

**MOHAMED SATHAK A J COLLEGE OF ENGINEERING,  
Chennai 603103**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref: MSAJCE/IQAC/2019-2020/04

05.12.2019

It is hereby informed to all HoDs that IQAC meeting is planned to conduct on 6<sup>th</sup> December 2019 at 2 pm in Board Room. All the members are advised to attend the meeting positively.

**Agenda**

- Online Academic Classes Planning
- Online Training Course Planning

*B. Seidya*  
*5/12/19*  
**Head - IQAC**

*[Signature]*  
*05/12/19*  
**Chairman - IQAC**

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

Minutes of Meeting - IQAC

<b>Venue : Board Room</b> <b>Date : 6.12.2019</b>	<b>Members Present</b> Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director Dr. S. Vijayakumar, AO Dr. I. Manju, Head – TC & IR Dr. R. Senthilkumar, Head – Administration Dr. E. Dhiravidachelvi, Head- Academics Dr. B. Muthukumar, Professor - CSE Mr. S. Senthil Pandi, AP - IT Mr. M.B. Shanmuharajan, HoD - Civil Mr. G. Ramesh, Professor – MECH. Mr.Veerakumar, Hathway Broadband Mr.E.Mohamed Sathak Hitachi Energy Ltd. Chennai Mr.LChandrasekaran, Managing Director – Precision Instruments & Electronics Pvt. Ltd. Mr.G.Chandrasekar, Student Representative Dr.B.Sridhar, IQAC Co-Ordinator
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**Agenda**

- Quality Improvements.
- Infrastructure Development.

**The following points were discussed in the meeting**

- The vision and mission of college to be redefined by a team of internal & external members.
- The vision and mission of the departments to be reframed by a team of internal & external members.
- NBA accreditation must be obtained for CSE & IT departments.
- Training for Robotic Process Automation, 3D printing, CNC machining, Programming with Java, Introduction to IoT is planned in even sem 2019-2020.

*B. Sridhar*  
6/12/19  
Head-IQAC

*[Signature]*  
06/12/19  
Chairman-IQAC

**MOHAMED SATHAK A J COLLEGE OF ENGINEERING,  
Chennai 603103**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref: MSAJCE/IQAC/2019-2020/02

05.06.2019

It is hereby informed to all HoDs that IQAC meeting is planned to conduct on 7<sup>th</sup> June 2019 at 2 pm in Board Room. All the members are advised to attend the meeting positively

**Agenda**

- Online Academic Classes Planning
- Online Training Course Planning

*B. Sridhar*  
5/6/19  
**Head - IQAC**

*[Signature]*  
05/06/19  
**Chairman - IQAC**

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

**Minutes of Meeting - IQAC**

<b>Venue : Board Room</b> <b>Date : 7.6.19</b>	<b>Members Present</b> Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director Dr. S. Vijayakumar, AO Dr. I. Manju, Head – TC & IR Dr. R. Senthilkumar, Head – Administration Dr. E. Dhiravidachelvi, Head- Academics Dr. B. Muthukumar, Professor - CSE Mr. S. Senthil Pandi, AP - IT Mr. M.B. Shanmuharajan, HoD - Civil Mr. G. Ramesh, Professor – MECH. Mr.Veerakumar, Hathway Broadband Mr.E.Mohamed Sathak Hitachi Energy Ltd. Chennai Mr.LChandrasekaran, Managing Director – Precision Instruments & Electronics Pvt. Ltd. Mr.G.Chandrasekar, Student Representative Dr.B.Sridhar, IQAC Co-Ordinator
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**Agenda**

- Academic Process.
- Research Activities.
- Placement & Training Plan.
- Quality Improvements.
- Infrastructure Development.

