Minutes of Meeting - IQAC

	Members Present
Date : 3.1.2024	Dr. K.S. Srinivasan, Principal
	Mr. Mohamed Sathak, Director
Venue : Board Room	Mr. Veerakumar, Hathway Broadband
	Mr. E. Mohamed Sathak, Hitachi Energy Ltd. Chennai
	Mr. L. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd.
	Mr. A. Abdul Gafoor, Admin Manager.
	Dr. I. Manju, Head – IQAC.
	Dr. G. Ramesh, Professor/Mech
	Dr. A. Balakrishnan, Head Administration
	Dr. M Shanmugasundaram, Head Academics
	Mr. C. Venkatesh, AP/EEE.
	Mr. M. Kamarajan, AP/ECE.
	Mr. K.K. Vinoth Kumar, AP/Mech.
	Mr. D. Weslin, AP/IT.

Agenda

- Academic Schedule Planning.
- Skill Development Courses, Self Learning & Value Added Course for even sem 2023-24.
- Placement & Training Plan.
- Co-Curricular & Extra Curricular Activities.
- Research Initiatives.
- Quality Improvement Initiatives.
- ISR Activity.
- Infrastructure Development.

The following points were discussed in the meeting

Academic Schedule Planning:

- Preparation of academic calendar in alliance with Anna University academic schedule.
- IAT planned after completion of each unit,
- Class committee meeting and feedback collection as per schedule.
- Readiness of lesson plan, question bank, class notes and lab manual. All course material to be issued to students on day1.
- Submission of previous semester course file and academic audit scheduling.
- Co-curricular and extracurricular activity planning for even sem 2023-24.

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- In order to facilitate Innovative teaching methods for all subjects 1 periods/week may be allotted for Lesson Plan activity.

Skill Development Courses, Self Learning & Value Added Course:
- Value added courses that are to be offered to students of ECE, EEE, Civil, CSE & IT and Mechanical in various technology centres was discussed.
- Add on courses that are to be offered to students of ECE, EEE, Civil CSE & IT and Mechanical through spoken tutorial was discussed.

Placement & Training Plan:
- Company specific awareness and training programs for aptitude, technology and group discussions etc planned to be provided to improve placement.
- Mock interviews by external & internal experts to be planned to improve placement.
- Intensive placement training by external agency planned.

Major Activities:
- Annual Sports Events
- Annual Cultural events – Habibi 24

Research:
- Faculty who have not qualified with Ph.D and SLET / NET are encouraged to register for Ph.D and qualify in SLET / NET.
- Faculty are advised to publish 3 papers / year in reputed journals indexed by UGC Care / Scopus / Web of Science / SCI / SCIE.
- Faculty are advised to complete atleast one online course / semester through NPTEL / SWAYAM / MOOC etc. to upgrade their knowledge.
- Doctorates are advised to submit funding proposals to AICTE/DST/Industry etc to carry out research / consultancy work.

ISR Activities:
- The Science and technology awareness programs at various schools may be planned.
- "Al-go-rhythm" a science carnival may be organised in Jan 2023.
- Technical symposium for polytechnic students

Quality Improvements:
- The Academic Advisory Committee meeting shall be scheduled in 1st week of May/June 2024.
- The Planning and monitoring shall be scheduled in 2nd week of May/June 2024.
- The Governing Council meeting shall be scheduled in 3rd week of May/June 2024.
- The MRM meeting and the surveillance audit may be scheduled in even sem May/June 2024.

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Infrastructure Development:

- Infrastructure for Sathak Innovation and Incubation foundation to be developed.
- Systems available in labs and technology centres may be upgraded in terms of RAM capacity, graphics card, etc.
- Books, Journals and magazines shall be purchased after discussion with the department HoDs. The process for renewing subscription and updation of library software may be initiated.

Head-IQAC

03.01.24

Principal

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Minutes of Meeting – IQAC Meeting

