



## MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



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

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**PRINCIPAL**  
Mohamed Sathak A.J. College of Engineering  
No.34, Rajiv Gandhi Salai (OMR)  
Sipcot - IT Highway Egattur,  
Chennai - 603103.

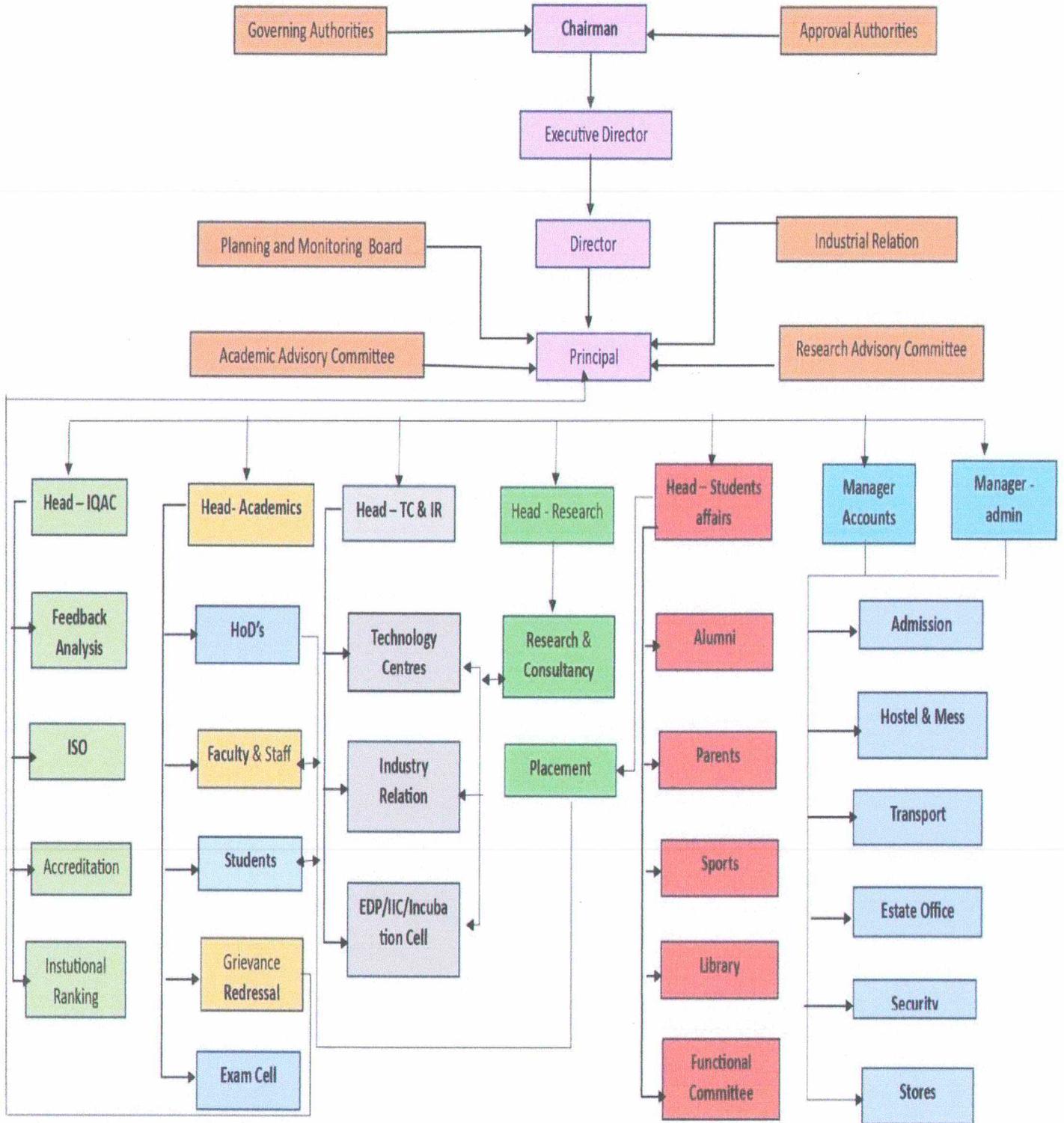


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## Decentralization and Participative Management