**The following points were discussed in the meeting**

The Principal & IQAC chairman Dr.K.S.Srinivasan welcomed all the members and introduced everyone and defined the academic process as follows

- College academic calendar to be prepared based on the Anna University schedule.
- Four Internal assessment tests – IAT1, IAT2, IAT3, IAT4 and Exam preparation class to be planned in each semester.
- The portions for each IAT are one unit and shall be planned after the completion of each unit. The syllabus completion of each unit shall be planned for 9-12 classes.
- Feedback from students should be collected on a periodical basis.
- Academic audits may be planned in each semester.
- Training programs for soft skills and aptitude is planned to improve the placement.
- Training for improving communication skills is planned.

- The Symposium for all the departments is planned to be held September/October 2019.
- The Iyr classes will commence in the second week of August 2019 and the Inauguration ceremony of Iyr is planned in the first week of August 2019.
- Faculty who have not qualified with Ph.D are encouraged to register for Ph.D.
- Motivate the faculty to publish paper in reputed peer reviewed journals
- NAAC accreditation to be obtained
- NBA accreditation must be obtained for eligible departments.
- It is planned to conduct International conference, workshops and guest lectures by industry experts.
- Faculty may be given training in latest technology in industry.
- It is planned to sign MoU with reputed industries.
- Technology centres in collaboration with industry partners for the following technology is planned to be established.
  - i. CNC Machining
  - ii. 3D printing
  - iii. Computer aided Engineering.
  - iv. Industrial Robotics
  - v. Robotic Process Automation
  - vi. Cyber security
  - vii. AWS
  - viii. Embedded and IoT,
  - ix. Labview academy.
- Up-gradation of IT facilities is discussed. CRT monitors to be replaced by LCD monitors, RAM to be upgraded, graphics card to be included wherever necessary in a phased manner.
- Necessary Books, Journals and magazines for library shall be purchased.

  
**IQAC Co-Ordinator**

  
**Principal**



**MOHAMED SATHAK A J COLLEGE OF ENGINEERING**

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

Siruseri IT Park, Egattur, Chennai 603 103

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref:MSAJCE/IQAC /2019-2020/01

10.01.2020

It is hereby informed to all the HODs that IQAC meeting is planned to conduct on 13<sup>th</sup> Jan 2020 at 2 p.m in the IInd floor board room. All the members are advised to attend the meeting without fail.

Agenda:

- Re framing the Institution Vision and Mission.
- Re framing the department Vision and Mission.
- To discuss about POs, PEOs and PSO of the department.

*B. Sathak*  
10/1/20  
Coordinator-IQAC

*W. Sathak*  
10/01/2020  
Chairman-IQAC

Copy to:

*Director -MSAJCE*

*IQAC - Members*

*All HODs*



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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Siruseri IT Park, Egattur, Chennai 603 103

### IQAC Minutes of the Meeting

Meeting No: 01

Date & Time: 13.01.2020 at 2.00 p.m

#### Members Present:

Sl.No	Name	Designation	Role
1	Mr.Mohamed Sathak	Director, MSAJCE	Management Representative
2	Dr.K.S.Srinivasan	Principal, MSAJCE	Chair Person
3	Dr.T.G.Samabandam	Rtd. Director, NITTR, Chennai	Adviser
4	Dr.B.Sridhar	Prof/Head	IQAC Coordinator
5	Dr.I.Manju	Prof & Head	Member
6	Dr.E.Dhiravidachelvi	Prof & Head/ECE	Member
7	Dr.B.Janarthanan	Prof, R&D	Member
8	Dr.Senthil Kumar	Prof & Head/Mech	Member
9	Dr.A.Balakrishnan	ASP & Head / S&H	Member
10	Mr.Senthilpandi	HOD(IC)/IT	Member
11	Mr.M B.Shanmugarajan	HOD(IC)/CIVIL	Member
12	Mrs.S.Sonadevi	AP/ECE	Member
13	Mrs. B. N. Brinila Bright	AP/Civil	Member
14	Mr. Syed Ismail	AP/CSE	Member
15	Mr. K. Vairaperumal	AP/EEE	Member
16	Mr.G.Ramesh	ASP /Mech	Member
17	Mrs. Saipriya. K	AP/S&H	Member
18	Dr.Vijayakumar	Administrative officer, MSAJCE	Admin Representative



