

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref: MSAJCE/IQAC/2021-2022/04

01.12.2021

It is hereby informed to all HoDs that IQAC meeting is planned to conduct on 3rd December 2021 at 2 pm in Board room. All the members are advised to attend the meeting positively.

**Agenda**

- Academic Schedule Planning
- Skill Development Courses, Self-learning & Value Added Course
- Placement & Training Plan
- Co-Curricular & Extra Curricular Activities
- Research
- Quality Improvements



**Head - IQAC**



**Chairman - IQAC**

Copy to

Director - MSAJCE

IQAC - Members

All HoDs

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

**Minutes of Meeting - IQAC**

<b>Venue : Board Room</b> <b>Date : 3.12.2021</b>	<b>Members Present</b> Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director Dr. S. Vijayakumar, AO Mr. Veerakumar, Hathway Broadband Mr. E. Mohamed Sathak, Hitachi Energy Ltd. Chennai Mr. L. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd 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. G. Chandrasekar, Student Representative Dr. G. Premalatha, IQAC Co-Ordinator
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**Agenda**

- Academic Schedule Planning.
- Plan for Technology Centre Courses.
- Plan for Placement Training.
- Major Activities.
- Academic Research.
- Quality Improvements.
- ISR Activity.
- Infrastructure Development.

**The points discussed are**

**Academic Schedule Planning:**

- Academic Committee shall prepare the academic calendar which includes IAT schedule, co-curricular events schedule, academic audits, etc based on AU schedule.
- IAT planned after completion of each unit,
- Class committee meeting and feedback collection as per schedule.
- The faculty are advised to include one innovative teaching methods like role play, flipped class room, Z to A teaching methodology, animated videos, poster presentation, etc.
- Parent-Teacher's Meeting Conducted through Online.

- ICT tools like PPT, NPTEL videos, Video lectures, etc to be effectively used for all subjects.

#### **Technology Centre Courses, Self Learning & Value Added Course:**

- Students shall be encouraged to do courses under Spoken Tutorial, IIT Bombay.
- Skill development courses may be planned for II, III, IV yr students in various technology centres.

S.No	Year	Dept	Course Name
1	II yr	Civil	Revit Architecture
		EEE	Lab view
		ECE	Electronic Circuit Design using MATLAB
		Mech	3D Printing
		Civil	QGIS
2	III yr	CSE	Introduction to Networks
		ECE	Introduction to Networks
		IT	Introduction to Networks
		Mech	Electric Vehicle
3	IV	Mech	Non Destructive Testing

#### **Placement & Training Plan:**

- Training programs for aptitude, technology and group discussions etc must be provided to improve placement.
- Training for improving communication skills must be planned.

#### **Major Activities:**

- Annual's day and Sports Day planned to conduct during April/May 2022.
- Eminent alumni to be invited to give guest lectures, webinars etc.
- Industry experts from core industries may be invited for providing career guidance, expert talk, etc.

#### **Research:**

- Discussed about Workshop, Seminar through on Technology Centre to the benefit of Faculty and Students
- Faculty are advised to publish in reputed journals indexed by UGC Care / Scopus / Web of Science / SCI / SCIE.
- Faculty are advised to complete certifications to upgrade their knowledge.
- Doctorates are advised to submit funding proposals to AICTE/DST/Industry etc to carry out research / consultancy work.
- Advised the HoDs to encourage the students to participate in SMH 2022 and other industrial competitions

**ISR Activities:**

- “AI-go-rhythm” a science carnival may be organised in Feb/Mar 2022.
- “Tech jamboree 2022” a state level technical symposium for polytechnic students may be organised in Mar 2022.

**Quality Improvements:**

- Preparation of SSR for NAAC to be expedited and completed by May 2022.
- CSE and IT dept are advised to prepare SAR for NBA and submit it by April 2022.
- ECE & Mechanical dept are advised to plan and prepare for prequalifier submission for NBA.
- The MRM meeting may be scheduled in 2<sup>nd</sup> week of Mar 2022 and the surveillance audit may be scheduled in the 1<sup>st</sup> week of May 2022.
- It is planned to participate in national rankings like ARIIA 2021 and institute ranking by R world.
- Approval for Sathak Innovation and Incubation foundation may be initiated.
- Process to obtain approval of skill development courses under AICTE KARMA scheme may be initiated.
- Newly recruited faculty should have PhD to improve the research centre.
- Faculty appraisal is planned in the month of May/June 2022

**Infrastructure Development:**

- Rain water harvesting pits to be constructed for the main building and hostel.
- Technology centre for Non-Destructive testing to be developed.
- New LCD projectors to be purchased.
- Solar laminator machine to be installed in Renewable Energy systems lab.
- Solar lights to be installed in the pathway to college and hostel.
- Books, Journals and magazines shall be purchased after discussion with the department HoDs.
- The infrastructure centre for Bosch Industry Institute collaboration to be developed.