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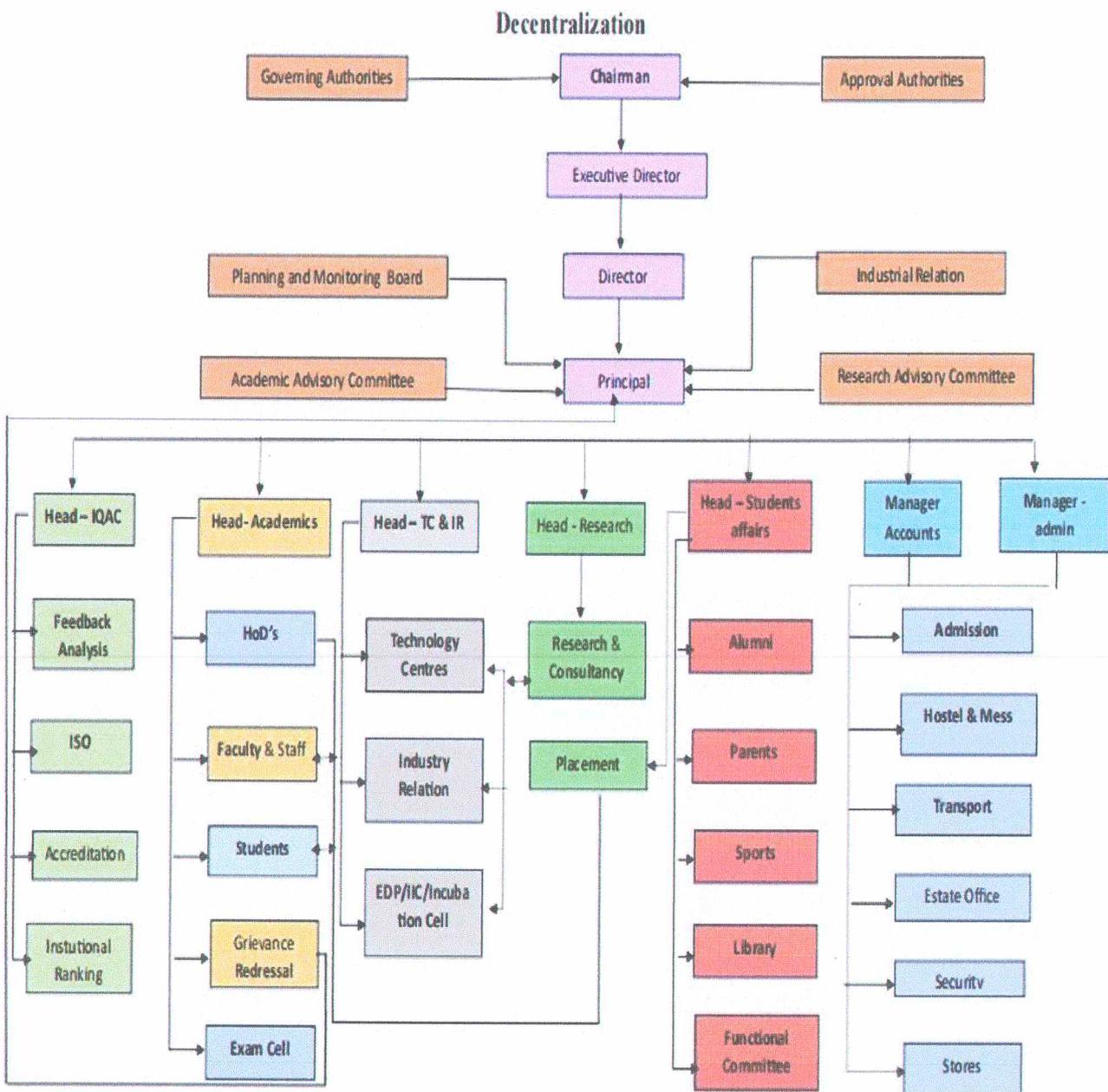


## Service Rules and Regulation:

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

### 1.0

### Organization Chart of the Institute



*[Signature]*  
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2.0

## Service Rules and Policies

### 2.1 DEFINITION:

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

### 2.2 ORIENTATION:

1. Every staff appointed in the College shall be given a brief introduction / orientation about the College by the Principal on the day of his / her joining.
2. The Manager (Admin) will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the Office team.
3. The Head of Department (HOD) will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of their team.
4. HOD will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
5. The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.
6. **Staff Dress Code:** Men: (Formal) Tucked Shirt with Ties & Trousers with shoes  
Women: Sari (Formal) All the staffs should wear their identity cards at all the times inside the campus, bus and hostel.
7. **Attendance Record:** All the staff members should register their biometric and also sign in the attendance register soon after their arrival and also in the evening while leaving. They are expected to be present in the department at least 10 minutes before the commencement of forenoon session.

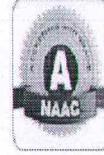
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### RECRUITMENT / INTERVIEW PROCESS OF STAFF

- ❖ All appointments of the faculty and Staff members of the College shall be made by the Chairman/ Appointing Authority as per the recommendation of Selection Committee.
- ❖ Recruitment is normally done twice in a year during May and November.
- ❖ Number of vacancies is notified by Principal / Designated Authority based on student strength / resignations of staff members, to the management for approval / information.
- ❖ Vacancies are advertised in leading newspapers, website and online etc.
- ❖ Screening of applications is done as per AICTE norms by the respective screening committee.
- ❖ Shortlisted candidates are informed through email / over telephones by HR Department.
- ❖ Selection committee shall be constituted by the Principal as per the guidelines approved by the Governing Council. Candidates shall be called for personal interview and selection will be made on merit.
- ❖ The Selection committee consisting of Management representatives, Principal, Domain Experts from Anna University / IIT, HOD's of respective department, will conduct interview and select the suitable candidates based on the performance and requirement. The decision of the Selection committee is final.
- ❖ Pay for the selected candidates shall be fixed as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.
- ❖ The offer letter will be issued for the selected candidates with specified date of joining.
- ❖ Photo copies of the following certificates will be collected by HR / Admin Office and verified with original copy at the time of interview / joining and returned the same..

