



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

6. Minutes of Various Heads

6.1 Minutes of Head Academics

MOHAMED SATHAK A.J COLLEGE OF ENGINEERING
SIRUSERI - 603103

MINUTES OF MEETING- ACADEMICS

Date: 08.01.2020	Members Present
Time: 4.00 PM	1. Dr.K.S Srinivasan-Principal
Agenda: Academics	2. Dr.S. Vijayakumar-AO
Venue: Principal Room	3. Dr.E.Dhiravidachelvi HOD/ECE
	4. Mrs. S.Sudha, Asso.,Prof/H&S
	5. Mr.Deepak kumar,AP/Mech
	6. Mrs.B.N.Brinila Bright AP/Civil

The following points were discussed in the meeting

1. To collect the syllabus completion from all the departments
2. Freezing of IAT-1 time table department wise based on syllabus completion .
3. All are asked to complete the lab manuals on or before 13.01.2020
4. Notes distribution- pending details
- 5 To Identify the ideal staff members based on the work load and do the alternate arrangements
6. Academic audit report should submit on or before 21.01.2020.
7. Collect the soft copy of the course material for the ODD semester
8. Laboratories are yet to ready as per the new regulation.
9. Discussed about the final dates of Industrial Visit.
10. Professional Society Activity need to be finalized.
11. To allocate math's faculties along with the experts during the placement & training programme.

Signature of the members present in the meeting

1. Dr.K.S Srinivasan
2. Dr.S. Vijayakumar
3. Dr.E.Dhiravidachelvi
4. Mrs. S.Sudha
5. Mr Deepak Kumar
6. Mrs.B.N.Brinila Bright

[Handwritten signatures and dates for members 1-5]
08/01/2020
22/1/20
22/1/20

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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
SIRUSERI - 603103

MINUTES OF MEETING- ACADEMICS

Date: 22.01.2020	<u>Members Present</u>
Time: 4.00 PM	1. Dr.K.S Srinivasan-Principal
Agenda: Academics	2. Dr.S. Vijayakumar-AO
Venue: Principal Room	3. Dr.E.Dhiravidachelvi HOD/ECE
	4. Mrs. S.Sudha, Asso.,Prof/H&S
	5. Mr.Deepak kumar,AP/Mech
	6. Ms. Binula Bright AP/Civil

The following points were discussed in the meeting

1. Discuss about IAT1 analysis to all HODs
2. Preparation (notes distribution) about IAT1 for first year
3. Collect soft copy (in CD) of notes.
4. NPTEL Registration

Signature of the members present in the meeting

1. Dr.K.S Srinivasan 
2. Dr.S. Vijayakumar
3. Dr.E.Dhiravidachelvi 
4. Mrs. S.Sudha
5. Mr . Deepak Kumar 
6. Ms. B.N. Binula Bright 



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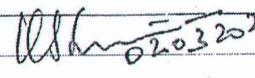
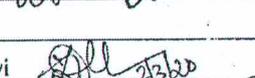
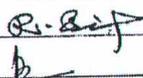
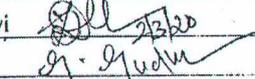
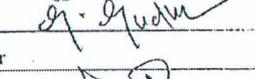
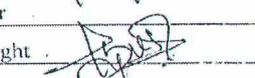
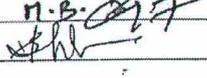
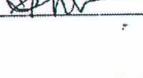
MINUTES OF MEETING- ACADEMICS

Date: 19.02.2020 Time: 4.00 PM Agenda: Academics Venue: Principal Room	Members Present 1. Dr.K.S Srinivasan-Principal 2. Dr.S. Vijayakumar-AO 3. Dr.E.Dhiravidachelvi HOD/ECE 4. Mrs. S:Sudha,Asso.,Prof/H&S 5. Mr.Deepak kumar,AP/Mech 6. Ms.B.N.Brinila Bright,AP/Civil
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The following points were discussed in the meeting

1. The second feedback of all the department taken by the administration committee were discussed.
2. 09.03.2020 to 13.03.2020 IAT4 session may be conducted like EPC class hence all the faculties are advised to complete the portion accordingly
3. EPC timings discussed as-folllows
Slot 1- 1, 2, 3 Periods
Slot 2- 4, 5; 6 periods.
Slot 3- 7, 8 (1.30 PM to 3.30 PM)
4. All staffs are asked to complete the 5th unit on or before March 09.
5. After 16th of March, afternoon session will be conducted alternatively (COE and LAB)
6. HOD's are advised to prepare poster for department labs
7. Motivational meeting with the students of slow learners, toppers need to be arranged
8. Adopted students list advised to submit immediately.
9. Mentors were present in this meeting

Signature of the members present in the meeting

1. Dr.K.S.Srinivasan		7. Dr.I.Manju	
2. Dr.S.Vijayakumar		8. Dr.R.Senthilkumar	
3. Dr.E.Dhiravidachelvi		9. Dr. Muthukumar	
4. Mrs.S.Sudha		10. Mr.SenthilPandi	
5. Mr.S.Deepak Kumar		11. Mr.Shanmugarajan	
6. Mrs.B.N.Brinila Bright		12. Mrs. V. Shobana	