  
Head-IQAC

  
Chairman-IQAC

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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref: MSAJCE/IQAC/2021-2022/02

02.06.2021

It is hereby informed to all HoDs that IQAC meeting is planned to conduct on 4<sup>th</sup> June 2021 at 2 pm in Board room. All the members are advised to attend the meeting positively.

**Agenda**

- Academic Schedule Planning
- Plan for Technology Centre Courses
- Placement & Training Plan
- Major Activities
- Academic Research
- Quality Improvements
- ISR Activity
- Infrastructure Development

  
Head - IQAC

  
Chairman - IQAC



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

**Minutes of Meeting - IQAC**

<b>Venue : Board Room</b> <b>Date : 04.06.2021</b>	<b>Members Present</b> Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director Dr. S. Vijayakumar, AO Mr. Veerakumar, Hathway Broadband Mr. E. Mohamed Sathak, Hitachi Energy Ltd. Chennai Mr. L. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd 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. G. Chandrasekar, Student Representative. Dr. G. Premalatha, IQAC Co-Ordinator
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**Agenda**

- Academic Schedule Planning.
- Skill Development Courses, Self Learning & Value Added Course.
- Placement & Training Plan.
- Co-Curricular & Extra Curricular Activities.
- Research.
- Quality Improvements.
- ISR Activity.
- Infrastructure Development.

**The points discussed are**

**Academic Schedule Planning:**

- Academic Committee shall prepare the academic calendar based on the Anna University schedule.
- Four IAT and EPC is planned in odd sem 2021-22.
- HoDs were asked to inform the faculty to complete each unit within 9-12 periods. The internal assessment tests shall be planned after the completion of each unit.
- The departments were instructed to conduct 3 class committee meetings. The first meeting may be scheduled within 15days of commencement of semester. The subsequent meeting may be scheduled 20 days after the previous meetings.

- Advised the Faculty and Students to undergo atleast one online course through NPTEL, SWAYAM etc.
- After discussion it is planned to collect
  - i. The oral feedback collection may be planned within 20days of commencement of Semester.
  - ii. The online feedback collection may be planned 30 days after oral feedback.
  - iii. The handwritten feedback collection may be planned 30 days after online feedback.
  - iv. Academic audits may be planned in each semester, 1 month apart from each other
- The faculty are advised to include one innovative teaching methods. ICT tools like PPT, NPTEL videos, Video lectures, etc to be effectively used for all subjects.

#### **Skill Development Courses, Self Learning & Value Added Course:**

- Skill development courses may be planned for II, III, IV yr students in various technology centres.
- Nation Building attitude and behaviour course under Bosch Industry Academic Collaboration to be planned.

S.No	Dept	Course Name
1	Civil	Revit Architecture
	EEE	Simulation of Electric Vehicles
	ECE	Introduction to Networks
	Mech	3D Printing, Hypermesh
	CSE & IT	Introduction to Networks

- Value added courses approved by Anna University for final year students of ECE, CSE, IT and Mechanical may be planned.

S.No	Year	Dept	Course Name
1	IV yr	ECE	IoT using Arduino
		CSE & IT	Python and Introduction to Machine Learning
		Mech	Multibody Dynamics
		EEE	Electric Vehicle

#### **Placement & Training Plan:**

- Training programs for aptitude, technology and group discussions etc must be provided to improve placement.
- Training for improving communication skills planned.

**Major Activities:**

- Teacher's day planned to honour the efforts of teachers/engineers to the society and Engineers Day planned to honour Alumni.
- The Symposium for all the departments is planned to be held in the last week October 2021.
- The Inauguration day is planned to be held in the first week of October 2021.
- The Induction programme for 1 yr students is planned to be held between second week to third week of October 2021.

**Research:**

- Faculty who have not qualified with Ph.D are encouraged to register for Ph.D.
- Faculty are advised to publish in reputed journals indexed by UGC Care / Scopus / Web of Science / SCI / SCIE.
- Doctorates are advised to submit funding proposals to AICTE/DST/Industry etc to carry out research / consultancy work.
- Incentives for paper publication, patent etc during Teacher's day and finalized

**ISR Activities:**


- School visits to our technology centres decided to start from 1<sup>st</sup> Nov 2022 to 30<sup>th</sup> Dec 2022.
- The Science and technology awareness programs at various schools may be planned in Dec 2022.

**Quality Improvements:**

- Preparation of IIQA for NAAC to be completed by Dec 2021.
- CSE and IT dept are advised to prepare prequalifier for NBA and submit it by Dec 2021.
- Process to obtain ISO re-certification to be initiated.
- It is planned to participate in national rankings like ARIIA 2021 and CII ranking.
- Planned to organize Academic Advisory Committee, Planning & Monitoring and Governing Council.

**Infrastructure Development:**

- E-yantra remote centre in association with IITB to be developed.
- Centre for Renewable Energy systems to be developed.
- Centre for Drone & UAV to be established.
- Books, Journals and magazines shall be purchased after discussion with the department HoDs.

  
Head-IQAC

  
Chairman-IQAC