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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**Minutes of the IQAC meeting for the articulation of Vision and Mission of the Institute and the various departments was held on 13.01.2020 at the Board Room (2<sup>nd</sup> floor), at 2 p.m.**

The Points were discussed:

1. Principal invited the advisor and the all the members to the meeting and briefed on the purpose of the meeting.
2. Mr.Mohamed Sathak, Director, representing the Top Management, explained the core values of the Trust and the college to the members.
3. Dr.T.G.Samabandam, Advisor, has explained on the procedure to develop Vision and Mission, the factors to be considered, quoting examples from Premier Institutions worldwide.
4. Discussed in detail the Vision and Mission models of various reputed institutes such as IITs, NITs, etc, to redraft the existing Vision and Mission of the Institute.
5. He also suggested alternate versions based on the core values of the Institute.
6. After deliberations, it has been decided to have the vision and Mission of the Institute as given in the Annexure.
7. HoDs were enlightened by the advisor, on the development of Vision and Mission for the departments and have been asked to discuss with their department faculty and all the stake holders to draft the Vision and Mission for their respective departments and submit the same for review in the subsequent meeting.
8. HoDs were also asked to draft PEOs, POs and PSOs for their departments, which shall be reviewed in the subsequent meeting.



*B. Soudan*  
Coordinator-IQAC 14/1/20



*M. Sathak*  
Chairman-IQAC 14/01/2020





**MOHAMED SATHAK A J COLLEGE OF ENGINEERING**

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref:MSAJCE/IQAC/ 2019-2020/02

21.01.2020

It is hereby informed to all the HODs that IQAC meeting is planned to conduct on 23<sup>rd</sup> Jan 2020 at 2 p.m in the IInd floor board room to finalize the institute and various department vision and mission. All the members are advised to attend the meeting without fail

Agenda:

- Review of minutes of previous meeting(13.01.2020)
- To finalize the vision and mission of the Institute and various departments.
- To finalize the POs, PEOs and PSO of various department.

*B. Sathak*  
21/1/20

Coordinator-IQAC

*U. Sathak*  
21/01/2020

Chairman-IQAC

Copy to:

*Director –MSAJCE*

*IQAC – Members*

*All HODs*



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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### IQAC Minutes of the Meeting

Meeting No: 02

Date & Time: 23.01.2020 at 2.00 p.m

### Members Present:

Sl.No	Name	Designation	Role
1	Mr.Mohamed Sathak	Director, MSAJCE	Management Representative
2	Dr.K.S.Srinivasan	Principal, MSAJCE	Chair Person
3	Dr.T.G.Samabandam	Rtd. Director, NITTR, Chennai	Adviser
4	Dr.B.Sridher	Prof/Head	IQAC Coordinator
5	Dr.I.Manju	Prof & Head	Member
6	Dr.E.Dhiravidachelvi	Prof & Head/ECE	Member
7	Dr.B.Janarthanan	Prof, R&D	Member
8	Dr.Senthil Kumar	Prof & Head/Mech	Member
9	Dr.A.Balakrishnan	ASP & Head / S&H	Member
10	Mr.Senthilpandi	HOD(IC)/IT	Member
11	Mr.M B.Shanmugarajan	HOD(IC)/CIVIL	Member
12	Mrs.S.Sonadevi	AP/ECE	Member
13	Mrs. B. N. Brinila Bright	AP/Civil	Member
14	Mr. Syed Ismail	AP/CSE	Member
15	Mr. K. Vairaperumal	AP/EEE	Member
16	Mr.G.Ramesh	ASP /Mech	Member
17	Mrs. Saipriya. K	AP/S&H	Member
18	Dr.Vijayakumar	Administrative officer, MSAJCE	Admin Representative



**MOHAMED SATHAK A J COLLEGE OF ENGINEERING**

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**Minutes of the IQAC meeting for the articulation of Vision and Mission of the Institute and the various departments was held on 23.01.2020 at the Board Room (2<sup>nd</sup> floor), at 2 p.m.**

