Mohamed Sathak A J College of Engineering
Chennai-603103

Greetings from Mohamed Sathak A J College of Engineering!!!

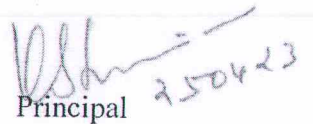
Dear Sir,

Sub: Academic Advisory Committee meeting at MSAJCE – reg

I wish to bring to your kind notice that **Academic Advisory Committee** meeting of our institute is planned to schedule on **13.05.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Kindly confirm your presence

Thanking you


Principal 250423


PRINCIPAL
Mohamed Sathak A.J. College of Engineering
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Sipcot - IT Highway Egattur,
Chennai - 603103.



Minutes of Meeting - Academic Advisory Committee

Date : 13.05.2023 Agenda : Academic Advisory Meeting Venue : Board Room	<u>Members Present</u> Dr. K.S. Srinivasan Principal, MSAJCE. Dr. K. Malathi Professor. Anna University, Chennai. Dr. N. Parthiban Professor/SRMIST. Dr.N.KulasekaranValeo India Pvt.Ltd. Mr. P. Parthasarathy Senior Manager, Godrej & Boyce Manufacturing Co. Ltd. Dr. S. ThenmozhiProfessor / Civil, St. Joseph College of Engineering, Chennai. Mr.N.Krishnakumar, Regional Head – South Telecom Sector Skill Council, Chennai - Advisor Mrs.A.MisbahSenior Manager – HR, Savista Alumni Mr.Abdul Majeed ShibleeBD & Partners – USITE – Alumini Dr. A. Balakrishnan Head – Academics, MSAJCE Dr. I.Manju, Head – IQAC&HoD-ECE, MSAJCE Dr. G. Ramesh Head – Administration, MSAJCE Dr.A.Devibala Head – Research I/C, MSAJCE Dr.A.KamalaselvanHead – TC, MSAJCE Dr. R. SomeswaranHoD-Civil, MSAJCE Dr. S.JayanthiHoD-CSE, MSAJCE Dr. J.JehaHoD-EEE, MSAJCE Mr. D. WeslinHoD-IT, MSAJCE Dr. M.Shunmuga Sundaram HoD-Mech, MSAJCE Mr. V. Vigneswaran Head – Placement, MSAJCE Mr.Abdul Gafoor, Admin Manager, MSAJCE Mr.Rajesh Exam Cell Coordinator, MSAJCE
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Agenda:

- Admission
- Academic Performance & Research initiatives
- Quality Improvement Initiatives
- Placement training Initiatives
- Higher studies & Entrepreneurship
- Department development activities
- Student development activities

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Siruseri, Chennai - 603103.

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PRINCIPAL

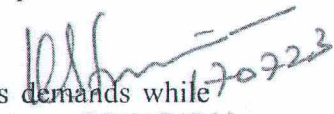
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The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous AAC held on 01.10.2022.
- ❖ Dr.A.Balakrishnan, Head / Academics presented the academic performance of the current academic year followed by Dr.I.Manju presented the details of skill development courses completed by the students in the current academic year.
- ❖ Dr.N.Parthipan, Professor/SRMIST suggested the following points
 - Inter college teams can be formed to participate in Industrial / National / Inter National competitions.
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 - Students should be encouraged to create solutions for real time problems.
- ❖ Mr.K.Krishnakumar Telecom suggested the following points
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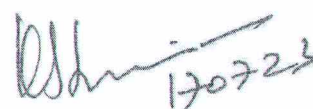
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- Self learning clubs on agriculture, soil & water analysis, Robotics, Renewable energy etc may be formed.
 - The college should connect with to various industrial associations like AIMA (Ambattur Industrial Estate Manufacturers Association)) GIMA (Guindy Industrial Estate Manufacturers Association) to get more internship, placements & other industry related activities.
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- ❖ Dr.Shunmugasundaram, HoD Mechanical, Mr.D.WeslinHoD/IT &Dr.J.JehaHoD EEE presented the academic performance & students activities of their department.
- The following courses planned to be conducted in various technology centre during the academic year 2023 -2024 was presented and ratified by the committee.

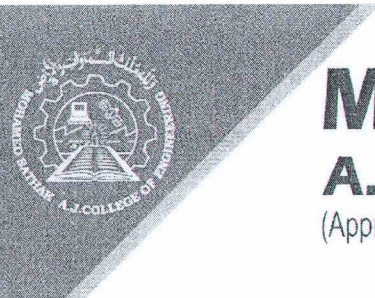

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Ref.No:MSAJCE/IQAC/2022-23/EVEN SEM/07

Date: 25.04.2023

To: The Members of Academic Advisory Committee
Mohamed Sathak A J College of Engineering
Chennai-603103

Greetings from Mohamed Sathak A J College of Engineering!!!

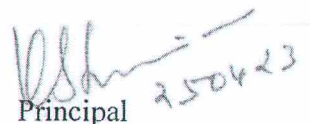
Dear Sir,

Sub: Academic Advisory Committee meeting at MSAJCE – reg

I wish to bring to your kind notice that **Academic Advisory Committee** meeting of our institute is planned to schedule on **13.05.2023 (Saturday) at 02.30 PM**. In this regard, I request you to make it convenient to attend the meeting.