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MINUTES OF MEETING- ACADEMICS

Date: 20.02.2020	<u>Members Present</u>
Time: 4.00 PM	1. Dr.K.S Srinivasan-Principal
Agenda: Academics	3. Dr.E.Dhiravidachelvi HOD/ECE
Venue: Board Room	4. Dr. R. Senthilkumar HOD/MECH

Meeting for Average Performance students - conducted on 20 .02. 2020

The following points were discussed in the meeting:

- Importance of NAAC accreditation
- As per 2017 regulation internship is compulsory, hence advised them to undergo internship for that they are advised to clear the backlog papers.
- Students are advised to learn COE's and get certification for their successful carrier.
- Students are advised to get NPTEL -IIT course certification for future carrier.

Signature of the members present in the meeting

1. Dr.K.S Srinivasan
2. Dr.R.Senthilkumar
3. Dr.E.Dhiravidachelvi

R. Senthilkumar
21/2/20

E. Dhiravidachelvi
21/3/20

K.S. Srinivasan

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List of Students:

S.NO	STUDENT NAME	DEPARTMENT	SIGNATURE
1	VENKATESAN	III CSE	<i>Venka</i>
2	SANTHOSH RAJA	III CSE	<i>Santhosh</i>
3	SYED SHADHIR AHMED	III CSE	<i>Shadhir</i>
4	RIYAS	III CSE	<i>Riyas</i>
5.	S.ASIF FAYAS	III CSE	<i>Asif</i>
6.	NAINA MOHAMED SAHIB.H	II CSE	<i>Naina</i>
7.	JAI BALAJI	III CSE	<i>Jai</i>
8	MOHAMED AMEEN	III CIVIL	<i>Ameen</i>
9	HASSAIN.K	III EEE	<i>Hassain</i>
10	SYED MOHAMED SAID MOHIUDEEN	III CIVIL	<i>Said</i>
11	MOHAMED AFRAS.A.M	II CSE	<i>Afras</i>
12	MOHAMED FAYAZ	III CSE	<i>Fayaz</i>
13	AKSHAL.C	II CSE	<i>Akshal</i>
14	SELCIA.I	III CSE	<i>Selcia</i>
15	FAHIMA.S	III CSE	<i>Fahima</i>
16	ATHISH.K.S	II CSE	<i>Athish</i>
17	MOHAMED SAJED	III CSE	<i>Sajed</i>
18	MOHAMED ASIF.S.S	II MECH	<i>Asif</i>
19	MOHAMED NIBRAS	II MECH	<i>Nibras</i>
20	MOHAMED ABDULLA	II CIVIL	<i>Abdulla</i>
21	MOHAMED SULATAN.M	II IT	<i>Sulatan</i>
22	MOHAMED HISAAM	II EEE	<i>Hisaam</i>
23	MOHAMED SADIQ	II MECH	<i>Sadiq</i>

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MINUTES OF MEETING- ACADEMICS

Date: 25.09.2020	<u>Members</u>
Time: 3.00 PM	1. Dr. K. S. Srinivasan, Principal
Agenda: Academics	2. Dr. E.Dhiravidachelvi, Academic/Head
Venue: Principal Room	3. All HOD's

The following points were discussed in the meeting:

1. HOD's are asked to submit IAT 1 & IAT 2 result analysis, syllabus coverage & feedback report for academic discussion.
2. University result analysis – for even semester 2019-2020 need to be submitted
3. EPC - Plan to start from 19.10.2020 onwards.
4. It is mandatory for all faculties & Students should register any one course any of the online portal NPTEL/ COURSERA /MOOC/UDEMY.
5. The laboratory are classes advised to schedule from Monday (28/09/2020) onwards effectively – (1.30 to 3.30 pm). Before start the session concern in charges should show demo to HOD/Academic Head/ Principal.
6. HOD's are asked to monitor the absentees and ensure that the parents are intimated about their wards absence..
7. Internship of students detail needs to be monitored by the faculty in the department level and its progress
8. Planned to repeat (two weeks) the First year bridge course for late comers & genuine absentees from 01/10/20 to 15/10/2020
9. All departments insisted to do Website updation - Lesson Plan, Course material, Question bank, & Lab manual

The following members were present in the meeting

Dr. K. S. Srinivasan	<i>[Signature]</i> 26/09/20	Dr. I. Manju	<i>[Signature]</i>
Dr. E. Dhiravidachelvi	<i>[Signature]</i> 26/09/20	Mr. R. B. Saroor Raj	<i>[Signature]</i>
Mr. M. Kamarajan	<i>[Signature]</i>	Mr. S. Senthil Pandi	<i>[Signature]</i>
Mr. G. Ramesh	<i>[Signature]</i>	Mr. K. Vairaperumal	<i>[Signature]</i>
Mr. M. B. Shanmugharajan	<i>[Signature]</i> M.B. 26/09/20		

