



Minutes of Meeting - IQAC

Date : 3.1.2024 Venue : Board Room	<u>Members Present</u> Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director 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.
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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 day 1.
- 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.
- “AI-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.

I. Manjiv

Head-IQAC

 03.01.24
Principal



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Minutes of Meeting – IQAC Meeting

Date : 08.06.2024 Agenda : IQAC Meeting Venue : Board Room	<u>Members Present</u> 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 Digital, Chennai 26. Mr.Yogesh, II year – IT
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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

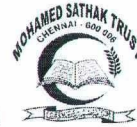
The Internal Quality Assurance Cell meeting was held on 08.06.2024. The following members attended the meeting:

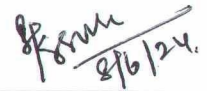
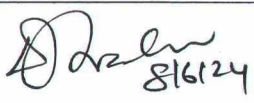
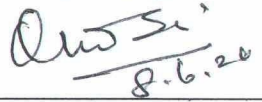
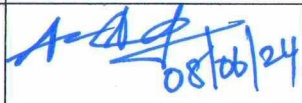
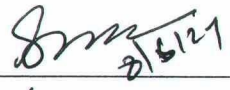
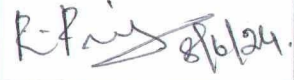
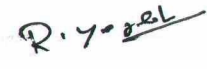
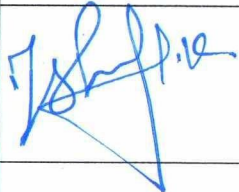
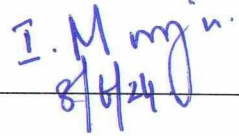
S.No	Name & Designation	Composition as Per UGC/NAAC	Signature
1	Mr.S.M.Y Mohamed Sathak Campus Director.	Management Representative	Moh S.M.Y.
2	Dr.K.S.Srinivasan, Principal	Chairman	Dr.K.S.Srinivasan 08/06/24
3	Dr.P.Nirmalkumar, Professor ECE, Anna University	External Peer Team Member	Dr.P.Nirmalkumar 8/6/24
4	Dr.S.Gopinath Professor - Mech & Dean- IQAC, Sri Venkateshwara College of Engg, Sriperumpudur.	External Peer Team Member	Dr.S.Gopinath 8/6/24
5	Dr.R.Balakrishnan, Program Director, ABK-AOTS DOSOKAI, Chennai	Industrialist	Dr.R.Balakrishnan
6	Mr.A.Abdul Gafoor, Manager - Admin	Administrative Office	Mr.A.Abdul Gafoor
7	Dr.G.Ramesh, Controller of Examination	Faculty Member	Dr.G.Ramesh 8/6/24
8	Dr.M.Shunmugasundaram Head – Academics & Head - Mech	Faculty Member	Dr.M.Shunmugasundaram 8/6/24
9	Dr.A.Balakrishnan Head - Administration	Faculty Member	Dr.A.Balakrishnan 08/06/24
10	Dr.D.Weslin Head – Research	Faculty Member	Dr.D.Weslin 8/6/24
11	Dr.S.Devikala Head – Student Affairs	Faculty Member	Dr.S.Devikala 08/06/2024
12	Dr.R.Someswaran Head – Civil	Faculty Member	Dr.R.Someswaran 08/06/24
13	Dr.M.Mohideen Abdul Kader Head – CSE	Faculty Member	Dr.M.Mohideen Abdul Kader 08/06/24
14	Dr.J.Jeha Head – EEE	Faculty Member	Dr.J.Jeha 8/6/24



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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	 8/6/24
28	Mr.P.Parthasarathy, Godraj Boyce Manufacturing Co.Ltd	Industrialist	
29	Mr.I.Suhaib Founder & CEO, IK Digital, Chennai	Industrialist	 8/6/24
30	Mr.Loganathan Superintendent of Police(Retd.).	Local Society Representative	
31	Dr.I.Manju Professor – ECE	Head - IQAC	 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	-

 21/08/24



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CERTIFICATE OF APPROVAL

Issued by Indian Register Quality Systems
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has been assessed and found conforming to the following requirement

Standard: ISO 9001:2015

Scope: Providing Under Graduate & Post Graduate
Courses in Engineering and Technology

Certificate No.: IRQS/220100599

Initial Certification Date: 10/06/2022

Current Date of Granting : 10/06/2022

Expiry Date : 09/06/2025



Shashi Nath Mishra
Head IRQS

This approval is subject to continued satisfactory maintenance of the Quality Management Systems of the organization to the above standard which will be monitored by IRQS. The use of the Accreditation Mark indicates accreditation with respect to activities covered by the certificate with accreditation no. QM 006. Condition Overleaf

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

Date: 25.04.2023

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

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

Dear Sir,

Sub: Governing Council at MSAJCE – reg

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

Kindly confirm your presence

Thanking you


Principal


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Minutes of Meeting –Governing Council Meeting

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

Agenda:

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

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The following points were discussed in the meeting:

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

[Signature]
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[Signature]
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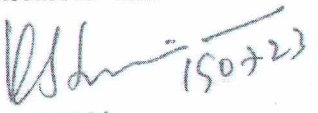


points

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


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

[Handwritten Signature]
15.07.23

PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603103

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



Governing Council Meeting

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

S.No	Name	Designation	Signature
1.	Alhaj. S.M. Yousuf Sahib Chairman Mohamed Sathak Trust, Chennai.	Chairman	<i>Mohamed Sathak</i>
2.	Janaba. S.M.H. Sharmila Secretary Mohamed Sathak Trust, Chennai.	Member	-
3.	Janab. P.R.L. Hamid Ibrahim Executive Director Mohamed Sathak Trust, Chennai.	Member	<i>Hamid Ibrahim</i>
4.	Janab. S.M.A.J. Habeeb Mohamed Director Mohamed Sathak Trust, Chennai.	Member	<i>S.M.A.J. Habeeb Mohamed</i>
5.	Mr. S.M.Y. Mohamed Sathak Campus Director Mohamed Sathak Trust, Chennai.	Member	<i>Mohamed Sathak</i>
6.	Dr. T.V. Gopal Prof / CSE, Anna University, Chennai.	University Nominee	<i>T.V. Gopal</i>
7.	Dr. S. Murugavel Prof / TPGIT, Vellore,	DOT Nominee	<i>S. Murugavel</i>
8.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	-
9.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	<i>Arul Rajkumar</i>
10.	Dr. R. Subramani Director, IBM, Chennai.	Member	<i>Dr. R. Subramani</i>
11.	Dr. G. Kulanthaivelu Prof / Head – ECE, NITTTR, Chennai.	Member	<i>Kulanthaivelu</i> 27/5/2023
12.	Dr.I.Manju Head – IQAC & HoD - ECE	Member	<i>I. Manju</i> 27/5/2023
13.	Dr. G. Ramesh Head - Administration	Member	<i>G. Ramesh</i> 27/5/2023
14.	Dr. A. Balakrishnan Head - Academics	Member	<i>A. Balakrishnan</i> 27/05/2023
15.	Mr.Abdul Gafoor Head - Admission	Member	<i>A. Gafoor</i> 27/5/2023
16.			
17.			
18.			
19.			<i>[Signature]</i> PRINCIPAL



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8.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	-
9.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	
10.	Dr. R. Subramani Director, IBM, Chennai.	Member	
11.	Dr. G. Kulanthaivelu Prof / Head - ECE, NITTTR, Chennai.	Member	
12.	Dr. I. Manju Head - IQAC & HoD - ECE	Member	
13.	Dr. G. Ramesh Head - Administration	Member	
14.	Dr. A. Balakrishnan Head - Academics	Member	
15.	Mr. Abdul Gafoor Head - Admission	Member	
16.			
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Mohamed Sathak A J College of Engineering

Governing Council Meeting (27.05.2023) - Action Taken Report

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


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


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 23/12/23

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


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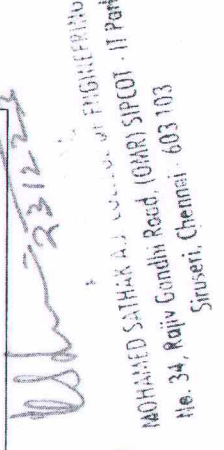
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		development activities in college like Godraj skill centre, KARMA courses and various technology centres.			https://www.facebook.com/msaj.engg.college https://www.instagram.com/msajce/ https://twitter.com/msajce_engg https://www.youtube.com/channel/UCsYcpSSx49zbJPtR2zkelwA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


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Minutes of Meeting - Governing Council Meeting

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

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

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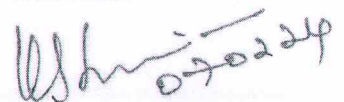


The following points were discussed in the meeting:

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


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

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

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

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


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

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


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


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Governing Council Meeting

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8.	Dr. B. Anbu Thambi Head, Strategy & Partnerships L & T EduTech, Chennai / Former VP, ICT Academy	Member	- AB -
9.	Mr. Arul Rajkumar VP IT Operations, Ford Motors Pvt.Ltd.	Member	
10.	Dr. R. Subramani Director, IBM, Chennai.	Member	
11.	Dr. G. Kulanthaivelu Prof / Head – ECE, NITTTR, Chennai.	Member	
12.	Dr.K.S.Srinivasan Principal, MSAJCE, Chennai	Member Secretary	
13.	Dr.I.Manju Head – IQAC	Member	
14.	Dr. G. Ramesh Controller of Examinations	Member	
15.	Dr. A. Balakrishnan Head – Administration	Member	
16.	Dr.M.Shunmugasundaram Head - Academics	Member	
17.	Mr.V.Vigneshwaran Training & Placement Officer	Member	
18.	Mr.Abdul Gafoor Head – Admission	Member	
19.			

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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



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

Date: 25.04.2023

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

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

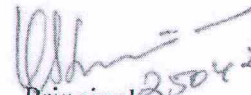
Dear Sir,

Sub: Planning & Monitoring Board meeting at MSAJCE – reg

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

Kindly confirm your presence

Thanking you


Principal 25.04.23


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Minutes of Meeting – Planning & Monitoring Committee

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

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

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- ❖ Mr. Abdul Jaleel Alumni and Supply Chain Manager, Star Bucks, Chennai suggested the following points.
- Faculty may give simple problems/ questions to students every day, so that learning ability of students will improve.
 - The achievements of college, faculty, and students may be publicised through social media, buses and posters in a appropriate places.
 - Peer monitoring of students performance may be followed to improve the learning outcomes.
- ❖ Mr.A.Majed Arafat, Alumni & Consultant – TCS, Chennai suggested that cloud based training may be provided to the students. He also pointed out the pros and cons of Micro Soft Azure & AWS platforms.
- ❖ Mr.Muhamed Samir Alumni & Cyber Security Manager, Fidelity National Financial suggested the following points
- Structured mentorship for IV year students by industry expert, alumni and faculty to enhance their communication skills, personality development and career development.
 - He volunteered to help students with courses in cyber security.
 - Students may be encouraged to do online certifications from associations like ISACA,etc to increase their CTC.
- ❖ Mr. R. Ramalingam Manager-HR Philips India Industries, Chennai suggested that an awareness about industry practices to be provided to the students from first year itself.
- The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.

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PRINCIPAL

MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park
Siruseri, Chennai - 603103.

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PRINCIPAL

Mohamed Sathak A.J. College of Engineering
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Chennai - 603103.



The following points were discussed

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


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Planning & Monitoring Committee

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

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

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

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

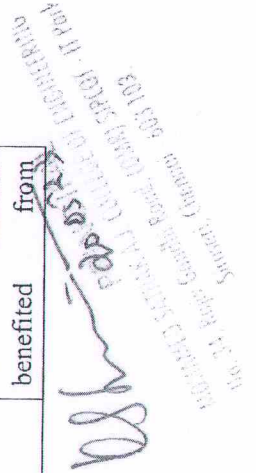

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	on developing solutions to domain specific applications.	3. Certification in C/C++, Java, Python, Data structures by Code Tantra Proposed: 4. AI&DS 5. Java Full stack Training.	2. 20 students benefited belonging to are non computing branch students.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


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Chennai - 603103.


Principal (Internship)
Sathak A.J. College of Engineering
No.34, Rajiv 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)
Recognized under UGC 12B & 2f Act



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

Date: 27.11.2023

To:

The Members of Planning and Monitoring Committee

Mohamed Sathak A J College of Engineering

Chennai-603 103.

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

Dear Sir,

Sub: Planning and Monitoring Committee meeting at MSAJCE – reg

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

Agenda :

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

Kindly confirm your presence

Thanking you

PRINCIPAL

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

Principal

Mohamed Sathak A.J. College of Engineering
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Siruseri, Chennai - 603 103.



No:34, Rajiv Gandhi Road (OMR), IT Highway, Siruseri IT Park, Chennai - 603 103.



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MSAJCE



Minutes of Meeting – Planning & Monitoring Committee

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

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

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PRINCIPAL

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No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Egattur,
Chennai - 603103.

PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
No. 34, Rajiv Gandhi Road, Siruseri IT Park,
Siruseri, Chennai - 603103.



The following points were discussed

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

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

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

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

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Siruseri, Chennai - 603 103.

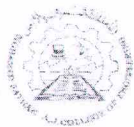


- An outcome analysis of placement training may be done periodically to improve the placement.
 - Periodical review of exam preparation classes may be done to improve Academic performance.
 - Faculty and students may undergo training to upgrade their knowledge in emerging technologies like UI/UX , Digital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

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


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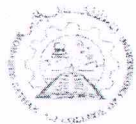


Planning and Monitoring Committee

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

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

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

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

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

	Peer monitoring of students performance may be followed to improve the learning outcomes.	Head - Academics	Two slow learners are mapped with interested student mentor for 1 year.	Mentors - 12nos. Mentee - 29 nos.
4	Mr.A.Majed Arafat, Alumni & Consultant - TCS,	Head - T&P	Signed an MoU with IBM for providing training.	In process
	Mr.Muhammed Samir, Alumni & Cyber Security Manager Fidelity National Financial	Head - T&P	Activity done through Alumni & Industry experts.	— Shared. Lots and offers
	Students may be encouraged to do online certifications from associations like ISACA, etc to increase their CTC	All HoD	Cyber Security foundation course is provided for II CSE, IT, CSBS, AIDS & ECE Students. Students are encouraged to complete Android, Google & Microsoft certifications.	213 students registered.
	An awareness about industry practices to be provided to the students from first year itself.	Head - T&P	Various awareness programs conducted by alumni and Industrial experts.	240 I year students go benefitted.
	The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities	Head - TCC	1. Got Approval from MoE for PMKVY4.0 Program and Planning to Training the external students in our technology centre and conducting workshops for School and Diploma Students. 2. Tech Jamboree & AI Go Rhythm for Polytechnic and School students is plan for every year.	In Progress Approximately 500+ students got benefitted in every year.

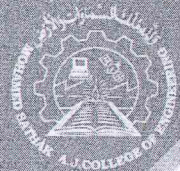
1. S. S. S. (Dr. S. Gopinath)

2. Pradeep (PRADEEP KANAGARAJ)

3. K. S. S. (K. S. S. KANAGARAJ)

A. S. S. (VENKAT SANKARAN)

Principal



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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Recognized under UGC 12B & 2f Act



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

Date: 27.11.2023

To:

The Members of Academic Advisory Committee

Mohamed Sathak A J College of Engineering

Chennai-603 103.

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

Dear Sir/Madam,

Sub: Academic Advisory Committee meeting at MSAJCE – reg

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

Agenda :

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

Kindly confirm your presence.

Thanking you


PRINCIPAL

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


Principal

PRINCIPAL

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



Minutes of Meeting - Academic Advisory Committee

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

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

The following points were discussed

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

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12/12/23

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- ❖ Mr. Vigneshwaran, Head-T&P presented the details of skill development courses and training planned for AY2023-24.
- ❖ Dr.Malathi, Professor, Anna University suggested the following
 - Placement records should be meticulously maintained to facilitate easy updation in accreditation process.
 - Provide more focus on core domain training to improve core industry placement
 - Students should be motivated to become entrepreneurs and their details should be collected through alumni network.
 - Alumni Registration may be done periodically to improve alumni interaction.
 - Motivate the faculty to develop the YouTube lectures or Web Lectures to improve student learning outcomes.
 - Faculty need to concentrate more on publications, patents, and consultancy.
 - Open house student project competitions may be conducted to improve multidisciplinary projects.
 - Syllabus of majority of courses may be made laboratory integrated course after getting Autonomous status to improve learning outcomes.
- ❖ Mr.Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd gave the following suggestions.
 - Soft Skill training may be provided for atleast 1 period daily from the first year itself to improve employability.
 - Moral values, Attitude, grooming, Sales Expertise, effective communication and presentation,etc may be given due importance during training for placement.
 - More hands on training during lab classes for theory courses needs to be done to improve students learning.
 - Faculty and students to upgrade their knowledge in emerging technologies like UI/UX , Digital Marketing, etc should be given to all students
 - Faculty may be made aware of the industry ecosystem.

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

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12/12/23

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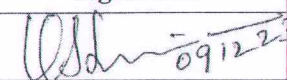
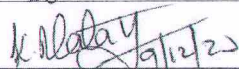
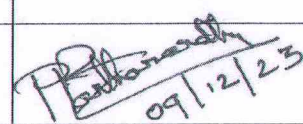
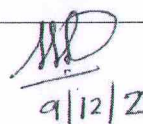
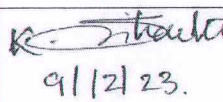
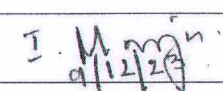
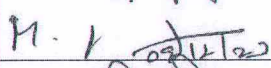
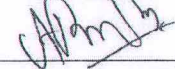
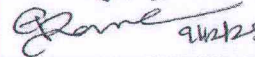
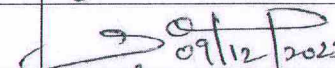
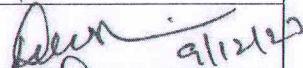
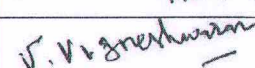
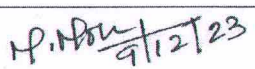
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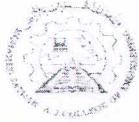


Academic Advisory Committee

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

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


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20.	Dr. J.Jeha HoD-EEE	Member	<i>J. J. 9/12/23</i>
21.	Mrs. E.Jayanthi HoD-ECE	Member	<i>E. Jayanthi 9/12/23</i>
22.	Dr.D.Praksah HoD- IT & AIDS	Member	<i>D. Praksah 9/12/23</i>
23.	Mr. S.R.Mohan HoD - Mech	Member	<i>S. R. Mohan 9/12/23</i>
24.	Dr.A.Ammu Qudsiya HoD - S & H	Member	<i>A. Ammu 9.12.23</i>
25.	Mr.A.Abdul Gafoor Head - Admission	Member	<i>A. Gafoor</i>
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PRINCIPAL

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

Action Taken Report AAC Meeting / Feedback (Dated 13.05.2023)

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



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

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



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


Principal

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

1.  - K. MAHESH

2.  [P. PARTHASARATHY]

3.  [Ahmed Jameel AMT]

4.  - SRIKANTH K.