Kindly confirm your presence

Thanking you


Principal 250423


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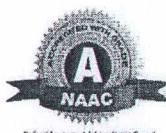

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Academic Advisory Committee

Academic Advisory committee held on 13-05-2023. The following members attended the meeting.

S.No	Name	Designation	Signature
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	AHended through . Online.
5.	Mr. P. Parthasarathy Senior Manager, Godrej & Boyce Manufacturing Co. Ltd., Chennai	Advisor	
6.	Dr. S. Thenmozhi Professor / Civil, St. Joseph College of Engineering, Chennai	Advisor	
7.	A. MISBAH Senior Manager HR SAVISTIA	Advisor	
8.	N. KRISHNA KUMAR REGIONAL HEAD - SOUTH TELECOM SECTOR SKILL COUNCIL	Advisor	
9.	ABDUL MAJEED SHIBLEE BD & Partner - USITE	Advisor	
10.	Dr. I. Manju, Head – IQAC & Hod -ECE	Member	
11.	Dr. G. Ramesh Head - Administration	Member	
12.	Dr. A. Balakrishnan Head - Academics	Member	
13.	Dr. A. Devibala Head - Research	Member	
14.	Dr. A. Kamalaselvan Head - TC	Member	
15.	Dr. R. Someswaran HoD-Civil	Member	
16.	Dr. S. Jayanthi HoD-CSE	Member	
17.	Dr. J. Jeha HoD-EEE	Member	
18.	Mr. D. Weslin HoD-IT	Member	
19.	Dr. M. Shunmuga Sundaram HoD-Mech	Member	

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20.	Mr. V. Vigneswaran Head - Placement	Member	
21.	Mr. Abdul Gafoor Head - Admission	Member	
22.	S. SUDHAKAR CHIEF LIBRARIAN	MEMBER	
23.	S. Vimalathithan Head - AIDS & C&BS	Member	
24.	Dr. S. Desikala Prof / EEE Co-ordinator C&E & 2T	Member	
25.	J. RAJESH AP/ MECH EXAM CELL	Member	
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			PRINCIPAL Mohamed Sathak A.J. College of Engineering No.34, Rajiv Gandhi Salai (OMR) Sipcot - IT Highway Egattur, Chennai - 603103.



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STATUTORY BODIES & FUNCTIONAL COMMITTEES

W.E.F July 2023

PRINCIPAL

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Ref.No: MSAJCE / IQAC/103 /2023-24.

Date: 22.07.2023

OFFICE ORDER

It is hereby informed to all the faculty, staff and students that for smooth conduction of day-to-day activities the following committees are formed as follows w.e.f July 2023 till further order. All are advised to cooperate with them.

Principal

Copy to :

- The Director.
- All the Dept HoD's
- All Heads – Academic, Administration, Student Affairs, Placement, Research, III & IPR & CoE.
- Office File.


PRINCIPAL

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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	anbuthambi.b@gmail.com
8	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd. Chennai.	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 – Student Affairs MSAJCE, Chennai.	Senior Faculty Member	studentaffairs@msajce-edu.in
17	Head - Research MSAJCE, Chennai.	Senior Faculty Member	headresearch@msajce-edu.in
18	Head - Examcell MSAJCE, Chennai	Member	examcell@msajce-edu.in


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

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



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2. Planning and Monitoring Board

S.No	Name	Designation	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 Versuni India Home Solutions Ltd, Chennai.	Advisor	ramalingam.r@preethi.in
9	Head - Administration MSAJCE, Chennai	Member	headadmin@msajce-edu.in
10	Head - IQAC MSAJCE, Chennai	Member	iqac@msajce-edu.in
11	Head - Academics MSAJCE, Chennai	Member	ac@msajce-edu.in
12	Head - Student Affairs MSAJCE, Chennai.	Member	studentaffairs@msajce-edu.in
13	Head - Research MSAJCE, Chennai	Member	head.research@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

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Roles and Responsibility of Planning and Monitoring Board

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


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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
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4. To plan for resource mobilization through industry interaction, consultancy & extra-mural funding for every department
5. To suggest & promote research and extension activities in the department
6. To suggest & promote teaching innovations and student placement activities
7. To plan for sustaining the quality of education, quality improvement and accreditation of the department
8. To recommend schemes to promote participation of academic departments in community development activities in the region
9. To consider such other activities for furtherance of academic excellence
10. 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	9942287210
10	Head – Administration MSAJCE, Chennai.	Member	9843131725
11	Dr.K.P.Santhoshnathan PED, MSAJCE, Chennai.	Member	9840886992
12	Mr.Abdul Gafoor Manager, Student Affairs	Member	9940319629
13	Parent Representative	Member	-
14	Parent Representative	Member	-
15	Students Representatives: Mr.S.Salman, IVMech. Mr.Poo.Satheeshkumar, IV ECE. Ms.W.Karishma – III CSE Ms.V.Abinaya – III ECE	Member	-

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Roles and Responsibilities of Complaints/Grievance Redressal / Disciplinary / Vishaka Committee / Posh Cell

1. 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.
2. Encouraging the Students and staffs to express their grievances / problems freely and open minded, without any fear of being victimized.
3. 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.
4. 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.
5. The final responsibility for grievance Redressal rests with the Principal of the college.
6. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
7. 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.