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

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

### Probation:

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

### Increment / Promotions:

- ❖ Increment / Promotions will be considered for those who completed one year of successful probationary period based on Self Appraisal.
- ❖ Promotion from Assistant Professor to Associate Professor and Associate Professor to Professor cadre is considered based on the vacancy and experience as per AICTE norms of the candidate having PhD qualification in the respective domain and the Self Appraisal.

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### Termination of Service / Resignation:

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

### LEAVE RULES:

1	<b>Casual Leave (CL)</b>	12 days per year for all the staff at the rate of 1 day permonth.
2	<b>Compensation Off (C-Off)</b>	Applicable only to non-residential staff.
3	<b>Sick Leave (SL)</b>	For those who have completed 5 years up to 3 days per year (Production of Medical certificate / Discharge Summary)
4	<b>Restricted Holiday (RH)</b>	2 days Based on prior approval of the Principal

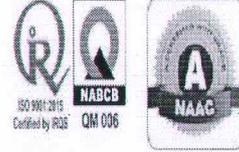
- ❖ Leave shall not be claimed as a matter of right and need to be granted.
- ❖ A staff member shall not normally or on any pretense absent himself/herself from his / her duties without prior permission of his/her superior officer authorized to give permission.

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

### Casual Leave (CL):

- ❖ All employees are eligible for 12 days of Casual leave per year at the rate of 1 day per working month during the year from 1<sup>st</sup> January to 31<sup>st</sup> December.
- ❖ At a time, not more than 3 CL shall be granted. Carryover of lapsed CL, to next academic year is not permissible.
- ❖ Permission for short absence not exceeding one hour on any working day either at the beginning of working hour, end of working hour or in the middle may be granted at the discretion of the Principal / Designated Authority for two occurrences per month.
- ❖ If the number of permissions for short absence exceeds more than two in a month, it shall be considered as half day (1/2 day) CL for each permission exceeding two.
- ❖ While leaving service, any excess CL taken will be considered LOP at the time of settlement.
- ❖ The CL cannot be combined with any other leaves except SL and Compensation Off.

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### Vacation Leave (VL):

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

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### Restricted Holiday (RH):

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

### Special Leave (SL):

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

### Compensation Off (C- Off):

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

### Maternity Leave (ML):

- ❖ A woman employee of the institution, on successful completion of the probation period and having at least three year of continuous and satisfactory service, is eligible for Maternity Leave (ML) for a maximum of 30 calendar (thirty) days, subject to prior approval of the Principal / Designated Authority with pay for the first child delivery only.
- ❖ In addition to the above, persons who have completed at least three years of continuous and satisfactory service, a maximum of additional 90 calendar days can be availed as Maternity Leave as Leave on Loss of Pay (LOP).
- ❖ In case of staff availing total leave exceeding 6 months, she may be sanctioned leave with condition to rejoin duty only when vacancy is available.
- ❖ The decision of the Principal / Designated Authority will be final in sanctioning of such ML.

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### RELIEVING & RETIREMENT Policies:

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

### RETIREMENT POLICIES:

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

### TRANSFER WITHIN GROUP OF INSTITUTIONS:

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

### 2.9 Awards / Incentives for faculty, staff and students

- ❖ Students who secure 1<sup>st</sup> three place (year wise) in University Exam will be awarded with Merit Certificates, incentives / mementos.
- ❖ Students having 100% attendance in each academic year will be issued Merit Certificates.
- ❖ Staff Members producing 100% in the Theory Subjects during the Anna University Examinations, will be awarded with appreciation certificates, incentives / mementos..
- ❖ Faculty / Students will be awarded merit certificates / incentives / memento for the following activities

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- Presenting paper in International Conference and Journals.
- University Rank holders & Sports Achievements
- Publishing books, Patents and Copy rights.
- Best outgoing student in UG and PG.
- Best alumni
- Completion of Industrial consultancy projects and funded projects. Won prizes in various National and International competitions.

### 2.10 Higher studies

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

### 2.11 Patent and IPR

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

The inventions created by the College personnel without using college resources and created outside their assigned/normal duties of teaching/research shall be owned by the inventors and the revenue generated out of such inventions shall be shared in the ratio of 75:25 between the inventor and College respectively.