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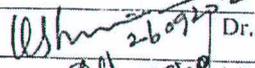
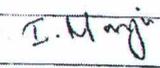
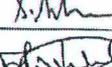
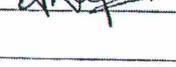
MINUTES OF MEETING- ACADEMICS

Date: 25.09.2020	<u>Members</u>
Time: 3.00 PM	1. Dr. K. S. Srinivasan, Principal
Agenda: Academics	2. Dr. E.Dhiravidachelvi, Academic/Head
Venue: Principal Room	3. All HOD's

The following points were discussed in the meeting:

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2. University result analysis – for even semester 2019-2020 need to be submitted
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4. It is mandatory for all faculties & Students should register any one course any of the online portal NPTEL/ COURSERA /MOOC/UDEMY,
5. The laboratory are classes advised to schedule from Monday (28/09/2020) onwards effectively – (1.30 to 3.30 pm). Before start the session concern in charges should show demo to HOD/Academic Head/ Principal.
6. HOD's are asked to monitor the absentees and ensure that the parents are intimated about their wards absence..
7. Internship of students detail needs to be monitored by the faculty in the department level and its progress
8. Planned to repeat (two weeks) the First year bridge course for late comers & genuine absentees from 01/10/20 to 15/10/2020
9. All departments insisted to do Website updation - Lesson Plan, Course material, Question bank, & Lab manual

The following members were present in the meeting

Dr. K. S. Srinivasan		Dr. I. Manju	
Dr. E. Dhiravidachelvi		Mr. R. B. Saroor Raj	
Mr. M. Kamarajan		Mr. S. Senthil Pandi	
Mr. G. Ramesh		Mr. K. Vairaperumal	
Mr. M. B. Shanmugharajan			



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MINUTES OF MEETING- ACADEMICS

Date: 22.10.2020	<u>Members Present</u> 1. Dr.K.S Srinivasan-Principal 2. Dr. E. Dhiravidachelvi, Head / Academics
Time: 2.45.PM	
Agenda: Academics	
Venue: Principal room	

The following points were discussed in the meeting regarding - First year Inauguration

- > First year induction day program is plan to conduct as three days program and it starts from 28.10.2020 onwards and the commencement of regular online classes will be 02.11.2020 onwards
- > The overall agenda is given below

S.NO	Date	Timings	Details
1	28.10.2020	10.00 AM to 1.00 PM	Welcome address - Principal Industry Expert / Alumni Speech
2	29.10.2020	10.00 AM to 1.00 PM	Academics - Dr. E. Dhiravidachelvi Technology center - Dr. I. Manju Placement/Internship/Industrial Interaction/Professional Association/Social Activities - Dr. R. Senthil Kumar Research / IPR- Patent / Innovation Cell/ Competition/ Publications- Dr. B. Janarthanan
3	31.10.2020	10.00 AM to 1.00 PM	Guest Speaker Address by - Mrs. V. Shobana HOD/ S & H ✓ Class advisors - Introduction First year faculty/ interaction Senior Students Interaction - SIH Team/ Comstar Team

Signature of the Faculties present in the meeting

Dr.K.S Srinivasan-Principal	<i>[Signature]</i>	Head/ Administrative	<i>[Signature]</i>
Dr. E. Dhiravidachelvi, Head / Academics	<i>[Signature]</i>	Dr.I. Manju, Head / Technology center	<i>[Signature]</i>
Mr. G.Ramesh, HOD/MECH	<i>[Signature]</i>	Mr. M.B. Shanmuharajan, HOD/Civil	<i>[Signature]</i>
Mr.M.Kamarajan, HOD/ECE	<i>[Signature]</i>	Mrs. G. Premalatha, HOD/ CSE & IT	<i>[Signature]</i>
Mr. C. Venkatesh, HOD/EEE	<i>[Signature]</i>	Mrs. V. Shobana HOD/ S & H	<i>[Signature]</i>

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MINUTES OF MEETING- ACADEMICS

Date: 13. 11.2020	<u>Members</u>
Time: 12.45PM	1. Dr. K. S. Srinivasan, Principal
Agenda: Academics	2. Dr. E. Dhiravidachelvi, Head /Academics
Venue: Principal Room	3. All HOD's

The following points were discussed in the meeting as per the schedule from Anna University regarding – Lateral Entry.

The Lateral Entry class has begun from 16.11.2020 onwards. Due to the delayed Commencement of the lateral entry classes, the academic schedule is compressed into 31 teaching days in semester III in place of 75 teaching days as per Anna University guidelines.

Since the two units of both DPDE & LPDE are same, a combined class will be allotted for MECH, CIVIL, ECE &EEE lateral entry students.

Similarly the DPSD & DE classes are also arranged with the new faculty.

All HOD's are asked to conduct MCQ type Quiz programs from 23.11.2020 to 29.11.2020 for their Odd Semester subjects. The concern class teacher has to ensure that there should be maximum number of participants.

All faculties are advised to register / complete more online courses and are also requested to enroll FDP like ATAL courses.