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5. Anti-Ragging Committee & Squad

S.No	Name	Designation	Category	Contact Details
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499
2	Dr.S.Devikala	Head —Student Affairs, MSAJCE, Chennai	Convener	9789047410
3	Dr.A.Balakrishnan	Head - Admin, MSAJCE, Chennai.	Member	9843131725
4	Mr.V.Vigneshwaran	Head — Placement; MSAJCE, Chennai	Member	7904117425
5	Dr. K. P. Santhoshnathan	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.S.Prasath	Asst.Prof/Mech	Member	8248083360
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	-

Roles and Responsibilities of Anti-Ragging Committee & Squad

1. To create awareness among the fresher's.
2. To explain the senior students regarding the adverse effects of ragging and punishments involved.
3. To display anti ragging notices in various location of the campus.
4. To conduct surprise raids in hostel and other places.
5. To conduct an on-the-spot enquiry into any incidents of ragging referred to it by any member of the faculty or any student or any parent or guardian or any employee of a service provider as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

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6. Women Empowerment Cell

S. No	Name	Designation	Category
1	Mrs.S.Sudha	AP / Maths	Convener
2	Mrs.Janaki	AP / Civil	Member
3	Ms.S.Usha	AP / English	Member
4	Mrs.S.Abida Begam	AP / ECE	Member
4	Mrs.Muthu Pandeewari	AP / CSE,	Member
5	Dr.Muthumari.M	AP / Physics	Member
6	Ms.Gayathri	AP / EEE	Member
7	Ms.Abinaya Bharathi	IV / CSE	Student
8	Ms.Abinaya	III / ECE	Student

Roles and Responsibilities of Women Empowerment Cell

1. Create awareness about Women Welfare Laws.
2. Create awareness about the problems of women and in particular gender discrimination.
3. Organize the events to develop the self-confidence of Women.
4. To assert the importance of spiritual, economic, social, racial and gender equality.
5. To highlight the importance of health and hygiene.
6. Create awareness about various resources for women empowerment



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FUNCTIONAL COMMITTEES



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Mohamed Sathak A.J. College of Engineering, Chennai – 603103			
Institute level Core Committee w.e.f July 2023			
S.No	Committee	Convener	Co – Conveners
1	IQAC	Dr.I.Manju / ECE	Mr.K.K.Vinothkumar / Mech
			Mrs.R.Priya / IT
			Mr.K.Ramesh / ECE
2	Administration	Dr.A.Balakrishnan/ Chemistry	Dr.S.Prasath / Mech
			Mr.C.Navaneetha Krishnan / CVL
			Mr.A.Kamesh / APED
			Mr. C. Venkatesh / EEE
3	Academic	Dr.M.Shunmugasundaram / Mech	Dr.D.Weslin / IT
			Mr.P.Shanmugaselvam / Mech
			Mrs.S.Sudha / Maths
			Mrs.B.Murugeswari / ECE
4	Students Affairs	Dr.S.Devikala / EEE	Mrs.V. Shobana / Physics – Club activities
			Mr.N.Rajkamal / ECE - PARAKAH
			Dr.S.Amudha /Physics – Online courses
			Mrs.M.Jebamalar / IT – RAISE
5	Research	Dr.R.Vijaya Rangan / CSE	Mrs.M.S.Aishwarya / CSE
			Dr.B.Devibala / Chemistry
			Dr.M.Vignesh Kumar / Civil
			Dr.A.Suvitha / Chemistry
			Dr.S.Amudha / Physics
			Mr.K.Sunil Kumar /Mech
6	III & IPR Cell	Dr.D.Weslin / IT	Mrs.S.Anusuya / ECE – Professional Society
			Mrs.N.Angayarkanni / CSE - IIC & NISP
			Mr.S.Vetrivel / Civil – Events Plan & Monitor
			Mr.M.Karthikeyan/ IT – Social Media
7	Training & Placement	Mr.V.Vigneshwaran / Mech	Mr.L.Tharanikumar / MECH
			Mr.J.M.Hamer Shield / IT
			Mr.S.V.Vinodh / EEE
			Mr.M.Dominic Bro
			Mr.P.Nithin Karthik

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8	COE	Dr.G.Ramesh / Mech	Mr.M.Suresh / MECH
			Dr.R.Someswaran / CVL
			Mr.S.Vimalathithan / CSE
			Mr.J.Rajesh / MECH
9	Professional Society	Mrs.S.Anusuya / ECE	MrsV.Janaki - ICI / ISTE
			Mr.N.Rajkamal, / ECE - IETE & IEEE
			Mrs.M.A.Aysha Sufreen - ICTACT & CSI
			Mr.D.Sakthivel / MECH – SAE & SME
10	Library Development	Mr.K.Sunil Kumar /Mech	Mrs.M.S.Aiswarya / CSE
			Mrs.A.Preethy Mary / CVL
			Dr.A.Saravanan / Mech
			Mr.K.Ramesh / ECE
11	Higher Education, EDC & Foreign Language	Mr.L.Tharanikumar/ Mech	Mr.N.Suresh / EEE
			Mrs.S.Usha / English
			Mrs.A.Preethy Mary / Civil
			Mr.M.Ashokkumar / ECE
			Mrs.A.Gowri /CSE
12	Alumni	Ms.K.Sai Priya / English	Dr.S.Prasath / Mech
			Mr. A A.Muhammad Irfan / MECH
			Ms.P.Priyadarshini. / ECE
13	Website Maintenance	Mr.S.Vimalathithan / CSE	Mr.Syed Hameed Basha – System Admin
			Mr.C.Venkatesh / EEE
			Mrs.M.Pandeeswari/ CSE
14	NSS & UBA	Dr.A.Balakrishnan/ Chemistry	Mr.M.Sivaprakash / TAMIL
			Mr.N.Suresh / EEE
			Mrs.P.Kavithra / CVL
			Mrs.S.Gayathri / CSE
15	News Letter	Dr.S.Devikala / EEE	Dr.Saravanan / Mech
			Ms. M.Barveen Fathima / English
			Ms.S.Santhanalakshmi / IT
			Ms.J.Ajitha Thasneem / ECE
			Ms.N.Gayathri / CVL
			Ms.K.Anupreyaa / EEE
			Mrs.S.Abinaya / CSBS
16	Admission & Promotional Activity	Dr.K.P.Santhoshnathan/ PED	Mr.A.Abdul Gafoor
			Mr.P.Shanmugaselvam / Mech
			Ms.E.Jayanthi / ECE
			Mr.M.Kamarajan / ECE