PRINCIPAL
Mohamed Sathak A.J. College of Engineering
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Chennai - 603103.



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



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

Date: 25.04.2023

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

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

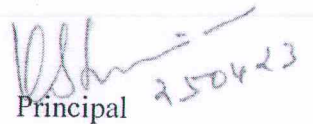
Dear Sir,

Sub: Academic Advisory Committee meeting at MSAJCE – reg

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

Kindly confirm your presence

Thanking you


Principal 25.04.23


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

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Minutes of Meeting - Academic Advisory Committee

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

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

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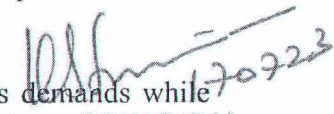
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The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous AAC held on 01.10.2022.
- ❖ Dr.A.Balakrishnan, Head / Academics presented the academic performance of the current academic year followed by Dr.I.Manju presented the details of skill development courses completed by the students in the current academic year.
- ❖ Dr.N.Parthipan, Professor/SRMIST suggested the following points
 - Inter college teams can be formed to participate in Industrial / National / Inter National competitions.
 - An awareness program on GITHUB, Linked In may be provided to I year students.
 - He appreciated the initiatives taken by faculty to submit the proposals to various funding agencies and suggested that joint proposals may be submitted along with other Institute / University faculty.
 - The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.
 - Non computing branch HoDs may send request mail to department alumni who are in eminent position for assistance in placement.
 - International online courses like CS50X offered by Harvard University may be offered to CSE, IT, CSBS, AIDS, Cyber Security students along with the other online courses.
- ❖ Mr.Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd gave the following suggestions.
 - Faculty may be motivated to have higher targets for academic and research performance.
 - Students should be encouraged to take up courses that will enable them to earn while they learn.
 - Students should be encouraged to create solutions for real time problems.
- ❖ Mr.K.Krishnakumar Telecom suggested the following points
 - Faculty may include statistical data on the current industries demands while giving career counselling to the students.
 - The students should be encouraged to provide innovative solutions to real time problems of MSAJCE. Competitions or Hackathons may be conducted in this regard.


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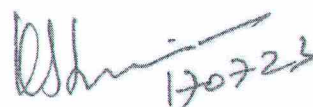
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Siruseri IT Park, OMR, Chennai - 603103.



- Self learning clubs on agriculture, soil & water analysis, Robotics, Renewable energy etc may be formed.
 - The college should connect with to various industrial associations like AIMA (Ambattur Industrial Estate Manufacturers Association)) GIMA (Guindy Industrial Estate Manufacturers Association) to get more internship, placements & other industry related activities.
 - The college may connect with Skill sector councils and provide training to students through NASSCOM, CII etc.
 - The internship may be provided through National Apprenticeship Promotion Scheme (NAPS).
- ❖ Dr.Malathi Professor, Anna University gave the following suggestions.
- Insisted all faculty need to know CO – PO mapping, Teaching Learning Process, faculty data, placements and students performance information to face the NBA inspection.
 - Faculty should be encouraged to submit two proposals per year. He recommended that the student chapter for IEEE be established in MSAJCE.
 - Discussed about various NSS activities to be carried out in adopted villages of MSAJCE.
 - Insisted to increase the number of core company placements and number of paper publications.
- ❖ Ms.Misbah Senior Manger – HR, Savista – Alumni suggested that career counseling may be provided to students through alumni.
- She suggested that faculty should be trained in latest technology and students may be given domain specific training.
- ❖ Dr.Shunmugasundaram, HoD Mechanical, Mr.D.WeslinHoD/IT &Dr.J.JehaHoD EEE presented the academic performance & students activities of their department.
- The following courses planned to be conducted in various technology centre during the academic year 2023 -2024 was presented and ratified by the committee.

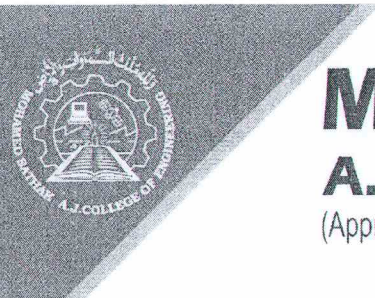

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(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



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

Date: 25.04.2023

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

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

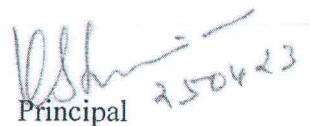
Dear Sir,

Sub: Academic Advisory Committee meeting at MSAJCE – reg

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

Kindly confirm your presence

Thanking you


Principal 250423


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Chennai - 603103.



Minutes of Meeting - Academic Advisory Committee

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

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

[Signature]
 170723

PRINCIPAL

MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
 No. 34, Rajiv Gandhi Road, (OMR) SIPCOT - IT Park,
 Siruseri, Chennai - 603103.

[Signature]
 PRINCIPAL

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



The following points were discussed

- ❖ Dr.K.S.Srinivasan, Principal, MSAJCE welcomed the members and presented the action taken report of the previous AAC held on 01.10.2022.
- ❖ Dr.A.Balakrishnan, Head / Academics presented the academic performance of the current academic year followed by Dr.I.Manju presented the details of skill development courses completed by the students in the current academic year.
- ❖ Dr.N.Parthipan, Professor/SRMIST suggested the following points
 - Inter college teams can be formed to participate in Industrial / National / Inter National competitions.
 - An awareness program on GITHUB, Linked In may be provided to I year students.
 - He appreciated the initiatives taken by faculty to submit the proposals to various funding agencies and suggested that joint proposals may be submitted along with other Institute / University faculty.
 - The courses offered in technology centre of MSAJCE may be given to external participants to popularize the facilities.
 - Non computing branch HoDs may send request mail to department alumni who are in eminent position for assistance in placement.
 - International online courses like CS50X offered by Harvard University may be offered to CSE, IT, CSBS, AIDS, Cyber Security students along with the other online courses.
- ❖ Mr.Parthasarathy, Senior Manager, Godrej & Boyce Manufacturing Co. Ltd gave the following suggestions.
 - Faculty may be motivated to have higher targets for academic and research performance.
 - Students should be encouraged to take up courses that will enable them to earn while they learn.
 - Students should be encouraged to create solutions for real time problems.
- ❖ Mr.K.Krishnakumar Telecom suggested the following points
 - Faculty may include statistical data on the current industries demands while giving career counselling to the students.
 - The students should be encouraged to provide innovative solutions to real time problems of MSAJCE. Competitions or Hackathons may be conducted in this

PRINCIPAL

regard,

Mohamed Sathak A.J. College of Engineering
No.34, Rajiv Gandhi Salai (OMR)
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PRINCIPAL

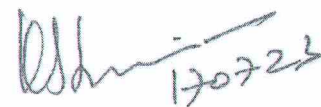
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MOHAMED SATHAK
A.J. COLLEGE OF ENGINEERING
Siruseri IT Park, OMR, Chennai - 603103.



- Self learning clubs on agriculture, soil & water analysis, Robotics, Renewable energy etc may be formed.
 - The college should connect with to various industrial associations like AIMA (Ambattur Industrial Estate Manufacturers Association)) GIMA (Guindy Industrial Estate Manufacturers Association) to get more internship, placements & other industry related activities.
 - The college may connect with Skill sector councils and provide training to students through NASSCOM, CII etc.
 - The internship may be provided through National Apprenticeship Promotion Scheme (NAPS).
- ❖ Dr.Malathi Professor, Anna University gave the following suggestions.
- Insisted all faculty need to know CO – PO mapping, Teaching Learning Process, faculty data, placements and students performance information to face the NBA inspection.
 - Faculty should be encouraged to submit two proposals per year. He recommended that the student chapter for IEEE be established in MSAJCE.
 - Discussed about various NSS activities to be carried out in adopted villages of MSAJCE.
 - Insisted to increase the number of core company placements and number of paper publications.
- ❖ Ms.Misbah Senior Manger – HR, Savista – Alumni suggested that career counseling may be provided to students through alumni.
- She suggested that faculty should be trained in latest technology and students may be given domain specific training.
- ❖ Dr.Shunmugasundaram, HoD Mechanical, Mr.D.WeslinHoD/IT &Dr.J.JehaHoD EEE presented the academic performance & students activities of their department.
- The following courses planned to be conducted in various technology centre during the academic year 2023 -2024 was presented and ratified by the committee.


170723

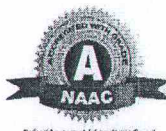

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Siruseri, Chennai - 603103.



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Siruseri IT Park, OMR, Chennai - 603103.



Academic Advisory Committee

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

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

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



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Siruseri IT Park, OMR, Chennai - 603103.



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



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



1.NAAC Certificate



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
is pleased to declare
Mohamed Sathak A.J. College of Engineering
Siruseri, Chennai, Dist. Kanchipuram, affiliated to Anna University,
Tamil Nadu as
Accredited
with CGPA of 3.12 on four point scale
at A grade
valid up to January 30, 2028*

Date : January 31, 2023



S.C. Sathak
Director

Ush

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



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)
बहादुर शाह जफर मार्ग, नई दिल्ली - 110 002
Bahadur Shah Zafar Marg, New Delhi - 110 002

By-Email



ज्ञान-विज्ञान विमुक्तये

F. No. 8-4/2022(CPP-I/C)

May, 2023

09 MAY 2023

The Registrar,
Anna University
Sardar Patel Road, Chennai - 600 025,
Tamil Nadu.

Sub: Recognition of College under Section 2(f) & 12B of the UGC Act, 1956.

Sir,
I am directed to refer to the letter dated 18.04.2023 received from the Principal, Mohamed Sathak A J College of Engineering, 34, Rajiv Gandhi Road (OMR), It Highway, Siruseri IT Park, Chennai - 603 103, Tamil Nadu on the above subject and to say that it is noted that the college is **un-aided/self-financed** and **permanently** affiliated to **Anna University, Chennai**. I am further to say that the name of the following college has been included in the list of colleges prepared under Section 2(f) & 12B of the UGC Act, 1956 under the head '**Non-Government Colleges teaching upto Bachelor's Degree**'.

Name of the College	Year of Establishment	Remarks
Mohamed Sathak A J College of Engineering 34, Rajiv Gandhi Road (OMR), It Highway, Siruseri IT Park, Chennai - 603 103, Tamil Nadu. AISHE CODE:- C-16571	2001	The College is now declared fit to receive Central assistance in terms of Rules framed under Section 12B of the UGC Act, 1956. However, the College, being a self-financing & unaided, would be eligible to receive UGC's support only in respect of teachers & students related schemes as per the decision of the Commission dated 8 th July 2011.

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,

PRINCIPAL

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

(Dr. Naresh Kumar Sharma)
Under Secretary

Copy to:-

1. The Principal, Mohamed Sathak A J College of Engineering, 34, Rajiv Gandhi Road (OMR), It Highway, Siruseri IT Park, Chennai - 603 103, Tamil Nadu.
2. The Secretary, Government of India, Ministry of Education, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Secretary, Higher Education Deptt., Government of Tamil Nadu, Secretariat, Chennai - 600 009, (Tamil Nadu).
4. The Joint Secretary, UGC, (SER/ SWR/NER/Northern Region), 35, Feroz Shah Road, New Delhi - 110 001.

(Shila Ranga)
Section Officer



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



IRCLASS
SYSTEMS AND SOLUTIONS PRIVATE LIMITED

CERTIFICATE OF APPROVAL
Issued by Indian Register Quality Systems
(A Division of IRCLASS Systems and Solutions Private Limited)

This is to certify that the Quality Management Systems of

Organisation: Mohamed Sathak A J College of Engineering
Address: 34, Rajiv Gandhi Salai (OMR), Siruseri IT Park, Siruseri, Chennai- 603 103

has been assessed and found conforming to the following requirement

Standard: ISO 9001:2015
Scope: Providing Under Graduate & Post Graduate Courses in Engineering and Technology

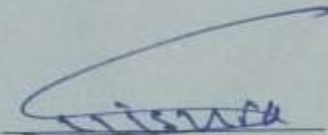
Certificate No.: IRQS/220100599

Initial Certification Date: 10/06/2022
Current Date of Granting : 10/06/2022
Expiry Date : 09/06/2025


Indian Register Quality Systems


NABCB
QM 006


IAF


Shashi Nath Mishra
Head IRQS

This approval is subject to continued satisfactory maintenance of the Quality Management Systems of the organization to the above standard which will be monitored by IRQS. The use of the Accreditation Mark indicates accreditation with respect to activities covered by the certificate with accreditation no. QM 006. Condition Overleaf

COA/IRQS/NABCB/QMS/Rev 00

Head Office: 52A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai - 400 072, India.

ISO – Certificate

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34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.

9. Sathak Innovation and Incubation Foundation



தமிழ்நாடு தமிழ்நாடு TAMILNADU

19.01.2023

GOMATHI SEETHA .R

CV 796446

[illegible]

INCUBATION AGREEMENT

BETWEEN
SATHAK INNOVATION AND INCUBATION FOUNDATION(SIIF)
AND
U CARE SOLUTIONS

This Incubation Agreement is executed at SIF - 603103, Tamilnadu, India on the 19th of February, 2023
between

1. **Sathak Innovation and Incubation Foundation**, a company registered under the Indian Companies Act, 2013 with its registered office at Siruseri - 603103 (Hereinafter called as "**The Incubator**") and represented by its **Executive Director** and the authorized signatory **P.R.L.Hamid Ibrahim**, resident of India of the **FIRST PART**
- AND**
2. **U CARE SOLUTIONS**, a private limited company incorporated under the provisions of the Indian Companies Act, 2013 with its registered office at Siruseri - 603103.(Herein after called as "**Incubatee**") and represented through its authorized signatory **Ms.R.GomathiSeetha** resident of India of the **SECOND PART**

The Incubator and the Incubatee are each a "Party" and collectively the "Parties".

Goodman



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

MoU between SIIF and U Care Solutions



CENTRE FOR RESEARCH
ANNA UNIVERSITY
CHENNAI - 600 025



Dr. C.UMARANI
DIRECTOR

Telephone : +91-44-2235 7366/2235 0361
Fax : +91-44-2220 1213
Email : dirresearch@annauniv.edu
dirresearch@gmail.com



Date : 01.08.2023

Lr.No: 1301/IR/Mechanical/AR2

To
The Principal
Mohamed Sathak A J College of Engineering,
Siruseri,
Chennai 603103

Sir/Madam,

Sub : Anna University - Research Centre Recognition - Department of
Mechanical Engineering - Orders - Issued.

I am by direction to inform that the Department of Mechanical Engineering of your Institution has been recognized as a research centre with effect from **01.08.2023** for a period of three years upto **June 2026** as per common renewal session. The faculty members of this Department can interact with Anna University for collaborative research for the purpose of pursuing Ph.D. programme.

The recognized supervisors working in the above Department may be permitted to guide the candidates to carry out Ph.D. programme relevant to their field of specialization. Please refer to Ph.D. Regulations.

The above recognition shall be renewed once in three years in compliance with the required norms for research centre as applicable.

In all future correspondence quote "4130117" for reference.

The next renewal application (available in cfr.annauniv.edu) on fulfilling norms as applicable at the time of renewal along with the renewal fee shall be sent to this office. Renewal can be done three months prior to last date.