If an IP has emerged as a result of an Institutional/Industrial consultancy, sponsored to Mohamed Sathak AJ College of Engineering, Chennai the concerned industries and Mohamed Sathak AJ College of Engineering Chennai shall own the IP. This however will not apply to those IP that are covered under specific Memorandum of Understandings (MoU's) where the action shall be carried out as per the provisions of the MoU's. If the IP is a result of funds sponsored by an outside agency, then the IP will be shared the Mohamed Sathak AJ College of Engineering, Chennai and the sponsoring agency on case by case basis, as per MoU / Agreement/Undertaking.

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### Patent fee:

- i) The college pay 100% of the patent registration expenditure.
- ii) The patent renewal fees will be paid by the college for the first seven years in all cases when patent is taken by college name.
- iii) If it is joint patent with sponsoring agency, then the patenting cost will be equally shared. If the other agency does not show interest in such process, the college can either continue the patent by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

### Revenue sharing:

The revenue sharing arrangements are as below:

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

### Conversion/Transfer of IP:

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

### 2.12 Other Terms and Conditions.

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

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resigning amidst these semester is strictly not permitted.

- Promotions and Increments are given to the eligible faculty / staff members after the successful completion of one year of service based on their overall performance appraisal.
- Staff members are permitted to pursue Higher studies, as part time program, while serving in the Institution.
- Faculty members are allowed to do Ph.D through Anna University /any other reputed Institute only. Management shall pay complete fee for Patent registration and the revenue generated will shared as per the agreement signed.
- Management shall bear the expenses if any for submitting proposal and getting funding from the funding agencies.
- Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.
- If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties. All the faculty covered with PF and Accident Insurance

### 3.0 Code of Conduct:

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

### 3.1 Responsibility of the Principal

1. Responsible for entire academic regulations including examination and Image building of the Institute.
2. Responsible for maintaining the discipline and decorum in the college premises & regular rounds to all the academic buildings & hostel

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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.

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### 3.2 Responsibility of the Head – Academic

1. Monitor the Subject allocation and time table preparation of all the departments.
2. Collect the detailed lesson plan, question bank, Lab record, and class notes for all the 5 units from concerned faculty and circulate to all the students.
3. Daily academic activity follow up by visiting all the departments in association with Head (Student Affairs), with in 1<sup>st</sup> 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.
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.

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### 3.3 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 1<sup>st</sup> 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.  
Plan and execute various activities like industrial visits, workshops, seminars, conference, symposium, cultural, sports, professional society activities, NSS, induction programs, motivational programs, placement day, graduation day and other important celebration and activities.
5. Monitor the discipline of faculty, staff and students. Ensure the campus as Ragging free Campus.
6. Coordinate the functional committees of the institute and activate them to do various activities.
7. Coordinating Anna University / AICTE inspection / Accreditation if any.
8. Plan and organize Alumni meeting and Parents Teacher meet periodically.
9. Feedback from all the stake holders (students, parents, alumni and industry) in coordination with Head – Academic, Head - TC & IR, and placement officer to initiate necessary action in consultation with Principal.
10. Coordinating with exam cell and departments to update attendance, upload the internal marks in AU web portal and ensure smooth conduction of university end semester practical and theory Examinations.
11. Mentoring / Counseling self study group (Toppers) and slow learners of all departments.
12. Coordinating with all the Heads and HoDs from time to time and extend the support whenever required as per the direction of the Principal for smooth conduction of day to day activities as well as brand building of the institute.

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### 3.4 Responsibility of Head Technology Centres & 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. Incharge 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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### 3.5 Responsibility of Head – Research

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

1. Plan and execute the Admission strategy in consultation with the Principal and Management. (Advertisement, social media activities, Brochure and pamphlet preparation).
2. Admission Process follow up – (Govt quota & Management quota). Submission of Sanctioned Intake to the conveners to include in the counseling.
3. Arrange school and Polytechnic visits and organizing various events like carrier guidance program, Science exhibition, and workshops to develop the branding of the college under ISR.
4. Coordinating Faculty & Staff recruitment and welfare Issuing Appointment order, Experience Certificate, Relieving Order, Salary certificate for the faculty and staff whenever required after collecting the approval from the higher authorities.
5. Maintain all the necessary documents of the students Coordinating with University / Secretariat / DOTE to ratify the admission process.
6. Maintain all the records of faculty and staff for AU / AICTE affiliation and approval process.
7. Annual Budget Planning and execution, organize the day to day financial needs in consultation with the Principal and Management.
8. Monitoring & Handling the issues of PF, ESI, Insurance, Gratuity, Professional Tax, EB, Phone Internet, Fire safety and Sanitization certificates.
9. Submit the necessary documents to welfare office and monitoring the scholarship process.
10. Issuing of Bonafide certificate, Transfer certificate, Conduct certificate for the students whenever required.
11. Coordinating Anna University / AICTE / Accreditation inspection if an in association with Manager – Administration
12. Plan and organize Alumni meeting and Parents Teacher meet periodically. in association with Manager - Administration



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### 3.8 Responsibility of Manager – Administration.