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17	Hostel &Transport	Dr.K.P.Santhoshnathan/ PED	Dr.S.Prasath / Mech
			Mr.S.Vimalathithan / CSE
			Mr.A.A.Muhammed Irfan / MECH
			Dr.J.Jeha / EEE
			Mr.S.V.Vinodh / EEE
			Mr. Augustin Admin Staff
18	Maintenance	Mr.Navaneetha Krishnan / Civil	Mr.Syed Hameed Basha / System Admin
			Mr.M.Karthikeyan/ IT
			Mr.A.Kamesh / APED
			Mr.Sathish – Lab Asst / EEE
			Mr.Durai – Lab Asst / Mech
			Mr.Vishal Lab Asst / Civil
			Mr.Augustin Admin Staff
19	Sports & Cultural	Mrs.V.Shobana / Physics	Mr.D.Sakthivel / Mech
			Mr.M.Ashokkumar / ECE
			Mr.A.Kamesh / APED
			Mrs.P.Kavithra / Civil
20	Technology Center	Mr.P.Shanmuga Selvam / Mech	Mr.V.Vigneshwaran / Head Placement
			Mr.J.M.Hamer Shield - Information & Science Courses
			Mr.S.V.Vinodh - Electronics Courses
			Mr.M.Dominic Bro – Mech & Civil Courses


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Roles and Responsibilities of various functional committees

I. 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.

II. Administration Committee

1. Faculty and Students Discipline.
2. Events Management – Induction Program, Promotional Activity, Teacher's & Engineers Day, 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

III. Academics Committee

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.

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IV. Students Affairs Committee

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.

V. Research Cell

1. Establish the research culture among the faculty and students. Motivate the faculty to publish 3 papers / year and one patent per year.
2. Interact with project coordinators of all the departments and identify the best project and make it publish in the conference / journal / file a patent.
3. Organize the technology forum meeting to share the research exposure of faculty and students and Review the ongoing research projects / consultancy works periodically.
4. Apply and get DSIR – SIRO certification to get recognition of national level research center status.
5. Motivate the faculty to submit the research proposals to various funding.
6. Plan and Organize the National / International Conference department wise and publish the proceeding / journal periodically through professional association / funding agencies.

VI. IIR & IPR Cell

1. Maintain the database of all the faculty pursuing Ph.D & Ph.D qualified faculty and motivate them to get guide-ship from Anna University.
2. Get Nodal research Centre status for all the eligible departments and all eligible faculty to get AU Supervisor recognition.
3. Periodically plan and organize the various events to create awareness among the students and faculty in Research methodology, IPR, Patent filing and Copy Right.
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. Social media – LinkedIn , Instagram, Facebook, etc.- enrollment of faculties and students updation.
6. Plan, Execute and Monitoring professional society activities.
7. Organize industrial expert/alumni talk on working Saturdays.
8. SPOC for IIR and NISP, Plan and execute various activities.

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VII. Training & Placement Cell

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.

VIII. Controller of Examinations Committee

a. 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.

b. 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.



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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.

c. 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.

d. 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.


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1X. Professional Society Committee

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 and make the student & faculty as member in at least any one of the society.
3. Plan and organize various activities for faculty – FDP, Training in Cutting Edge Technology etc.
4. Through these societies organize minimum 2 or 3 GL / Seminar, One Workshop in latest cutting-edge technology, inter department competition like quiz, project expo, Codethon, Ideathon etc
5. Plan and organize Technical symposium, National and International conference with support from various professional society.
6. Organize inter department/ college cultural competition – Cultural Day.
7. Organize skill development activity for the unemployed youths for in and around the village, school drop outs under UBA / NSS / YRC.

X. Library Development Committee

1. Create awareness about the facility/resources available in the central library.
2. Plan and procure/purchase the necessary books/journals & magazines on regular basis.
3. Maintain the database of existing resources of library, Plans and recommend the annual budget.
4. Membership in various library such as Malipnet, NDL, Sodhganga, Sodhsindhu etc.
5. Reviews Library readership dept-wise, Frames the policies to improve the smooth operation of the library system.
6. Conducts annual stock verification and approves annual reports etc.,
7. Security of Library properties.