	Members Present
Date : 08.06.2024 Agenda : IQAC Meeting Venue : Board Room	1. Mr. S.M.Y.Mohamed Sathak, Campus Director, MSAJCE, Chennai 2. Dr.K.S.Srinivasan, Principal, MSAJCE 3. Dr.P.Nirmal Kumar, Prof/ECE, Anna University 4. Dr.S.Gopinath, Prof / Mech & Head IQAC, SVCE 5. Dr.R.Balakrishnan, Program Director, ABK-AOTS DOSOKAI. 6. Dr.I.Manju, Head – IQAC & HoD - ECE, MSAJCE. 7. Dr.G.Ramesh, Deputy Controller of Examinations – MSAJCE. 8. Dr.M.Shunmugasundaram, Head – Academics & HoD - Mech, MSAJCE. 9. Dr.A.Balakrishnan, Head – Administration, MSAJCE. 10. Dr.D.Weslin, Head – Research, MSAJCE 11. Dr.S.Devikala, Head – Student Affairs 12. Dr.R.Someswaran., HoD/Civil 13. Dr.A.Ammu Qudsiya, HoD/S&H 14. Dr.D.Prakash, HoD IT&AIDS 15. Dr.M.Mohideen Abdul Kader, HoD/CSE. 16. Dr.S.K Susee, HoD/ECE, 17. Dr.J.Jeha, HoD – EEE 18. Mr.A.AbdulGaffor, Administartive Officer, MSAJCE. 19. Mr.S.Nissar Mohamed, Head – Placement. 20. Mr.V.Vigneshwaran, Head – Training, MSAJCE. 21. Mr.K.K.Vinothkumar, AP/Mech, MSAJCE. 22. Mrs.R.Priya, AP/IT, MSAJCE 23. Mr.S.Sudhakar, Librarian, MSAJCE. 24. Mr.C.Navaneethakrishnan, AP/Civil, Maintenance Incharge, MSAJCE. 25. Mr.I.Suhaib, Founder & CEO, IK Digitals, Chennai 26. Mr.Yogesh, II year – IT

Agenda:

- ❖ Academic Schedule Planning.
- ❖ Skill Development Courses, Self-Learning & Value Added Course.
- ❖ Placement Training, Higher Education & Entrepreneurship – Status & Initiative
- ❖ Co-Curricular & Extra-Curricular Activities.
- ❖ Research & Department Development Activities
- ❖ Quality Improvement Initiatives
- ❖ ISR Activity.
- ❖ Infrastructure Development

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❖ Dr. K.S. Srinivasan, Principal, MSAJCE welcomed the members of the IQAC to the meeting.

❖ Dr.G.Ramesh, Controller of Examinations presented the institute profile.

❖ Dr.I.Manju, Head IQAC gave a presentation on the Quality benchmarks, Parameters for academic and administrative activities, details of learner centric environment offered to students, feedback collected from various stakeholders, workshop/seminar organised and planned, Best practices of the Institute, MIS report, Academic and Administrative audits, AQAR and Quality initiatives for the next academic year.

❖ The following suggestions were given by the members of the IQAC.

➤ Dr.P.Nirmal Kumar, Prof/ECE, Anna University suggested the following

   i. Action plan to improve admission and academic results may be drafted and implemented.

   ii. Faculty may be motivated to be more involved in various academic and administrative processes to improve the outcomes.

   iii. ISO co-ordinator and support staff may be identified from each department for effective documentation for various accreditation processes.

   iv. National & International GL/Seminar/Workshops may be organised with Alumni members as experts.

   v. Miniprojects and MCQs may be given to students as part of OBE.

   vi. Completion of Student Satisfactory Survey (every year) may be made mandatory for students.

➤ Dr.S.Gopinath, Prof / Mech & Head IQAC, SVCE gave the following suggestions

   i. A format for obtaining feedback on curriculum from various stakeholders may be developed and posted on the website. The analysis of the same may be done every year.

   ii. A quality circle for research may be constituted to improve the research outcomes of the institute.

   iii. Two best practices may be defined and the continuous improvement for 5 years may be analysed for a period of 5 years. Practices like implementation of 5s in labs or implementation of TQM may be considered.

   iv. Analysis of functional MoUs and their outcomes may be done.

   v. Faculty may be encouraged to take industry training as part of Industry Institute Interaction .

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Internal Quality Assurance Cell

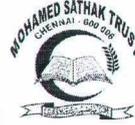The Internal Quality Assurance Cell meeting was held on 08.06.2024. The following members attended the meeting:

S.No	Name & Designation	Composition as Per UGC/NAAC	Signature
1	Mr.S.M.Y Mohamed Sathak Campus Director.	Management Representative	
2	Dr.K.S.Srinivasan, Principal	Chairman	
3	Dr.P.Nirmalkumar, Professor ECE, Anna University	External Peer Team Member	
4	Dr.S.Gopinath Professor - Mech & Dean– IQAC, Sri Venkateshwara College of Engg, Sriperumpudur.	External Peer Team Member	
5	Dr.R.Balakrishnan, Program Director, ABK-AOTS DOSOKAI, Chennai	Industrialist	
6	Mr.A.Abdul Gafoor, Manager - Admin	Administrative Office	
7	Dr.G.Ramesh, Controller of Examination	Faculty Member	
8	Dr.M.Shunmugasundaram Head – Academics & Head - Mech	Faculty Member	
9	Dr.A.Balakrishnan Head - Administration	Faculty Member	
10	Dr.D.Weslin Head – Research	Faculty Member	
11	Dr.S.Devikala Head – Student Affairs	Faculty Member	
12	Dr.R.Someswaran Head – Civil	Faculty Member	
13	Dr.M.Mohideen Abdul Kader Head – CSE	Faculty Member	
14	Dr.J.Jeha Head – EEE	Faculty Member	

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An ISO: 9001-2015 Certified Institution, Accredited by NBA & NAAC with "A" grade

15	Dr.S.K.Susee Head – ECE	Faculty Member	8/6/24.
16	Dr.D.Prakash Head – IT	Faculty Member	8/6/24
17	Dr.A.Ammu Qudsiya Head – S & H	Faculty Member	8.6.24
18	Dr.P.Shanugaselvam Head – Technology Centre	Faculty Member	
19	Mr.S.Nissar Mohamed Head – Placement	Faculty Member	08/06/24
20	Mr.V.Vigneshwaran Head – Training	Faculty Member	08/06/24
22	Mr.K.K.Vinothkumar Assistant Professor – Mech	Faculty Member	8/6/24
23	Mr S Sudhakar Librarian	Faculty Member	8/6/24
24	Mr C Navaneetha Krishnan Assistant Professor – Civil	Faculty Member	8/6/24.
25	Mrs R Priya Assistant Professor – IT	Faculty Member	8/6/24.
26	Mrs.Misbah Khairunnissa Senior Manager - Organizational Development, Savista, Chennai	Alumni Representative	
27	Mr.Yogesh II Year – IT	Student Representative	R.Yogesh
28	Mr.P.Parthasarathy, Godraj Boyce Manufacturing Co.Ltd	Industrialist	
29	Mr.I.Suhaib Founder & CEO, IK Digitals, Chennai	Industrialist	
30	Mr.Loganathan Superintendent of Police(Retd.).	Local Society Representative	
31	Dr.I.Manju Professor – ECE	Head - IQAC	I.Manju 8/6/24

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IQAC Activity for AY 2023-2024

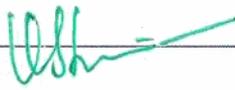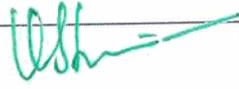| S.No	Sem	Date/Month	Activity Details	Status
1	Odd	June 2023	Autonomous Application Submitted	Approved and Order Received from UGC and AU
2		28.07.2023	Management Report Meeting	MoM Circulated to Members
3		09.12.2023	Academic Advisory Committee - Meeting	MoM Circulated to Members
4		16.02.2023	Planning and Monitoring Committee	MoM Circulated to Members
5		06.01.2024	Governing Council Meeting	MoM Circulated to Members
6		28.02.2024	NIRF Ranking	List in Participants College
7	Even	30.04.2024	AQAR Submission	Approved
8		30.04.2024	ISO Surveillance Audit	Approved
9		08.06.2024	IQAC Meeting	MoM Circulated to Members
10		06.07.2024	Academic Council Meeting	MoM Circulated to Members
11		06.07.2024	Planning and Monitoring Meeting	MoM Circulated to Members
12		27.07.2024	Governing Council Meeting	MoM Prepared
13		Every Month	MIS Report Submitted	-

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TABLE OF CONTENT

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Ref.No : MSAJCE /Academics/18.04.24-001/2023 – 2024   18.04.2024

CIRCULAR

It is hereby informed to all faculty that the **External Academic Audit** for the Odd and

Even Semester 2023 – 2024 academic year is scheduled for **26.04.2024 and 27.04.2024**. Hence

all faculty are advised to prepare all required documents of the course file (Both Theory & Lab)

and submit the hard copy of documents while auditing.

M. L 18/4/24

HEAD / ACADEMICS

Head – Academics
Mohamed Sathak A.J. College of Engineering
Siruseri IT Park Chennai - 603 103.