To
Head / I & AC
Dr.
070823


1/8/23
DIRECTOR
4/1/2023

W
1/8/23



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



4. Institutional Ranking

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Institute Name: Mohamed Sathak A.J. College of Engineering (IR-E-C-16571)

About Data Capturing System (DCS)

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Help Desk

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IIC Certificate 2022-23

CLASS COMMITTEE MEETING CIRCULAR

Class Committee Meeting (I)

Date: 31/07/2023

Degree/Branch	B.E - Civil Engineering	Year/Sem	IV/VII
Venue	322	Date & Time	03-08-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr. M. Shunmugasundaram

The first class committee meeting is proposed to be conducted as detailed above. All the faculty and student members

Faculty Members:

Sl. No	Name of the Faculty	Subject Code & Name	Dept.	Signature for	
				Circular	Meeting
1	Mr.C.Navaneethakrishnan	CE8701-Estimation, Costing and Valuation Engineering	Civil		
2	Mrs. V. Janaki	CE8702-Railways, Airport docks and Harbour Engineering	Civil		
3	Mrs. Preethy Mary	CE3403-Structural Design and Drawing	Civil		
4	Dr. R. Someswaran	OME754-Industrial Safety	Civil		
5	Dr. R. Someswaran	CE8711-Creative and Innovative Project.	Civil		

Student Members:

Sl. No.	Name	Signature for	
		Circular	Meeting
1	K. Pradeep Kumar		
2	P. Logeshwaran		
3	K. Priyatharan		
4	S. Mohamed Fahim		

Agenda:

1. Clarifying the regulations of the programme and the details of rules therein + changes + amendments (if any) made by the University
2. Informing the academic schedule (tentative) including the dates of assessments (+ model exam, if any) and syllabus coverage for each assessment + weightage of each assessment (+ model exam, if any) + weightage for Attendance
3. Preparatory works – Course Plan / Question Bank / Lab Manual
4. Lab courses / Project / Seminar – Break up of marks for each experiment + weightage for each work and model exam(s) and attendance
5. Co-curricular and extra-curricular activities
6. Progress in assessment test
7. Infrastructure
8. Any other relevant point(s) desired by the students / faculty members / chair person

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

M. L. 7/8/23
Chair Person
(Name)

Copy to: The Principal / HoD / Head Academics

*Kindly sign with date

Format No.: TLP 16

Rev.No.: 01

Rev.Date: 04.01.21

MINUTES OF THE CLASS COMMITTEE MEETING

Class Committee Meeting (I)

Degree/Branch	B.E CIVIL ENGINEERING	Year/Sem	IV/VII
Venue	322	Date & Time	03-08-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr.M.Shanmugasundaram

Members Present/Absent/OD:

Sl. No	Faculty Members	Subject Code & Name	Portions Covered /Experiments by the faculty	Student Members	Portions Covered /Experiments informed by the students
1	Mr.C.Navaneethakrishnan	CE8701-Estimation, Costing and Valuation Engineering	Unit 1 completed	K.Pradeep Kumar	100% completed
2	Mrs.V.Janaki	CE8702-Railways, Airport docks and Harbour Engineering	Unit 1 completed	P.Logeshwaran	100% completed
3	Mrs.Preethy Mary	CE3403-Structural Design and Drawing	Unit 1 completed	K.Priyatharsan	100% completed
4	Dr.R.Someswaran	OME754-Industrial Safety	Unit 1 completed	S.Mohamed Fahim	100% completed
5	Dr.R.Someswaran	CE8711-Creative and Innovative Project.	Zeroth Review completed.	N.Rajesh	100% completed

Points Discussed:

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Status of action proposed
1	Academic: Technology centre- Staad pro to be install to all the systems	Informed to TC Incharge to install Staad pro to all the systems.	Mrs.Gayathri	25-08-2023	In progress
2	Co-Curricular & Extracurricular activities	Workshop "Quantity surveying and Estimation Costing" has planned in the month of August	Mrs.P.Kavithra	08-08-2023	In progress
3	Any other queries related to academics 1.Stationary	Informed to the higher authorities, Will be implement the stationary shop soon	-	AY 23-24	In progress

*Kindly sign with date

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

M. Shanmugasundaram
Chair Person

Copy to the:

1. Principal / HoD / Head Academics
2. Original in CC file

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Rev.No.: 01

Rev.Date: 04.01.21

Action Taken Report
Class Committee Meeting-1

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Monitoring of implementation by HOD
1	Academic: Technology centre- Staad pro to be install to all the systems	Informed to TC Incharge to instal Staad pro to all the systems.	Mrs.N.Gayathri	25-08-2023	Informed to the Lab Technician and Lab incharge to install students version in maximum number of systems.
2	Co-Curricular & Extracurricular activities	Workshop has planned in the month of August	Mrs.P.Kavithra	08-08-2023	workshop was successfully completed & it was very informative and students had hands on session.
3	Any other queries related to academics 1.Stationary	Informed to the higher authorities, Will be implement the stationary shop soon	-	AY 23-24	Informed to the higher authorities and the quotation was received from vendors it is in progress.

R. Jeyaraj
05/08/23

Signature
HoD

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

CLASS COMMITTEE MEETING CIRCULAR

Class Committee Meeting (I)

Date: 1/08/2023

Degree/Branch	B.E - Civil Engineering	Year/Sem	III/V
Venue	322	Date & Time	03-08-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr. M. Shunmugasundaram

The first class committee meeting is proposed to be conducted as detailed above. All the faculty and student members are requested to attend without fail.

Faculty Members:

Sl.No.	Name of the Faculty	Subject Code & Name	Dept.	Signature for	
				Circular	Meeting
1	Mrs. V. Janaki	CE3501 - Design of Reinforced Concrete Structural Elements	Civil		
2	Mr. S. Vetrivel	CE3502 - Structural Analysis I	Civil		
3	Mrs. N. Gayathri	CE3503 - Foundation Engineering	Civil		
4	Mrs. A. Preethy Mary	CE3003 - Prefabricated Structures	Civil		
5	Mrs. P. Kavithra	CE3025 - Airports & Harbours	Civil		
6	Mr. Suresh	MX3084 - Disaster Risk Reduction and Management	Mech		

Student Members:

Sl. No.	Name	Signature for	
		Circular	Meeting
1	M. Mohamed Haroon		
2	SANDESH KUNAR. K.		
3	SHANMUGAM. S		
4	MOHAMED KAIF. M		

Agenda:

1. Clarifying the regulations of the programme and the details of rules therein + changes / amendments (if any) made by the University
2. Informing the academic schedule (tentative) including the dates of assessments (+ model exam, if any) and syllabus coverage for each assessment + weightage of each assessment (+ model exam, if any) + weightage for Attendance
3. Preparatory works – Course Plan / Question Bank / Lab Manual
4. Lab courses / Project / Seminar – Break up of marks for each experiment + weightage for record work and model exam(s) and attendance
5. Co-curricular and extra-curricular activities
6. Progress in assessment test
7. Infrastructure
8. Any other relevant point(s) desired by the students / faculty members / chair person

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 No.34, Rajiv Gandhi Salai (OMR)
 Sipcot - IT Highway Egattur,
 Chennai - 603103.

Chair Person
 (Name)

Copy to: The Principal / HoD / Head Academics

*Kindly sign with date

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Rev.No.: 01

Rev.Date: 04.01.21

MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING, Chennai - 603103

MINUTES OF THE CLASS COMMITTEE MEETING

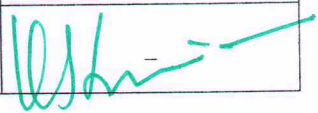
Class Committee Meeting (I)

Degree/Branch	B.E CIVIL ENGINEERING	Year/Sem	III/V SEM
Venue	SF321	Date & Time	03-08-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr. M. Shunmugasundaram

Members Present/Absent/OD:

Sl. No	Faculty Members	Subject Code & Name	Portions Covered /Experiments by the faculty	Student Members	Portions Covered /Experiments informed by the students
1	Mrs. V. Janaki	CE3501 - Design of Reinforced Concrete Structural Elements	Unit 1 completed	Mohamed Faizal	100% completed
2	Mr. S. Vetrivel	CE3502 - Structural Analysis I	Unit 1 completed	Mohamed Haroon	80% completed
3	Mrs. N. Gayathri	CE3503 - Foundation Engineering	Unit 1 completed	Sandesh Kumar	100% completed
4	Mrs. A. Preethy Mary	CE3003 - Prefabricated Structures	Unit 1 completed	Shanmugam	100% completed
5	Mrs. P. Kavithra	CE3025 - Airports & Harbours	Unit 1 completed	Mohamed Kaif	100% completed
6	Mr. Suresh	MX3084 - Disaster Risk Reduction and Management	Unit 1 completed		80% completed

Points Discussed:

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Status of action proposed
1	Academics: I.SA-I-Analysis method are different from previous subject	Advised to take the classes by understandable manner	Mr.S.Vetrivel	By next class itself	Completed
	FE-Need not to dictate notes in class.	Informed not to dictate notes in class.	Mrs.N.Gayathri	By next class itself	Completed
2	Co-Curricular & Extracurricular activities	Workshop "Quantity surveying and Estimation Costing" has planned in the month of August	Mrs.P.Kavithra	08-08-2023	In progress
3	Placement & Training: Need placement training in Civil core	Informed to Placement officer	Mr. Vigneshwaran	When placement training starts	In progress
3	Any other queries related to academics	-	-	-	

*Kindly sign with date

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**Action Taken Report
Class Committee Meeting-1**

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Monitoring of implementation by HOD
1	Academics: SA-1-Analysis method are different from previous subject	Advised to take the classes by understandable manner	Mr.S.Vetrivel	By next class itself	Same problem was taught in different methods. Students were informed about that, and informed faculty to ask about previous teaching methods.
	FE-Need not to dictate notes in class.	Informed not to dictate notes in class.	Mrs.N.Gayathri	By next class itself	Informed faculty to send note through whatsapp or mail.
2	Co-Curricular & Extracurricular activities	Workshop "Quantity surveying and Estimation Costing" has planned in the month of August	Mrs.P.Kavithra	08-08-2023	Workshop for students was successfully completed, students were very interactive.
3	Placement & Training: Need placement training in Civil core	Informed to Placement officer	Mr. Vigneshwaran	When placement training starts	Informed to placement officers and following.

R. Jy.
05/08/23

Signature
HoD

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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING, Chennai - 603103

MINUTES OF THE CLASS COMMITTEE MEETING

Class Committee Meeting (II)

Degree/Branch	B.E CIVIL ENGINEERING	Year/Sem	III/V SEM
Venue	SF321	Date & Time	08-09-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr.J.Jeha

Members Present/Absent/OD:

Sl. No	Faculty Members	Subject Code & Name	Portions Covered /Experiments by the faculty	Student Members	Portions Covered /Experiments informed by the students
1	Mrs. V. Janaki	CE3501 - Design of Reinforced Concrete Structural Elements	Unit 2 completed	Mohamed Faizal	100% completed
2	Mr. S. Vetrivel	CE3502 - Structural Analysis I	Unit 2 completed	Mohamed Haroon	100% completed
3	Mrs. N. Gayathri	CE3503 - Foundation Engineering	Unit 2 completed	Sandesh Kumar	100% completed
4	Mrs. A. Preethy Mary	CE3003 - Prefabricated Structures	Unit 2 completed	Shanmugam	100% completed
5	Mrs. P. Kavithra	CE3025 - Airports & Harbours	Unit 2 completed	Mohamed Kaif	100% completed
6	Mr. Suresh	MX3084 - Disaster Risk Reduction and Management	Unit 2 completed		100% completed

Points Discussed:

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Status of action proposed
1	Academics: I. HE Lab - some equipments is not working	Advised to repair/purchase	Mrs.P.Kavithra	By next Lab itself	Completed
	TCC - Revit Software version should be updated	Informed to update software.	Mrs. V. Janaki	By next class itself	Completed
2	Co-Curricular & Extracurricular activities	Seminar on "Non Destructive Testing"	Mr. Vetrivel	Oct 3rd week	In progress
3	Any other queries related to academics	-	-	-	-

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Chair Person
8/9/23
Dr-JEHA-J

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CLASS COMMITTEE MEETING CIRCULAR

Class Committee Meeting (II)

Degree/Branch	B.E - Civil Engineering	Year/Sem	Date: 07/09/2023
Venue	SF322	Date & Time	IV/VII
Academic year	2023-2024	Chair Person	08-09-2023/02.00pm
			Dr.M.Shanmugasundaram

The first class committee meeting is proposed to be conducted as detailed above. All the faculty and student members

Faculty Members:

Sl. No	Name of the Faculty	Subject Code & Name	Dept.	Signature for	
				Circular	Meeting
1	Mr.C.Navaneethakrishnan	CE8701-Estimation, Costing and Valuation Engineering	Civil		
2	Mrs.V.Janaki	CE8702-Railways, Airport docks and Harbour Engineering	Civil		
3	Mrs.Preethy Mary	CE3403-Structural Design and Drawing	Civil		
4	Dr.R.Someswaran	OME754-Industrial Safety	Civil		
5	Dr.R.Someswaran	CE8711-Creative and Innovative Project.	Civil		

Student Members:

Sl. No.	Name	Signature for	
		Circular	Meeting
1	Adil Siraj		
2	N. RAJESH		
3	H. Afzar hameed		
4	Habeeb Musthafa		

Agenda:

1. Clarifying the regulations of the programme and the details of rules therein + changes / amendments (if any) made by the University
2. Informing the academic schedule (tentative) including the dates of assessments (+ model exam, if any) and syllabus coverage for each assessment + weightage of each assessment (+ model exam, if any) + weightage for Attendance
3. Preparatory works – Course Plan / Question Bank / Lab Manual
4. Lab courses / Project / Seminar – Break up of marks for each experiment + weightage for record work and model exam(s) and attendance
5. Co-curricular and extra-curricular activities
6. Progress in assessment test
7. Infrastructure
8. Any other relevant point(s) desired by the students / faculty members / chair person

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Chair Person
(Name)

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MINUTES OF THE CLASS COMMITTEE MEETING

Class Committee Meeting (II)

Degree/Branch	B.E CIVIL ENGINEERING	Year/Sem	IV/VII
Venue	SF322	Date & Time	08-09-2023/2.00pm
Academic year	2023-2024	Chair Person	Dr.M.Shanmugasundaram

Members Present/Absent/OD:

Sl. No	Faculty Members	Subject Code & Name	Portions Covered /Experiments by the faculty	Student Members	Portions Covered /Experiments informed by the students
1	Mr.C.Navaneethakrishnan	CE8701-Estimation, Costing and Valuation Engineering	2 Unit completed	Adil Siraj	100% completed
2	Mrs.V.Janaki	CE8702-Railways, Airport docks and Harbour Engineering	2 Unit completed	N.Rajesh	100% completed
3	Mrs.Preethy Mary	CE3403-Structural Design and Drawing	2 Unit completed	H.Afsar Hameed	100% completed
4	Dr.R.Someswaran	OME754-Industrial Safety	2 Unit completed	Habeeb Musthafa M.N	100% completed
5	Dr.R.Someswaran	CE8711-Creative and Innovative Project.	1st Review completed.	K.Priyatharsan	100% completed

Points Discussed:

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Status of action proposed
1	Academic: Naan Mudhalvan- install E-Tab software to all the system	Informed to the faculty to install E-Tab software to all systems.	Mr.S.Vetrivel	Next NM	In progress
2	Co-Curricular & Extracurricular activities	Since they are from Final year, Advised students to go for Internships in order to implement their theoretical knowledge to practical.	Placement	By this Semester	In progress
3	Any other queries related to academics:Need Morning 1 hour during IAT	As per the Students request, Exam has been conducted.Advised students to practice home study and home test.	All Subject Faculty	Next IAT	Completed

*Kindly sign with date



M. V
Chair Person 8/9/23

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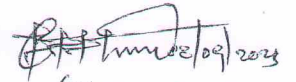
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Action Taken Report
Class Committee Meeting-2

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Monitoring of implementation by HOD
1	Academic: Naan Mudhalvan- install E-Tab software to all the system	Informed to the faculty to install E-Tab software to all systems.	Mr.S.Vetrivel	Next NM	Mean While software Package given to the students for install their pc also
2	Co-Curricular & Extracurricular activities	Since they are from Final year, Advised students to go for Internships in order to implement their theoretical knowledge to practical.	Placement	By this Semester	Do the needful as much earlier
3	Any other queries related to academics:Need Morning 1 hour during IAT	As per the Students request, Exam has been conducted.Advised students to practice home study and home test.	All Subject Faculty	Next IAT	Utilizing the home test

Signature
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(VETRIVEL S)



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CLASS COMMITTEE MEETING CIRCULAR

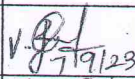
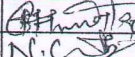
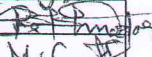
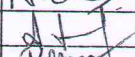
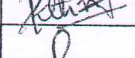
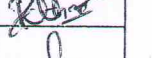
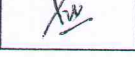
Class Committee Meeting (II)

Date: 07/09/2023

Degree/Branch	B.E - Civil Engineering	Year/Sem	III/V
Venue	322	Date & Time	08-09-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr. J.Jeha

The first class committee meeting is proposed to be conducted as detailed above. All the faculty and student members are requested to attend without fail.

Faculty Members:

Sl.No.	Name of the Faculty	Subject Code & Name	Dept.	Signature for	
				Circular	Meeting
1	Mrs. V. Janaki	CE3501 - Design of Reinforced Concrete Structural Elements	Civil		
2	Mr. S. Vetrivel	CE3502 - Structural Analysis I	Civil		
3	Mrs. N. Gayathri	CE3503 - Foundation Engineering	Civil		
4	Mrs. A. Preethy Mary	CE3003 - Prefabricated Structures	Civil		
5	Mrs. P. Kavithra	CE3025 - Airports & Harbours	Civil		
6	Mr. Suresh	MX3084 - Disaster Risk Reduction and Management	Mech		

Student Members:

Sl. No.	Name	Signature for	
		Circular	Meeting
1.	A. Mohamed Faizal		
2.	Sandesh Kumar K.		
3	Mohamed Haroon		
4	Mohamed Kaifim		

Agenda:

1. Clarifying the regulations of the programme and the details of rules therein + changes / amendments (if any) made by the University
2. Informing the academic schedule (tentative) including the dates of assessments (+ model exam, if any) and syllabus coverage for each assessment + weightage of each assessment (+ model exam, if any) + weightage for Attendance
3. Preparatory works – Course Plan / Question Bank / Lab Manual
4. Lab courses / Project / Seminar – Break up of marks for each experiment + weightage for record work and model exam(s) and attendance
5. Co-curricular and extra-curricular activities
6. Progress in assessment test
7. Infrastructure
8. Any other relevant point(s) desired by the students / faculty members / chair person

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Chair Person
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Dr. JEHA J

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MINUTES OF THE CLASS COMMITTEE MEETING

Class Committee Meeting (II)

Date: 08/09/2023

Degree/Branch	B.E CIVIL ENGINEERING	Year/Sem	III/V SEM
Venue	SF321	Date & Time	08-09-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr.J.Jeha

Members Present/Absent/OD:

Sl. No	Faculty Members	Subject Code & Name	Portions Covered /Experiments by the faculty	Student Members	Portions Covered /Experiments informed by the students
1	Mrs. V. Janaki	CE3501 - Design of Reinforced Concrete Structural Elements	Unit 2 completed	Mohamed Faizal	100% completed
2	Mr. S. Vetrivel	CE3502 - Structural Analysis I	Unit 2 completed	Mohamed Haroon	100% completed
3	Mrs. N. Gayathri	CE3503 - Foundation Engineering	Unit 2 completed	Sandesh Kumar	100% completed
4	Mrs. A. Preethy Mary	CE3003 - Prefabricated Structures	Unit 2 completed	Shanmugam	100% completed
5	Mrs. P. Kavithra	CE3025 - Airports & Harbours	Unit 2 completed	Mohamed Kaif	100% completed
6	Mr. Suresh	MX3084 - Disaster Risk Reduction and Management	Unit 2 completed		100% completed

Points Discussed:

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Status of action proposed
1	Academics: I. HE Lab - some equipments is not working	Advised to repair/purchase	Mrs.P.Kavithra	By next Lab itself	Completed
	TCC - Revit Software version should be updated	Informed to update software.	Mrs. V. Janaki	By next class itself	Completed
2	Co-Curricular & Extracurricular activities	Seminar on "Non Destructive Testing"	Mr. Vetrivel	Oct 3rd week	In progress
3	Any other queries related to academics	-	-	-	-

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 Chair Person
 Dr - JEHA - J

Rev.Date: 04.01.21

Action Taken Report
Class Committee Meeting-2

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Monitoring of implementation by HOD
1	Academics:1. HE Lab - some equipments is not working	Advised to repair/purchase	Mrs.P.Kavithra	By next Lab itself	Ensure as soon as earlier
	TCC - Revit Software version should be updated	Informed to update software.	Mrs.V. Janaki	By next class itself	To contact system admin for further help.
2	Co-Curricular & Extracurricular activities	Seminar on "Non Destructive Testing"	Mr. Vetrivel	Oct 3rd week	As per our norms
3	Any other queries related to academics	-	-	-	-

Signature
HoD

(Vetrivel S)
20/10/2023

(Signature)

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Chennai - 603103.