All HOD's are also advised to conduct Webinars / FDP s before end of December.

Furthermore, HOD's are requested to plan for an International Conference..

Note: Kindly submit EPC analysis report and Academic Target Report on / or before 24/11/2020

Dr.K.S Srinivasan-Principal	Dr. R. Senthil Kumar, Head/ Administrative
Dr. E. Dhiravidachelvi, Head / Academics	Dr.I. Manju, Head /Technology Centre
Mr. G.Ramesh, HOD/MECH	Mr. M.B. Shanmuharajan, HOD/Civil
Mr.M.Kamarajan, HOD/ECE	Mrs. G. Premalatha, HOD/ CSE & IT
Mr. C. Venkatesh , HOD/EEE	

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MINUTES OF MEETING- ACADEMICS

Date: 24.11.2020	<u>Members</u> 1. Dr. K. S. Srinivasan, Principal 2. Dr. E.Dhiravidachelvi, Academic/Head 3. All HOD's
Time: 12.45 PM	
Agenda: Academics (department wise)	
Venue: Principal Room	

The following points were discussed :

1. Departmental activities like GL / Seminar and Workshops through industrial aspects are planned to be conducted between 14.12.2020 to 31.12.2020
2. Planned to conduct International / National conference (funded) in the period of July to August 2021 in collaboration with professional societies / funding agencies.
3. Even semester subject allocation – Plan and submit the work load on or before 05.01.2021
4. Conduct and submit the report of zeroth review for all final year students on or before 31.12.2020
5. The following members were present in the meeting

Dr.K.S Srinivasan-Principal	Dr. R. Senthil Kumar, Head/ Administrative
Dr. E. Dhiravidachelvi, Head / Academics	Dr.I. Manju, Head /Technology Centre
Mr. G.Ramesh, HOD/MECH	Mr. M.B. Shanmuharajan, HOD/Civil
Mr.M.Kamarajan, HOD/ECE	Mrs. G. Premalatha, HOD/ CSE
Mr. C. Venkatesh , HOD/EEE	Mr. D. Weslin, HOD/ IT


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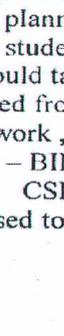
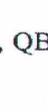
MINUTES OF MEETING- ACADEMICS

Date: 05.01.2021	<u>Members</u>
Time: 3.00 PM	1. Dr. K. S. Srinivasan, Principal
Agenda: Academics (department wise)	2. Dr. E.Dhiravidachelvi, Academic/Head
Venue: Principal Room	3. All HOD's

The following points were discussed

1. Central library Audit planned and schedule prepared
2. Decided to send the students 1 hour per week : When any faculty avail leave , the alternating faculty should take the students to library
3. Pongal holiday declared from 13.01.01.2021 to 17.01.2021.
4. For completing ERP work , the departments are advised to use the following lab facility
EEE- RPA CIVIL – BIM ECE – DSP
MECH – ALTAIR CSE & IT – CISCO
5. Departments are advised to submit lesson plan , QB for both odd & even semester on or before 18.01.2021

The following members were present in the meeting

<u>Dr.K.S Srinivasan-Principal</u> 	<u>Dr. R. Senthil Kumar, Head/ Administrative</u> 
<u>Dr. E. Dhiravidachelvi, Head / Academics</u> 	<u>Dr.I. Manju, Head /Technology Centre</u> 
<u>Mr. G.Ramesh, HOD/MECH</u> 	<u>Mr. M.B. Shanmuharajan, HOD/Civil</u> 
<u>Mr.M.Kamarajan, HOD/ECE</u> 	<u>Mrs. G. Premalatha, HOD/ CSE</u> 
<u>Mr. C. Venkatesh , HOD/EEE</u> 	<u>Mr. D. Weslin, HOD/ IT</u> 



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Siruseri IT Park, Egattur, Chennai 603 103

MOHAMED SATHAK A.J COLLEGE OF ENGINEERING

SIRUSERI - 603103

MINUTES OF MEETING- ACADEMICS

Date: 05.01.2021	<u>Members</u>
Time: 3.00 PM	1. Dr. K. S. Srinivasan, Principal
Agenda: Academics (department wise)	2. Dr. E.Dhiravidachelvi, Academic/Head
Venue: Principal Room	3. All HOD's

The following points were discussed

1. Central library Audit planned and schedule prepared
2. Decided to send the students 1 hour per week : When any faculty avail leave , the alternating faculty should take the students to library
3. Pongal holiday declared from 13.01.01.2021 to 17.01.2021.
4. For completing ERP work , the departments are advised to use the following lab facility
EEE- RPA CIVIL – BIM ECE – DSP
MECH – ALTAIR CSE & IT – CISCO
5. Departments are advised to submit lesson plan , QB for both odd & even semester on or before 18.01.2021

