

Minutes of Meeting – IQAC

<p>Date : 3.6.2022</p> <p>Venue : Board Room</p>	<p><u>Members Present</u></p> <p>Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director Mr.A.Abdul Gafoor, Admin Manager. Dr. G. Ramesh, Head – Administration Dr. A. Balakrishnan, Head- Academics Dr.A.Kamalaselvan, Head-TC. Dr.J.Jeha, HoD – EEE Mr.D.Weslin, AP/IT, Mr.M.Kamarajan, AP/ECE Mr.K.K.Vinothkumar, AP/Mec Mr.C.Venkatesh, AP/EEE Mr.Veerakumar, Project Engineer, Hathway Broadband Mr. E. Mohamed Sathak, Hitachi Energy Ltd. Chennai Mr. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd. Ms.Shahidha, IV CSE, MSAJCE. Dr.I.Manju, Head - IQAC</p>
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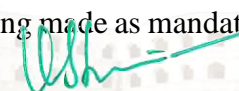
Agenda

- Academic Schedule Planning.
- Skill Development Courses, Self Learning & Value Added Course for odd sem 2022-23.
- 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.
- Parent Teacher Meeting and its significance. PTM shall be conducted in Online/offline mode.
- Common subject teacher meeting & Result pulling subject meeting made as mandatory to improve the results.
- Orientation day for faculty planned on first week of November.


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- Readiness of lesson plan, question bank, class notes and lab manual. All course material to be issued to students on day1.
- Submission of previous semester course file and academic audit scheduling.
- Co-curricular and extracurricular activity planning for odd sem 2022-23.
- In order to facilitate Innovative teaching methods for all subjects 2 periods/week may be allotted for Lesson Plan activity.

Skill Development Courses, Self Learning & Value Added Course:

- AICTE approved Karma courses.

S.No	Dept	Course Name
1.	Civil Engineering	Architectural Drafting and Basic 3D Design with Autodesk Revit (MES)
2.	Computer Science and Engineering & Information Technology	AI -Machine learning Developer
3.	Electronics and Communication Engineering & Electrical and Electronics Engineering.	Certificate Course in Embedded System Design using ARM/ Cortex Microcontroller
4.	Mechanical Engineering	Refrigeration And Air Conditioning
		Additive Manufacturing Technician (3D Printing)

- Value added courses approved by Anna University that are to be offered to final year students of ECE, CSE, IT and Mechanical.

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

- Courses planned for II, III, IV yr students in various technology centres.

S.No	Year	Dept	Course Name
1	II yr	Civil	CAD
		EEE	Lab view
		ECE	SCILAB
		Mech	3D modelling
2	III yr	Civil	STADPRO
		CSE	Introduction to Networks
		EEE	Drone Technology
		ECE	Drone Technology



		IT	Introduction to Networks
3	IV	EEE	Simulation of Electric Vehicle

Placement & Training Plan:

- Awareness program for resume writing to be conducted for III yr & IV yr students.
- Company specific awareness and training programs for aptitude, technology and group discussions etc planned to be provided to improve placement.
- Training for improving communication skills planned from I yr onwards.
- Mock interviews by external & internal experts to be planned to improve placement.
- Intensive placement training by external agency planned in the month of July to August 2022.
- Various industry showing their interest to placement which is schedule from September 2022 onwards.