Copy to

The Director

IQAC

All HoDs & Staff (For Staff Circulation)

Admin Office

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DEPARTMENT OF MECHANICAL ENGINEERING

Academic Year 2023-24 - ODD/EVEN

Academic Audit

Date: 26/4/24

Faculty Name: Mr. Mohan. S.R

Department: MECH

Year/Sem: II / III

Course Code & Course Name: ME3351 Engineering Mechans (Theory /Integrated / Lab)

S.No	Contents	Status/Remarks
**Is the following details are made available (Mention the status also)**	
1	Syllabus	Available
2	Time table	Available
3	Lesson plan	Available
4	Question Bank	Available
5	University Question Paper Theory / Practical) (10 Questions)	Available
6	List of Experiments – Cycle-wise (including content beyond the syllabus)	NOT Applicable
7	Tutorial / Work Sheet if any	Available conducted Tutorial class.
8	Lecture notes	Available
9	EPC - Questions and Answers	Available
10	Syllabus Coverage (%)	100% Complete
11	Logbook Completion (Mapped with syllabus completion monitoring book – Yellow book)	Refered by logbook, ok
12	Lesson Plan Activity - Proof	Available

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13	Student Attendance & Assessment Record (Theory / Practical)	Available
14	Model Exam Answer Sheets- Sample (Lab)	NOT Applicable
15	Pre-Evaluation Feedback Form for Anna University Exam	Available
16	Course End Survey	Available
17	IAT- Question Paper	Available
18	IAT - Answer Key	Available
19	IAT – Result Analysis	Available
20	IAT - Sample Answer sheets	Available
21	Content Beyond the Syllabus - Proof	Refered - Available
22	Innovative Teaching Methods - Proof	Available in the Case Study
23	Co – Attainment	Available

Auditee

Auditors 26/4/24

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

DEPARTMENT OF _Electrical and Electronics Engineering_

Academic Year _2023 - 2024_ - ODD/EVEN

Academic Audit

Date: 26/4/24

Faculty Name: Dr. A. Kamalaselvan

Department: EEE

Year/Sem: III / V

Course Code & Course Name: EE3012 & Electrical Drives (Theory /Integrated / Lab)

S.No	Contents	Status/Remarks
	**Is the following details are made available (Mention the status also)**	
1	Syllabus	Verified
2	Time table	Verified
3	Lesson plan	Verified
4	Question Bank	Verified
5	University Question Paper Theory / Practical) (10 Questions)	Verified
6	List of Experiments – Cycle-wise (including content beyond the syllabus)	Verified
7	Tutorial / Work Sheet if any	— NA —
8	Lecture notes	Verified
9	EPC - Questions and Answers	Verified
10	Syllabus Coverage (%)	Verified
11	Logbook Completion (Mapped with syllabus completion monitoring book – Yellow book)	Verified
12	Lesson Plan Activity - Proof	Verified

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref No: MSAJCE/1QAC/2023-2024/EVEM SEM/08   **Date: 01.04.2024**

CIRCULAR

It is here by informed to the all faculty and staff members to be prepared with ISO files and supporting docum ents for ISO internal auditing, which is scheduled on 03.4.2024 (Wednesday), 04.4.2024 (Thursday) and 05.4.2024 (Friday).

Department	Auditor	Date	Timing
CIVIL	Dr.I.Manju		10.30 AM to 11.30AM
CSE	Dr.I.Manju		2.00 PM to 3.00 PM
EEE	Mrs.R.Priya		9.00 AM to 10.30AM
MECH	Mrs.R.Priya	03.04.2024	2.00 PM to 3.00 PM
ECE	Mr.K.K.Vinothkumar		9.00 AM to 10.30AM
IT	Mr.K.KVinothkumar		11.00 AM to 12.00 Noon
S&H	Dr.I.Manju		9.00 AM to 10.30AM
Office	Mrs.R.Priya		2.00 PM to 3.00 PM
Hostel	Mr.K.K.Vinothkumar	04.04.2024	9.00 AM to 10.30AM
Transport	Mr.K.KVinothkumar		11.00 AM to 12.00 Noon
Maintenance dept	Mr.K.K.Vinothkumar		2.00 PM to 3.00 PM
Technology Centre	Mr.K.K.Vinothkumar		9.00 AM to 10.30AM
Library	Mrs.R.Priya		1.30 PM to 2.30 PM
Exam Cell	Mrs.R.Priya	05.04.2024	2.30 PM to 3.30 PM
Training & Placement	Mr.K.K.Vinothkumar		2.00 PM to 3.00 PM

Head-IQAC

Principal

Copy to:

- The Director
- All Heads & HoDs
- Office
- Hostel
- Transport dept
- Maintenance dept
- Library Incharge
- Head-Technology centre.