CLASS COMMITTEE MEETING CIRCULAR

Class Committee Meeting (III)

Date: 10/10/2023

Degree/Branch	B.E - Civil Engineering	Year/Sem	III/V
Venue	320	Date & Time	10-10-2023/11.00am
Academic year	2023-2024	Chair Person	Dr. D. Weslin

The first class committee meeting is proposed to be conducted as detailed above. All the faculty and student members are requested to attend without fail.

Faculty Members:

Sl.No.	Name of the Faculty	Subject Code & Name	Dept.	Signature for	
				Circular	Meeting
1	Mrs. V. Janaki	CE3501 - Design of Reinforced Concrete Structural Elements	Civil		
2	Mr. S. Vetrivel	CE3502 - Structural Analysis I	Civil		
3	Mrs. N. Gayathri	CE3503 - Foundation Engineering	Civil		
4	Mrs. A. Preethy Mary	CE3003 - Prefabricated Structures	Civil		
5	Dr. Elliss Yogesh	CE3009 - Construction Equipments and Machineries	Civil		
6	Mrs. P. Kavithra	CE3025 - Airports & Harbours	Civil		
7	Mr. Suresh	MX3084 - Disaster Risk Reduction and Management	Mech		

Student Members:

Sl. No.	Name	Signature for	
		Circular	Meeting
1	SHANMUGAM.S		
2	MOHAMED HARDON.M		
3	MOHAMED KAIF.M		
4	A.MOHAMED FAIZAL		

Agenda:

1. Clarifying the regulations of the programme and the details of rules therein + changes / amendments (if any) made by the University
2. Informing the academic schedule (tentative) including the dates of assessments (+ model exam, if any) and syllabus coverage for each assessment + weightage of each assessment (+ model exam, if any) + weightage for Attendance
3. Preparatory works – Course Plan / Question Bank / Lab Manual
4. Lab courses / Project / Seminar – Break up of marks for each experiment + weightage for record work and model exam(s) and attendance
5. Co-curricular and extra-curricular activities
6. Progress in assessment test
7. Infrastructure
8. Any other relevant point(s) desired by the students / faculty members / chair person

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Chair Person
(Name)

Dr. D. Weslin

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MINUTES OF THE CLASS COMMITTEE MEETING

Class Committee Meeting (III)

Date: 11/10/2023

Degree/Branch	B.E CIVIL ENGINEERING	Year/Sem	III/V SEM
Venue	SF320	Date & Time	11-10-2023/12.30pm
Academic year	2023-2024	Chair Person	Dr. D. Weslin

Members Present/Absent/OD:

Sl. No	Faculty Members	Subject Code & Name	Portions Covered /Experiments by the faculty	Student Members	Portions Covered /Experiments informed by the students
1	Mrs. V. Janaki	CE3501 - Design of Reinforced Concrete Structural Elements	Unit 3 completed	Mohamed Faizal	100% completed
2	Mr. S. Vetrivel	CE3502 - Structural Analysis I	Unit 3 completed	Mohamed Haroon	100% completed
3	Mrs. N. Gayathri	CE3503 - Foundation Engineering	Unit 3 completed	Sandesh Kumar	100% completed
4	Mrs. A. Preethy Mary	CE3003 - Prefabricated Structures	Unit 3 completed	Shanmugam	100% completed
5	Mrs. P. Kavithra	CE3025 - Airports & Harbours	Unit 3 completed	Mohamed Kaif	100% completed
6	Dr. Elliss Yogesh	CE3009 - Construction Equipments and Machineries	Unit 1 completed		100% completed
7	Mr. Suresh	MX3084 - Disaster Risk Reduction and Management	Unit 3 completed		100% completed

Points Discussed:

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Status of action proposed
1	Library - book return issue	Advised Class Advisor to solve the issue	Mrs.P. Kavithra	Within a week	In progress
2	Co-Curricular & Extracurricular activities	Need Industrial Visit	Mr. Vetrivel	Within Semester end	In progress
3	Any other queries related to academics	-	-	-	-

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Dr. D. Weslin
Chair Person 11/10/23

**Action Taken Report
Class Committee Meeting-3**

Sl. No.	Points discussed	Action proposed / Taken	Responsibility	Target Date	Monitoring of implementation by HOD
1	Library - book return issue	Advised Class Advisor to solve the issue	Mrs.P. Kavithra	Within a week	All most pending book return issue solved
2	Co-Curricular & Extracurricular activities	Need Industrial Visit	Mr. Vetrivel	Within Semester end	Planned to conduct.
3	Any other queries related to academics	-	-	-	-

Signature
HoD



PRINCIPAL

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No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Egattur,
Chennai - 603103.

I Year - 'D' 'he'

Tamil	- Mr. Sampathkumar	- Need written presentation
Engg	- Mrs. Sampathkumar	- Good
Phy	- Mrs. Muthumani	- Good
Chem	- Dr. Devibala	- Good
Maths	- Mrs. Kavitha	- Good
Python	- Mr. Karthikeyan	- Some of the topic not able to understand.

* IBM training is scheduled from 21st to 23rd Dec 2023.

* Evening online class

- Not able to concentrate the class.
- Online importance is explained to students

* Hostel students are advised to utilize the TCC in evening 6.30 to 8.00 PM.

* Next sem Academic schedule is discussed.

* Importance of placement training is explained to students.



Expt. No. _____

Page No. _____

Date: ____ / ____ / ____

+ Need some additional hours for physics and chem and python lab.

* They are advised to utilize the virtual lab.

	Name	Section - Dept	Signature
1.	Mohammed Zakeer . A	D - ECE	A. Zakeer
2.	Mohammed Salman . M	D - ECE	M. Salman
3.	K. Gokula Kannan . K	D - ECE	K. Gokula
4.	P. Mohamed Hathem	D - ECE	Hathem
5.	D. Balanandha	D - ECE	D. Balanandha
6.	B. Aakaash	D - ECE	B. Aakaash
7.	Sumaiya Farheen . N	D - ECE	Sumaiya . N
8.	R. Mahina Sulthana	D - ECE	R. Mahina
9.	R. BeeBee Jane	D - ECE	R. Bee .
10.	D. Prasanna	D - ECE	D

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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



ACADEMIC YEAR 2023-2024) FIRST YEAR ORAL FEEDBACK

SUBJECT NAME	STAFF NAME	FEEDBACK BY STUDENTS
TAMIL	Mr. Siva prakash	Need write practise
ENGLISH	Mrs Saipriya	Good
PHYSICS	Mrs. Muthumari	Good
CHEMISTRY	Dr.Devibala	Good
MATHS	Mrs.Kavitha	Good
PYTHON	Mr.Karthikeyan	Some of the topics not able to understand

GENERAL

1. IBM training is scheduled from 21st to 23rd December
2. Evening Online class- Online importance is explained to the students
3. Hostel students are advised to utilize the TCC in evening 6.30 to 8.00pm.
4. Importance of placement training is explained to students
5. Need some additional hours to physics, chemistry and python lab
6. Students are advised to utilize virtual lab

PRINCIPAL

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No.34, Rajiv Gandhi Salai (Old)
Sipcot - IT Highway Egattur,
Chennai - 603103.



**ACTION TAKEN REPORT FOR ORAL FEEDBACK
ACADEMIC YEAR 2023 – 2024 (ODD SEMESTER)**

From

Head – Academics
MSAJCE, Chennai.

To

Mr. V. Pandarinetan

A.P/C.SIS

Oral feedback by the student	Some of the topic not - able to understand - FDS Class Control is poor
Explanation by the concern subject faculty	Now the class is controlled, after giving advice to students. The new and advanced topics in the subject were taught with examples and students were understood the subject. Signature of the Faculty : <u>V. Pandarinetan</u>
Suggestion & Recommendation by HoD	Powerpoint & video lectures can be given Signature of HoD : <u>H. Arun</u>
Improvement observed if any at the end of the semester	Classes are monitored Improvement is observed.
<u>H. Arun</u> Signature of HoD	<u>17. 12.23</u> Signature of Head / Academics

U. Sathak

PRINCIPAL



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



ACTION TAKEN REPORT FOR ORAL FEEDBACK ACADEMIC YEAR 2023 – 2024 (ODD SEMESTER)

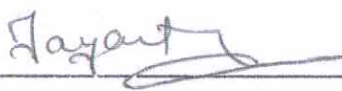
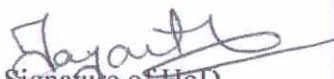
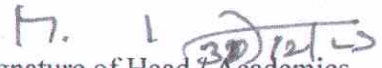
From

Head – Academics
MSAJCE, Chennai.

To

Mr. N. Rajkumar

AP / ECE

Oral feedback by the student	Need more explanations - EC3252 - Digital Signal Design
Explanation by the concern subject faculty	→ RTL (Resistor Transistor Logic) topic are explain clearly → Emitter Coupled Logic topic are explain clearly Signature of the Faculty : 
Suggestion & Recommendation by HoD	Solve more problems and given additional classes Signature of HoD : 
Improvement observed if any at the end of the semester	Improvement observed in EPS
 Signature of HoD	 Signature of Head Academics



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Sipcot - IT Highway Egattur,
Chennai - 603103.



DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
ONLINE FEEDBACK FORM 2023-2024 ODD SEM
SEMESTER 7

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
CS 8791 Cloud Computing	4.69	4.66	4.69	4.66	4.72	4.69	4.83	4.72	4.66	4.76	4.66	4.72	4.59	4.72
Mrs. R. Muthu Pandeeswari														
CS 8792 Cryptography and Network Security	4.38	4.17	4.24	4.31	4.24	4.21	4.34	4.24	4.34	4.31	4.28	4.34	4.31	4.41
Dr. Paramesh														
CS 8079 Human Computer Interaction	4.03	4.03	4.14	4.07	4.10	4.14	4.10	4.07	4.07	4.17	4.17	4.17	4.07	4.14
Mr. S. Vimalaathithan														
OMF 751 Lean Six Sigma	4.31	4.17	4.07	4.17	4.10	4.07	4.03	4.07	4.10	4.17	4.17	4.10	4.21	4.17
Mr. Shannuga selvan														
MG 8591 Principles of Management	4.48	4.59	4.45	4.48	4.59	4.55	4.48	4.48	4.55	4.55	4.48	4.48	4.52	4.48
Mr. P. Nidhin														
Mr. S. Nissar Mohamed														

S. Manoj
Head – IQAC

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[Signature]
Principal

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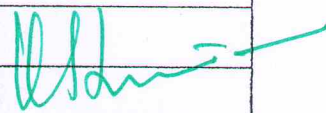
FEEDBACK ON FACILITIES

Department of CIVIL DEPT

Sem / Year : VII / IV

Date : 05 / sep / 23

S.No	Name of the Facility		Feed back	Scope / Suggestion to improve
1	Academic Ambience		Satisfactory / Unsatisfactory	
2	Laboratory facility		Satisfactory / Unsatisfactory	
3	Library Facility & Ambience		Satisfactory / Unsatisfactory	
4	Internet Bandwidth		Satisfactory / Unsatisfactory	
5	Wifi in Academic Areas		Satisfactory / Unsatisfactory	Not Sufficient Internet Bandwidth
6	Wifi in Hostel		Satisfactory / Unsatisfactory	
7	Computer Center		Satisfactory / Unsatisfactory	
8	Ambience of Food court / Canteen		Satisfactory / Unsatisfactory	
9	Ambience of Hostel Accomodation		Satisfactory / Unsatisfactory	
10	Ambience at Mess Hall		Satisfactory / Unsatisfactory	
11	Cleanliness inside the premises		Satisfactory / Unsatisfactory	
12	Transport facility		Satisfactory / Unsatisfactory	Increase Bus facility
13	Ambience of COEs & ILP Center		Satisfactory / Unsatisfactory	
14	Reprographic Section & Stationary Shop		Satisfactory / Unsatisfactory	
15	Sports facility	Indoor games	Satisfactory / Unsatisfactory	
		Out door games	Satisfactory / Unsatisfactory	
16	Auditorium / Seminar Halls		Satisfactory / Unsatisfactory	
17	Placement Cell		Satisfactory / Unsatisfactory	
18	Training cell		Satisfactory / Unsatisfactory	
19	Incubation Cell		Satisfactory / Unsatisfactory	
20	Facility for Extra Curricular activity		Satisfactory / Unsatisfactory	



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FEEDBACK ON FACILITIES

Department of EEE

sem / Year : Vth / IIIrd

Date : 04/09/2023

S.No	Name of the Facility		Feed back	Scope / Suggestion to improve
1	Academic Ambience		Satisfactory / Unsatisfactory	
2	Laboratory facility		Satisfactory / Unsatisfactory	
3	Library Facility & Ambience		Satisfactory / Unsatisfactory	
4	Internet Bandwidth		Satisfactory / Unsatisfactory	
5	Wifi in Academic Areas		Satisfactory / Unsatisfactory	Before it is slow now is little bit fast right now
6	Wifi in Hostel		Satisfactory / Unsatisfactory	
7	Computer Center		Satisfactory / Unsatisfactory	
8	Ambience of Food court / Canteen		Satisfactory / Unsatisfactory	
9	Ambience of Hostel Accomodation		Satisfactory / Unsatisfactory	
10	Ambience at Mess Hall		Satisfactory / Unsatisfactory	
11	Cleanliness inside the premises		Satisfactory / Unsatisfactory	
12	Transport facility		Satisfactory / Unsatisfactory	
13	Ambience of COEs & ILP Center		Satisfactory / Unsatisfactory	
14	Reprographic Section & Stationary Shop		Satisfactory / Unsatisfactory	
15	Sports facility	Indoor games	Satisfactory / Unsatisfactory	PRINCIPAL Mohamed Sathak A.J. College of Engineering No.34, Rajiv Gandhi Salai (OMR) Sipcot - IT Highway Egattur, Chennai - 603103.
		Out door games	Satisfactory / Unsatisfactory	
16	Auditorium / Seminar Halls		Satisfactory / Unsatisfactory	
17	Placement Cell		Satisfactory / Unsatisfactory	
18	Training cell		Satisfactory / Unsatisfactory	
19	Incubation Cell		Satisfactory / Unsatisfactory	
20	Facility for Extra Curricular activity		Satisfactory / Unsatisfactory	

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Action Taken Report (Odd Sem-2023-2024)

S.No	Suggested By	Mode of feedback(Oral Feedback/Parents Feedback/Facility Feedback)	Points Discussed	Responsibility	Action Taken	Outcome
1	Faculty and Students	Facility Feedback	Students requested for bus Tracker app	Transport Manager	MSAJCE Bustrackerapp was developed and implemented	About 200 number of students got benefited
2	Faculty and Students	Facility Feedback	Students requested that some bus routes to be extended	Transport Manager	Bus routes were extended to Nemilichery	Students got benefited



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MSAJCE
240823

**MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
ACADEMIC YEAR FOR BUS ROUTES: 2023 To 2024.**

MSAJCE, MSAJAA & NURSING
ROUTE NO. - AR 4
DRIVER NAME : MR. M.SURESH
MOBILE NO : +91-9849265637

MSAJCE, MSAJAA & NURSING
BUS ROUTE NO. - AR. 8
DRIVER NAME : MR. RAJU
MOBILE NO : +91- 9790750906

MSAJCE, MSAJAA & NURSING
BUS ROUTE NO. - AR 9
DRIVER NAME : MR.KANAGARAJ
MOBILE NO : +91-9710209097

S.NO	BOARDING POINT	TIME
1	MOOLAKADAI	6.10
2	PERAMBUR RAILWAY STATION	6.15
3	OTTERI PATTALAM	6.18
4	DOWTON	6.23
5	VEPERY POLICE STATION	6.25
6	PERIYAMED	6.30
7	CENTRAL	6.35
8	PARRY'S CORNER	6.40
9	MARINA BEACH	6.45
10	SANTHOME	6.50
11	ADYAR	7.00
12	THIRUVANMIYUR	7.05
13	PALAVAKKAM	7.10
14	NEELANKARAI	7.15
15	AKKARAI WATER TANK	7.20
16	SHOLINGANALLUR	7.25
17	LADIES HOSTEL	7.30
18	M.S.A.J.C.E - COLLEGE	8.00

S.NO.	BOARDING POINT	TIME
1	MANJAMBAKKAM	5.50
2	RETTERI	5.55
3	SENTHIL NAGAR	6.00
4	PADI	6.05
5	ANNA NAGAR	6.10
6	THIRUMANALAM	6.12
7	VILAIYKANTH MANDAPAM	6.15
8	CHINMAYA NAGAR	6.20
10	AVACHI SCHOOL	6.25
11	NESAPAKKAM	6.30
12	KK NAGAR	6.35
13	ASHOK PILLAR	6.40
14	AADAMPACKKAM	6.50
15	KIVELI	6.55
16	PALLIKKARANI	7.10
17	MEDAVAKKAM	7.20
18	PERUMPAKKAM	7.25
19	SHOLINGANALLUR	7.30
20	LADIES HOSTEL	7.35
21	M.S.A.J.C.E - COLLEGE	8.00