Major Activities:

- Teacher’s day and Engineers Day to be planned to honour the efforts of teachers/engineers to the society and alumni.
- The Association Inauguration for all the departments on or before first week of October.
- The Symposium for all the departments is planned to be held in the last week October 2022.
- The Convocation for 2015-19, 2016-20, 2017-21 batches are tentatively scheduled in the second week of October 2022.
- The Inauguration day is planned to be held in the first week of October/November 2022.
- The Induction programme for I yr students is planned to be held October/November 2022.
- The following technical events is planned for the odd sem 2022-23

S.No	Dept	Event
1.	Mech	Paper Presentation
2.	ECE	Technical Quiz
3.	EEE	Project Expo - 2022
4.	Civil	Poster Competition - Themes: Civil- Nanotechnology in Civil Engg ECE- Powering on IoT. EEE- Smart Grid. Mech- AI in Mechanical engg. CSE- AI and DS. IT- Blockchain Technology.
5.	IT & CSE	Coding & Debugging Competition
6.	H & S	Tamil Pattimandram



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.
- Doctorates are advised to organise atleast one event per year like workshop / FDP / Conference in association with professional society or funding agency.
- More activities to be conducted under IIC to encourage innovation and participation in competitions, Hackathons, etc. among students.

ISR Activities:

- School visits to our technology centres may be planned from Nov 2022 to Jan 2023.
- The Science and technology awareness programs at various schools may be planned in Sep 2022 to Jan 2023.
- “AI-go-rhythm” a science carnival may be organised in Jan 2023.

Quality Improvements:

- CSE and IT dept are advised to plan and prepare for NBA visit.
- ECE & Mechanical dept are advised to plan and prepare for SAR submission for NBA in Jan 2023.
- ECE & Mechanical dept are advised to plan and prepare to apply for Research center under Anna University in AY 2022-23.
- The Academic Advisory Committee meeting shall be scheduled in 1st week of October 2022.
- The Planning and monitoring shall be scheduled in 2nd week of October 2022.
- The Governing Council meeting shall be scheduled in 3rd week of October 2022.
- The MRM meeting and the surveillance audit may be scheduled in even sem 2022-23.
- It is planned to participate in various rankings like ARIIA 2022, NIRF 2023, and OBE ranking by R world.
- The IIC activities for 1st quarter planned to be conducted in the last week of august 2022.

Infrastructure Development:

- Infrastructure for Sathak Innovation and Incubation foundation to be developed.
- The number of Wi-Fi points to be increased in hostel & labs.
- Purchase and installation of smart boards minimum 1/dept.
- The number of LCD projectors to be increased.



- Systems available in labs and technology centres may be upgraded in terms of RAM capacity, graphics card, etc.
- The batteries of UPS may be replaced to ensure uninterrupted supply to technology centres & labs.
- 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.
- The infrastructure for Godrej Disha Skill development centre to be developed.
- New RO plant to be installed replacing the old RO plant.

I. Manjini
Head-IQAC

[Signature]
Chairman-IQAC

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The IQAC Meeting is held on 03.08.2022 at Board Room. The following members were present.

S.No	Name & Designation	Composition As Per NAAC Norms	Signature
1	Dr. K.S.Srinivasan, Principal, MSAJCE	Chairperson-HOI	 03/08/22
2	Mr. Mohamed Sathak, Campus Director, MSAJCE	Management	
3	Mr. A. Abdul Gafoor, Admission Officer, MSAJCE	Administrative Officer	
4	Dr. G. Ramesh, Head – Administration, MSAJCE	Faculty member	 31/8/22
5	Dr. A. Balakrishnan, Head- Academics, MSAJCE	Faculty member	 03/08/22
6	Dr. A. Kamalaselvan, Head – TC, MSAJCE	Faculty member	
7	Dr. J. Jeha, HoD – EEE, MSAJCE	Faculty member	
8	Mr. D. Weslin, AP – IT, MSAJCE	Faculty member	
9	Mr. M. Kamarajan, AP-ECE, MSAJCE	Faculty member	
10	Mr.K.K.Vinothkumar, AP-Mech, MSAJCE	Faculty member	
11	Mr. C. Venkatesh, AP-EEE, MSAJCE	Faculty member	
12	Mr. Veerakumar, Project Engineer, Hathway Broadband	Alumni	
13	Mr. E. Mohamed Sathak, Project Engineer, Hitachi Energy Ltd.	Alumni	 9.8.22
14	Ms. K. Shahidha, IV Year / CSE	Student Representative	 03/08/22
15	Mr. L. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd	Industrialist	
16	Mr. Mohamed Arshath Ahmed, Senior Tech Lead, Tech Mahindra XDS	Local Society	- Absent -
17	Dr. I. Manju, Professor – ECE	Head - IQAC	 03/08/22

