



Ref : MSAJCE/IQAC/2023-2024/01

19.06.2023

It is hereby informed to all HoDs that IQAC meeting is planned to conduct on 21.06.2023 Friday at 2.00 p.m 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 for odd sem 2022-23.
- Placement & Training Plan.
- Co-Curricular & Extra Curricular Activities.
- Research Initiatives &
- Quality Improvement Initiatives.
- Infrastructure Development.

*I. M. Sathak*  
Head - IQAC

*Ushar*  
Principal 19.06.23

*Ushar*

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



### Minutes of Meeting - IQAC

<p><b>Date : 21.6.2023</b> <b>Venue : Board Room</b></p>	<p><b><u>Members Present</u></b> Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director Dr.I.Manju, Head - IQAC Mr.A.Abdul Gafoor Dr.A.Balakrishnan, Head – Administration Dr.M.Shunmugasundaram , Head – Academics. Mr.P.Shanmugaselvam, Head - TC Dr. J Jeha, HoD - EEE. Dr.D.Weslin , HoD – IT, Mr.K.K.Vinothkumar, AP – Mech, Mr.R.Priya , AP-IT, Mr.K.Ramesh, AP – ECE Dr. A. Balakrishnan, Head- Academics. Mr.L.Chandrasekaran, Managing Director - Precision Instruments &amp; Electronics Pvt. Ltd Dr.A.Kamalaselvan, Head-TC. Mr.R.Kalaiselvan – III Yr – IT, Std</p>
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#### Agenda

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The following points were discussed in the meeting

#### Academic Schedule Planning:

- Preparation of academic calendar, IAT Exams and Class committee meeting as per Anna University academic schedule.
- Feedback collection, Parent Teacher Meeting and its significance.
- Common subject teacher meeting, Orientation Day for faculty planned on first week of august.
- Readiness of lesson plan, question bank, class notes and lab manual. All course material to be issued to students on day 1.

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

- Value added courses approved by Anna University that are to be offered to final year students of ECE, CSE, IT and Mechanical.
- Courses planned for II, III, IV yr students in various technology centres.
- NPTEL, Spoken Tutorial courses.

  
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### Placement & Training Plan:

- 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 1 yr onwards.
- Intensive placement training by external agency planned in the month of July to August 2022.

### Major Activities:

- The Association Inauguration for all the departments on or before first week of October.
- Teacher's day and Engineers Day to be planned to honour the efforts of teachers/engineers to the society and alumni.
- The Inauguration day & Induction day is planned to be held in the month of September 2023.

### 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.

### Quality Improvements:

- CSE, ECE, Mech & IT dept are advised to plan and prepare for NBA visit.
- The Academic Advisory Committee meeting, Planning and monitoring & Governing Council shall be scheduled in 1<sup>st</sup> 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 2024.

### Infrastructure Development:

- Books, Journals and magazines shall be purchased after discussion with the department HoDs.

*I. Manjini*  
Head-IQAC

*Ush*  
Chairman-IQAC 240623

*Ush*