The following members were present in the meeting

Dr.K.S Srinivasan-Principal	Dr. R. Senthil Kumar, Head/ Administrative
Dr. E. Dhiravidachelvi, Head / Academics	Dr.I. Manju, Head /Technology Centre
Mr. G.Ramesh, HOD/MECH	Mr. M.B. Shanmuharajan, HOD/Civil
Mr.M.Kamarajan, HOD/ECE	Mrs. G. Premalatha, HOD/ CSE
Mr. C. Venkatesh , HOD/EEE	Mr. D. Weslin, HOD/ IT

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MOHAMED SATHAK A.J COLLEGE OF ENGINEERING
SIRUSERI – 603103

MINUTES OF MEETING- ACADEMICS

Date: 11.01.2021	<u>Members</u> 1. Dr. K. S. Srinivasan, Principal 2. Dr. E.Dhiravidachelvi, Academic/Head 3. All HOD's
Time: 12.45 PM	
Agenda: Academics (department wise)	
Venue: Principal Room	

All the departments please be informed that the following should be submitted on 18/01/2021 (After Pongal holidays).

1. Register students for Internships.
2. Departments are advised to motivate the students to actively participate in Toycathon, Agri hackathon , Gaming competition.
3. Departments are advised to submit project proposals for TNSCST before 21/01/2021
4. HOD's are advised to Conduct meeting with students / faculties regarding the forthcoming activities in their department and submit the report to Academics.

The following members were present in the meeting

Dr.K.S Srinivasan-Principal	Dr. R. Senthil Kumar, Head/ Administrative
Dr. E. Dhiravidachelvi, Head / Academics	Dr.I. Manju, Head /Technology Centre
Mr. G.Ramesh, HOD/MECH	Mr. M.B. Shanmuharajan, HOD/Civil
Mr.M.Kamarajan, HOD/ECE	Mrs. G. Premalatha, HOD/ CSE
Mr. C. Venkatesh , HOD/EEE	Mr. D. Weslin. HOD/ IT


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MOHAMED SATHAK A.J COLLEGE OF ENGINEERING

SIRUSERI – 603103

MINUTES OF MEETING- ACADEMICS

Date: 11.02.2021	<u>Members</u>
Time: 12.45PM	1. Dr. K. S. Srinivasan, Principal
Agenda: Academics (department wise)	2. Dr.E.Dhiravidachelvi, Academic/Head
Venue:Principal Room	3. All HOD's

1. All faculties are advised to report to the duty on all working days.
2. As per the direction of Anna University.it was decided to start the final year (off Line) class from 18.02.2021 to 13.03.2021 four hours will be the regular theory class & the remaining hours will be allowed for odd/ even semester Practical class.
3. For second & third year, online class will commence from 18/02/2021 onwards
4. The offline classes schedule planned as follows
 - i. 15/03/2021 to 02/04/2021 for III year 16days
 - ii. 5/04/2021 to 23/04/2021 for II year 15days
5. HOD's are advised to prepare timetable and make it ready the lab in working condition.
6. HOD's are insisted to do lab equipment servicing if any for their department before starting the classes.
7. Academic calendar discussed for the even 2021 semester, HOD's are advised to include GL/IV/ internship project expo/ professional society activates.

The following members were present in the meeting

<u>Dr.K.S Srinivasan-Principal</u>	<u>Dr. R. Senthil Kumar, Head/ Administrative</u>
<u>Dr. E. Dhiravidachelvi, Head / Academics</u>	<u>Dr.I. Manju, Head /Technology Centre</u>
<u>Mr. G.Ramesh, HOD/MECH</u>	<u>Mr. M.B. Shanmuharajan, HOD/Civil</u>
<u>Mr.M.Kamarajan, HOD/ECE</u>	<u>Mrs. G. Premalatha, HOD/ CSE</u>
<u>Mr. C. Venkatesh , HOD/EEE</u>	<u>Mr. D. Weslin, HOD/ IT</u>

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6.2 Minutes of Head-TC&IR

MINUTES OF MEETING - COE

Date: 13.1.2019 Agenda: Department Venue: Principal Room	<u>Members Present</u> 1. Dr.K.S Srinivasan, Principal 2. Dr.I. Manju, HoD-COE 3. Mr.J. Raja, AP/ECE 4. Mr.M. Mohideen, AP/CSE 5. Mr.R. Prabu, AP/Mech
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The following points were discussed in the meeting:

- UBA Funds has been approved and received by our college.
- UBA Banner was installed in college successfully.
- Through Student Exchange program four colleges has been contacted namely.
 - CMR College, Hyderabad.
 - Mainad College of Engineering, Hassan.
 - Sahyadri College of Engineering & Management, Mangalore.
 - SV Engineering College for Women, Tirupati.
- Reminder for all COE Incharges to submit lab manual for their respective COE's on or before 27.01.2020
- A proposal for training Arts & Science College students in JAVA, Python, Mobile app development, RPA and CCNA students on a paid basis on Friday and Saturday was approved by Principal.
- Polytechnic students are to be trained through workshop held by COE on Saturday every week in coordination with the Admission department.

