



**MOHAMED SATHAK A J COLLEGE OF ENGINEERING**  
Sponsored by Mohamed Sathak Trust  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Siruseri IT Park, Egattur, Chennai 603 103

Ref.No: MSAJCE/PO-100 / 2020-2021

Date: 15.12.2020

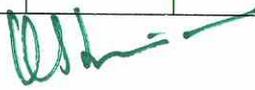
**Anti Ragging Cell- Minutes of Meeting**

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

**Agenda of the Meeting**

1. Awareness on Anti-ragging to freshers & consequences of the ragging to higher semester students.
2. Roles & responsibilities of committee members.
3. Plan for random visit & monitoring mechanism to prevent ragging when students report to offline classes.

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.Venkaatesh	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

  
**PRINCIPAL**  
**MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING**  
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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

**Points discussed**

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

**PRINCIPAL**

**Copy to:**

- The Chairman & Director
- All HOD's to circulate among all faculty & staff
- Admin Office
- Office File
- All the Notice Board

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Ref.No: MSAJCE/PO-100 / 2020-2021

Date: 18.02.2021

**Anti Ragging Cell- Minutes of Meeting**

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

**Agenda of the Meeting**

1. Awareness on Antiragging to freshers & consequences of the ragging to higher semester students.
2. Roles & responsibilities of committee members.
3. Plan for random visit & monitoring mechanism to prevent ragging

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	
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	

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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	

**Points discussed**

1. The chairman 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.

**PRINCIPAL**

**Copy to:**

- The Chairman & Director
- All HOD's to circulate among all faculty & staff
- Admin Office
- Office File
- All the Notice Board

  
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Affidavits to be signed by Student and Parents;

Affidavit By Student:

1. V Supraja (full name of student with admission/registration/enrolment number) S/o, D/o, Mr./Mrs./Ms. Vadivel Rajan having been admitted to Mohamed Sathak AJ College of Engineering Chennai - 603 103 have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations").

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
  - I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this Thursday day of April month of 2021 year.

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at MSAJCE (Place) on this the Thursday (day) of April (month) of 2021 (Year).

Solemnly affirmed and signed in my presence on this the Thursday (month), 2021 (year) after reading the contents of this affidavit.

*[Signature]*

**PRINCIPAL**

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

OATH COMMISSIONER



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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Siruseri IT Park, Egattur, Chennai 603 103



### MOHAMED SATHAK A J COLLEGE OF ENGINEERING

Sponsored by Mohamed Sathak Trust

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

Siruseri IT Park, Egattur, Chennai 603 103

#### Affidavit By Parent:

I, Mr./Mrs./Ms. Vadivel Rajan (full name of parent/guardian) father / mother / guardian of V. Supriya (full name of student with admission/registration/enrolment number), my son/ daughter having been admitted to **Mohamed Sathak AJ College of Engineering Chennai - 603 103**, have carefully read and fully understood the provisions contained in the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations").

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
  - My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this Thursday day of April month of 2021 year.

Vadivel Rajan

Signature of deponent

Name: Vadivel Rajan

Address: 6/179 Vabniya Street, Sadras, Tiruvarur District, Tamil Nadu

Telephone / Mobile No.: 8838928148

8838928148

**PRINCIPAL**

**MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING**

Andhi Road (OMR), Siruseri, IT Park

Chennai - 603 103.



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Siruseri IT Park, Egattur, Chennai 603 103

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at MSA JCC (place) on this the Thursday (day) of April (month), 2021 (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the Thursday (day) of April (month), 2021 (year) after reading the contents of this affidavit.

OATH COMMISSIONER/PRINCIPAL

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

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## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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Siruseri IT Park, Egattur, Chennai 603 103

Ref.No: MSAJCE / 2019-2020

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 filing of complaints and not to ignore.

S. No	Name	Designation	Category	Contact Details	Signature
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	
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	Mr.Ramesh.G	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256	
11	Parent Representative		Member		
12	Shahila P	II/Mech	Student		
13	S.Fahima	III/CSE	Student		
14	Bhavani	III/IT	Student		
15	Chandrakala Yadav	IV/ECE	Student		
16	Mohamed Yaseen. M	IV/Civil	Student		

  
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### Points discussed

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.

**PRINCIPAL**

### Copy to:

- The Chairman & Director
- All HOD's to circulate among all faculty & staff
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Ref.No: MSAJCE/PO-100 / 2020-2021

Date: 10.03.21

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

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

#### Agenda of the Meeting

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

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

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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

### Points discussed

- Chairman welcomed all for the online meeting and started discussion.
- 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.
- Awareness on welfare schemes of state & central government, MSAJCE was discussed.
- The guidelines given by Anna University on the online exam was discussed.
- No complaints was registered, hence redressal is nil.

  
PRINCIPAL

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