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103
ISO Internal Audit Report(Academic Year 2023-2024)

Dept: Exam Cell   Date : 6/4/24

Sl.no.	File Name	Format No.	Audit Finding	NCR	Objective Evidence
1	Graduation List		Available	N	Verified the 22-23 passed out bat
2	University Result Subject Wise Comparative Analysis Of Previous Year	RA 07	Available (AV)	N	
3	University Result - Batch Wise Analysis	RA 08	Available (AV)	N	Verified for all years.
4	University Result Analysis For Over All College	RA 11	Available (AV)	N	
5	External Duty - Theory & Practical		Available (AV)	N	Nov/Dev'23, Verified
6	Paper Valuation, Squad duty, AUR duty		updated	N	Verified the faculty Mrs. shobe & Mrs.F
7	Exam fees details		Updated	N	Verified the receipt ('23)
8	University Result Copies		Available	N	Verified for all depts.
9	Internal & External renumeration claim details		updated	N	Verified the list & sign
10	Revaluation Details		Available	N	Verified the Abdullah (IT 4N
11	External Academic Audit details		Available	N	
12	Overall Class Wise IAT Analysis	RA 03	Available	N	Verified IV yr odd sem
13	IAT Schedule		Updated	N	Verified the even sem I & IIyr
14	IAT Question Papers		Available	N	Verified (Even sem the III & IV yr)
15	Circulars		Updated	N	online circulars.
16	Webportal Entry Schedule		Updated	.N	Verified the even sem.
17	University Exam Schedule - Theory & Lab		Available	N	Verified the lab schedule (odd

18	University Question Papers		Available	N	Verified Quesp Nov/Dec'23
19	Invigilation Duty - External & Internal		Updated	N	odd sem Exam
20	Hall Plan		Updated	N	IAT-Evensem Hallplan

Signature (Auditee)
M. FIRBII 4/4/24

Signature (Internal Auditor)
R. Priy 4/4/24.

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ISO Internal Audit Report(Academic Year 2023-2024)

Dept: ECE   Date: 3/4/24

Sl.no.	File Name	Format No.	Audit Finding	NCR	Objective Evidence
1	ACADEMIC CALENDAR - ODD / EVEN SEM - 20 - 20	TLP 01	Available	N	III sem, IV sem
2	LIST OF SUBJECTS OFFERED BY THE DEPARTMENT	TLP 02	updated	N	Verified
3	RESOURCES REQUISITION FORM & ALLOTMENT LETTER	TLP 03	updated	N	Odd sem – Request form 13/2/24
4	SUBJECT PREFERENCE REQUEST FORMAT FOR THE PERIOD OF ODD / EVEN SEM 20 /20	TLP 04	Available	N	Verified.
5	FACULTY COMPETENCE MATRIX	TLP 05	updated	N	List of faculties Verified.
6	WORKLOAD ALLOTMENT FOR THE PERIOD OF ODD / EVEN SEM 20 /20	TLP 06	updated	N	Verified work load file
7	CLASS TIMETABLE	TLP 07	Available	N	III yr – odd & even sem.
8	FACULTY INDIVIDUAL TIMETABLE	TLP 08	updated	N	Mrs. Ageatha Thasneam TT verified.
9	DEPARTMENT MASTER TIMETABLE	TLP 09	updated	N	II years TT verified
10	LABORATORY TIMETABLE	TLP 10	updated	N	verified DSP Lab.
11	FACULTY MASTER TIME TABLE	TLP 11	updated	N	Verified Mrs. Kamatag TT
12	LESSON PLAN - THEORY	TLP 12	updated	N	Verified – All faculty allote but Lesson plan
13	LIST OF EXPERIMENTS	TLP 13	Available	N	Verified – III yrs lab.
14	ASSESSMENT PERIOD CONSOLIDATED ATTENDANCE RECORD	TLP 14	updated	N	Verified III year odd sem)