S.No	Name of the Polytechnic	Date of Visit	Trained Workshop	Total No of Students
1	CPCL Polytechnic College Manali	04.01.2020	3D Printing & Digital Manufacturing	20
2	CPCL Polytechnic College Manali	04.01.2020	Embedded & IOT	10
3	Central Polytechnic College, Taramani	04.01.2020	Mobile App Development	26
4	Central Polytechnic College, Taramani	11.01.2020	Mobile App Development	25
5	Central Polytechnic College, Taramani	11.01.2020	Embedded & IOT	33
6	T.S Srinivasan Polytechnic College, Vanagaram	25.01.2020	3D Printing & Digital Manufacturing	59
7	T.S Srinivasan Polytechnic College, Vanagaram	25.01.2020	CNC Programming	59
8	T.S Srinivasan Polytechnic College, Vanagaram	25.01.2020	Embedded & IOT	28
9	Central Polytechnic College, Taramani	25.01.2020	Mobile App Development	30

Signature of the members present in the meeting

- Dr.K.S Srinivasan, Principal 
- Dr.I. Manju, HoD-COE 
- Mr J. Raja, AP/ECE 
- Mr.M. Mohideen, AP/CSE 
- Mr.R.Prabu, AP/Mech 



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Minutes of Meeting

Date of Meeting:	18.9.20	Time:	02.15p.m.
Meeting Facilitator:	Dr.K.S.Srinivasan, Principal	Location:	Principal room

Agenda of the Meeting

To discuss the

- Online orientation classes for first year.
- Participation in competitions, hackhatons, online courses
- Laboratory & COE preparedness

Members Present

S.No	Name	Designation	Signature
1.	Dr.K.S.Srinivasan	Principal	
2.	Dr.R. Senthil Kumar	Head - Administration	
3.	Dr.I.Manju	Head- Technology Centres	
4.	Dr. E. Dhiravidachelvi	Head - Academics	
5.	Mr. M. B. Shanmugarajan	HoD / Civil	
6.	Mr. R. B. Sarooraj	HoD / CSE	
7.	Mr. M. Kamarajan	HoD / ECE	
8.	Mr. C. Venkatesh	HoD / EEE	
9.	Mrs. V. Shobana	HoD / H&S	
10.	Mr. K. Vairaperumal	Asst. Prof / EEE	
11.	Mrs. Usha	Asst. Prof / H&S	

Points Discussed

1. Principal welcomed all for the meeting and started the discussion.
2. Laboratory timetable for all academic and COE labs to be prepared and submitted to the Principal's office.
3. A Demo of online conduction of experiments to be given to the academic in-charge.
4. Fifty nine first year students successfully completed a short course on "Learn to Design your own Solar Home System" and have been awarded a certificate as a part of Energy Literacy Drive of the Energy Swaraj Foundation in association with Mohamed Sathak A J College of Engineering.
5. A six days workshop on "Basics of Refrigeration" jointed organized by Godrej Boyce Company, Mumbai and MSAJCE, Chennai under Godrej Skill development was conducted and Ninety one students got certificate.
6. In addition to this students are being trained in Gaming using Scratch, Python course, Introduction to Cyber security, Fun with mathematics and English communication. They will be certified by Udemy/Coursera, CISCO and MSAJCE respectively.
7. It is planned to finish the online courses by 30.9.20 and start field work as per AICTE guidelines.

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Minutes of Meeting

Date of Meeting:	18.9.20	Time:	02.15p.m.
Meeting Facilitator:	Dr.K.S.Srinivasan, Principal	Location:	Principal room

Agenda of the Meeting

To discuss the

- Online orientation classes for first year.
- Participation in competitions, hackhatons, online courses
- Laboratory & COE preparedness

Members Present

S.No	Name	Designation	Signature
1.	Dr.K.S.Srinivasan	Principal	
2.	Dr.R. Senthil Kumar	Head - Administration	
3.	Dr.L.Manju	Head- Technology Centres	
4.	Dr. E. Dhiravidachelvi	Head - Academics	
5.	Mr. M. B. Shanmugharajan	HoD /Civil	
6.	Mr. R. B. Sarooraj	HoD / CSE	
7.	Mr. M. Kamarajan	HoD / ECE	
8.	Mr. C. Venkatesh	HoD /EEE	
9.	Mrs. V. Shobana	HoD / H&S	
10.	Mr. K. Vairaperumal	Asst. Prof / EEE	
11.	Mrs. Usha	Asst. Prof / H&S	

Points Discussed

1. Principal welcomed all for the meeting and started the discussion.
2. Laboratory timetable for all academic and COE labs to be prepared and submitted to the Principal's office.
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7. It is planned to finish the online courses by 30.9.20 and start field work as per AICTE guidelines.