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

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### 3.9 Responsibility of the III Cell coordinator

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

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### 3.10 Responsibility of the Maintenance Manager

1. Stock Inventory – Inward & Outward ( All Materials)
2. Ensure the Electricity / Water / Furniture availability in all places in the campus.
3. House Keeping, Security, Gardening, Generators - daily maintenance
4. Monitoring the Civil Work and report to Principal.
5. Plan the Electrical, Carpenter, and Plumber works, arrange the necessary materials and assign the works to the concerns for timely completion of the work.
6. Maintaining Cleanliness inside and outside the Building
7. Maintaining UPS, copying machine, Air conditioners, RO Plant, Water coolers, Sewage Treatment Plant through AMC if required
8. Collect the maintenance report from all the labs and make the arrangements to do service the equipments and Machines whenever necessary.
9. Maintaining all furniture's, fans and tube lights in class rooms and Labs in good condition
10. To Ensure the saving of Electricity and Water visit all the places in the college regularly and advise the attenders / floor in charges to shut off when not in use.

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### 3.11 Responsibility of the Accountant

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

### 3.12 Responsibility of the Exam cell Coordinator

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

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### 3.13 Responsibilities of HOD

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

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per semester

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

### 3.14 Responsibilities of Placement Officer.

1. Maintain the students database, Alumni database and placement records.
2. To arrange internship, industry –sponsored major and minor projects for final year and pre-finalyear students in association with III cell coordinator..
3. To maintain the directory of industries and research and development centers.
4. To act as a information bureau by maintain libraries, data bases etc, relating to training and placement.
5. Coordinating Alumni association activities, collect the feedback of the alumni from their working place.

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

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### 3.15 Responsibilities of a Faculty

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

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### 3.16 Responsibility of Librarian

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

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### 3.17 Responsibility of Physical Education Director

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

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### 3.18 General instructions to all the Faculty members

1. All faculties are advised to monitor the boy student's dress code: cleanly shaven face with neat dress, wear shoes and ID cards. They should not have long hair.
2. The girl students with neat and appropriate dress code. The lady faculty members handling the class should check the same.
3. Exchange of classes not allowed, in emergency cases can be made only with prior approval of the HODs of the concerned faculty members.
4. During the library hour of a class the faculty –in- charge should keep the students in discipline.
5. The faculty members and students are advised not to take any books (including the books already issued) inside the library from outside. However it is allowed for returning the books already taken.
6. Library should not be used for discussion between students and faculty. This can be done either in the class room or in the staff room.
7. Faculty members are specially requested not to have any discussions with students standing outside the class rooms or on the way to lab. Discussions should be made only in the class room or in the staff room.
8. Don't allow the students to use the Mobile phone inside the class room / Laboratories.
9. Each student is required to bring a scientific calculator with him / her. Check whether the student brings it or not randomly in the class.

### 3.19 Do's and Don'ts for Theory Subjects

1. Be there in the class in time ( 5 Min ahead of time ) and well prepared
2. Be audible even to the last bench students
3. Avoid carrying Text / Reference books to the class room
4. Maintain silence and discipline inside the classroom
5. Clean the board before leaving the class room
6. Check the class notes regularly in the class.
7. Take attendance calling by name not by Roll / Register number
8. Speak / Teach only in English inside the class room. Don't use any other language as medium of communication inside the classroom.

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9. Don't waste time in dictating notes in the class room.
10. Discuss the answers of university questions at the end of each unit
11. Ensure timely completion of syllabus instead overloading at the end of the semester
12. Give equal preference for both theory and problem irrespective of credit of the subject. Discuss some applications of each topic in every subject
13. Maintain and update the attendance log book and course file meticulously.
14. Use PPT / Demonstration / ICT / NPTEL / EDUSAT whenever possible
15. Correct the test papers and circulate to the students in time without biasing
16. Arrange one guest lecture / seminar per subject in terms of application by the eminent personalities.
17. Circulate lesson plan and notes material ahead of time to the students either hard / soft copy, it will help the students to come prepared to the next class
18. Ensure the next hour faculty arrived before leaving from the class. In case next hour faculty didn't turn up make necessary arrangements and be there till other faculty comes and engages the class
19. Be polite and cordial with the students. If any student misbehave / not listening or disturbing the class don't react / corner that student in front of other students. After completing the class calls the student and counsels him / her in your cabin. Still problem persists immediately bring it to the knowledge of the Hod /the Principal
20. Plan clearly for tutorial classes along with the assisting faculty. All the faculties those who are assigned the tutorial hour should be available in the class to help the students

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### 3.20 Do's and Don'ts For Practical Classes