X1. Higher Education, EDC & Foreign Language

1. Plan and organize the awareness programs on GRE, TOEFL, IELTS, CAT & GATE and coaching if necessary.
2. Organize awareness programs for service commission examinations like, IAS, IES, TNPSC and other competitive exams
3. Plan and Execute the Foreign Language Training, University Collaboration and students exchange programs.
4. Provide guidance about higher studies in India and abroad by organizing Higher education / overseas education Expo.
5. Maintain the database of all the students pursuing higher studies at various institutes, GATE qualified and other competitive examination qualified if any.
6. Encourage the students to become entrepreneurs by organizing entrepreneurship development programs and make them to participate in the activities organized by the external agencies.
7. Organize the training for Startup / Incubator and arrange the mentoring to proceed further.
8. Coordinate with Strategy partner of SIIF and execute various activity.



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XII. Alumni Committee

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

XIII. Website

1. Update the website regularly (at least weekly once).
2. Poster and banner Design about / for various activities to promote and, Advertise the college.
3. Plan the Video coverage and Photo session maintain the same in the server.
4. Prepare and maintain college brochure (Admission & Placement) with latest information.
5. Daily events / achievements display in Reception TV.
6. Monitor the Security Cameras and update the information to the principal.
7. Maintain the Campus as Wifi enabled.
8. Print and Distribute the Id cards for faculty and students on time.

XIV. NSS & UBA

1. Create awareness about Social service activity and responsibility.
2. Plan and organize various camps for the benefit of society and needy people.
3. Extend the support to keep the campus as neat and clean.
4. Organize the special camps for the school dropouts and unemployed youth of adapted village.

XV. News Letter

1. Plan to Publish the Newsletter and magazine as per the schedule
2. Encourage all the faculty and students to submit articles, Photos, Achievement details etc and edit before fit in to template.
3. Circulate Soft copy to all the students and faculty.
4. Maintain both hard and soft copy in IQAC and departments.



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XVI. Admission & Promotional Committee

1. Plan and execute the strategy plan to get maximum / target Admission.
2. Maintain the database of schools and polytechnics and Liaison with them.
3. Visit various schools / polytechnic and organize programs for their need.
4. Organize campus visit for School / Polytechnic students.
5. Organize workshops for school students to improve the admission (During March – June).
6. Identify the speakers & map various schools.
7. Honor the teachers of schools / polytechnics during Teacher's Day, Engineers Day and Women's day.
8. Organize Al-go-Rhythm & Tech Jambore – State level competitions for School / polytechnic students regularly.

XVII. Hostel & Transport Committee

a Hostel :

1. Maintain the database of Hostel facility available.
2. Room Allotment for the students during starting of the academic year.
3. Maintain the database of the students staying in the hostel.
4. Conduct the hostel students meeting once in a month.
5. Surprise visit to hostel to maintain the discipline as well as to know the requirements of the students.
6. Sort out the maintenance issues in the hostel immediately.
7. Monitoring the student's movement during college hours as well as hostel hours.
8. Monitor the Mess and Canteen food quality and hygiene.
9. 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.
10. Discuss the hostel food menu in the hostel students meeting if require any changes it may be implemented after getting approval from the principal.
11. Monitor the out pass & inward registers daily – both hostels (Boys & Girls).
12. Monitor the SMS send to the parents when they are leaving from the campus.
13. Check the attendance of hostel students daily, maintain the record of students absent and communicate to their parents about their absenteeism.

b Transport :

1. Monitor whether all the college vehicles-maintained hygiene, neat and clean.
2. Address if any issues for faculty and students in transports.
3. Monitor the Diesel consumption note book, periodic vehicle service Chart, Insurance, First aid boxes in the vehicle.
4. Payment of Toll fees for all the vehicle.
5. Monitor the discipline issues / Complaints about drivers.



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XVIII. Maintenance Committee

a Computers in the Campus:

1. Collect the system related issue and maintenance requirement on weekly basis and sort out it immediately in consultation with Principal.
2. Maintain all system, printers, Xerox machines, generator, UPS, internet in working condition at all the time.
3. Maintain the Net facility of the campus.
4. Maintain the stock register of System and other peripherals available in the campus.
5. Maintain the database of Software available in the campus.

b Electrical, Plumbing & Furniture's:

1. Maintain the Stock Inventory of all electrical, furniture items and other major facility like RON Plant, SWTP and Bio waste decomposer etc.,
2. Collect service requirements of fan, heaters, water coolers, AC, lights in the campus If anything need to service, initiate the process immediately.
3. Clean the ACs and Check the batteries of UPS once in a month. Plan the periodic maintenance for all the generators.
4. Maintain the furniture's of the college in good condition, if anything need to service initiate the process immediately.
5. Continuously monitor the RO plant, SWT, Solar Water heaters and do the services regularly.
6. Maintain the Taps in various locations and arrest the leakage of water if any.
7. Maintain the Wells, Bore well and Water resource area and Rain water harvesting pits of the Campus.
8. Clean the Sumps and Overhead tanks periodically.
9. Monitor the quality of drinking water in the prescribed level, if any service required plan & execute immediately.
10. Maintain the Auditoriums, Seminar Halls neat and clean always.
11. Maintain the Notice boards – remove the outdated information and instruct the concern in charges to maintain it in the organized manner.
12. Maintain the Teaching aids such as Projectors, PA systems and TVs. Periodically audit and maintain the status.

c Lab Maintenance:

1. Maintain the updated Stock register of all the labs and facility (Hard & Soft Copy).
2. Collect the service requirement from each department labs every fortnight and initiate the process to rectify it. Make all the equipment's are in working conditions at all time.
3. Monitor the stock of lab consumables requirement. Make it available well in advance for smooth conduction of day-to-day activities.
4. Plan and Conduct the Audit for the lab and update the status.
5. Maintain all the labs neat, clean and hygiene.



