



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
Siruseri IT Park, Egattur, Chennai – 603103

STATUTORY BODIES & FUNCTIONAL COMMITTEES

W.E.F DECEMBER 2021

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



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1.0 , Governing Council

S No	Name	Designation	Category	Contact Details
1	Alhaj S.M.Yousuf Sahib	Chairman, Mohamed Sathak Trust, Chennai.	Chairman	9940249379, sathaktrust@vsnl.com
2	Janaba S.M.H.Sharmila	Secretary, Mohamed Sathak Trust, Chennai.	Member	9940073547, sathaktrust@vsnl.com
3	Janab P.R.L.Hamid	Executive Director, Mohamed Sathak Trust, Chennai.	Member	9840548666, sathaktrust@vsnl.com
4	Janab Mohamed Sathak	Campus Director, Mohamed Sathak Trust, Chennai.	Member	9952013396, mohamedsathak@hotmail.co
5	Dr.T.V.Gopal	Prof / CSE, Anna University, Chennai.	University Nominee	9840121302,044-22358793, gopal@annauniv.edu
6	Dr.S.Murugavel	Asst.Professor, TPGIT, Vellore	DOTe Nominee	9790084145 smurugavel27@gmail.com
7	Dr.Anbu Thambi. B	President, ICT Academy, Chennai.	Member	9500046710 anbu@ictacademy.in
8	Mr.Arul Rajkumar	Vice President IT Operations, Ford Motors Pvt.Ltd. Chennai	Member	8939895254 arajkuma@yahoo.com
9	Dr.R.Subramani	Director & Location Leader, IBM Chennai	Member	9791032904 profsrksarma@gmail.com
10	Dr.Kulanthaivelu	Prof / Head-ECE, NITTTR, Chennai.	Member	9444189486, gkveldr@gmail.com
11	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai.	Member Secretary	9150575066, principal@msajce-edu.in
12	Dr.E.Dhiravidachelvi	Head – Academics MSAJCE, Chennai.	Senior Faculty Member	9442046457, ac@msajce-edu.in
13	Dr.S.Vijayakumar	Prof / English, & AO MSAJCE, Chennai.	Senior Faculty Member	9952054977, ao@msajce-edu.in
14	Dr.I.Manju	Head IR & TC MSAJCE, Chennai	Senior Faculty Member	9940055026 headir@msajce-edu.in
15	Dr.R.Senthil Kumar	Head-Student Affairs, MSAJCE, Chennai.	Senior Faculty Member	9865780428, rsk1970@msajce-edu.in
16	Dr.B.Janarthanan,	Head-Research, MSAJCE, Chennai.	Senior Faculty Member	9884250624; mech.janarthanan@msajce- edu.in

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**The Governing Council besides being the supreme administrative authority of the college,
shall have the following functions:**

- To monitor the academic and other related activities of the college
- To consider the recommendations of the Staff Selection Committee
- To consider the important communications, policy decisions received from the University, Govt, AICTE etc.
- To monitor the students and faculty development programmes
- To consider the recommendations of the Planning & Monitoring Board of the college for implementation
- To pass the annual budget of the college.


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2.0 Planning & Monitoring Board:

S. No	Name	Designation	Category	Contact Details
1	Mr.Mohamed Sathak,	Director, Mohamed Sathak Trust, Chennai	Chair Person	9952013396, mohamedsathak@hotmail.com
2	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai.	Member Secretary	9150575066, principal@msajce-edu.in
3	Dr. Badri Nathan,	Dean-Educational Development Sri Venkateswara College of Engg-Chennai	Advisor	9840807665, badri@svce.ac.in
4	Mr.P.Saravanan	Senior Manager L&T Chennai	Advisor	9841468468 saravananperumalit@gmail.com
5	Mr.Rajesh Ramanujam	General Mnager, Ford – Credit IT Chennai	Advisor	9677091107
6	Mr.Abdul Jaleel	Supply Chain Manager, Star Bucks	Advisor	9789081999
7	Dr.R.Senthil Kumar	Head-Student Affairs, MSAJCE, Chennai.	Member	9865780428, rsk1970@msajce-edu.in
8	Dr.M.Premalatha,	Head-IQAC, MSAJCE, Chennai.	Member	9952042616, iqac@msajce-edu.in
9	Dr.I.Manju,	Head- Technology Centre, MSAJCE, Chennai.	Member	9940055026; headir@msajce-edu.in
10	Dr.E.Dhiravidachelvi,	Head-Academics, MSAJCE, Chennai.	Member	9442046457; ac@msajce-edu.in
11	Dr.B.Janarthanan,	Head-Research, MSAJCE, Chennai.	Member	9884250624; mech.janarthanan@msajce- edu.in
12	Dr.S.Prasath,	Head-Placement, MSAJCE, Chennai.	Member	8248083360; mech.prasath@msajce-edu.in
13	Ms.Saipriya	Head-Alumni, MSAJCE, Chennai	Member	9790852066, sh.saipriya@msajce-edu.in
14	Dr.K.P.Santhoshnathan	Head-Sports & Hostel, MSAJCE, Chennai.	Member	9840886992, ped.santhosh@msajce-edu.in
15	Dr.S.Vijayakumar	Administrative Officer MSAJCE, Chennai.	Member	9952054977, ao@msajce-edu.in
16	Mr.M.B.Shanmugarajan	Head-Maintenance, MSAJCE, Chennai;	Member	8148270338,



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Roles and Responsibility

- To review the academic and other related activities of the college
- To review the students and faculty development programmes
- To visualize and formulate perspective plans for the development and growth of the college
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the college
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding
- To promote research and extension activities in the college campus
- To promote teaching innovations and student placement programmes
- To plan for sustaining the quality of education, quality improvement and accreditation of the college
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence


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3.0 Academic Advisory Committee:

S. No	Name	Designation	Category	Contact Details
1	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai	Chairman	9150575066
2	Dr..S.Malathi	Prof / ECE, Anna University, Chennai	Advisor	9444003497
3	Dr.N.Parthiban	Professor / CSE , SRMIST, Chennai	Advisor	9941920458
4	Dr N.Kulasekaran	N MTL- CFD, Valeo India Pvt Ltd, Chennai	Advisor	9444208826
5	Mr.Ashiq Mohamed	Head – IT, Hyundai Motors, Chennai	Advisor	9840581893
6	Mr.Mohamed Thahir	Development Lead, Zoho Corporation	Advisor	9442935900
7	Mr.P.Parthasarathy	Senior Manager Godrej & Boyce Mft. Co. Ltd	Advisor	9500014210
8	Dr.S.Thenmozhi	Prof / Civil, St.Joseph College of Engg, Chennai	Advisor	9444316915
9	Dr.E.Dhiravida Selvi	Head – Academics	Member	9442046457
10	Dr.R.Senthil Kumar	Head – Students Affairs	Member	8610337011
11	Dr.I.Manju	Head – TC & Ind.Relations	Member	9940055026
12	Dr.B.Janarthanan	Head – Research	Member	9884250624
13	All Hod`s		Member	
Frequency of Meeting			Every Semester	

Roles and Responsibility

- To review the academic and other related activities.
- To review the students and faculty development activities
- To visualize & formulate perspective plans for the development and growth of the department
- To plan for resource mobilization through industry interaction, consultancy & extra-mural funding for every department
- To suggest & promote research and extension activities in the department
- To suggest & promote teaching innovations and student placement activities
- To plan for sustaining the quality of education, quality improvement and accreditation of the department

Handwritten signature in blue ink.

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- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To suggest suitable mentor mechanism to improve academic results.


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4.0 Grievance Redressal / Disciplinary / Vikasha / POSH Cell / Sexual Harassment Complaint Cell

S. No	Name	Designation	Category	Contact Details
1	Ms.S.Usha,	AP / English, MSAJCE, Chennai.	Convener	9789275232
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.Hussain Basha -NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
8	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
9	Dr.Ramesh.S	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256
10	Parent Representative		Member	
11	Parent Representative		Member	
12	Students Representatives		Member	

The function of the cell is to look into the complaints lodged by any student and staff, and judge its merit. The Grievance cell is also empowered to address genuine problems and complaints of students and staffs whatever be the nature of the problem. Anyone with a genuine grievance may approach the department members in person, or in consultation with the Students Councilor. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/suggestion box of the Grievance Cell at reception table.