1. Be punctual in lab classes. All Faculty and staffs should be available in the lab on time as well as till the end of the practical session.
2. If any faculty is in leave arrange the alternate faculty who knows the experiments well.
3. Test all the experiments and submit the model report / record to the HOD concerned / Principal before the beginning of the semester
4. Students must be allowed to perform any experiment only after concern faculty approval. The faculty should check the students whether they have adequate background in relevant theory. Though a viva about theory of the experiment at the start of lab classes.
5. Laboratory records should be written only after faculty approves the observation. Laboratory records, neatly written and completed in all respects should be submitted while coming to the next lab class.
6. Correction of laboratory records must be completed within same day of submission.
7. The teacher handling a laboratory class should maintain a lab track record.
8. Before the start of every practical examination, the teacher concerned should ensure that the various equipments, components, machines and meters are in proper working condition to avoid hardship to
9. Don't allow the students to carry the next experiment before completion of previous experiments
10. Encourage the students who are fast in completing the assigned experiments
11. Keep HOD / Principal informed about long absentees for the theory / labs
12. Give the special attention for the slow learners and irregular students
13. Don't permit more than two students at a time to perform the experiment

### 3.21 Responsibilities of Class Advisors

1. Class advisors are the mediators between the students, mentors and parents to ensure smooth conduction of day to day activities.
2. Prepare the Time table for the class and communicate to all the stake holders. Check, arrange and distribute the lesson plan, question bank, class notes for

  
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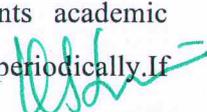


- all the subjects / units and record books to all the students on time.
3. Check the timetable daily in the 1st one hour and ensure all faculties are available in the campus to engage their respective class.
  4. Formulate and Convene the Class committee meeting as per the Anna University norms – 3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

### 3.22 Responsibilities of Mentors

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

1. Each faculty mentor allocates the students from 1st yr to final yr in the ratio of 1: 20.

  
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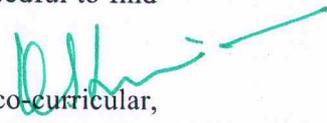


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2. The mentors should maintain the following data: Students Data Book, approval letters regarding his cultural, sports participation from the concerned in-charges and other letters relating to his absence from the classes, Certificate copies wherever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

  
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### 3.23 Responsibilities of Placement Co-coordinators

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

### 3.24 Responsibility of Faculty Lab In charge.

1. Procurement, erection, installation and commissioning of lab equipments.
2. Procurement and storage of consumables, materials, tools and instruments.
3. Planning, scheduling, organizing and coordinating with staff handling lab classes.
4. Planning and organizing development program for supporting staff.
5. Managing the maintenance of equipments and tools in the lab.
6. Including preventive and break down maintenance / register for regular and periodical maintenance.
7. Suggesting the removal of obsolete and condemned equipments.
8. Breakage list and explanations are to be sent to HOD at the end of every semester.
9. Stock register to be maintained by the lab-in-charge concerned for machinery

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/ equipment and consumables.

10. Monitoring supporting staff in their work and maintaining discipline.
11. Recommending leave and permission for supporting staff.
12. Displaying Rules and Regulations, safety precautions for the students in the laboratory.
13. Main switch board and fire extinguisher position should be displayed prominently.
14. Intimating the electrical maintenance section in case of adding any electrical equipment.
15. Ensuring proper security of lab equipments.
16. Ensure before leaving the campus locking of laboratory after college hour, switch off Electric power, air conditioners, fans, lights etc.

### 3.25 Responsibility of Faculty Handling laboratory classes:

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

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

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

### 3.27 Responsibility of Professional Society Coordinator.

1. Establish / renew one professional society per department such as IEEE, IETE, ISTE, CSI, ICTACT, ICI, SAE/SME, IET.
2. Prepare annual plan of activity in consultation with HOD`s
3. Make the student & faculty as member in at least any one of the society.

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

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### 3.28 Responsibility of Floor Incharges

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

### 4.0 CONFERENCES, WORKSHOPS & FDPS

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

### 5.0 CO-CURRICULAR ACTIVITIES

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

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

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

### 7.0 COLLEGE TIMINGS : OPENING & CLOSING

<b>Working Hours</b>	<b>: 08.15 AM to 03.30 PM</b>
<b>Tea Break</b>	<b>: 10.30 AM to 10.45 AM</b>
<b>Lunch Break</b>	<b>: 12.50 PM to 01.30 PM</b>
<b>Admin office</b>	<b>: 08.00 AM to 05.00 PM</b>

- except Saturday. On Saturday Admin office will function from **08.00 AM to 4.00 PM**

1. On rotation basis Administrative Department should take care of the closing and opening of the college in order to facilitate cleaning of Admin office / Principal / Chairman office, opening of the departments and class rooms etc., and ensure the classes start in time.