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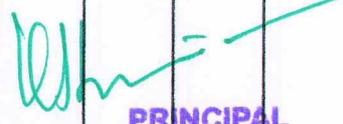| No.	Description	Code	Status	Mark	Remarks
15	PARENT COMMUNICATION LETTER FOR ATTENDANCE	TLP 15	updated	N	
16	CLASS COMMITTEE MEETING CIRCULAR	TLP 16	notupdated	Y	updated on 15/4/24
17	MINUTES OF THE CLASS COMMITTEE MEETING	TLP 17	updated	N	
18	CORRECTIVE AND PREVENTIVE ACTION FOR THE PERIOD OF JULY / JAN : 2023 - 20 24	TLP 18	updated	N	
19	PROCESS TO IDENTIFY CONTENT BEYOND SYLLABUS THROUGH ALUMNI	TLP 19	updated	N	
20	VAC - STUDENTS NAME LIST	TLP 20	updated	N	Verified IOT using 9 VAC-AV
21	VALUE ADDED COURSE - COURSE CONTENT	TLP 21	updated	N	
22	CONSOLIDATED REPORT OF VALUE ADDED COURSES OFFERED FOR THE PERIOD OF ODD / EVEN SEM 2023/ 20 24	TLP 22	updated	N	Verified AIML - 9/8/23
23	EVENT ORGANIZED FORMAT 1	TLP 23	Available	N	Verified - AIML
24	EVENT ORGANIZED FORMAT-2 : CONFERENCE	TLP 24		N	
25	DETAILS OF GUEST LECTURE AND SEMINARS CONDUCTED FOR THE PERIOD OF ODD / EVEN SEMESTER 2023- 2024	TLP 25	Available	N	
26	CONSOLIDATED REPORT OF SOCIETY / ASSOCIATION / CLUB ACTIVITIES FOR THE PERIOD OF ODD / EVEN SEM 2023/ 2024	TLP 26	updated	N	
27	COURSE FILE INDEX - THEORY / PRACTICAL	TLP 27	Available	N	
28	PRE-EVALUATION FORM FOR ANNA UNIVERSITY EXAM	TLP 28	updated	N	Verified - Image processing
29	GUIDE REQUEST FORM : PROJECT WORK FOR THE ACADEMIC YEAR - 2023 / 2024	TLP 29	Available	N	
30	PROJECT WORK LIST FOR THE ACADEMIC YEAR - 2023 / 2024	TLP 30	Available	N	

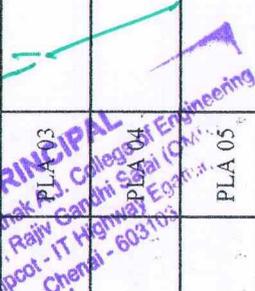| #	Description	TLP No.	Status	Y/N	II Review marks 1.2.24
31	PROJECT WORK REVIEW MARKS FOR THE ACADEMIC YEAR - 20 /20	TLP 31	updated	N	
32	BEST PROJECT WORK FOR THE ACADEMIC YEAR - 20 /20	TLP 32	updated	N	
33	STUDENT EXCHANGE PROGRAM DETAILS	TLP 33	updated	N	
34	STUDENT HIGHER STUDIES DETAILS	TLP 34	Available	N	
35	STUDENTS PUBLICATION DETAILS	TLP 35	Available	N	Verified - Consolidated report with proof.
36	STUDENT CO - CURRICULAR PARTICIPATION / ACHIEVEMENTS DETAILS	TLP 36	updated	N	MNM Jain college Symposium 28/3/24 Mr. Praveen
37	STUDENT EXTRA - CURRICULAR PARTICIPATION / ACHIEVEMENTS DETAILS	TLP 37	updated	N	
38	NSS / SOCIAL ACTIVITIES / UBA / YRC PARTICIPATION DETAILS	TLP 38	update	N	Nss - Event - list Students Participation
39	STUDENT SPORTS PARTICIPATION / ACHIEVEMENTS FOR THE ACADEMIC YEAR	TLP 39	Available	N	Verified students Certificate.
40	PERFORMANCE IN COMPETITIVE EXAMS	TLP 40	updated	N	
41	PROFESSIONAL SOCIETY MEMBERSHIPS	TLP 41	Available	N	
42	STUDENT LOG BOOK - RECORD OF CLASS WORK	TLP 42	updated	N	
43	STUDENT PROGRESS RECORD	TLP 43	updated	N	
44	ATTENDANCE REPORT (PINK BOOK)	TLP 44	updated	N	Verified II yrs last date - 24/11/24
45	CLASS HANDLING REPORT (YELLOW BOOK)	TLP 45	updated	N	Verified III yr.
46	SLOW LEARNER LIST	TLP 46	Available	N	Verified III yrs-odd sem