(Handwritten signature in blue ink)

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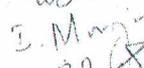
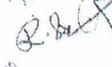
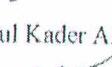
MINUTES OF MEETING - COE

Date: 10.02.2020	Members Present
Agenda: COE Improvement.	1. Dr.K.S Srinivasan, Principal
Venue: Principal Room	2. Dr.I.Manju, HoD / COE
	3. Dr.R. Senthil Kumar HoD /Mech
	4. Dr.B. Muthukumar HoD / CSE
	5. Dr.E.Dhiravidachelvi HoD / ECE
	6. Mr.S.Senthil Pandi HoD / IT
	7. Mr.Shanmuga Rajan HoD / Civil
	8. Mr.J.Raja, AP/ECE
	9. Mr.M. Mohideen Abdul Kader AP/CSE
	10. Mr.R.Prabu, AP/Mech

The following points were discussed in the meeting:

- ❖ Polytechnic students' feedback on COE training was discussed and necessary corrective actions to be taken were discussed with respective HOD's.
- ❖ Each COE comes under Department HOD control and the COE committee aids in smooth conducting of COE activities.
- ❖ Each department COE should target for generating revenue by providing training programme to external participants, similar to CSE Department COE's.
- ❖ Each and every faculty in department should be well versed in their respective department software tools.
- ❖ Respective department faculties should encourage students to work in COEs on projects after college working hours, Saturdays and Sundays.

Signature of the members present in the meeting

1. Dr.K.S Srinivasan, Principal 
2. Dr.I. Manju, HoD / COE 
3. Dr.R. Senthil Kumar HoD /Mech 
4. Dr.B. Muthukumar HoD / CSE 
5. Dr.E.Dhiravidachelvi HoD / ECE 
6. Mr.S.Senthil Pandi HoD / IT 
7. Mr.Shanmuga Rajan HoD / Civil 
8. Mr.J.Raja, AP/ECE 
9. Mr.M. Mohideen Abdul Kader AP/CSE 
10. Mr.R. Prabu, AP/Mech 


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Minutes Of Meeting - COE

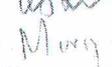
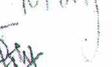
Date: 27.01.2020 Agenda: Department Venue: Principal Room	<u>Members Present</u> Dr.K.S Srinivasan, Principal Dr.I.Manju, HoD / COE Mr.J. Raja, AP/ECE Mr.M. Mohideen, AP/CSE Mr.R. Prabu, AP/Mech
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The following points were discussed in the meeting:

1. Over 75 students successfully completed National Skill Communication Challenge organized by ICT Academy.
2. AWS training is scheduled in February 2020 for Final year ECE, CSE, IT and EEE students.
3. First batch of Students belonging to ECE, EEE, CSE and IT department successfully completed RPA training course and awarded certificate in two batches on 24th January and 27th January 2020.
4. COE Incharges should complete the COE syllabus before February 29th 2020 and make sure that students are ready to take certification exam on or before March 10th 2020.
5. Science Expo for School Students, Tech Jumboree'2020 was conducted under the Institute Social responsibility for the following schools.

S.No	Name of the School	Date of Visit	Total No of Students
1	Brotherhood Matric HSS, Neelankarai.	28.08.2019	48
2	Govt Hr Sec School, Kelambakkam.	31.08.2019	72
3	Manuelmony Matric HSS, Palavakkam.	31.08.2019	45
4	Md Sathak Matric HSS, Arumbakkam.	31.08.2019	68
5	KVS Matric HSS, Kadapakkam.	07.09.2019	60
6	Sri Ramakrishna Matric HSS, T.Nagar.	24.09.2019	161
7	MCN Hr Sec School, T.Nagar.	24.09.2019	23
8	St.Helan HSS, St.Thomas Mount.	24.09.2019	45
9	Govt ADW HSS, Thaiyur.	25.09.2019	20
10	PS Matric HSS, Mylapore.	25.09.2019	24
11	PS Hr Sec School, Mylapore.	25.09.2019	18
12	Emma Foulger Matric HSS, Royapettah.	25.09.2019	02
13	JBAS HSS, Teynampet.	26.09.2019	59
14	St.Vincent Matric HSS, Choolaimedu.	19.10.2019	85
15	Good Hope Matric HSS, Arumbakkam.	19.10.2019	23
16	Kumararaja Muthiah HSS, Adyar.	15.11.2019	40
17	Kelleth HSS, Triplicane.	15.11.2019	58
18	VOC Vidayala Matric HSS, Perambur.	18.11.2019	114
19	Measi Matric HSS, Broadway.	19.11.2019	42
20	SJNS Matric Dr.I.Manju, HoD / COE HSS, Triplicane.	24.01.2020	61

Signature of the members present in the meeting

1. Dr.K.S.Srinivasan, Principal. 
2. Dr.I.Manju, HoD / COE. 
3. Mr J. Raja, AP/ECE. 
4. Mr M. Mohideen, AP/CSE. 
5. Mr R. Prabu, AP/Mech. 