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A Grievance Cell should be constituted for the Redressal of the problems reported by the staffs and Students of the College with the following objectives:

- Maintain the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-Staff relationship etc.
- Encouraging the Students to express their grievances / problems freely and open minded, without any fear of being victimized.

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- Suggestion / complaint Box is installed in the reception table in which the Students / staffs , who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising all staffs and students to be affectionate with each other and not behave in a vindictive manner towards any of them for any reason.

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MECHANISM FOR REDRESSAL OF GRIEVANCES OF STUDENTS and STAFF

The cell will deal with Grievances received in writing from the students about any of the following matters from the aggrieved students / staffs.

- a. Academic Matters: Related to class room teaching, class room management, completion of syllabus, teaching methods, attendance etc
- b. Administrative Matters related to timely issue of duplicate Mark-sheets, Bonafide, Transfer Certificates, Conduct Certificates or other examination related matters.
- c. Financial matters: Related to dues and payments for various items from library, hostels etc.
- d. Harassment by colleague students or the teachers etc: Sexual harassment - any kind of physical or mental harassment
- e. Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

The cases will be attended promptly on receipt of written grievances from the students.

- The cell formally will review all cases and will act accordingly as per the Management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Grievance Redressal Cell convenes meetings periodically and takes steps to redress the grievance. The process flow as follows.

Students and staff complaints → Department grievance committee → Institute level grievance → Central grievance committee

There will be Grievance Redressal Committees at the Department / Institute / Central level to deal with the grievances of the students and staff.

I. Department level Grievance Redressal Committee will be as under:

- i. Head of the Department – Chairman
- ii. Faculty Advisor and Senior faculty of the department



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This committee will deal with the Grievance related to Academic and Administrative matters of the Department.

2. Institute level Grievance Redressal Committee will be as under:

- i. Convener Grievances Redressal Committee - Chairman
- ii. Up to 5 (five) members to be appointed by the Head of Institute as members from grievances redressal committee

This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

3. Central Grievance Redressal Committee will be as under:

- i. Principal - Chairman
- ii. Convener Grievances Redressal Committee
- iii. NGO and Parent members nominated by the Principal
- iv. Senior professor

This committee will deal with all the Grievances directly which is related to the common problems at institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by student against the decision of the Institute level committee.

Procedure for Redressal of Grievances

1. An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the HoD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time. If the student is not satisfied with the verdict or solution of the HoD, then the same should be placed before the Department level committee.
2. If the student is not satisfied with the decision of Department committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.
3. The convener of Institute grievance committee, after verifying the facts and the papers concerned and having discussion within the Chairman of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time.
4. If the student is not satisfied with the Redressal offered by the Institute level committee and feels that his/her Grievance is not redressed, he/she can submit an appeal to the


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central grievance committee within a week from the date of receipt of decision with the relevant details.

- While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.
- While passing an order on any Grievance at any level the relevant provisions of act / Regulations should be kept in mind and no such order should be passed in contradiction of the same.
- The student will submit the application of Grievance or appeal to the Institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institute concerned.

RESPONSIBILITY FOR REDRESSAL

1. The final responsibility for grievance Redressal rests with the Principal of the college.
2. The college expects that grievance Redressal be time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
3. The grievance Redressal cell of the college shall monitor status and progress of grievance Redressal and shall furnish report on grievance Redressal position to the Principal.

Powers: -

- In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students.
- In case the members fail to find out any solution then the matter is referred to the Principal for final commitment on the matter.
- Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration with the Principal. The nature of punishment, information to the police (if situation arises for so) and expelling from the college are as per the rule of the institute.

Exclusions:

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the Governing body, Academic council, Board of studies and other administrative or academic committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals etc: • Decisions made by the University with regard to disciplinary matters and misconduct
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

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Composition:

The cell is having the provision of being reconstituted every year if situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care has to be taken to select staff members from each stream.

