



MOHAMED SATHAK A J COLLEGE OF ENGINEERING
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Siruseri IT Park, Egattur, Chennai 603 103

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PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
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**Anti-Ragging
Committee**

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2020-2021

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Date: 15.12.2020

Anti Ragging Cell- Minutes of Meeting

Date of Meeting	15.12.2020	Time	02.15 pm
Meeting Facilitator	Dr.K.S.Srinivasan, Principal	Location	<u>Google Meet</u> (Online)

Agenda of the Meeting

1. Awareness on Anti-ragging to freshers & consequences of the ragging to higher semester students.
2. To explain roles & responsibilities of committee members.
3. Plan for random visit & monitoring mechanism to prevent ragging when students report to online classes.
4. The principle upon the receipt of any complaint will convene and discuss the matter with the ragging redressal committee.

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Anti-Ragging Committee Members

S. No	Name	Designation	Category	Contact Details
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499
2	Dr.R.Senthil Kumar	Head –Student Affairs, MSAJCE, Chennai	Convener	8610337011
3	Dr.S.Vijayakumar	Head - Admin, MSAJCE, Chennai.	Member	9952054977,
4	Dr.S.Prasath	Head – Placement; MSAJCE, Chennai	Member	8248083360;
5	Dr.K.P.Santhosh Nathan	PED, MSAJCE, Chennai	Member	9840886992
6	Mr.A. Abdul Gafoor	Admission Officer, MSAJCE, Chennai.	Member	9940319629
7	Mr.C.Venkatesh	AP / EEE, MSAJCE, Chennai	Member	8978090678
8	Mr.S.Senthil Pandi	AP / IT, MSAJCE, Chennai	Member	9578920860
9	Ms.S.Sona Devi	AP/ ECE, MSAJCE, Chennai.	Member	8903407127
10	Mr.Rizha-Ur-Rahman	AP / Civil, MSAJCE, Chennai	Member	9790836981
11	Mr.Syed Ismail	AP / CSE , MSAJCE, Chennai	Member	9884385464
12	Mrs.V.Shobana	AP / Physics MSAJCE, Chennai	Member	7449018960
13	Mrs.Zulaiha Mariyam	AP / Maths MSAJCE, Chennai	Member	9875691362
14	Carol Persy N	BE.ECE	Student	MSAJCE
15	Mohamed Towfic A	BE.MECH	Student	MSAJCE
16	Mohamed Abdulla.K	BE.CIVIL	Student	MSAJCE
17	Ijaz Ahamed.M	B.E.EEE	Student	MSAJCE

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Points Discussed in the Meeting

1. The principal welcomed the members for the online meeting and briefed about the roles & responsibilities to committee members
2. The committee members were instructed to organize the online meetings with faculty and students to create awareness among the first year students regarding the consequences of ragging, procedures for reporting ragging.
3. No complaints were registered; hence redressal is nil.


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Date: 18.02.2021

Anti Ragging Cell- Minutes of Meeting

Date of Meeting	18.02.2021	Time	02.15 pm
Meeting Facilitator	Dr.K.S.Srinivasan, Principal	Location	Board Room

Agenda of the Meeting

1. Awareness on Anti-ragging among first year students & consequences of the ragging to higher semester students.
2. Roles & responsibilities of committee members.
3. Plan for random visit & monitoring mechanism to prevent ragging
4. The principle upon the receipt of any complaint will convene and discuss the matter with the ragging redressal committee.

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Anti-Ragging Committee Members

S. No	Name	Designation	Category	Contact Details	Signature
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499	
2	Dr.R.Senthil Kumar	Head -Student Affairs, MSAJCE, Chennai	Convener	8610337011	
3	Dr.S.Vijaya Kumar	Head - Admin, MSAJCE, Chennai.	Member	9952054977	
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Points Discussed in the Meeting

1. The Principal welcomed all the Anti-Ragging Committee members for the meeting and discussed about first meeting briefly
2. The committee discussed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus.
3. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline College.
4. The committee members were instructed to organize meetings with faculty & students to create awareness about the consequences of ragging, procedures for reporting ragging.
5. No complaints were registered; hence redressal is nil.


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**Student Grievances
Redressal Committee**

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Date: 10.03.21

Grievance Redressal / Complaints & Disciplinary / Vikasha / POSH Cell - Minutes of Meeting

Date of Meeting	10.03.21	Time	02.15 pm
Meeting Facilitator	Dr.K.S.Srinivasan, Principal	Location	Board Room, MSAJCE

Agenda of the Meeting

1. Awareness on online exam norms.
2. Explain online answer scripts submission on time.
3. Support / Complaints from student/faculty regarding online classes & exam registration process if any.
4. Awareness on welfare schemes of state & central government, MSAJCE.
5. Any other points for discussions with the permission of chairman.