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2. During the closing duty the AO should ensure the following:
  - i) All windows and doors of all blocks are closed and locked
  - ii) All electrical items and main switches are switched off
  - iii) Water pipes / Gas connections are properly closed
  - iv) All dept. labs are locked and keys are kept in Admin office
  - v) Seal the Principal/Admin office & sign it on the seal with date
  - vi) Instruct the security be alert in the night times & non working days especially & advise them to contact you in case of emergencies.
3. During the opening duty the AO should ensure the following
  1. Check all the seals are intact before opening in the presence of Security
  2. Go around along with the security to all the blocks and check everything is proper or not.
  3. If there is any abnormality immediately contact Principal / Director / AEO
  4. In case of emergency work or on leave the AO should make an alternate arrangement for opening and closing duties with proper prior approval from Principal.
  5. 2nd and 4th Saturday will be a working day for all faculty and staffs with the timing of 8.00 AM to 3.45 PM only.

### 8.0 Do's and Don'ts for Students :

1. Students should be regular and punctual to the classes.
2. All the students should wear decent dresses with shoes and wear Identity Card inside the college campus.
3. Students should be seated in the lecture halls at least five minutes before the commencement of classes.
4. Students should maintain discipline and strict silence inside the class, laboratories and workshops. As well as maintain the discipline in the bus, mess and canteen
5. Students should attend the laboratory / workshop classes with the specified uniforms if any.
6. Record of experiments done in a particular class should be submitted before the next laboratory / workshop class.
7. If assignments given to the students should be submitted before the due date

  
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for consideration of internal assessment marks.

8. A minimum of 75% attendance in each semester is to be maintained as per the Anna university norms, otherwise he / she may be detained from the Anna university end semester examination. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents. Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and a letter from the parents, subject to verification.
9. Students should attend all assessment tests sincerely and show good academic progress.
10. Regularity in writing the tests / exams and satisfactory performance of students in tests / exams are essential to enable the students to secure good internal marks.
11. Any student found indulging in malpractice in the tests / exams would be debarred for the rest of the tests / examinations. Any case of malpractice in the University examinations will be reported to the University.
12. Use of mobile phones / laptop is permitted inside the campus but not during the class hours.

### Anti Ragging Policy :

Ragging in any form is totally prohibited in and outside the campus of Mohamed Sathak AJ College of Engineering. It is the objective of every member of MSAJCE community consisting of the Management, Faculty and Staff members and as well as all students and their parents/guardians to make the College a 'Ragging free' Institution and ensure a conducive environment for freshers to adapt to the changes that the college life may demand on them and grow up along with their seniors. The College is committed to follow all Regulations and Guidelines promulgated by the UGC, AICTE and Honorable Supreme Court and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions , 2009.(F.1 -16/2007(CPP-II) dated 17th June, 2009) and take stringent action against those found guilty of ragging

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and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force. All the students and parents should submit the affidavit at the time of admission as well as submit the online affidavit in AICTE portal without fail.

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

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, ill-treating or handling with rudeness a fresher or any other student.
2. Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

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9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

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

A Student indulging in ragging can be:

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

10. Are You Being Ragged?

Immediately call UGC Anti – Ragging Helpline **1800-1805522 (24/7 Toll Free)** Or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

### 10.00 Hostel Rules

- Students should maintain strict discipline and avoid making noise inside the hostel premises including the dining hall.
- Do not disturb any other students during the study hours.
- Students should maintain the rooms and hostel premises as neat and clean.
- Any health issues and Emergencies immediately contact wardens.
- Any strangers / outsiders / other college friends / friends and relatives are not permitted enter in to the hostel.
- Don't entertain any day-scholar students entering into the hostel for any purpose.
- Don't bring any outside food inside the hostel premises.
- Do not waste the water and electricity whenever it is not in use..
- Hostellers should get prior permission from the warden and should come back within the stipulated time.
- Hostellers should not go outside the college campus except on holidays by obtaining prior permission from the Hod and hostel warden.

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- Students should make proper use of furniture, electrical fittings, bathroom fittings and sanitary fittings.
- Reckless use of power and water should be avoided. Students should not waste the food in dining hall. Defacing of walls, floors should be avoided.
- Ragging is totally prohibited and violations in this regard will invite punishment including dismissal from the college.
- Students found to disobey the above rules will be expelled from the hostel / college under disciplinary grounds and has to forego his/her fees and deposit.
- The students should follow the Study timings : 8.30 pm to 10.00 pm
- The students should follow the Mess timings

**Breakfast** : 07.30 am – 08.00 am on working days  
08.00 am – 09.00 am on holidays

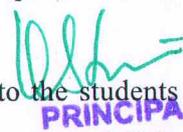
**Lunch** : 12.50 pm – 01.30 pm on working days  
01.30 pm – 2.00 pm on holidays

**Snacks** : 04.00 pm – 04.30 pm

**Dinner** : 07.30 pm – 08.15 pm for boys

### 11.0 Library rules

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

  
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pages from the books.