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d Campus Maintenance:

1. Maintain the campus as Eco friendly campus (Neat and hygienic, plastic, tobacco and drug free campus). Organize various awareness camps among students to maintain it.
2. Plan the AMC requirement wherever required.
3. Plan 5S Audit and remove the scrap, unused and excess materials / equipment's maintain the things at earmarked place.
4. Maintain the greenery in the campus and develop the garden by involving NSS students.

e Stationary Maintenance:

1. Maintain the stock inventory of Stationary items.
2. Plan and procure the stationeries required for day-to-day activities well in advance.

XIX. Sports & Cultural Committee

a Sports:

1. Conduct sports committee meeting in start of the semester.
2. Plan various inter dept practice/ competition, Zonal competition and inter college competition. Plan the competition both in even and odd semester equally.
3. Maintain the record of students regularly practicing various sports activity and update to the principal. OD is permitted to the students to participate in various competitions those who regularly practicing.
4. Train the students & motivate them to participate in inter college competition conducted by other colleges. (Don't plan any activity during EPC)
5. Conduct the sports activity for school students on the eve of national importance day.
6. 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.
7. Popularize the sports activity of our college among other college accordingly events may be planned and conduct throughout the year.
8. Encourage the faculty / staffs to participate in various tournaments/ competitions.
9. Organize the tournament / competition between faculty/ staff with corporate in and around our institute.
10. Organize Yoga / Art of living classes regularly for faculty and students to get relieve from stress.

b Cultural

1. Planning the execution of cultural events in respective academic year.
2. Coordinating in all Intra departmental and Inter Collegiate Events.
3. Organizing cultural events for National important days.
4. Preparing the Event Budget for various events.
5. Preparing schedules and program list for all the cultural events.
6. Arranging Judges for cultural competition. The event in-charge shall be the responsible for the smooth conduct and announcement of results.
7. Constitution of different committees for the smooth conduct of the programme.
8. Involving the student's volunteers as the discipline committee.
9. The formulation and execution of Rules and Regulations for cultural events.

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10. To retain the rapport with the guest by sending gratitude communication and photographs.
11. Identify, Frame and Nominating students for various inter collegiate events and fests with approval of Student Affairs / Principal.

XX. Technology Center :

1. Establish and maintain the centers with latest cutting technology, developing the curriculum and course material for various Value Added courses.
2. Plan the training schedule / calendar for all the courses and students.
3. Identifying the Certification body / Industry for collaboration and Certifying the Courses.
4. Monitoring the Content delivery of the courses and Organize the certifying exam.
5. Branding of COE's through social media, posters and brochures.
6. Identifying the suitable persons as Coordinators, train them and motivate them to get certification to train the students.
7. Planning and conducting of Seminars / Workshops / FDPs / Competition to other college students & faculty. (Minimum one per COE per semester)
8. Coordinate & Conduct awareness Camps / Programs for school students as admission promotions and organize inter college competition whenever possible.
9. Arrange the Industrial training for all the faculty members (Minimum 5days / semester).
10. SPOC for Industrial Consultancy Projects and Student Exchange Program



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Mohamed Sathak A.J. College of Engineering, Chennai – 603103

Ref.No: MSAJCE / PO-100 / 2023-2024

Date: 22.07.23

OFFICE ORDER

It is hereby informed to all the faculty, staff and students that the following faculty members are nominated in various responsibility as follows w.e.f 24.07.23 till further order. All are advised to cooperate with them for smooth conduction of day to day activities.

Sl. No	Name of the Faculty	Responsibility
1	Dr.I.Manju	Head – IQAC
2	Dr. G.Ramesh	Controller of Examination
3	Mr.M.Suresh	Deputy COE - 1
4	Mr.S.Vimalathithan	Deputy COE - 2
5	Dr.R.Someswaran	Deputy COE – 3
6	Dr.A.Balakrishnan	Head - Administration
7	Dr.M.Shunmugasundaram	Head – Academic
8	Dr.R.Vijayarangan	Head - Research
9	Dr.D.Weslin	Head – III & IPR Cell
10	Dr.S.Devikala	Head - Students Affairs
11	Dr.J.Jeha	Head – EEE
12	Dr.A.Ammu Qudsiya	Head – H & S
13	Dr.D.Prakash	HOD –AIDS & CSBS
14	Mrs.B.Murugeswari	HOD – ECE
15	Mr.V.Pandarinathan	HOD - CSE
16	Mr.Mohaideen	HOD - IT
17	Mr.S.R.Mohan	HOD - MECH
18	Mr.S.Vetrivel	HOD – CIVIL
19	Mr.V.Vigneswaran	Head - Placement
20	Mr.Tharani Kumar	Head – ED Cell & Higher Studies
21	Dr.K.P.Santhoshnathan	Head – Admission, Hostel, Sports& Transport
22	Mr.A.Abdul Gafoor	Head – Administrative office
23	Mr.C.Navaneetha Krishnan	Head - Maintenance

Copy to: The Chairman & Director

All HOD's to circulate among all the faculty, staff & Students

Admin Office & Office File

Be displayed in all the Notice Board.