S.No	Item	Code	Status	Mark	Remarks
47	TOPPER STUDENTS LIST	TLP 47	Available	N	
48	ELECTIVE FILE	TLP48	Available	I	
49	CO CONSOLIDATION	TLP 53	updated	N	
50	CO ATTAINMENT	TLP 54	Updated	N	
51	PO DIRECT	TLP 55	updated	N	
52	PO INDIRECT	TLP 56	updated	N	
49	FACULTY LIST	FD 01	Available	N	
50	FACULTY DATA SHEET	FD 02	updated	N	
51	FACULTY PUBLICATION DETAILS	FD 03	Available.	N	Mr. Ashok Kumar Publication-verified
52	FDP / STPP / INDUSTRIAL TRAINING ATTENDED DETAILS	FD 04	Available.	N	Verified Mr. Karunanjin
53	NON TEACHING STAFF TRAINING DETAILS	FD 05	Available.	N	—
54	FACULTY ACHIEVEMENT DETAILS	FD 06	updated	N	
55	CHART / MODEL / EDUCATIONAL AIDS PREPARED	FD 07	Available.	N	
56	OUTSIDE INTERACTION OF THE FACULTY	FD 08	Updated	N	
57	HIGHER STUDIES / SKILL UPGRADATION DETAILS	FD 09	Upd	N	Verified —Mr. Vijay
58	INCENTIVES & REWARDS - FACULTY	FD 10	Available.	N	Verified - Both Odd & Even
59	LABORATORY UTLIZATION CHART	LA 01	Available	N	Verified - Odd Sem

No	Particulars	Code	Status		Verified
60	LAB ENTRY REGISTER	LA 02	Available	N	Verified – Digital lab – IVE lab
61	LABORATORY TRACK RECORD	LA 03	Updated	N	Verified – Ec356)–VLSI–ODD Ec87bl – Acl –ODD
62	COMPARATIVE STATEMENT: PURCHASE OF EQUIPMENTS / SOFTWARES / BOOKS / CONSUMABLES FOR .... PURPOSE	LA 04	Available	N	
63	BREAKAGE REGISTER OF............................ LAB	LA 05	Available	N	
64	SERVICE REGISTER OF .... LAB	LA 06	Available	N	
65	ON LINE EXAM CENTER UTILITY STATUS	LA 07	Updated	N	
66	SYSTEM REQUIRED REQUEST FORM	LA 08	Updated	N	
67	LAB UTILIZATION REQUEST FORM	LA 09	Available	N	
68	LAB SERVICE VISIT REPORT	LA 10	Available	N	
69	LAB SYSTEM SERVICE REQUEST	LA 11	Updated	N	
70	HIGHER STUDIES (GATE, TOFEL, etc.)	PLA 01	Available	N	
71	PLACEMENT -INDUSTRY DETAILS	PLA 02	Available	N	
72	LIST OF MOU SIGNED	PLA 03	Available	N	
73	PLACEMENT – DEPARTMENT WISE CONSOLIDATION	PLA 04	updated	N	
74	CONSOLIDATED PLACEMENT DETAILS - YEAR WISE	PLA 05	updated	N	
75	CONSOLIDATED PLACEMENT DETAILS - POOL DRIVE YEAR WISE	PLA 06	Available	N	

No.	Description	Code	Status		Remarks
76	ON CAMPUS PLACEMENT DETAILS	PLA 07	updated	N	
77	OFF CAMPUS PLACEMENT DETAILS	PLA 08	updated	N	
78	EXTERNAL EVENT* PARTICIPATION	PLA 09	Available	N	
79	CONSOLIDATED INTERNSHIP DETAILS FOR THE PERIOD OF ODD / EVEN SEM 2023/ 20.24	PLA 10	updated	N	Verified – Bharath Intern. Jan 10 – 24, Feb 10-24
80	REPORT ON INDUSTRIAL VISIT	PLA 11	Available	N	Verified – Cheyyar Co-op Visited on 22/2/24
81	CONSENT FORM – Industrial Visit / Tour	PLA 12	Available	N	
82	ENTREPRENEURSHIP / INCUBATION / INNOVATION / START-UP - PROGRAMME	PLA 13	updated	N	
83	INDUSTRIAL CONSULTANCY PROJECT / FUNDED PROJECT - DETAILS	PLA 14	Available	N	Verified – event conducted on 30-01-24 report
84	STUDENT FEEDBACK ON GL / SEMINAR / WORKSHOP	FB 01	Available	N	
85	STUDENT FEEDBACK FORM-REDUCE TO 15 QUESTIONS	FB 02	Available	N	
86	EXIT SURVEY - COLLECTED ON 8TH SEMESTER	FB 03	Available	N	
87	FEED BACK – IMMEDIATE PASSED-OUT BATCH	FB 04	Available	N	
88	PARENTS FEEDBACK	FB 05	Available	N	
89	FEEDBACK ON FACILITIES	FB 06	Available	N	
90	VISITOR FEEDBACK	FB 07	Available	N	
91	EMPLOYER FEEDBACK OF WORKING STUDENTS	FB 08	Available.	N	