S.NO.	BOARDING POINT	TIME
1	ENNORE	6.15
2	MINT	6.20
3	BROADWAY	6.25
4	CENTRAL	6.30
5	OMANTHOORAR HOSPITAL	6.40
6	ROYAPETTAH	6.45
7	MYLAPORE	6.50
8	MANDAVELI	7.00
9	ADYAR	7.10
10	THIRUVANMIYUR	7.15
11	PALAVAKKAM	7.20
12	NEELANKARAI	7.25
13	AKKARAI WATER TANK	7.30
14	SHOLINGANALLUR	7.35
15	LADIES HOSTEL	7.40
16	M.S.A.J.C.E - COLLEGE	8.00

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Handwritten signature
29/08/2023

**MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
ACADEMIC YEAR FOR BUS ROUTES: 2023 To 2024.**

MSAJCE, MSAJAA & NURSING

ROUTE NO. - AR 4

DRIVER NAME : MR. M.SURESH

MOBILE NO : +91-9849265637

MSAJCE, MSAJAA & NURSING

BUS ROUTE NO. - AR. 8

DRIVER NAME : MR. RAJU

MOBILE NO : +91- 9790750906

MSAJCE, MSAJAA & NURSING

BUS ROUTE NO. - AR 9

DRIVER NAME : MR.KANAGARAJ

MOBILE NO : +91-9710209097

S.NO	BOARDING POINT	TIME
1	MOOLAKADAI	6.10
2	PERAMBUR RAILWAY STATION	6.15
3	OTTERI PATTALAM	6.18
4	DOWTON	6.23
5	VEPERY POLICE STATION	6.25
6	PERIYAMED	6.30
7	CENTRAL	6.35
8	PARRY'S CORNER	6.40
9	MARINA BEACH	6.45
10	SANTHOME	6.50
11	ADYAR	7.00
12	THIRUVANMIYUR	7.05
13	PALAVAKKAM	7.10
14	NEELANKARAI	7.15
15	AKKARAI WATER TANK	7.20
16	SHOLINGANALLUR	7.25
17	LADIES HOSTEL	7.30
18	M.S.A.J.C.E - COLLEGE	8.00

S.NO.	BOARDING POINT	TIME
1	MANJAMBAKKAM	5.50
2	RETTERI	5.55
3	SENTHIL NAGAR	6.00
4	PADI	6.05
5	ANNA NAGAR	6.10
6	THIRUMANGALAM	6.12
7	VIJAYKANTH MANDAPAM	6.15
8	CHINMAYA NAGAR	6.20
10	AVACHI SCHOOL	6.25
11	NESAPAKKAM	6.30
12	KK NAGAR	6.35
13	ASHOK PILLAR	6.40
14	AADAMPACKKAM	6.50
15	KIVELI	6.55
16	PALLIKKARANI	7.10
17	MEDAVAKKAM	7.20
18	PERUMPAKKAM	7.25
19	SHOLINGANALLUR	7.30
20	LADIES HOSTEL	7.35
21	M.S.A.J.C.E - COLLEGE	8.00

S.NO.	BOARDING POINT	TIME
1	ENNORE	6.15
2	MINT	6.20
3	BROADWAY	6.25
4	CENTRAL	6.30
5	OMANTHOORAR HOSPITAL	6.40
6	ROYAPETTAH	6.45
7	MYLAPORE	6.50
8	MANDAVELI	7.00
9	ADYAR	7.10
10	THIRUVANMIYUR	7.15
11	PALAVAKKAM	7.20
12	NEELANKARAI	7.25
13	AKKARAI WATER TANK	7.30
14	SHOLINGANALLUR	7.35
15	LADIES HOSTEL	7.40
16	M.S.A.J.C.E - COLLEGE	8.00

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Chennai - 603103.

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29/08/2023

MSAJCE, MSAJAA & NURSING
 BUS ROUTE NO. - AR-5
 DRIVER NAME : MR. VELU.
 MOBILE NO : +91-99400 50685

S.NO	BOARDING POINT	TIME
1	MMDA SCHOOL	6.15
2	ANNA NAGAR	6.20
3	CHINTHAMANI	6.25
4	SKYWALK	6.30
5	CHOO LAIMADU	6.33
6	LOYOLA COLLEGE	6.35
7	T. NAGAR	6.40
8	CIT NAGAR	6.43
9	SAIDAPET	6.45
10	VELACHERY CHECK POST	6.50
11	VIJAYA NAGAR BUS STOP	6.53
12	BABY NAGAR	6.55
13	THARAMANI	7.00
14	MGR ROAD	7.15
15	OMR	7.20
16	LADIES HOSTEL	7.35
17	M.S.A.J.C.E - COLLEGE	8.00

MSAJCE, MSAJAA & NURSING
 BUS ROUTE NO. AR-6
 DRIVER NAME: MR. NAGARAJ
 MOBILE NO : +91-7397356662

S.NO.	BOARDING POINT	TIME
1	MMDA SCHOOL	6.10
2	ICF	6.15
3	AYANAVARAM	6.20
4	PURASAWALKAM TANK	6.25
5	DASAPRAKASH	6.27
6	EGMORE	6.30
7	PUDUPET	6.32
8	RATHNACAP	6.35
9	TRIPLICANE	6.37
10	ICE HOUSE	6.40
11	NEW COLLEGE	6.48
12	TENAMPET	6.55
13	KOTTURPURAM	7.00
14	MADHYAKILASH	7.10
15	SRP TOOLS	7.15
16	PERUNGUDI	7.20
17	KARAPAKKAM	7.25
18	LADIES HOSTEL	7.35
19	M.S.A.J.C.E - COLLEGE	8.00

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(Signature)

MSAJCE, MSAJAA & NURSING
 BUS ROUTE NO. - AR 10
 DRIVER NAME : MR.RAVINDRAN
 MOBILE NO : +91-9710939995

S.NO.	BOARDING POINT	TIME
1	PORUR	6.25
2	BOY KADAI	6.33
3	KOVOOR	6.35
4	KUNDRATHUR	6.38
5	ANAGAPUTHUR	6.40
6	PAMMAL	6.43
7	PALLAVARAM	6.45
8	MEENAMBAKKAM	6.48
9	PALLAVARAM	6.50
10	CHROMPET	6.55
11	TAMBARAM W & E	7.00
12	CAMP ROAD	7.05
13	SALIYUR	7.10
14	MEDAVAKKAM	7.25
15	SHOLINGANALLUR	7.30
17	LADIES HOSTEL	7.35
18	M.S.A.J.C.E - COLLEGE	8.00

(Signature)
 29/08/2023

MSAJCE, MSAJAA & NURSING
 BUS ROUTE NO. - R 22
 DRIVER NAME : MR. SATHISH.K
 MOBILE NO : +91-9789970304

S.NO	BOARDING POINT	TIME
1	UTHIRAMERUR	6.00
2	G.H. HOSPITAL	6.30
3	PARANUR TOLLGATE	6.40
4	MAHINDRACITY	6.43
5	S.P.KOIL	6.45
6	MARAIMALAINAGAR	6.48
7	GUDUVANCHERY	6.50
8	OORAAPAKKAM	6.52
9	VANDALUR ZOO	6.55
10	PERUNGALATHUR	7.00
11	KANDIGAI	7.15
12	MAMBAKKAM	7.25
13	PUTHUPAKKAM	7.30
14	KELAMBAKKAM	7.40
15	SIPCOT	7.50
16	M.S.A.J.C.E - COLLEGE	8.00

MSAJCE, MSAJAA & NURSING
 BUS ROUTE NO. AR 7
 DRIVER NAME : MR. SURESH
 MOBILE NO : +91-97898 95025

S.NO.	BOARDING POINT	TIME
1	CHUNAMBEDU	5.25
2	KADAPAKKAM	5.45
3	ELLIYAMMAN KOIL	6.00
4	KOOVATHUR	6.17
5	KATHAN KADAI	6.22
6	KALPAKKAM	6.30
7	CATURANKAPPATTINAM	6.40
8	VENKAMPAKKAM	6.50
9	THIRUKAZUKUNDRAM	7.00
10	PUNCERI	7.12
11	PAIYANUR	7.15
12	ALATHUR	7.20
13	THIRUPPORUR	7.30
14	KALAVAKKAM	7.36
15	CENKANMAL	7.41
16	KELAMBAKKAM	7.45
17	PADUR	7.50
18	AANANTH COLLEGE	7.53
19	M.S.A.J.C.E - COLLEGE	8.00

MSAJCE, MSAJAA & NURSING
 BUS ROUTE NO. - AR 3
 DRIVER NAME : MR.JAFFAR
 MOBILE NO : +91-9566037890

S.NO.	BOARDING POINT	TIME
1	NEMILJCHERY	5.50
2	POONNAMALLE	6.05
3	KUMANAN CHAVADI	6.00
4	KATTUPAKKAM	6.05
5	RAMACHANDRA HOSPITAL	6.10
6	PORUR	6.15
7	VALASARAVAKKAM	6.20
8	RAMAPURAM	6.25
9	NANTHAMPAKKAM	6.30
10	KATHIPARA JUNCTION	6.35
11	THILLAI GANGA SUBWAY	6.40
12	VELACHERY BYPASS	6.45
13	KAIVELI	7.00
14	MADIPAKKAM	7.05
15	KILKATTALAI	7.10
16	KOVILAMPAKKAM	7.15
17	MEDAVAKKAM	7.20
18	SHOLINGANALLUR	7.25
19	M.S.A.J.C.E - COLLEGE	8.00

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M. Sathak
 29/08/2023

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Action Taken Report(Odd Sem-2023-2024)

S.No	Suggested By	Mode of feedback(Oral Feed back/Parents Feedback/Facility Feedback)	Points Discussed	Responsibility	Action Taken	Outcome
1	Students	Facility Feed Back	Students requested to upgrade the Internet Bandwidth to access online course materials		As per Students Request, The Internet speed were improved	Internet Speed were increased as 300 mbps.



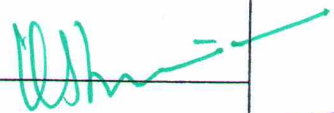
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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

ALUMNI FEEDBACK

Name of Alumni	HASHIM ASLAM		
Register No./Alumni Id.	311819106008		
Present Designation	Web Developer		
Organization Details	Digital transformation industry		
Mobile No.	9150169370		
Email Id.	hashim.aslam214@gmail.com		
How would you rate your college?	Best / Good / Moderate / Poor		
How would you rate your department?	Best / Good / Moderate / Poor		
Relevance of Curriculum to your job :			
Is there a need for change in Curriculum/ If Yes, Specify:			
How would you rate the Teaching & Learning process followed in our college?	Best / Good / Moderate / Poor		
Is there a need for improvement in Teaching & Learning process? If yes, specify :			
Rate the COE/Value added course attended in the college			
Is the training provided in a specific technology/tool to meet the industry requirements? If yes, specify the technology/tool :			
Are you satisfied with industry connect provided by the institute? If No, specify how it can be improved:			
Mode of placement: On campus / Off campus / Pooled drive / Entrepreneur/ Start-up			
Address of the Organization & Date of joining:			
Are you pursuing Higher studies? If yes, give details:			
How would you rate the infrastructural facilities of the College?			
Suggest the area in which improvement is required:			
General Comments:			


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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

ALUMNI FEEDBACK

Name of Alumni	Mohamed Salahudeen R
Register No./Alumni Id.	31819106011
Present Designation	Automation Engineer
Organization Details	Amara Technologies
Mobile No.	8072182987
Email Id.	
How would you rate your college?	✓ Best / Good / Moderate / Poor
How would you rate your department?	✓ Best / Good / Moderate / Poor
Relevance of Curriculum to your job :	
Is there a need for change in Curriculum/ If Yes, Specify:	
How would you rate the Teaching & Learning process followed in our college?	✓ Best / Good / Moderate / Poor
Is there a need for improvement in Teaching & Learning process? If yes, specify :	
Rate the COE/Value added course attended in the college	
10	
Is the training provided in a specific technology/tool to meet the industry requirements? If yes, specify the technology/tool :	
Are you satisfied with industry connect provided by the institute? If No, specify how it can be improved:	
Yes	
Mode of placement: On campus / Off campus / Pooled drive / Entrepreneur/ Start-up	
Address of the Organization & Date of joining:	
Ambalpet, Chennai	
Are you pursuing Higher studies? If yes, give details:	
No	
How would you rate the infrastructural facilities of the College?	
Suggest the area in which improvement is required:	
General Comments:	

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No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Egattur,
Chennai - 603103.

MOHAMED SATHAK A J COLLEGE OF ENGINEERING , Chennai-603103

PARENTS FEEDBACK

Name of the Student	Mohamed Khan S
Department/ Year	Civil / 2023
Name of the Parent	Mohamed Farthous S
Occupation	Business
Mail id & Contact no	9791 960080 5416
How did you know about this college	Advertisement / Exhibition / Friends / Media / Alumni / Anna University Ranking
Reason for selecting this Institution for your ward to pursue Higher studies	
Expectation from the college while choosing the college	
Perception about the college after joining / finishing the college	
Is the college environment conducive for the overall development of your ward?	Yes / No : if No specify the reason
Your views on career orientation exposure given to your ward?	
Is the environment of the college congenial for the students to discuss their problems?	Yes / No : if No specify the reason
Are you satisfied with the communication from the college regarding the performance of your ward?	Yes / No : if No specify the reason
Are you comfortable with industry connect provided by the institute to your ward?	Yes / No : if No specify the reason
Comments on the hostel / Transport facilities?	
How would you rate the infrastructural facilities of the College	Excellent/Good/Average
Suggest the area in which improvement is required	
Would you recommend your friend / relatives to admit their wards in this college? If No specify the reason:	
Overall Ambience / Rating of the College	

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

Farthous
Signature of the Parent

MOHAMED SATHAK A J COLLEGE OF ENGINEERING , Chennai-603103
EMPLOYER FEEDBACK OF WORKING STUDENTS

Name of the Organization with Address		Numeric Chennai					
Name of the Student / Employee		S. Kishore		Date of Joining the		19/2/2024	
Designation at the time of Joining		Production trainee		Current Designation			
Name of the Contact Person / HR /		Satish		Contact Details of		9042340046	
S.No	Evaluation Parameters	Excellent	Good	Average	Satisfactory	Poor	
1	Technical Knowledge		✓				
2	Interpersonal Skills		✓				
3	Project Management		✓				
4	Time Mangement		✓				
5	Punctuality	✓					
6	Team Sprit		✓				
7	Leadership Qualities			✓			
8	Sincerity and Discipline		✓				
9	Adaptabilty to organizational culture			✓			
10	Contribution to the Organization		✓				
11	General Attitude		✓				
12	Accepting the task without any hesitation	✓					
13	Interest in learning new concepts		✓				
14	Innovation / Exploration			✓			
15	Overall Performance		✓				

Any other Specific Comments if any:



 Sign and Seal of Authorized Person

Format No: FB 08

Rev No: 1.0

Rev.Date : 04.04.24

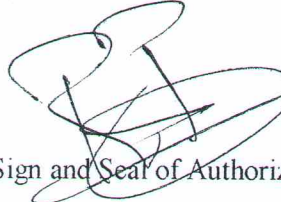
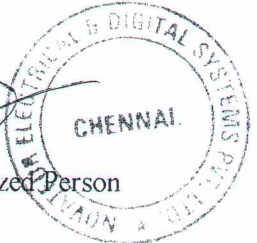


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 Sipcot - IT Highway Egattur,
 Chennai - 603103.

MOHAMED SATHAK A J COLLEGE OF ENGINEERING , Chennai-603103
EMPLOYER FEEDBACK OF WORKING STUDENTS

Name of the Organization with Address		Numeric Chennai				
Name of the Student / Employee		S. Amudeshwaran		Date of Joining the		19/2/2024
Designation at the time of Joining		Production trainee		Current Designation		
Name of the Contact Person / HR /		Satish		Contact Details of		9042340046
S.No	Evaluation Parameters	Excellent	Good	Average	Satisfactory	Poor
1	Technical Knowledge		✓			
2	Interpersonal Skills		✓			
3	Project Management		✓			
4	Time Mangement		✓			
5	Punctuality	✓				
6	Team Sprit		✓			
7	Leadership Qualities			✓		
8	Sincerity and Discipline		✓			
9	Adaptabilty to organizational culture			✓		
10	Contribution to the Organization		✓			
11	General Attitude		✓			
12	Accepting the task without any hesitation	✓				
13	Interest in learning new concepts		✓			
14	Innovation / Exploration			✓		
15	Overall Performance		✓			

Any other Specific Comments if any:


 Sign and Seal of Authorized Person
 

Format No: FB 08

Rev No: 1.0

Rev.Date : 04.04.24


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MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING

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



Ref.No: MSAJCE/ ACAD /2023 – 24/15

25.03.2024

CIRCULAR

It is hereby informed to all faculty that the Academic Audit for the academic year 2023 – 2024 is scheduled on 02.04.2024. Hence all faculty are advised to prepare all required documents for the audit and submit the hard copy of documents while auditing. The auditors are allotted to the department as follows,

Department	Name of the Auditor
MECH	Dr.A.Balakrishnan, Head / Administration
CIVIL	Dr.D.Weslin, Head / Research & IPR
I YEAR	Dr.M.Shunmugasundaram, Head / Academics
CSE & CSBS	Mr.M.Kamarajan, AP / ECE
EEE	Mr.K.K.Vinothkumar AP / Mech
ECE	Mrs.S.Sudha, AP / S&H
IT & AIDS	Mr.S.R.Mohan, HoD / Mech

Thank you

M. I. [Signature]
HEAD / ACADEMICS

Copy to

The Principal

All Heads & HoDspp

[Signature]

PRINCIPAL

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Chennai - 603103.

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

DEPARTMENT OF Mechanical Engg

Academic Year 2023-2024 ODD/EVEN

Academic Audit

Date: 02.04.24

Faculty Name: Mr. A. A. Muhammad Isfan.