- Books should be returned on specified due dates. Deferred returns will be accepted only on payment of fine calculated as per the rules in force.
- Renewal of book can be done only on production of the book on the due date or earlier.
- Additional library Cards will be provided for class toppers.

**Library working hours :** 08.15 AM to 08.00 PM Monday to Saturday.

09.00 AM to 03.00 PM on Sunday

### 12.0 Transport Rules:

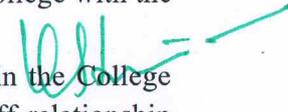
- The College has a fleet of 10 buses operating transportation to students and staff from various parts of the city to the college.
- Students should maintain discipline while travelling in the college bus.
- Students should wear the ID cards at the time of boarding the bus.
- Students should not interchange buses / routes without permission.
- Students are not permitted to board / drop in other than the boarding point requested/permited.
- The bus routes with timing at various places are depicted below for the references.

### 13.0 MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS and STAFF

#### Objective:

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

- Maintain the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Staff relationship etc.
- Encouraging the Students to express their grievances / problems freely and open minded, without any fear of being victimized.
- Suggestion / complaint Box is installed in the reception table in which the Students / staffs , who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

  
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- Advising all staffs and students to be affectionate with each other and not behave in a vindictive manner towards any of them for any reason.

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

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

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

**Financial matters:** Related to dues and payments for various items from library, hostels etc. **Harassment by colleague students or the teachers:** Sexual harassment - any kind of physical or mental harassment

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

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

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

### Procedure for lodging complaint:

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

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

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

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

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

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

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

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

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

### 3. Central Grievance Redressal Committee will be as under:

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

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

### Procedure for Redressal of Grievances

1. An aggrieved student/ staff who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Institute level committee.
2. If the student / staff is not satisfied with the decision of Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.
3. The convener of Institute grievance committee, after verifying the facts and having discussion within the department level committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a

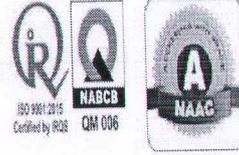
**PRINCIPAL**

Mohamed Sathak A.J. College of Engineering  
Vijay Gandhi Salai (OMR)  
Sipcot - IT Highway Egattur,  
Chennai - 603103.



## MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



reasonable time.

4. If the student / staff is not satisfied with the Redressal offered by the Institute level committee and feels that his / her Grievance is not redressed, he / she can submit an appeal to the central grievance committee within a week from the date of receipt of decision with the relevant details.

- While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
- While passing an order on any Grievance at any level the relevant provisions of act / Regulations should be kept in mind and no such order should be passed in contradiction of the same.
- The student / staff will submit the application of Grievance to central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

### Responsibility for Redressal

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

### Powers: -

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

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### Exclusions:

The grievance Redressal cell shall not entertain the following issues:

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

### Composition:

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

### 14.0 Scholarship Policy :

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

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

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

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

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## **STATUTORY BODIES & FUNCTIONAL COMMITTEES**

**W.E.F July 2023**

**PRINCIPAL**

Mohamed Sathak A.J. College of Engineering  
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## MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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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 220723

#### Copy to :

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



#### PRINCIPAL

Mohamed Sathak A.J. College of Engineering  
No.34, Rajiv Gandhi Salai (OMR)  
Sipcot - IT Highway Egattur,  
Chennai - 603103.

## 1. Governing Council

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



**PRINCIPAL**

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## 2. Planning and Monitoring Board

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

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 Chennai - 603103.

### **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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### 3. Academic Advisory Board

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

1. To review the academic and other related activities.
2. To review the students and faculty development activities
3. To visualize & formulate perspective plans for the development and growth of the department
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.



**PRINCIPAL**  
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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



**PRINCIPAL**  
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Chennai - 603103.

**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
12	Alumni	Ms.K.Sai Priya / English	Mrs.A.Gowri /CSE
			Dr.S.Prasath / Mech
			Mr. A A.Muhammad Irfan / MECH
13	Website Maintenance	Mr.S.Vimalathithan / CSE	Ms.P.Priyadharshini. / ECE
			Mr.Syed Hameed Basha – System Admin
			Mr.C.Venkatesh / EEE
14	NSS & UBA	Dr.A.Balakrishnan/ Chemistry	Mrs.M.Pandeeswari/ CSE
			Mr.M.Sivaprakash / TAMIL
			Mr.N.Suresh / EEE
			Mrs.P.Kavithra / CVL
15	News Letter	Dr.S.Devikala / EEE	Mrs.S.Gayathri / CSE
			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 up dation.
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 Thantira 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. Liaisoning 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 AI-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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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.Pandarathan	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

**PRINCIPAL**

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Chennai - 603103.

Copy to: The Chairman & Director  
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Admin Office & Office File  
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