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Grievance Redressal Committee Members

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachelvi.	Head – Academics , MSAJCE, Chennai	Convener	9442046457
2	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai	Co - Convener	9444300499
3	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
4	Dr.R.Senthil Kumar	Head-Student Affairs, MSAJCE, Chennai	Member	8610337011
5	Mrs.Premalatha	Head – IQAC, MSAJCE, Chennai.	Member	9952042616
6	Ms.S.Sudha,	Asst.Prof/Maths, MSAJCE, Chennai.	Member	9585855656
7	Mr.HussainBasha - NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
8	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
9	Ms.S.Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232
10	Dr.Ramesh.S	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256
11	Parent Representative		Member	
12	Abinaya k/ Ashwini. A	BE.ECE I/II	Student	
13	Divya sri S	BE.EEE I/	Student	
14	Aishwarya R Jothika	BE.IT I/IV	Student	
15	Sajitha N Sandhiyaroselin mary	BE.CSE II/IV	Student	
16	Shahila P	BE.MECH III	Student	



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Points discussed in the Meeting

1. Chairman welcomed all for the online meeting and started discussion.
2. After a discussion on the list students and faculty affected by Covid-19, principal advised the members to reach out to the parents and students affected.
3. Awareness on welfare schemes of state & central government, MSAJCE was discussed.
4. The guidelines given by Anna University on the online exam was discussed.
5. No complaints was registered, hence redressal is nil.

Handwritten signature in green ink, dated 10/03/21

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Date: 17.12.2019

Grievance Redressal / Complaints & Disciplinary / Vikasha / POSH Cell - Minutes of Meeting

Date of Meeting	17.12.2019	Time	02.15 pm
Meeting Facilitator	Dr.K.S.Srinivasan, Principal	Location	Board Room, MSAJCE

Agenda of the Meeting

1. Creating awareness among students and faculty members about various Grievance Redressal mechanisms available for student and faculty.
2. Creating awareness among the students regarding misuse the mobile phones and its consequences
3. Advising the students not to delay filling of complaints and not to ignore.

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Grievances Redressal Committee Members

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachel vi.	Head – Academics , MSAJCE, Chennai	Convener	9442046457
2	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai	Co – Convener	9444300499
3	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
4	Dr.R.Senthil Kumar	Head-Student Affairs, MSAJCE, Chennai	Member	8610337011
5	Mrs.Premalatha	Head – IQAC, MSAJCE, Chennai.	Member	9952042616
6	Ms.S.Sudha,	Asst.Prof/Maths, MSAJCE, Chennai.	Member	9585855656
7	Mr.HussainBasha - NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
8	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
9	Ms.S.Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232
10	Dr.Ramesh.G	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256
11	Parent Representative		Member	
12	Shahila P	II Mech	Student	
13	S. Fathima	III CSE	Student	
14	Bhavni	III IT	Student	
15	Chandrakala Yadav	IV ECE	Student	
16	Mohamed Yaseen .M	IV Civil	Student	

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Points Discussed in the Meeting

1. Chairman welcomed all for the meeting and started discussion
2. Various Grievance Redressal Mechanisms available for the student and faculty were discussed
3. Faculty and student members were advised to create awareness among the students regarding misuse the mobile phones and its consequences.
4. No complaints was registered, hence redressal is nil.


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Internal Complaints Committee

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Date: 17.09.2019

Internal Complaints Committee- Minutes of Meeting

Date of Meeting	17.09.2019	Time	03.15 pm
Meeting Facilitator	Dr.K.S.Srinivasan, Principal	Location	<u>Google Meet</u> (Online)

Agenda of the Meeting

1. Create awareness among first year girl students
2. Report on cases relating Harassment
3. Any other point with the permission of the principal

Internal Complaint Committee Members

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachel vi.	Head – Academics , MSAJCE, Chennai	Convener	9442046457
2	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
3	Dr. I. Manju	Prof/EEE,MSAJCE, Chennai	Member	9940055026
4	Ms.S.Sudha,	Asst.Prof/Maths, MSAJCE, Chennai.	Member	9585855656
5	Mr.HussainBasha - NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
6	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
7	Ms.S.Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232

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8	Dr.Ramesh.G	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256
9	Mr. Mahboob Ali Khan	Consultant & Service , P/O Mr. Faizal Ahamaed Khan- II nd year CSE	Parent Member	
10	Mr. T. Vinayagan	P/O Mr. Vanchinathan – Ist year CSE	Parent Member	
11	Alumni	-	Alumni & Member	

Points Discussed in the Meeting

1. To give knowledge of good touch and bad touch
2. To avoid inappropriate gestures
3. Knowledge of proper dress code in varied environment.
4. Conduct programs of gender equity and gender sensitization.


17-09-19
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Date: 15.12.2020

Internal Complaints Committee- Minutes of Meeting

Date of Meeting	15.12.2020	Time	03.15 pm
Meeting Facilitator	Dr.K.S.Srinivasan, Principal	Location	<u>Google Meet</u> (Online)

Agenda of the Meeting

1. Explain UGC Guidelines about ICC
2. The importance of Internal Complaints Committee in MSAJCE
3. Importance of Gender equality.
4. Roles and Responsibility of Committee Members

Internal Complaint Committee Members

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachel vi.	Head – Academics , MSAJCE, Chennai	Convener	9442046457
2	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
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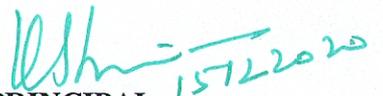
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10	Mr. T. Vinayagan	P/O Mr. Vanchinathan – Ist year CSE	Parent Member	
11	Alumni	-	Alumni & Member	

Points Discussed in the Meeting

Students should be advised to avoid,

1. Inappropriate Jokes in public places.
2. Offensive Comments
3. Sending Unwanted E-mail and text messages
4. Harassing Through someone – Online
5. Making fun of people based on the gender identity
6. Gender discrimination
7. No complaints was registered, hence redressal is nil.


PRINCIPAL 15/12/2020

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