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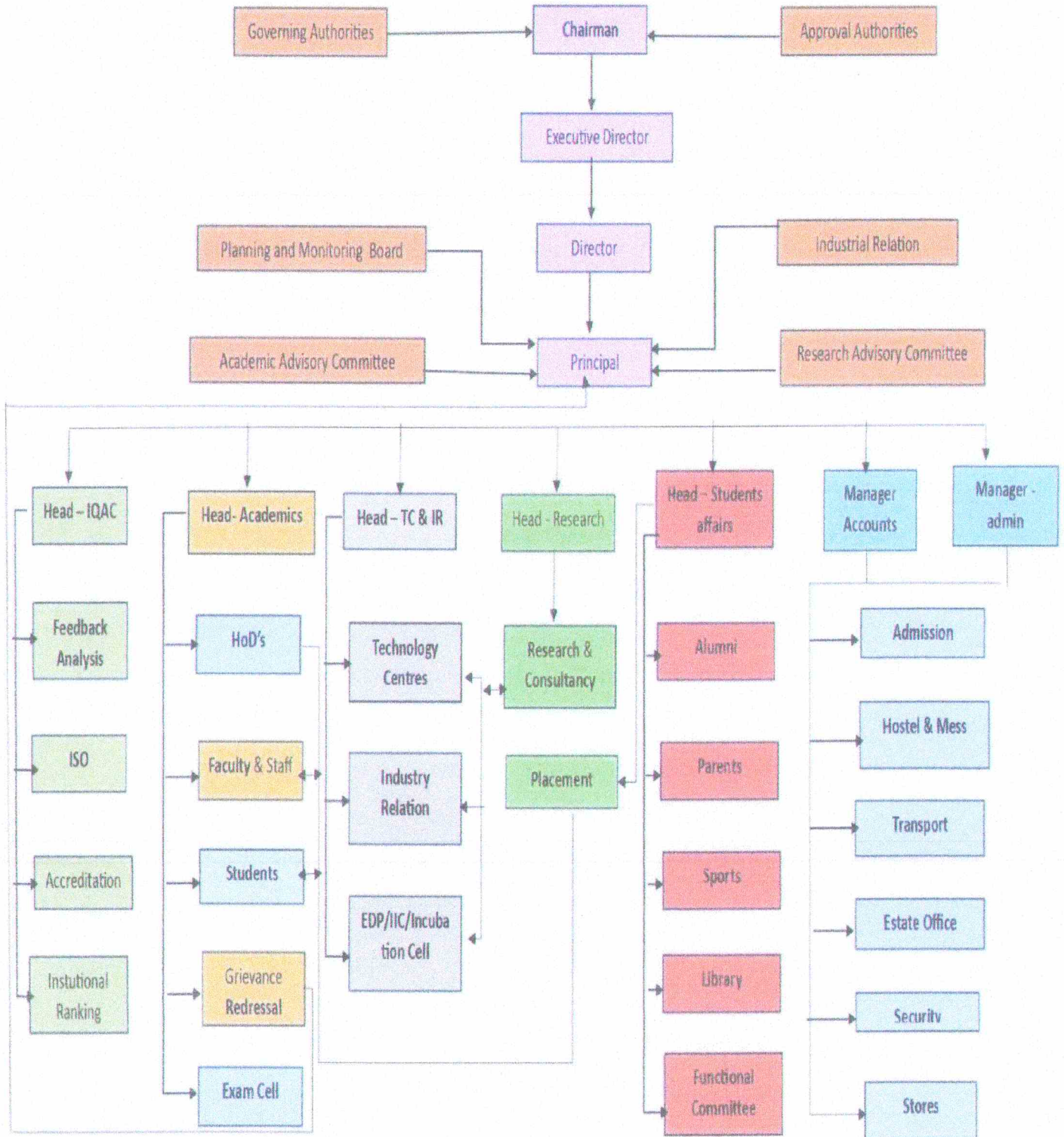


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Decentralization and Participative Management



[Signature]

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Roles and Responsibilities of key position

Responsibility of 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 – Academics.

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 follows up by visiting all the departments in association with Head (Student Affairs), with in 1 st one hour at the beginning 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.

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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 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 all the departments in association with Head (Academic), with in 1st one hour at the beginning 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.
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
7. activities. 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.

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Responsibility of Head Technology Centers & Industrial Relations. (TC&IR)

1. Establishing and monitoring the facility of Technology centres with industrial tie up / Recognition, content delivery of various Value Added Courses and timely completion of certification process in association with concerned department HoDs.
2. Plan and prepare the training curriculum, syllabus and materials required based on the facility available and industrial requirement.
3. Interacting with Industries for Industrial visit, Training, students projects, Internship, Consultancy project etc and Plan and execute MOU's signing with industries in association with Placement officer and concern dept. HODs.
4. Plan, and execute soft skill training, core subject training, foreign language training and other training if any required to maximize the placement.
5. Organize at least one workshop, Seminar, FDP, competition and hands on training for other college students & staffs and generate fund through technology centers.
6. Identify the suitable faculty and students and motivate them to participate in various Hackathons and competitions.
7. Monitor and support the Research activities of the college in association with Head – Research & HODs of the concerned department.
8. Actively participate along with HoDs in Project reviews of the all the departments and identify the best project and make it publish in the conference / journal / copy right / file a patent if the work is innovative.
9. Review the ongoing research projects / consultancy works periodically in all the departments along with HODs of the concerned department .
10. Motivate the faculty to submit the research proposals to various funding agencies in association with Head – Research.
11. In charge for Unnat Bharat Abiyan activity – plan and organize various social activities in the adapted villages.
12. Coordinating with all the Heads and HoD's 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.