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

S.No	Description	Code	Status		Remarks
92	EMPLOYER FEEDBACK ON PLACEMENT DRIVE	FB 09	Available.		
93	INDIVIDUAL SUBJECT MARK SHEET - IAT I / II / III / IV	RA 01	Updated	2	
94	DEPARTMENT INTERNAL ASSESSMENT I / II / III / IV / V ANALYSIS	RA 02	Updated	2	Verified – IAT I Report
95	OVERALL CLASS WISE IAT ANALYSIS	RA 03	Updated	2	
96	EXAM PREPARATION CLASS ANALYSIS	RA 04	Updated	2	
97	CONSOLIDATED REPORT OF IAT	RA 05	Available	2	
98	DEPARTMENT UNIVERSITY RESULT ANALYSIS	RA 06	Available	2	
99	UNIVERSITY RESULT SUBJECT WISE COMPARATIVE ANALYSIS OF	RA 07	Available	2	
100	UNIVERSITY RESULT - BATCH WISE ANALYSIS	RA 08	Available	2	
101	UNIVERSITY RESULT - FACULTY WISE RESULT ANALYSIS	RA 09	Available	2	
102	UNIVERSITY RESULT OVER ALL CLASS WISE ANALYSIS	RA 10	Available	2	
103	UNIVERSITY RESULT ANALYSIS FOR OVER ALL COLLEGE	RA 11	Available	2	
104	OVERALL COLLEGE IAT RESULT ANALYSIS	RA 12	Updated	2	

Signature (Audited)

Signature (Internal- Auditor)

01)	Name of the Client	Mohamed Sathak A.J College of Engineering
02)	Address of HO & Site(s)	34, Rajiv Gandhi Salai (OMR), Siruseri IT Park, Siruseri, Chennai - 603103
03)	File Number	M/7244/Q
04)	Name of "Head of Organization" / Unit	Dr. K. S. Srinivasan
05)	Name of Organization Representative coordinating with CB	Dr. Manju
	Names of the management legally responsible for occupational health and safety, personnel responsible for monitoring employees health and employees representative(s) with responsibility for occupational health and safety. (Applicable for OHSMS)	NA

06)	Audit Criteria (strike out the standard not under audit)	QMS (ISO 9001)	QMS-EOMS (ISO 21001)	EMS (ISO 14001)	OHS (ISO 45001)
		- Applicable legal & other requirement. - Organization's procedures & documented information in line with the respective standards.			

07)	Date of Audit	30.04.2024
08)	Type of Audit (strike out the standard not under audit)	Stage II/Renewal/ Surveillance/ Scope extension / Scope reduction / Follow-up / Transfer / Special Audit for a/b/c as referred under Audit Objectives "9d"
		Joint / Combined / Integrated / Remote / Onsite

09)	Audit Objective

a) ~~Stage 2 Audit :~~
~~Is to evaluate the implementation including the effectiveness of the organization's implemented management system for the above criteria covering the following :~~
- ~~Information and evidence about conformity to all requirements of the applicable management system standard or other normative documents~~
- ~~Performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document)~~
- ~~Organization's management system ability and its performance regarding meeting of applicable statutory, regulatory and contractual requirements~~
- ~~operational control of the organization's processes~~
- ~~Internal auditing and management review~~
- ~~Management responsibility for the client's policies.~~

b) ~~Renewal Audit :~~
~~Is to evaluate the effectiveness of the organization's implemented management system for the above criteria covering the following :~~
- ~~The effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification~~
- ~~Demonstrated commitment to maintain the effectiveness and improvement of the management system in order to enhance overall performance;~~
- ~~The effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system (s)~~

c) Surveillance Audit :
Is to evaluate the effectiveness for maintenance of the organization's implemented management system for the above criteria covering the following :
- Internal audits and management review;
- A review of actions taken on nonconformities identified during the previous audit;
- complaints handling;
- Effectiveness of the management system with regard to achieving the certified client's objectives and the intended