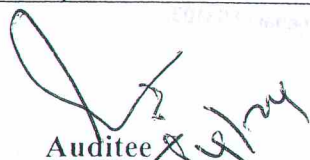
Department: Mechanical Engg

Year/Sem: III / V

Course Code & Course Name: ME3592 / metrology & measurements (Theory / Integrated / Lab)

S.No	Contents	Status/Remarks
Is the following details are made available (Mention the status also)		
1	Syllabus	<u>Yes</u>
2	Time table	<u>Yes</u>
3	Lesson plan	<u>Yes</u>
4	Question Bank	<u>Yes</u>
5	University Question Paper Theory / Practical) (10 Questions)	<u>Yes</u>
6	List of Experiments – Cycle-wise (including content beyond the syllabus)	<u>—</u>
7	Tutorial / Work Sheet if any	<u>—</u>
8	Lecture notes	<u>Yes</u> <u>Alsh</u>
9	EPC - Questions and Answers	<u>Yes</u> <u>Part A - Q & A</u> <u>Part B - Questions only.</u>
10	Syllabus Coverage (%)	<u>100%</u> PRINCIPAL Mohamed Sathak A.J. College of Engineering No.34, Rajiv Gandhi Salai (OMR) Sipcot - IT Highway Egattur, Chennai - 603103.
11	Logbook Completion (Mapped with syllabus completion monitoring book -Yellow book)	<u>Yes</u>
12	Lesson Plan Activity - Proof	<u>Yes</u>

13	Student Attendance & Assessment Record (Theory / Practical)	Yes
14	Model Exam Answer Sheets- Sample (Lab)	Yes
15	Pre-Evaluation Feedback Form for Anna University Exam	.
16	Course End Survey	.
17	IAT- Question Paper	Yes (Sign missing)
18	IAT - Answer Key	Yes
19	IAT - Result Analysis	Yes
20	IAT - Sample Answer sheets	Yes
21	Content Beyond the Syllabus - Proof	Yes
22	Innovative Teaching Methods - Proof	-
23	Co - Attainment	Yes


 Auditee

PRINCIPAL
 Mohamed Sathak A.J. College of Engineering
 No.34, Rajiv Gandhi Salai (O.M.R.)
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 Chennai - 603103.


 Auditors 02/04/2024

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

DEPARTMENT OF Mechanical Engg.
Academic Year 2023-2024 - ODD/EVEN

Academic Audit

Date: 02.04.24

Faculty Name: Mr. A.A. Muhammad Irfan

Department: Mechanical Engg.

Course Code & Course Name: ME8792 / PPE

Year/Sem: IV / VII
(Theory / Integrated / Lab)

S.No	Contents	Status/Remarks
Is the following details are made available (Mention the status also)		
1	Syllabus	Yes
2	Time table	Yes
3	Lesson plan	Yes
4	Question Bank	Yes
5	University Question Paper Theory / Practical) (10 Questions)	Yes
6	List of Experiments – Cycle-wise (including content beyond the syllabus)	NA
7	Tutorial / Work Sheet if any	—
8	Lecture notes	Yes
9	EPC - Questions and Answers	Yes
10	Syllabus Coverage (%)	100%
11	Logbook Completion (Mapped with syllabus completion monitoring book – Yellow book)	Yes
12	Lesson Plan Activity - Proof	Yes

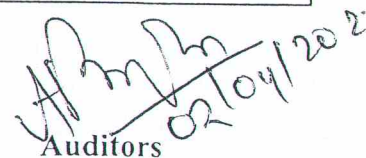
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No.34, Rajiv Gandhi Salai (OMR)
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Chennai - 603103.

13	Student Attendance & Assessment Record (Theory / Practical)	yes
14	Model Exam Answer Sheets- Sample (Lab)	yes
15	Pre-Evaluation Feedback Form for Anna University Exam	yes
16	Course End Survey	no
17	IAT- Question Paper	yes
18	IAT - Answer Key	yes
19	IAT – Result Analysis	yes
20	IAT - Sample Answer sheets	yes
21	Content Beyond the Syllabus - Proof	yes
22	Innovative Teaching Methods - Proof	—
23	Co – Attainment	—

PRINCIPAL
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Auditee


Auditors

02/04/2022



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Recognized by UGC under 2(f) & 12(B) Act Accredited by NBA & NAAC 'A' Grade



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. S. 18/4/24

HEAD / ACADEMICS

Head - Academics

Mohamed Sathak A.J. College of Engineering
SIPCOT IT Park, Chennai - 603 103.

Copy to

The Director

IQAC

All HoDs & Staff (For Staff Circulation)

Admin Office

W. S. 18/4/24

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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

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 / II

Course Code & Course Name: ME3351 Engineering Mechanics (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% completed
11	Logbook Completion (Mapped with syllabus completion monitoring book – Yellow book)	Referred by logBook 100
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	Referent - Available
22	Innovative Teaching Methods - Proof	Available in the case study
23	Co – Attainment	Available

PRINCIPAL
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Auditee

MM 26/4/24
Auditors

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. Kamalasekhar

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

[Signature]

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

13	Student Attendance & Assessment Record (Theory / Practical)	Verified
14	Model Exam Answer Sheets- Sample (Lab)	Verified
15	Pre-Evaluation Feedback Form for Anna University Exam	Verified
16	Course End Survey	Verified
17	IAT- Question Paper	Verified
18	IAT - Answer Key	Verified
19	IAT – Result Analysis	Verified - can be improved
20	IAT - Sample Answer sheets	Verified
21	Content Beyond the Syllabus - Proof	Verified
22	Innovative Teaching Methods - Proof	Try to improve
23	Co – Attainment	Verified

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No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Egattur,
Chennai - 603103.

26/12/23
Auditee
Dr. JETHA J

Auditors

Dr. K. ELANNAR
Prof + Head / EEE
15.12.2023

SRM Valluvar Engineering College

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

DEPARTMENT OF Science & Humanities - English

Academic Year 2023-2024 - ODD/EVEN

Academic Audit

Date:

27/4/24

Faculty Name: Mrs K. Saipriya

Department: Sec-A (CE)

Year/Sem: I / I

Course Code & Course Name: HS3152 & professional English - I (Theory / Integrated / Lab)

S No	Contents	Status/Remarks
Is the following details are made available (Mention the status also)		
1	Syllabus	YES
2	Time table	YES
3	Lesson plan	YES
4	Question Bank	YES
5	University Question Paper Theory / Practical) (10 Questions)	YES
6	List of Experiments - Cycle-wise (including content beyond the syllabus)	YES
7	Tutorial / Work Sheet if any	YES
8	Lecture notes	YES
9	EPC Questions and Answers	No
10	Syllabus Coverage (%)	100%
11	Logbook Completion (Mapped with syllabus completion monitoring book Yellow book)	YES
12	Lesson Plan Activity - Proof	YES

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

13	Student Attendance & Assessment Record (Theory / Practical)	YES
14	Model Exam Answer Sheets- Sample (Lab)	YES
15	Pre-Evaluation Feedback Form for Anna University Exam	YES
16	Course End Survey	NO
17	IAT- Question Paper	YES
18	IAT - Answer Key	YES
19	IAT - Result Analysis	YES
20	IAT - Sample Answer sheets	YES
21	Content Beyond the Syllabus - Proof	NO
22	Innovative Teaching Methods - Proof	NO
23	Co Attainment	

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Chennai - 603103.

K. Sampath
Auditee

A. Senthil
Auditors 27/4/24

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

DEPARTMENT OF Science & Humanities

Academic Year 2023 - 2024 - ODD/EVEN

Academic Audit

Date: 27/4/24

Faculty Name: Mr. B. Baskar

Department: Physics Sec-E (Mech, Civil, EEE)

Year/Sem: II / II

Course Code & Course Name: PH3151 & Engineering Physics

(Theory / Integrated / Lab)

S.No	Contents	Status/Remarks
Is the following details are made available (Mention the status also)		
1	Syllabus	YES
2	Time table	YES
3	Lesson plan	YES
4	Question Bank	YES
5	University Question Paper Theory / Practical) (10 Questions)	YES
6	List of Experiments – Cycle-wise (including content beyond the syllabus)	YES
7	Tutorial / Work Sheet if any	NO
8	Lecture notes	YES
9	EPC - Questions and Answers	NO
10	Syllabus Coverage (%)	100%
11	Logbook Completion (Mapped with syllabus completion monitoring book Yellow book)	Yes, (Sign missing)
12	Lesson Plan Activity - Proof	As per record - YES


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Chennai - 603103.

13	Student Attendance & Assessment Record (Theory / Practical)	YES
14	Model Exam Answer Sheets- Sample (Lab)	YES
15	Pre-Evaluation Feedback Form for Anna University Exam	YES
16	Course End Survey	YES
17	IAT- Question Paper	YES
18	IAT - Answer Key	NO
19	IAT - Result Analysis	MODEL-YES IAT-1, IAT-2 - NO
20	IAT - Sample Answer sheets	IAT-1, IAT-2 } YES
21	Content Beyond the Syllabus - Proof	YES
22	Innovative Teaching Methods - Proof	NO
23	Co Attainment	

M. V.
Auditee 27/04/2024.

A. Sathak
Auditors

PRINCIPAL
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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

DEPARTMENT OF CIVIL ENGINEERING

Academic Year 2023-2024 - ODD/EVEN

Academic Audit

Date: 29/04/2024

Faculty Name: Mr. Navaneetha Krishnan.C.

Department: Civil Engineering

Year/Sem: I / II Sem
(Theory / Integrated / Lab)

Course Code & Course Name: CE3301 / Fluid Mechanics

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)	10 - Available
6	List of Experiments – Cycle-wise (including content beyond the syllabus)	NA
7	Tutorial / Work Sheet if any	—
8	Lecture notes	Available
9	EPC - Questions and Answers	Available
10	Syllabus Coverage (%)	100 %
11	Logbook Completion (Mapped with syllabus completion monitoring book – Yellow book)	Available
12	Lesson Plan Activity - Proof	Available

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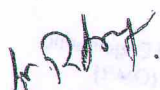
Mohamed Sathak A.J. College of Engineering
No.34, Rajiv Gandhi Salai (OMR)
Sipcot - IT Highway Egattur,
Chennai - 603103.

13	Student Attendance & Assessment Record (Theory / Practical)	Available.
14	Model Exam Answer Sheets- Sample (Lab) , Theory ✓	NA Available.
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	Available
22	Innovative Teaching Methods - Proof	Available.
23	Co – Attainment	Available.



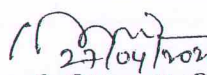
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Chennai - 603103.


Auditee

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27/04/2024
CDR S. THEENMOZHIL

Auditors
prof. St. Joseph's college
of Engg.

15.12.2023

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, CHENNAI

DEPARTMENT OF CIVIL ENGINEERING

Academic Year 2023-2024 - ODD/EVEN

Academic Audit

Date: 27/04/2024

Faculty Name: Mr. C. Navaneetha Krishnan

Department: Civil Engineering

Year/Sem: IV / VII SEM

Course Code & Course Name: CE8701 / Estimation Costing & valuation Engineering

(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)	NA
7	Tutorial / Work Sheet if any	Available
8	Lecture notes	Available
9	EPC - Questions and Answers	Available
10	Syllabus Coverage (%)	Available + completed,
11	Logbook Completion (Mapped with syllabus completion monitoring book – Yellow book)	Available.
12	Lesson Plan Activity - Proof	Available

Principal
Mohamed Sathak A.J. College of Engineering
No.34, Rajiv Gandhi Salai
Sipcot - IT Highway
Chennai - 603106

13	Student Attendance & Assessment Record (Theory / Practical)	Available
14	Model Exam Answer Sheets- Sample (Lab)	not Available
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	Available
22	Innovative Teaching Methods - Proof	—
23	Co – Attainment	Available.

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

Auditee

TLP 52

Rev 0.0

Auditors

(Dr. S. THENMOZHIL)
prof. St. Joseph's college of
Engg)

15.12.2023

**MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING**

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref No: MSAJCE/IQAC/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 documents 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	03.04.2024	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		2.00 PM to 3.00 PM
ECE	Mr.K.K.Vinothkumar		9.00 AM to 10.30AM
IT	Mr.K.K.Vinothkumar		11.00 AM to 12.00 Noon
S&H	Dr.I.Manju	04.04.2024	9.00 AM to 10.30AM
Office	Mrs.R.Priya		2.00 PM to 3.00 PM
Hostel	Mr.K.K.Vinothkumar		9.00 AM to 10.30AM
Transport	Mr.K.K.Vinothkumar		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	05.04.2024	9.00 AM to 10.30AM
Library	Mrs.R.Priya		1.30 PM to 2.30 PM
Exam Cell	Mrs.R.Priya		2.30 PM to 3.30 PM
Training & Placement	Mr.K.K.Vinothkumar		2.00 PM to 3.00 PM

I. Manju
Head-IQAC

[Signature]
Principal 010424

Copy to:

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

[Signature]

PRINCIPAL

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

MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103					
ISO Internal Audit Report(Academic Year 2023-2024)					
Dept: Exam Cell				Date: 4/4/24	
Sl.no.	File Name	Format No.	Audit Finding	NCR	Objective Evidence
1	Graduation List		Available	N	Verified the 22-23 batch
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/Dec '23. Verified
6	Paper Valuation, Squad duty, AUR duty		updated	N	Verified the Faculty shob & 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 remuneration claim details		updated	N	Verified the list & sign
10	Revaluation Details		Available	N	Verified the Abdullah (IT+V)
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 & II yr
14	IAT Question Papers		Available	N	Verified (Even the III & IV yr) ser
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)

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

Signature (Auditee)

M. SURESH

4/4/24

Signature (Internal Auditor)

R. Prithvi

[Handwritten Signature]

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MOHAMED SATHAK A J COLLEGE OF ENGINEERING, Chennai - 603103

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	<u>III</u> sem <u>IV</u> sem
2	LIST OF SUBJECTS OFFERED BY THE DEPARTMENT	TLP 02	updated	N	verified
3	RESOURCES REQUISITION FORM & ALLOTMENT LETTER	TLP 03	updated	N	oddsem - 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	<u>III</u> yr - odd & even sem,
8	FACULTY INDIVIDUAL TIMETABLE	TLP 08	updated	N	Mrs. Ajeetha Thangarajam TT verified.
9	DEPARTMENT MASTER TIMETABLE	TLP 09	updated	N	<u>II</u> year TT verified
10	LABORATORY TIMETABLE	TLP 10	updated	N	verified DSP lab,
11	FACULTY MASTER TIME TABLE	TLP 11	updated	N	Verified Mrs. Kamraj TT
12	LESSON PLAN - THEORY	TLP 12	updated	N	Verified - All faculty allocate subject lesson plan
13	LIST OF EXPERIMENTS	TLP 13	Available	N	Verified - <u>III</u> yr lab.
14	ASSESSMENT PERIOD CONSOLIDATED ATTENDANCE RECORD	TLP 14	updated	N	Verified <u>III</u> year (odd sem)


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15	PARENT COMMUNICATION LETTER FOR ATTENDANCE	TLP 15	updated	✓	
16	CLASS COMMITTEE MEETING CIRCULAR	TLP 16	not updated	✓	updated on 15/11/24
17	MINUTES OF THE CLASS COMMITTEE MEETING	TLP 17	updated	✓	
18	CORRECTIVE AND PREVENTIVE ACTION FOR THE PERIOD OF JULY / JAN : 20 23 - 20 24	TLP 18	updated	✓	
19	PROCESS TO IDENTIFY CONTENT BEYOND SYLLABUS THROUGH ALUMNI	TLP 19	updated	✓	
20	VAC - STUDENTS NAME LIST	TLP 20	updated	✓	Verified IoT using VAC-01 Barcode
21	VALUE ADDED COURSE - COURSE CONTENT	TLP 21	updated	✓	
22	CONSOLIDATED REPORT OF VALUE ADDED COURSES OFFERED FOR THE PERIOD OF ODD / EVEN SEM 20 23 / 20 24	TLP 22	updated	✓	Verified AIML - 9/8/23
23	EVENT ORGANIZED FORMAT 1	TLP 23	Available	✓	Verified - AIML
24	EVENT ORGANIZED FORMAT-2: CONFERENCE	TLP 24		✓	
25	DETAILS OF GUEST LECTURE AND SEMINARS CONDUCTED FOR THE PERIOD OF ODD / EVEN SEMESTER 20 23 - 20 24	TLP 25	Available	✓	
26	CONSOLIDATED REPORT OF SOCIETY / ASSOCIATION / CLUB ACTIVITIES FOR THE PERIOD OF ODD / EVEN SEM 20 23 / 20 24	TLP 26	updated	✓	
27	COURSE FILE INDEX - THEORY / PRACTICAL	TLP 27	Available	✓	
28	PRE-EVALUATION FORM FOR ANNA UNIVERSITY EXAM	TLP 28	updated	✓	Verified - Image processing
29	GUIDE REQUEST FORM : PROJECT WORK FOR THE ACADEMIC YEAR - 20 23 / 20 24	TLP 29	Available	✓	
30	PROJECT WORK LIST FOR THE ACADEMIC YEAR - 20 23 / 20 24	TLP 30	Available	✓	