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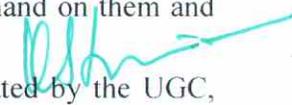
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5.0. Anti Ragging Cell :

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	Students Representative		Member	

Ragging in any form is totally prohibited in and outside the campus of Mohamed Sathak AJ College of Engineering. It is the objective of every member of MSAJCE community consisting of the Management, Faculty and Staff members and as well as all students and their parents/guardians to make the College a 'Ragging free' Institution and ensure a conducive environment for freshers to adapt to the changes that the college life may demand on them and grow up along with their seniors.

The College is committed to follow all Regulations and Guidelines promulgated by the UGC, AICTE and Honorable Supreme Court and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009.(F.1-16/2007(CPP-II) dated 17th June, 2009) and take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force..


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What constitutes Ragging?

As defined by the UGC, Ragging constitutes one or more of any of the following acts:-

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
2. Indulging any indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishments that may be awarded for Ragging.

Every incident of ragging will be investigated by the Anti ragging Squads who will go into the details and submit all relevant information to the Principal along with their findings and recommendations.

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal will determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging

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Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more specified clauses of the UGC Regulations, for further action.

Further, the Anti-Ragging Committee of MSAJCE will, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad/s, award, to those found guilty, one or more of the following punishments, namely:-

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/ fellowship and other benefits
3. Debarring from appearing in any test/ examination or other evaluation process.
4. Withholding results
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension/ expulsion from the hostel.
7. Cancellation of admission.
8. Rustication from the institution for period ranging from one to four semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Where the persons committing or abetting the act of ragging are not identified, the college will resort to collective punishment.

(As per UGC Regulations, an appeal against the order of punishment by the Anti-Ragging Committee of MSAJCE lies with the Vice-Chancellor of Anna University, Chennai)

Affidavits to be signed by Student and Parents:

I, _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, 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 aware of the penal and administrative action that is liable to be taken against me in case I

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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 _____ day of _____ month of _____ 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 _____ (place) on this the _____ (day) of _____ (month), _____ (year) .

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

OATH COMMISSIONER

PRINCIPAL

MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
36, Rajiv Gandhi Road (OMR), Siruseri,
Chennai-603103.

AFFIDAVIT BY STUDENTS

I, Mr./Mrs./Ms. _____ (full name of



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
Siruseri IT Park, Egattur, Chennai – 603103

parent/guardian) father / mother / guardian of , _____
(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 _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone / Mobile No.:

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



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
Siruseri IT Park, Egattur, Chennai – 603103

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 _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

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

OATH
COMMISSIONER/PRINCIPAL


PRINCIPAL


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



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
Siruseri IT Park, Egattur, Chennai – 603103

6.0 III Advisory Committee

S. No	Name	Designation	Category	Contact Details
1	Mr.Mohamed Sathak	CEO, Open Wave Computing Ltd, Chennai	President	
2	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai	Chairman	9444300499
3	Mr.K.Ilaya Peerumal	Head - Placement	Member Secretary	-
4	Dr.B.Janarthanan	Head – Research & IIC	Member	9884250624
5	Dr.I.Manju	Head – TC & Industrial Relations	Member	9940055026
6	Dr.S.Prasath	Head – Placement	Member	8248083360;
7	Dr.G.Premalatha	Head – IQAC	Member	9952042616
8	Mr.Giri	CEO, ATLON	Advisor	9840335369
9	Dr.G.Vinoth	CEO, Pongu Ventures	Advisor	-
10	Mr.Selvame Pazhany	GM, CEAT Ltd, Tamilnadu	Advisor	-
11	Dr.Eliss Yogesh	Senior Project Engineer,	Member	9894040200
12	Mr.S.Senthil Pandi	Head – Professional Association	Member	9578920860
13	Mr.C.Ashwin	Alumni - MSAJCE & Director, Pixtronic Global Technologies, USA	Advisor	9840093083
14	Mr.Abdul Majeed Shiblee	Alumni – MSAJCE & USITE Safety & Security System, Chennai	Advisor	9884443135
15	Mr.Mohamed Rizwan	Alumni – MSAJCE & Excellence Prices Company Pvt Ltd, UAE	Advisor	+966553848672