03/08/22

Minutes of Meeting – IQAC

<p>Date : 3.2.2023</p> <p>Venue : Board Room</p>	<p><u>Members Present</u></p> <p>Dr. K.S. Srinivasan, Principal</p> <p>Mr. Mohamed Sathak, Director</p> <p>Mr.A.Abdul Gafoor, Admin Manager.</p> <p>Dr. G. Ramesh, Head – Administration</p> <p>Dr. A. Balakrishnan, Head- Academics</p> <p>Dr.A.Kamalaselvan, Head-TC.</p> <p>Dr.J.Jeha, HoD – EEE</p> <p>Mr.D.Weslin, AP/IT,</p> <p>Mr.M.Kamarajan, AP/ECE</p> <p>Mr.K.K.Vinothkumar, AP/Mec</p> <p>Mr.C.Venkatesh, AP/EEE</p> <p>Mr. E. Mohamed Sathak, Hitachi Energy Ltd. Chennai</p> <p>Mr. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd.</p> <p>Ms.Shahidha, IV CSE, MSAJCE.</p> <p>Dr.I.Manju, Head - IQAC</p>
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Agenda

- Academic Schedule Planning.
- Skill Development Courses, Self Learning & Value Added Course for even sem 2022-23.
- Placement & Training Plan.
- Co-Curricular & Extra Curricular Activities.
- Research Initiatives.
- Quality Improvement Initiatives.
- ISR Activity.

Points Discussed

Principal sir welcomed all the members. The Committee appreciated for the successful completion of NAAC Experts Visits.

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.
- Common subject teacher meeting.
- Readiness of lesson plan, question bank, class notes and lab manual..
- Status of previous semester course file submission and academic audit scheduling. &
- Co-curricular and extracurricular activity planning for even sem 2022-23.



Skill Development Courses, Self Learning & Value Added Course:

- Discussed about Skill development Courses planned for II, III, IV yr students in various technology centers.

Year	Sem	Course Details
CSE		
II	IV	CCNA
III	VI	RPA
IT		
II	IV	CCNA
III	VI	RPA
ECE		
II	IV	Analog Discovery
Mech		
II	IV	CNC Programming and Simulation
III	VI	Robotics Simulation
EEE		
II	IV	MAT LAB
III	VI	Auto Cad

- Discussed about KARMA course progress details and registration for the next batch.
- HoDs are advised to encourage the students to register in self learning courses like NPTEL and Spoken Tutorial courses.

Placement & Training Plan:

- Awareness program for resume writing to be conducted for III yr & IV yr students.
- 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 in the month of March 2023.

Major Activities:

- Sports day to be planned in march month.
- College day and cultural day to be planned in the month of April.

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 UGCCare / 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.
- Doctorates are advised to organize at least one event per year like workshop / FDP / Conference in association with professional society or funding agency.
- More activities to be conducted under IIC to encourage innovation and participation in

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competitions, Hackathons, etc. among students.

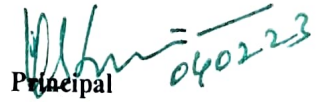
ISR Activities:

- "TECH JAMBORE" a science carnival may be organised in March 2023.
- School visits to our technology centres may be planned from May 2023 to June 2023.