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31	PROJECT WORK REVIEW MARKS FOR THE ACADEMIC YEAR - 20 / 20	TLP 31	updated	✓	✓ Review marks 1.2.24
32	BEST PROJECT WORK FOR THE ACADEMIC YEAR - 20 / 20	TLP 32	updated	✓	
33	STUDENT EXCHANGE PROGRAM DETAILS	TLP 33	updated	✓	
34	STUDENT HIGHER STUDIES DETAILS	TLP 34	Available	✓	
35	STUDENTS PUBLICATION DETAILS	TLP 35	Available	✓	Verified - Consolidated report with proof.
36	STUDENT CO - CURRICULAR PARTICIPATION / ACHIEVEMENTS DETAILS	TLP 36	updated	✓	MNM Jain college symposium 28/3/24 Mr. Praveen
37	STUDENT EXTRA - CURRICULAR PARTICIPATION / ACHIEVEMENTS DETAILS	TLP 37	updated	✓	
38	NSS / SOCIAL ACTIVITIES / UBA / YRC PARTICIPATION DETAILS	TLP 38	update	✓	Nss- Event - List Students Participation
39	STUDENT SPORTS PARTICIPATION / ACHIEVEMENTS FOR THE ACADEMIC YEAR	TLP 39	Available	✓	Verified students Certificate.
40	PERFORMANCE IN COMPETITIVE EXAMS	TLP 40	updated	✓	
41	PROFESSIONAL SOCIETY MEMBERSHIPS	TLP 41	Available	✓	
42	STUDENT LOG BOOK - RECORD OF CLASS WORK	TLP 42	updated	✓	
43	STUDENT PROGRESS RECORD	TLP 43	updated	✓	
44	ATTENDANCE REPORT (PINK BOOK)	TLP 44	updated	✓	Verified II ^{ys} last date - 24/11/24
45	CLASS HANDLING REPORT (YELLOW BOOK)	TLP 45	updated	✓	Verified III ^{ys}
46	SLOW LEARNER LIST	TLP 46	Available	✓	Verified III ^{ys} -odd Sem

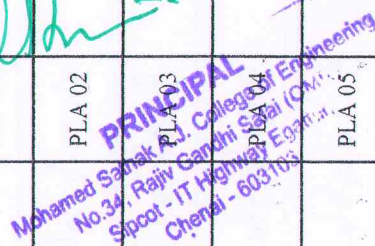
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47	TOPPER STUDENTS LIST	TLP 47	Available	2	
48	ELECTIVE FILE	TLP 48	Available	2	
49	CO CONSOLIDATION	TLP 53	updated	2	
50	CO ATTAINMENT	TLP 54	updated	2	
51	PO DIRECT	TLP 55	updated	2	
52	PO INDIRECT	TLP 56	updated	2	
49	FACULTY LIST	FD 01	Available	2	
50	FACULTY DATA SHEET	FD 02	updated	2	
51	FACULTY PUBLICATION DETAILS	FD 03	Available	2	Mr. Ashok Kumar publication-verified
52	FDP / STPP / INDUSTRIAL TRAINING ATTENDED DETAILS	FD 04	Available	2	Verified Mr. Kamalajun
53	NON TEACHING STAFF TRAINING DETAILS	FD 05	Available	2	—
54	FACULTY ACHIEVEMENT DETAILS	FD 06	updated	2	
55	CHART / MODEL / EDUCATIONAL AIDS PREPARED	FD 07	Available	2	
56	OUTSIDE INTERACTION OF THE FACULTY	FD 08	Updated	2	
57	HIGHER STUDIES / SKILL UPGRADE DETAILS	FD 09	Upd	2	Verified — Mr. Vijay
58	INCENTIVES & REWARDS - FACULTY	FD 10	Available	2	Verified - Both Odd & Even
59	LABORATORY UTILIZATION CHART	LA 01	Available	2	Verified - Odd & Even

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60	LAB ENTRY REGISTER	LA 02	Available	N	Verified - Digital lab - IP lab
61	LABORATORY TRACK RECORD	LA 03	Updated	N	Verified - EC3561 - VLSI - ODD EC8761 - 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	


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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 - Bhavath Intern. Jan 10-24, Feb 10-24
80	REPORT ON INDUSTRIAL VISIT	PLA 11	Available	N	Verified - Cheygar co-op visited on 22/12/24
81	CONSENT FORM - Industrial Visit / Tour	PLA 12	Available	N	
82	ENTREPRENEURSHIP / INCUBATION / INNOVATION / START-UP - PROGRAMME	PLA 13	updated	N	Verified - Event conducted on 30.01.24 report
83	INDUSTRIAL CONSULTANCY PROJECT / FUNDED PROJECT - DETAILS	PLA 14	Available	N	
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	

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92	EMPLOYER FEEDBACK ON PLACEMENT DRIVE	FB 09	Available.		
93	INDIVIDUAL SUBJECT MARK SHEET - IAT I / II / III / IV	RA 01	Updated	N	
94	DEPARTMENT INTERNAL ASSESSMENT I / II / III / IV / V ANALYSIS	RA 02	Updated	N	Ventured - IAT III Report
95	OVERALL CLASS WISE IAT ANALYSIS	RA 03	Updated	N	
96	EXAM PREPARATION CLASS ANALYSIS	RA 04	Updated	N	
97	CONSOLIDATED REPORT OF IAT	RA 05	Available	N	
98	DEPARTMENT UNIVERSITY RESULT ANALYSIS	RA 06	Available	N	
99	UNIVERSITY RESULT SUBJECT WISE COMPARATIVE ANALYSIS OF	RA 07	Available	N	
100	UNIVERSITY RESULT - BATCH WISE ANALYSIS	RA 08	Available	N	
101	UNIVERSITY RESULT - FACULTY WISE RESULT ANALYSIS	RA 09	Available	N	
102	UNIVERSITY RESULT OVER ALL CLASS WISE ANALYSIS	RA 10	Available	N	
103	UNIVERSITY RESULT ANALYSIS FOR OVER ALL COLLEGE	RA 11	Available	N	
104	OVERALL COLLEGE IAT RESULT ANALYSIS	RA 12	Updated	N	

K. K. V. J.

Signature (Internal - Auditor)

Signature (Auditee)

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No. 34, Ravi Gandhi Salai (O.M.R.)
Sipcot - IT Highway Egattur
Chennai - 600103.

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			Eff. Date	: 29-01-2024	
			Developed by	: NR	
Audit Report For QMS / EMS / OHS / IMS Scheme(s)				Approved by	: HEAD-IRQS

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-EMS (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				

	results of the respective management system (s); - Progress of planned activities aimed at continual improvement; - Continuing operational control; - Review of any changes - Use of marks and/or any other reference to certification																		
d)	Special Audit:- a) For expanding the scope of a certification already granted, undertake a review of the application and determine any audit activities necessary to decide whether or not the extension may be granted. b) To investigate complaints, or in response to changes, or as follow up on suspended clients c) For upgradation to revised standards.																		
	NOTE: To verify the above audit objectives, in case of Remote audit carried out using ICT facility for gathering the audit evidences by utilizing the computer-assisted techniques such as MS Team, Skype, Video conferencing, webinar, information available in soft etc. as applicable.																		
10)	Changes to the audit objectives, audit scope or audit criteria (e.g. physical location, organizational units, activities and processes), if any: Please attach "Notice of Change"																		
➡	No change																		
11)	Comment on the confirmation of the information provided (by the organization, including "Pre-audit Information"/Auditor Allocation Form)																		
➡	<table border="1"> <tr> <td>Scope of Certification</td><td>Providing Under Graduate & Post Graduate Courses in Engineering and Technology</td></tr> <tr> <td>Number of sites</td><td>Single</td></tr> <tr> <td>Travel Time between the sites</td><td>NA</td></tr> <tr> <td>Number of employees associated with scope of certification (For Effective Number of Employees)</td><td>As per AAF</td></tr> <tr> <td>Current certification & its validity</td><td>NA</td></tr> <tr> <td>Design & development</td><td>NA</td></tr> <tr> <td>Working in shifts Regular working hours.</td><td>General shift</td></tr> <tr> <td>Externally provided processes, products and services (Outsourced)</td><td>Calibration</td></tr> <tr> <td>Pre-audit information</td><td>Verified</td></tr> </table>	Scope of Certification	Providing Under Graduate & Post Graduate Courses in Engineering and Technology	Number of sites	Single	Travel Time between the sites	NA	Number of employees associated with scope of certification (For Effective Number of Employees)	As per AAF	Current certification & its validity	NA	Design & development	NA	Working in shifts Regular working hours.	General shift	Externally provided processes, products and services (Outsourced)	Calibration	Pre-audit information	Verified
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12)	<table border="1"> <tr> <th rowspan="3">Audit Team Details (Team Leader, Team Member, Provisional Auditor, Provisional Team Leader, Evaluator, Industry Expert Any accompanying persons; e.g. Guides, Observers, Translator, Facilitator etc.)</th><th>Name</th><th>Role</th></tr> <tr> <td>S.Satheeshkumar</td><td>Team Leader</td></tr> <tr> <td>A.R.Pai</td><td>IE</td></tr> </table>	Audit Team Details (Team Leader, Team Member, Provisional Auditor, Provisional Team Leader, Evaluator, Industry Expert Any accompanying persons; e.g. Guides, Observers, Translator, Facilitator etc.)	Name	Role	S.Satheeshkumar	Team Leader	A.R.Pai	IE											
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Temporary site(s)	-	-	Mohamed Sathak A.J. College of Engineering No.34 Rajiv Gandhi Salai (OMR) Sippot - IT Highway Egattur, Chennai - 603103.																
14)	To comment: <table border="1"> <tr> <td>a)</td><td>Any deviation from audit plan and their reasons (if yes, please justify)</td></tr> <tr> <td>➡</td><td>No deviation</td></tr> <tr> <td>b)</td><td>Upon any adverse conditions faced during the audit (e.g.; power outage, Fire, Flood, specifically related to the condition of the sites affecting the auditing activities).</td></tr> </table>	a)	Any deviation from audit plan and their reasons (if yes, please justify)	➡	No deviation	b)	Upon any adverse conditions faced during the audit (e.g.; power outage, Fire, Flood, specifically related to the condition of the sites affecting the auditing activities).												
a)	Any deviation from audit plan and their reasons (if yes, please justify)																		
➡	No deviation																		
b)	Upon any adverse conditions faced during the audit (e.g.; power outage, Fire, Flood, specifically related to the condition of the sites affecting the auditing activities).																		

 Nil
Audit Findings**SEC A : Comments on the Effectiveness for the Closure of Previous Audit Findings:**

No. of Previous audit NCs:	Nil	No. of Areas of Concerns raised during Stage 1:	Nil
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Scheme & Clause No.	Findings	Comments on the effectiveness for the closure
-	-	-

SEC B : Management System(s)

- a) **Scope of Certification:** (If Multi-site audit, then scope as applicable at each site should be verified [for Stage 2 from Stage 1 Audit Report and for Subsequent audit against the issued Certificate] & reported)

General Scope as required on the final "Certificate of Approval"	Providing Under Graduate & Post Graduate Courses in Engineering and Technology
Scope of Head Office	Same as above
Scope of Site	-
Scope Support Office(s) / Location(s), if any	-
Non-Applicability of Clauses & Justification for the same	Exclusion and Justification: Clause no.: 8.3 Design and Development The organization providing training based on Anna university syllabus.

Justification for the scope of certification [Brief description for scope verification highlighting on the process flow / activities involved for the scope. Provide at least one example for scope of certification.

Scope: "Providing Under Graduate & Post Graduate Courses in Engineering and Technology."

UG – BE-CIVIL, CSE, ECE, EEE, Mechanical, B.Tech. IT, B.Tech – AIDS, CSBS
PG – ME. CSE, Structural Engineering

Process: B.E Civil

Auditee: Dr. R. Someswaran

UG:

Batch no.: 2021-2025

Sem: 6th

Year: 03

Intake capacity: 30

Total no. of students admitted: 05

As per syllabus total 06 subjects and lab

CE3601 Design of Steel Structural Elements - 45

CE3602 Structural Analysis-II - 45

AG3601 Engineering Geology - 45

MX3089 Industrial safety - 45

Lab:

CE3611 Building drawing and detailing Lab – 60 hrs

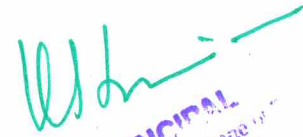
Course material prepared by the faculty and reviewed by HOD and approved Head academics.

Sample verified.

Subject: CE3602 Structural Analysis-II

Academic year: 2023-24

Faculty: Vetrivel.S


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No. 34 Rajiv Gandhi Salai
Sipcot - IT Highway
Chennai - 600114

Ref.: MSAJCE/CE3602-SA-II/2023-24.

Once approved by Head academics.

External audit for course material, Course content, Assessment test etc.

External audit conducted by Dr. Thenmozhi, St. Joseph college of Engg.

Dt.: 27.04.2024

Verified time table

3rd year 6th sem

Academic year: 2023-24

Subject: CE3602

Structural Analysis-II

Duration: 45 hrs

Completed hrs: 37 hrs.

Total 02 internal assessment planned and 01 completed

Verified internal assessment

Assessment – 01

Assessment exam started on 12.03.2024 and completed on 19.03.2024

Verified internal assessment report.

Student: Mohamed Faizal.A

3rd year

Subject: CE3602

Structural Analysis-II

52 out of 100

Result – Pass

Pass rate: 40%.

Verified today's plan.

2nd year 4th sem

Exam preparation classes

Faculty:

Subject: Strength of materials

Time: 11:45 to 3:20pm

Internal assessment test in progress

Subject: Applied Hydraulic engineering - CE3401

Exam started at 08:30am to 11:30am

Verified student's feedback.

Sem-05

Faculty name: Dr. Preethy Mary

Rated: 4.8 out of 05

Verified students attendance sheet.

Reg. no.: 311821103004

Name: Shanmugam.S

Total working days: 28

Present days: 28

100% attendance

Process: B. Tech IT

Auditee: Dr. D. Prakash

Batch: 2020-2024

Academic year: 2023-2024

Year: 4th

Sem: 8th

Verified class time table.

Version: 01

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Subject: Information Retrieval Techniques
 Code: CS 8080
 Faculty: Dr. Paramesh.J
 No. of hrs: 10/week
 Subject: Professional Ethics in Engineering
 Code: GE 8076
 Faculty: Mr. Shanmuga Selvam
 No. of hrs: 10/week

Lab:
 Project work
 Code: IT 8811
 Faculty: Dr. Weslin & D. Prakash
 No. of hrs: 10/week

Verified lesson plan.
 Subject: Information Retrieval Techniques
 Code: CS 8080

Verified syllabus. Ref.: LTPC 3003
 Subject: Digital image processing – ECE8093
 Total: 5 Units
 Duration: 9hrs/Unit
 As per academic calendar total 02 subjects and project work
 4th year 8th sem – 05
 Batch no.: 2020-2024
 Total duration: 45hrs for theory

Verified today's plan
 Sem: 6th
 Subject: Renewable Energy sources.
 EPC
 Faculty: Mr. Baskar
 Started 8:15am and planned to complete at 3:20pm

Verified internal assessment
 Assessment – 01 conducted on 13.03.2024 to 19.03.2024
 Student: Mohamed vazer
 3rd year 6th sem
 Total no. of students: 64
 Reg.: no.: 311821205001
 Name: Aadil Hathim.A
 Course code: CCS356
 Subject: Object Oriented Software Engineering
 Marks obtained: 20 out of 100
 Result – Fail
 Faculty: Ms. Gowri

Verified faculty log book.
 4th year 8th sem
 Subject: Information Retrieval Techniques
 Code: CS 8080
 Faculty name: Dr. J. Paramesh
 Unit-I
 Introduction
 Started on 03.01.2024 to 09.01.2024
 Overall planned: 10hrs and conducted 10hrs.

Verified students attendance.


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Reg.: no.: 311821205001

Name: Aadil Hathim.A

Total hrs: 45

Present: 26

Attendance: 57.78%

Verified faculty development.

Training topic: Data Science using R

Name: Ms. Jeba Malar.M

Course held on 17.07.2023 to 21.07.2023

Course conducted by NITTTR

Certificate no.: ICT-6956/23.

Training topic: CEC 331 – 4G/5G Communication Networks

Name: Ms. R. Priya

Course held on 29.01.2024 to 03.02.2024

Course conducted by Anna University Chennai

PG courses:

Department: ME. CSE

Auditee: Mr. Mohideen Abdul Kader

2 year course.

Total no. of students: 05

As per syllabus total 06 subjects and lab

CP4291 – Internet of things

CP4292 – Multicore Architecture and programming

CP4252 – Machine learning

Lab:

CP4151 – Software Engineering lab

Verified time table.

Batch no.: 2023 - 2025

Advance Data Structure

Duration: 45 periods

Completed hrs: 62 periods

Verified assessment report.

Reg.: 311823405001

Name: Dinesh

CP 4151

Advance Data Structure

Marks obtained: 92 out of 100

Verified semester hall ticket

Reg.: 311823405002

Name: Divya

Advance Data Structure

Exam Dt.: 24.01.2024

Verified Course completion certificate.



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Verified semester hall ticket

Reg.: 311823405002

Name: Divya

Advance Data Structure

Exam Dt.: 24.01.2024

Verified Course completion certificate.

Summary of Site Visit:

Site done in Machine shop lab, Welding lab, Fluid mechanics lab, Thermal lab. Instruction related to safety, Operation and 5S instruction provided.

b) Process of understanding & review of the needs and expectation of interested parties

➔ MSAJCE has well understood the management system requirements and determined the requirements that including the risk based thinking, interested party's requirements and periodic review during the MRM.

	Interested Parties and their Requirements: The interested parties that relevant to the quality management system; The requirements of these interested parties that are relevant to the quality management system. - Students – Requirement – Good teaching and Notes - Student – Requirement - Placement & Training - Faculties-Requirement – Time frame for preparing Syllabus - Parents – Requirement -Good infrastructure - Staff -Requirement - Good environment - Management – Requirement – Outstanding performance of students - Students –Personal behavior improvement
c)	Methodology of identification, access of compliance obligations [i.e. applicable Legal (Statutory / Regulatory & Other) requirements]
➔	Applicable Legal requirements: AICTE Approval. F. no.: Southern/1-36266327126/2023/EOA, Dt.: 02.06.2023. Verified Extension of Approval for the academic year 2023-24. University approval for intake – Anna University – Lr. No. 02/AFFLN/CAI/AU/2023-2024/3118, dt. 25.07.2023 PG: Structural engineering – intake approved - 18. CSE – intake approved – 09 UG: Mechanical engineering – 30 ECE – 60 CSE – 60 EEE – 30 CIVIL – 30 CSE(Cyber Security) – 30 B.Tech – AIDS – 30 B.Tech – CSBS – 30 B.Tech - IT – 60 Total: 387 National Board of Accreditation. Ref.: 33-450/2021-NBA, Dt.: 01.12.2023 up to 30.06.2026 for Mechanical Department. NAAC EC(SC)/142/1st cycle/TNCOGN111264, Dt.: 31.01.2023 up to 5 years. FSSAI Certificate: 12418008001846, Dt.: 27.02.2024 Valid up to 27.02.2025. Sanitary Certificate. Ref.: 4269/A2/2023, Dt.: 08.05.2023 valid up to 1 year. Statutory Building stability. Main Block. LR. No.: RC23640/2011/M1, Dt.: 19.05.2012. Valid from 26.08.2022 to 25.08.2025.
d)	Methodology of determination of risk & opportunities related to ▪ the context of organization, ▪ Interested Parties ▪ management system and its processes/activities Give examples of determined risk & opportunities
➔	MSAJCE has well understood the management system requirements and determined the requirements of that including the risk based thinking, business context, interested party's requirements, process interaction requirements, men and machineries. Risk and opportunities, QMS Policy and objectives and monitoring and measurement of objectives are well determined and found during the audit. Internal and External issues are identified as follows: • Poor competency of faculty • Poor attendance of the students • Health issues of faculty • Poor maintenance of vehicle Risk and Opportunities: Ref.: MSAJCE/DI/08 Process: Teaching and Learning Process Risk: Non adherence of calendar, feedback, mechanism and academic audit. Non completion of syllabus. Outcomes of teaching learning process will be poor. Issue: Internal issue Sev: High  PRINCIPAL Mohamed Sathak A.J. College of Engineering No.34, Rajiv Gandhi Salai (OMR) Sipcot - IT Highway Egattur, Chennai - 603103.