The following points were discussed:

1. Principal invited the advisor and the all the members to the meeting and briefed on the purpose of the meeting.
2. HoDs presented the Vision, Mission, POs, PEOs and PSOs of their respective departments.
3. Detailed discussions were held on the above subject based on the inputs received from various stake holders.
4. After deliberations, the draft Vision, Mission, POs, PEOs and PSOs of the departments have been finalized.
5. It was decided to submit the draft Vision ,Mission, PO,PSO &PEO for the approval of forth coming academic advisory committee, planning &monitoring committee and Governing council for final approval.

*B. Sathak*  
24/1/20  
Coordinator-IQAC

*W. Sathak*  
24/01/2020  
Chairman-IQAC



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref: MSAJCE/IQAC/2020-2021/03

12.06.2020

It is hereby informed to all the HOD's that IQAC meeting is planned to conduct on 15<sup>th</sup> June 2020 , 11.00 a.m. All the members are advised to attend the meeting without fail

**Agenda:**

- Academic plan
- Virtual/Online classes-Strategy & Plan
- Awareness program on Covid-19
- Student Induction Program
- Mentoring system
- Placement and Training activity

*B. Srinivasan*  
12/6/20

**Coordinator-IQAC**

*U. Srinivasan*  
12/06/2020

**Chairman-IQAC**

Copy to:

*Director-MSAJCE*

*All HODs*

*IQAC – Members & File.*



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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### IQAC Minutes of the Meeting

Meeting No: 03

Date & Time: 15.06.2020 at 11.00 AM

Virtual Mode

#### Members Present:

Sl.No	Name	Designation	Role
1	Mr.Mohamed Sathak	Director, MSAJCE	Management Representative
2	Dr.K.S.Srinivasan	Principal, MSAJCE	Chair Person
3	Dr.T.G.Samabandam	Rtd. Director, NITTR, Chennai	Adviser
4	Dr.B.Sridher	Prof/Head	IQAC Coordinator
5	Dr.I.Manju	Prof & Head	Member
6	Dr.E.Dhiravidachelvi	Prof & Head/ECE	Member
7	Dr.B.Janarthanan	Prof, R&D	Member
8	Dr.Senthil Kumar	Prof & Head/Mech	Member
9	Dr.A.Balakrishnan	ASP & Head / S&H	Member
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14	Mr. Syed Ismail	AP/CSE	Member
15	Mr. K. Vairaperumal	AP/EEE	Member
16	Mr.G.Ramesh	ASP /Mech	Member
17	Mrs. Saipriya. K	AP/S&H	Member
18	Dr.Vijayakumar	Administrative officer, MSAJCE	Admin Representative



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**MOM of IQAC meeting held on 15.06.2020 through online mode**

**The following points were discussed:**

1. Due to the covid19 pandemic, it was decided to conduct the classes through the online mode as per the direction of university and government. Principal advised all the HOD's to study the feasibility of implementing it, in consultation with faculty, students & parents.
2. Software requirements, Internet bandwidth and teaching aids requirements -feasibility strongly advised to complete before next meeting.
3. Tentative academic calendar was discussed
4. HOD's are instructed to conduct parent teacher meeting through online mode and brief about the on line classes.
5. Advised to be safe in Covid19 situation and safety measure need to be followed discussed and instructed to brief to all the students.
6. During the pandemic period most of online courses offered at free of cost; so, advised all the faculty and students to take maximum no of courses for this credentials.
7. Action plan for organize various activities like conference, FDP, Seminar, Guest lecturer, Quiz program and Covid19 awareness program etc were discussed.
8. Motivated HOD's and faculty to concentrate in their research work and publish the papers in the reputed journal.

*B. Sridhar*  
16/6/20  
Coordinator-IQAC

*Usha*  
16.06.2020  
Chairman-IQAC

Copy to:

*All HODs*

*Director-MSAJCE*

*IQAC – Members & File.*