Quality Improvements:

- ECE & Mechanical dept are advised to plan and prepare for SAR submission for NBA in March 2023.
- ECE & Mechanical dept are advised to plan and prepare to apply for Research center under Anna University in AY 2022-23.
- The MRM meeting and the surveillance audit shall be scheduled 1st week of April 2023.
- The IIC activities for 3rd quarter planned to be completed on or before March 31st.
- The Academic Advisory Committee meeting shall be scheduled in 1st week of May 2023.
- The Planning and monitoring shall be scheduled in 2nd week of May 2023.
- The Governing Council meeting shall be scheduled in 3rd week of May 2023.

I. Manjiv .
Head - IQAC


Principal 04/02/23



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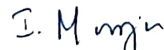
The IQAC meeting is held on 03.02.2023 at Board Room. The following members were present.


S.No	Name & Designation	Composition As Per NAAC Norms	Signature
1	Dr. K.S.Srinivasan, Principal, MSAJCE	Chairperson-HOI	 03/02/23
2	Mr. Mohamed Sathak, Campus Director, MSAJCE	Management	
3	Mr. A. Abdul Gafoor, Admission Officer, MSAJCE	Administrative Officer	
4	Dr. G. Ramesh, Head – Administration, MSAJCE	Faculty member	 3/2/23
5	Dr. A. Balakrishnan, Head- Academics, MSAJCE	Faculty member	
6	Dr. A. Kamalaselvan, Head – TC, MSAJCE	Faculty member	 A. Kamal
7	Dr. J. Jeha, HoD – EEE, MSAJCE	Faculty member	 3/2/23
8	Mr. D. Weslin, AP – IT, MSAJCE	Faculty member	
9	Mr. M. Kamarajan, AP-ECE, MSAJCE	Faculty member	 I. G. me
10	Mr.K.K.Vinothkumar, AP-Mech, MSAJCE	Faculty member	 K.K. V.K.
11	Mr. C. Venkatesh, AP-EEE, MSAJCE	Faculty member	
12	Mr. Veerakumar, Project Engineer, Hathway Broadband	Alumni	 Absent
13	Mr. E. Mohamed Sathak, Project Engineer, Hitachi Energy Ltd.	Alumni	 3-2-23
14	Ms. K. Shahidha, IV Year / CSE	Student Representative	 03/02/23
15	Mr. L. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd	Industrialist	
16	Mr. Mohamed Arshath Ahmed, Senior Tech Lead, Tech Mahindra XDS	Local Society	 Absent
17	Dr. I. Manju, Professor – ECE	Head - IQAC	 I. Manju PRINCIPAL



Action Taken Report for IQAC Meeting - 03.02.2023

S.No	Points Discussed	Action Taken	Responsibility	Outcome
1	Readiness of lesson plan, Question Bank, Class notes.	Hods are instructed to confirm the status of notes reached to students	HODs	Notes distributed to the students in the first week.
2	Status of Course File Submission	Internal and External Academic Audit scheduled on March 2023	IQAC/Exam cell	External Audit completed on 11.3.2023 and verified course file for all the subjects.
3	Skill Development of Courses/VAC/TC	Hods are advised to encourage the students to register in self learning courses like NPTEL and Spoken Tutorial courses	HODs	4 Students completed NPTEL, 371 certifications completed in Spoken Tutorial & 260 certification courses completed in Technology center.
4	Awareness Program For Resume Writing & Placement activities	Placement officer advised to arrange a Pre placement training program.	Head - Placement	Training session arranged by Training Partners.
5	SAR Submission	HoDs of ECE & Mech HoDs are advised to complete the SAR Submission Process on or before march end	HoDs / IQAC	SAR Submitted on 08.04.2023
6	Research centre application	ECE & Mech HoDs are advised to complete the Research Centre Application Process on or before march end.	HoDs	Mechanical Dept Research centre approved. ECE Dept application submitted.
7	Statutory Body Meeting	Governing Council, Planning and Monitoring and Academic Advisory Meeting Planned in the month of May.	 IQAC	Governing council meeting completed on 27.05.23, Planning and monitoring meeting completed on 20.07.2023 and Academic Advisory meeting completed on 13.07.2023.


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