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6.4 HOD Meeting – Minutes

MOHAMED SATHAK A.J COLLEGE OF ENGINEERING
SIRUSERI – 603103

MINUTES OF MEETING- DEPARTMENT

Date: 06.01.2021	Members Present
Time: 10.30 AM	1. Dr.E.Dhiravidachelvi Academic Co-ordinator
Venue: Dsp Lab	2. Dr.Kamarajan-HOD/EGE
	3. Mr.Syed Ali-AP/ECE
	4. Ms.E.Jayanthi-AP/ECE
	5. Ms I.S.Suganthi-AP/ECE
	6. Mr.S.Naveen Kumar-AP/ECE
	7. Ms.S.Sonadevi-AP/ECE

Agenda:

- 1.Library Audit
- 2.CIMS Updation
- 3.Lab Manual Submission
4. Subject allocations for Upcoming Semester
- 5.NAAC files Updation

The following points were discussed in the meeting:

1. First priority before pongal leave to be given to library audit and CMS.
- 2.The principal has strictly passed the note that all faculties should use only Foreign Author.
- 3.The library hours can be altered in the absence of class staffs if any.It is thereby requested for the students to use the library hours effectively.
- 4.the overall consolidated format for the department library should be submitted before 18/01/2021
- 5.The NBA/NAAC list to be checked
- 6.The Activity should be conducted for top learners and slow learners separately and should be maintained
- 7.CIMS update should be done before pongal.
- 8 Faculty datas to be updated
- 9.The Mcq's should be cross-checked with the Mcq issued by the anna university.
- 10.Upcoming Semester subject allocations and lesson plans should prepared.
- 11.Lab Manual to be edited as per the requirement before this weekend
- 12.The four manuals to be submitted year wise is given below:
 - 1.Final year-Embedded lab-mr naveen kumar
 - 2.Third year-mpmc-s.sonadevi,ms e.jayanthi

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MOHAMED SATHAK A.J COLLEGE OF ENGINEERING

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MINUTES OF MEETING- DEPARTMENT

Date: 06.04.2021	<u>Members Present</u>
Time: 09.00 AM	1. Dr.E.Dhiravidachelvi HOD/ECE- Academic Co-ordinator
Venue: Dsp Lab	2. Dr.Kamarajan-HOD/ECE
	3. Mr.Syed Ali-AP/ECE
	4. Ms.E.Jayanthi-AP/ECE
	5. Ms I.S.Suganthi-AP/ECE
	6. Mr.S.Naveen Kumar-AP/ECE
	7. Ms.S.Sonadevi-AP/ECE

Agenda:

- 1.Lab requirements
- 2.Mentor report updation
- 3.Shortage of attendance
- 4.ISO file updation

The following points were discussed in the meeting:

1. The quotation for lab requirements finalized by the principal..Further arrangements should be done.
- 2.The mentor list should be strictly followed by the concerned faculties. The list of mentor students will be updated and sent to the concern staff. They should follow the students regularly and submit the report to the principal every Monday.
- 3.The concern faculty is responsible :Eyantra-Mr.Syed Ali and IOT-Mr Naveen kumar
- 4.Laboratory maintenance should be periodically checked and maintained by the concern Lab-incharges if failed Memo will be issued to the department.
- 5.Final year project report are submitted and final year student-Salman requested to apply as well taken care by Mrs Suganthi
- 6.Below 75% Attendance students should be sent warning through letters,watsapps and email and maintained in the file by the concern class Advisors.All class Advisors strictly follow the above
- 7.All NAAC and ISO Files to be updated by the concern faculty in-charges periodically and maintained (which is important as well)
8. Webportal to be filed as well.

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MOHAMED SATHAK A.J COLLEGE OF ENGINEERING

SIRUSERI – 603103

MINUTES OF MEETING- DEPARTMENT

Date: 29.09.2020 Time: 4.30 PM Venue: Via Google Meet	Members Present 1. Dr.E.Dhiravidachelvi HOD/ECE- Academic Co-ordinator 2. Dr.Kamarajan-HOD/ECE 3. Mr.Syed Ali-AP/ECE 4. Ms.E.Jayanthi-AP/ECE 5. Ms I.S.Suganthi-AP/ECE 6. Mr.J.Raja-AP/ECE 7. Mr.S.Naveen Kumar-AP/ECE 8. Ms.Sabitha Banu-AP/ECE 9. Ms.S.Sonadevi-AP/ECE
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Agenda:

Syllabus Completion
COE
Project Review
IAT analysis
CCM Conduction

The following points were discussed in the meeting:

1. The E-yantra team was congratulated for their effective work done on completion of the task and for receiving the second place in Overall Tamil Nadu Engineering college.
2. The laboratory work to be started as early as possible by conducting an demo before principal sir- which is to be followed strictly. The activity plan to be discussed and finalized tomorrow.
3. The Online certification course- students should compulsory register at least one course one per head. The faculties monitor and guide the students on this behalf.
4. The faculties are also requested to follow the same –Register one online certification course per semester which to be strictly followed-If not have chances to effect the promotion based possibilities etc.
5. If any faculty need any extra hours for completion of Syllabus can be planned from 4.00 PM- 5.00 PM if required.
6. Many programmes are been conducted for students- i.e EANB Competition, Intershala etc- Students are to be encouraged to register these programmes as early as possible-which will be an additional credit to their future career. The faculties to motivate the students to participate for the same.
7. The Final year project report-should be completed and sent by tomorrow.

PRINCIPAL
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