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Roles & Responsibilities of IQAC

- Creating the awareness program about IQAC & Accreditation process.
- Plan for NBA & NAAC for all departments.
- NIRF Ranking, CII, AICTE ranking, AISHE data submission
- 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.

Roles and Responsibility of Head - Research

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

Roles and Responsibility of Head - Admin

- Faculty and Students Discipline.
- Events Management – Induction Program, Promotional Activity, Teacher's Day, Engineers Day, Technical Symposium, Tech Jamboree, Algorithm, Farewell, Convocation, Alumni meet, Sports and Cultural day, National Importance Days
- Library and Lab Requirement purchase, service and audit.


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- Roster duty preparation for teaching and nonteaching to monitor for various activity.
- Online Courses, FDP, Seminar & Workshop for faculty – Organizing and Participation
- Industrial Relation Coordination – MOUs, Guest lecture, Industrial Visit and Internship
- Responsible to organize P&M meeting periodically.
- Teaching and non teaching staff self Appraisal.
- University Co-ordination: Attendance and Internal mark updation in the portal
- Mentoring Toppers and Slow learners

Roles and Responsibility of Head – Manager Adimn

- PRO Activities – Police, Fire, Health, Press, Government and Local body members, and
- Political parties if required.
- Handling of Legal issues if any related to AU and AICTE.
- Hospitality and facility management for various activities planned in the college.
- 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)
- Periodical Audit of Laboratories, Library, Estate office, Hostel and Mess.
- 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.
- Maintaining the College Security, Transport, Hostel, mess and Canteen facilities & issues follow up.
- 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
- Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
- Coordinating Anna University / AICTE / Accreditation inspection if an in association with Manager -Accounts
- Plan and organize Alumni meeting and Parents Teacher meet periodically. in association with Manager – Accounts
- Plan and execute faculty and staff welfare activities.


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- All ISO files to be ready both Hard & Soft copy and these have to be submitted in IQAC Cell.
- Website to be updated. Lots of events we have conducted but it didn't upload in our college website. Kindly look it and update at the earliest.



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DEPARTMENT OF ECE

Date: 13/7/2023

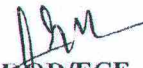
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CIRCULAR

It is hereby informed that there will be a faculty meeting on 14 /07/2023 at 1:30 PM in DSP Lab and all are advised to attend the meeting without fail

Agenda:

1. Awareness about changes in curriculum for R2021
2. Subject allocation & Work load discussion
3. Plan for academic activities and events.
4. Discipline action for the latecomers absentees.
5. University Results strategy to improve.
6. Curriculam gap identification(CBS)


HOD/ECE

COPY TO:

Department of ECE.

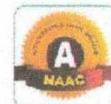

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HOD Meeting

Minutes of Meeting

Date : 17.11.2023

Venue : Principal Room

The following Members were attended and the following points were discussed in the meeting

Names	Signature
Dr.K.S.Srinivasan – Principal	
Dr.A.Balakrishnan – Head/Administration	<i>A.Balakrishnan</i> 17/11/2023
Dr.I.Manju – Head – Technology centre, Head – IQAC	
Dr.Shunmugasundaram .M– Head /Academics	<i>M. Shunmugasundaram</i> 17/11/23
Mr.Prakash – HoD/IT	<i>Prakash</i> 17/11/23
Dr.I.Manju – HoD/ECE	
Mr.S.R.Mohan – HoD/MECH	<i>S.R.Mohan</i> 17/11/23
Mr.S.Vetrivel – HoD/Civil	<i>S.Vetrivel</i> 17/11/23
Dr.J.Jeha – HoD/EEE	<i>J.Jeha</i> 17/11/23
Mr.V.Pandarinathan - HoD /CSE	<i>V.Pandarinathan</i> 17/11/23
Dr.A.Ammu Qudsiya - HoD/ S &H	

- Students attendance are taking 3 times in a day. 1st, 3rd & 7th hour. Daily we have to submit the report to the trust office .
- Upload the internal marks as it is in Anna university web portal.
- Plan to conduct welcome fest by the senior students for I Year Students.
- Online feedback by the students to be completed.
- From Monday onwards EPC classes will be started . If your class has high strength you can split into 2 or 3 groups .
- Instruct all the students to bring hard copy of notes for EPC classes.
- Close all faculty room and instruct them to sit along with the students throughout the EPC Classes.
- Ask the students to use out pass for outing purpose during working hours.
- Dr.J.Jeha HoD/EEE allotted for NPTEL, Karma & Spoken tutorial courses.
- If any student / faculty attend and pass in NPTEL examination, 50% of exam fees (Rs.500) will be reimbursement to the concern.
- Mr.K.K.Vinothkumar AP/Mechanical allotted for all ranking like NIRF, ARIA, NAAC & NBA works.
- Dr.S.Devikala AP/EEE allotted for Smart India Hackthon.

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- Mr.S.Vetrivel HoD/Civil Allotted for COE/Technology Centre.
- Dr.I.Manju will be continuing for IQAC, Patent filing & AICTE – Kapila Scheme.
- All ISO files to be ready both Hard & Soft copy and these have to be submitted in IQAC Cell.
- Website to be updated. Lots of events we have conducted but it didn't uploaded in our college website. Kindly look it and update at the earliest.



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