Prob: Medium Impact: Medium Mitigation: Review of syllabus completion report by completion of every unit Opportunities for improvement: Academic performance improving																															
e)	A)	Brief description of organization processes determined taking into account planning, Monitoring and control of the management processes, change control (management of change) needs to achieve the expected outcome.																													
	→	MSAJCE has determined and established its processes to identify the changes to the processes, services and other interested parties requirements through the periodic internal review, MRM, customer feedback processes. The changes to the product being reviewed by the customer relationship processes, review of product and change requirements are documented and found adequate as per the standard requirements.																													
	B)	Control over identified externally provided processes, products and services (Outsourced activities).																													
	→	MSAJCE has determined and established its processes to control the externally provided processes, products and services through maintaining the list of authorized providers, periodic review of the supplier's performance and the same being reviewed in the management review meeting. Verified outsource activities – Visiting faculty selected based on competency. Verification of book binding process at the time of receipt.																													
	C)	EMS Life Cycle Perspective (Input → Processing → Output) - An example of Environmental aspect / impact arising out of "Life Cycle Perspective" and any Operational Control measures Directly or Influencing - Any objective set to minimize the impact of environment arising out of Aspect – Impact																													
	→	NA																													
f)	Process of establishment and monitoring objectives of management system (with few examples for respective management systems audited such as setting of Environmental objectives, target, programs)																														
	→	MSAJCE has determined and established its management systems objectives that effectively driven from its policy, periodic review of the objectives, target and status through internal audit, management review are well established. Quality objectives: ECE Department: - To improve the department results. Present: 35%, Target: 70% - Placement of all eligible students. 90%, Actual: 40% up to Mar-24. Civil Engineering: - To improve the department results. Present: 32%, Target: 70%																													
g)	The availability of resources, environment necessary to support the operations & monitoring of management process.																														
	→	Organization has determined and provided the infrastructure required for its operation of its process. Total no. class rooms: 35 nos. Usage of class rooms around 25. Hostel: Gents hostel: 210 rooms. Ladies hostel: 15 rooms. Library facility: Dell net used for digital library. ATM facility Canteen: 150 pax Mess – 400 pax Gym and playground available																													
Personnel Interviewed, including workers / contract workers <i>[The Personnel who will be Interviewed during Audit. (Based on the Scope of certification and scheme).]</i> - Shop floor personnel / Operational Personnel involved in critical process / functions / Company workers / Contract workers / Personnel involved in or with Outsourced activity Interested party representatives / - Personnel responsible for monitoring employees' health, for example, doctors, nurses and or any nominated / authorized representative of the organization (*guidance note – In case outsourced, then to interview personnel involved in Monitoring employee's health i.e. Doctor, Nurses) - As felt appropriate, include any other personnel based on the organization being audited)																															
<table border="1"> <thead> <tr> <th>Name</th> <th>Designation</th> <th>Interviewed For</th> <th>Conclusion Based on Interview</th> </tr> </thead> <tbody> <tr> <td>Mr. Vinoth</td> <td>Faculty</td> <td>Risk and opportunities</td> <td>Adequate</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name	Designation	Interviewed For	Conclusion Based on Interview	Mr. Vinoth	Faculty	Risk and opportunities	Adequate																				
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	Summary of Health Performance including health objectives: (For all ISO 45001 – OHSMS AUDITS). NA
h)	Methodology of determination & maintenance of organization knowledge necessary for the operations of its processes to achieve conformity of product /service, environmental impact / prevention of injury for the respective management system.
→	MSAJCE has determined and established its processes to maintain the knowledge which are necessary to maintain effective management system, it has managed to retain people and organization knowledge, have periodic skill update session thro trainings organized by its director. Found that the products are standardized and no major changes in the product and service requirements from its customer as well.
i)	Demonstration of Leadership and commitment towards management system
→	The management of MSAJCE has well demonstrated its commitment and role towards to maintain effective management system that is including, provision of resources, establishing roles and responsibilities, quality policy approval and communication, periodic customer interaction, participation and steering the management review processes.
j)	Method / procedure for Corrections and Corrective actions, as applicable for respective scheme, with example
→	MSAJCE has determined and established its processes of correction, corrective action for the findings raised from the internal audits and external audits, customer feedback and complaints and issues and concerns raised by its interested parties, the review of correction and corrective action been established through the periodic management review meetings. Verified IA report. Ref.: MSAJ/DI/9.2-C Three minor NCs recorded during IA-01. Status: Closed Thus MSAJCE has determined and established its processes for correction and corrective actions for the effective management system and found effective.
k)	Effectiveness of Internal Audit & Management Review
→	INTERNAL AUDIT: <i>Briefly describe the process of conduct of IA, Comment on the competency of IA auditors, Number of internal auditors, Trained for Internal auditors, Verification of audit Programme, Audit Plan.</i> Findings of IA: <i>Briefly Corrective actions and effectiveness of corrective taken for the NC's Observations etc. on the outcome of IA.</i> <i>Briefly on the Conduct of IA in an Impartial manger, Conclusion on the effectiveness of IA conducted:</i> MANAGEMENT REVIEW: <i>Briefly describe the process of conduct of Management Review, Summary of the conducted and conclusion on the effectiveness of conducted Management review, Improvement, Output</i>
	Internal audit: Internal audit Plan found verified. Verified internal audit schedule. MSAJ/DI/9.2-A Schedule issued through circular. Issued on 01.04.2024. Ref.: MSAJCE/IQAC/2023-2024/EVEN SEM/08. Frequency: once in a year. Planned in the month of Apr-24 Following process are covered. Management, Corse delivery, Library etc. IA/2024 conducted on 03.04.2024 to 05.04.2024 IA conducted by internal qualified auditors. Dr. Shagupta & Dr. Sayani Qualification certificate found verified for Mr. K.K. Vlnothkumar. Training held on 07 & 08 May-2022. Certificate no.: JVS/ISO/2022-MAY-03/16, Dt.: 27.05.2022. Integrity maintained by auditor not auditing his own department and the auditors from MSAJCE. Verified IA report. Ref.: MSAJ/DI/9.2-D Department: BE. ECE Auditee: Mrs. E. Jayanthi Auditor: Mr. K.K. Vlnothkumar from mechanical. Dt.: 03.04.2024 NC statement: Lesson plan details not updated for even sem. No non conformity recorded during IA/2024 MRM Frequency once in a year. MRM circulated to process owners on 21.03.2024 Circular no.: MSAJCE/IQAC/2023-2024/EVEN SEM/006

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	MRM/2024 planned and conducted on 05.04.2024 Chaired by Dr. K.S. Srinivasan and all process owners are attended. Total no. of participants: 20 members Verified MRM input & Output. MSAI/DI/9.3	
l)	Examples of improvement/s as a result of correction, corrective actions, break through changes, innovation and reorganization including continual improvement.	
➡	Improvements: B.Tech – AIDS, CSBS added in 2022-23. CSE(Cyber Security) – 30 added in 2023-24 and got admission 80% of intake Got National Board of Accreditation for Mechanical Department.	
m)	Comments on the process of Organization's Management of Change	
➡	Verified change management record for new course addition.	
n)	Attached Annexure A for Summary of OHSMS : ISO 45001:2018 – Additional (New) Requirements & IAF MD 22 Requirements (IV IRQS:FORM:102-A:OHS)	Yes / No / NA

SEC C : Current Audit Non-conformity

a)	Scheme	NC No.	Clause No.	Statement(s)	Grading of NC (Major/Minor)
	-	-	-	-	-
b)	No. of Major NCs:		-		
c)	No. of Minor NCs:		-		

SEC D (a) : Maturity Of The Management System

(i)	Level of Integration in case of Integrated Management System: NA	
a)	Integrated Documentation (Manual, policy and objectives, procedures, work instruction etc.)	☐ Yes ☒ No
b)	An Integrated approach to Roles & Responsibilities	☐ Yes ☒ No
c)	Conduct of Integrated / approach to Internal Audit	☐ Yes ☒ No
d)	Conduct of Integrated Management Reviews considering the overall business strategy and plan	☐ Yes ☒ No
e)	An Integrated approach to systems processes	☐ Yes ☒ No
f)	An Integrated approach to continual Improvement mechanisms	☐ Yes ☒ No
g)	Organization's personnel to respond to questions more than one management system standards.	☐ Yes ☒ No
ii)	Comment on the maturity of the management system i.e. about the management system is fully established in the organization and the level of support that it has from senior and top management.	The maturity of QMS is verified visibly through awareness and competencies among employees. the understanding of customer requirements, availability of procedures, documents and records are demonstrating the sustainability of the system

SEC D (b) : Brief comments on Annexure to Questionnaire for Result of the review of the system (over period of certification), (applicable during renewal audits)

NA

SEC E: Comments on Usage of Marks / Logos (Accreditation / IRQS)**NABCB :**

- The logo shall not be displayed on buildings and flags.
- The logo shall not be displayed on vehicles except in publicity material like part of a large advertisement
- The logo shall not be used on the visiting cards
- Use of logo not permitted on laboratory test, calibration or inspection reports, as such reports are deemed to be products in this context.

Neither the IRQS's Logo nor the NABCB's Logo shall be used on the packaging of a product, labels, publicity material, written announcements etc. that in any way suggests that the IRQS or NABCB have certified or approved any product, process or services of the registered client

Verified as per agreement and verified in website found in order.

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RvA	
▪ On reports and certificates of certified calibration-, testing and medical laboratories and inspection bodies; ▪ On business cards of the certified client's personnel.	
NA	
Use of Marks / Logos (Common for both) : Comments on verification of website for Use of Marks / Logos, display of certificate for its appropriateness and validity on the Client's website, any social media, wherever is applicable look at the maximum.	
Verified as per agreement and verified in website found in order.	
SEC F (a) : Any Unresolved Issues	Nil
SEC F (b) : Any Other comments / observations	Nil



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SEC H : Effectiveness of audit objectives achievement: :**[Please mark 'Tick - ✓' as applicable for Onsite audit and Remote Audit]**

On-site and Remote Audit	Effectiveness		
	Achieved	Not achieved	Remarks on what is not achieved or raised it as NC
Demonstration of Leadership commitment	✓		
Determination of External & Internal issues	✓		
Needs and expectation of Interested parties	✓		
Access to Legal & other requirements and their compliance	✓		
Process of Setting of objectives and achievements.	✓		
For Operational control	✓		
Process of Performance monitoring and continual improvement.	✓		
Effective conduct of Internal audit and Management review.	✓		
Process of addressing any changes, Management of change.	✓		

REMOTE AUDIT (USING ICT)

The Below Ticked ICT has been used in carrying out audit/assessment and the effectiveness of ICT in achieving the audit/assessment objectives are as noted below:

Based on the Input received in IV IRQS:REC:52 A the following ICT were used: (Tick ✓ which were used), any other means if used please include the same for comments on its effectiveness for achieving the objectives):	Used to gather objective evidences.	Effectiveness	
		Achieved for	Not achieved or Not fully achieved: for
• Micro Soft Team Meeting • ZOOM • Go-To Meetings • Video conferencing • WhatsApp Video call • Skype • Use of Drone	Virtual site visit — Based on respective scheme requirements.		
	Operational activities (EG; Process parameters, Operational control etc.).		
	Sharing of Documents, Documented information, Records on Screen		
	Interview with personnel		
	Uninterrupted connectivity throughout audit duration.		
	Overall Audio / Video clarity.		
	Sharing of photos		
	Documents through mails in-time.		
	Maintain Integrity of the audit / assessment process.		
	Usage of Drone		
	Objectives of Current Type of audit as noted above under Section 9 of this report.		
	Any other additional information from FORM-52 A / observations.		

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Based on the above:

Additional Manday required to cover the processes for which objectives not fully achieved	YES (Please mention the audit duration that would be required)	NO
Audit Programme amended.	YES (Please amend the audit program accordingly with appropriate justification)	NO

SEC I: Recommendation:**[Please mark 'Tick - ✓' as applicable]**

01)	Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that: - the audit objectives as identified under ☐9(a); ☐9(b); ☒9(c); ☐9(d); have been fulfilled - the effectiveness of the management system has the capability to meet applicable requirements and expected outcomes. - Certification Scope is appropriate - Satisfactory conduct of internal audit and management review process NOTE: *In case, if absence of objective evidence for all activities of Scope of certification", on a case to case basis conditional grant of certification or reduction of scope will be undertaken in consensus with Operations-Head/Head-IRQS (Top management), to be communicated accordingly under recommendation. And recommend for : (If a situation arise as noted under the note then the conditional recommendation to be made as given above & not recommend for Issuance / continuation of the certificate)	Yes
a)	the issuance "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	-
b)	the issuance "Certificate of Approval" with continuation for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	-
c)	continuation for "Certificate of Approval for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	Yes
d)	revocation of suspension and continuation of "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018	-
02)	Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that: - the audit objectives as identified under ☐9(a); ☐9(b); ☐9(c); ☐9(d); the effectiveness of the management system could not be evidenced for the noted non conformities, hence, recommend for :-	-
a)	the issuance "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018 , subject to satisfactory closure of non-conformities on or before _____	-
b)	the continuation for "Certificate of Approval" for ISO 9001:2015 / ISO 14001:2015 / ISO 45001:2018, subject to satisfactory closure of non-conformities on or before _____	-
03)	Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that: the audit objectives as identified under ☐9(a); ☐9(b); ☐9(c); ☐9(d); effectiveness of the management system could not be evidenced for the noted Major / Minor non conformity(ies), hence recommends for the	-
a)	follow-up visit for closure of major NC(s)/ minor NC(s) requiring closure based on the site visit, before _____	-
b)	follow-up of audit before _____	-
04)	Based on the audit findings verified through Off-site audit / On-site audit/Remote audit, it is concluded that: - the audit objectives as identified under ☐9(a); ☐9(b); ☐9(c); ☐9(d); effectiveness of the management system could not be evidenced for the noted Major non conformity(ies) (indicating breakdown of management system or major impact on environment or high potential of an incident which may result in injury/illness). - In case, if absence of objective evidence for all activities of Scope of certification", on a case to case basis conditional grant of certification or reduction of scope will be undertaken in consensus with Operations-Head/Head-IRQS (Top management), to be communicated accordingly under recommendation. Hence recommends fast track review (may lead to suspension or withdrawal of certification).	

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Instructions for Corrective Action Plans Submission:

Responsibility: It is IRQS's client's responsibility to provide complete and timely responses to finding reports.

Non Conformance submission:

- For the date of NC the following to be completed by the client:
 - Correction, Root Cause & Extent Analysis, Evidences of Implemented Correction & Corrective Action, for Verification of effectiveness of implemented Correction / Corrective Action.
- Time Frame of the same:
 - For Major NC – within 30 Days, for Minor NC – within 60 Days

NOTE 1 : If not submitted within the above time frame then the certificate will be intended for Suspension Process.

NOTE 2 : The Close-out of the following :

- Major NC to be completed within 60 Days from the date of audit
- Minor NC to be completed within 90 Days from the date of audit

NOTE 3 :

- Major nonconformities typically require on-site verification of corrective action unless specified by the Auditor. Follow up audit shall take place within 60 days from the last day of the audit activity to IRQS.
- All findings shall be closed before a recommendation for certification can be made.

NOTE 4: In case of issuance of any Major NC or any other situation during surveillance audit(s) and or re certification audit(s), team leader requires to recommend a fast-track review by IRQS which may lead to suspension or withdrawal of certification.

Disagreement with an audit finding/s:

IRQS Appeals and Control procedure is to be used by the clients for resolving the issue.

Disclaimer:

Audit methodology was sample based. Random Samples were chosen from the areas covered in the scope. This is to assess suitability and effectiveness of Management System. Any sampling carries certain amount of uncertainty in auditing. Whenever the ICT facility used for gathering audit evidences the risk associated with poor connectivity of audio / video are taken into the account for uncertainty in auditing. Audit recommendations are subject to an independent review prior to a decision concerning the awarding, renewal of certification or follow-up / re-audit.

Confidentiality:

We assure that the information obtained during the audit will be maintained with utmost confidentiality.

Appeal: Our system has a provision of appeal with regards to audit process, difference of opinion and audit report. The client has every opportunity to appeal, dispute or complain against the decision of the auditors.

Should you wish to Contact IRQS in relation to any queries**Indian Register Quality Systems**

Head Office: 2nd Floor, New Building, 52 A, Adi Shankaracharya Marg,
Opp. Powai Lake, Powai, Mumbai - 400 072.

Website : www.irqs.org

Tel. No.: +91 22 30519800/ 71199800 Fax No.: + 91 22 2570 3611 .

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Team Leader Name	S.Satheeshkumar	Sd/- Signature & Date: 30.04.2024
Auditee Representative Name	Dr. Manju	Sd/- Signature & Date: 30.04.2024