Roles and Responsibilities:

- To review and suggest the methods to improve the Placement activities, training requirement to meet the industrial requirement (Soft skill, Technical & VAC)
- To review and approve the curriculum, syllabus and course content of the various training and skill development activities.
- To review the industrial tips, Mou's and consultancy works and suggestion for improvement
- To review suggest the methods and organize the programs to improve the Higher education
- To suggest, support and motivate to organize various activities like Hackathon, training to become a Start up / Entrepreneur, Internship, Industrial visits, Expert interaction etc.

PRINCIPAL

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC- 101 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **College Administration Committee** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Dr.G.Ramesh	Head - Student Affairs	Convener
2	Dr.K.P.Santhoshnathan	Manager-Student affairs	Member
3	Mr.Abdul Gafoor	Manager-Staff affairs	Member
4	All HOD's		Member

Responsibilities :

1. Plan the academic calendar and implement the same.
2. Plan & conduct internal audit once in every 15 working days.
3. Plan & conduct class committee meeting as per norms and submit the consolidated report department wise to the Principal for necessary action.
4. Assist the Principal to collect the students feedback.
5. Follow up of students absenteeism & communicate to the parents.
6. Interacting with the faculty mentors every fortnight to monitor the counseling process and action taken report.
7. Organize the motivation activity for toppers and slow learners. (Minimum one event per month) in coordination with Head - Academic & Head - IQAC.
8. Plan, Execute & monitor various co-curricular & extracurricular activities. (Sports, Cultural, IV etc).
9. Organize the hostel students meeting - monthly once and submit the report to the Principal for the necessary action and follow it to complete the compliance.
10. Organize the hostel surprise visit, class room surprise visit and submit the report to Principal for further action.
11. Plan and organize various advisory & functional committees meeting & implement the MOM) in coordination with Head - IQAC.
12. Conduct the stock verification process find the short falls and rectify it.

Periodicity of Meeting : Every Friday 03.00.p.m - Weekly


PRINCIPAL



PRINCIPAL
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34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 102 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Academic Committee** is as follows. All are advised to adhere the following responsibilities till further orders.

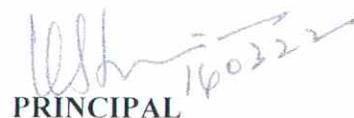
S.No	Name	Dept	Designation
1	Dr.A.Balakrishnan	Chemistry	Convener
2	All HOD's		Member
3	Dr.I.Manju	Head TC & IR	Member
4	Dr.G.Premalatha	Head- IQAC	Member
5	Dr.B.Janarthanan	Head- Research	Member
6	Dr.Rajakumar	Head – S& H	Member
7	Mr.Ilayaperumal	Head- Placement	Member

Responsibilities :

1. Plan the academic calendar in consultation with all Heads.
2. Organize subject allocation & time table meeting.
3. Collect the question bank, lesson plan, and notes for all 5 units, lab manual 15 and ICT / Online materials 15 days prior to semester starting.
4. Class notes and Records make available on day 1 to all the students & ensure it.
5. Plan and conduct the internal assessment test in collaboration with Exam cell.
6. Plan and organize department meeting with Principal as per the schedule.
7. Monitor the syllabus completion and Exam Preparation Classes.
8. Motivate the potential students to participate in various competitions.
9. Identify the slow learners and toppers class wise. Plan & Conduct the motivational program for slow learners & toppers in coordination.
10. Motivate the faculty and students to enroll and get certification in at least one NPTEL / MOOC / SWAYAM course per semester.
11. Identify the curriculum gaps if any in the semester plan the supporting activity to fulfill it in consultation with HOD's and Principal.
12. Plan and conduct the Academic Advisory Committee meeting once in a semester.

Periodicity of Meeting : Every Wednesday 03.00.p.m - Weekly




PRINCIPAL

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Chennai-603 103.

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 103 /2021-22.

Date:14.03.22

CIRCULAR

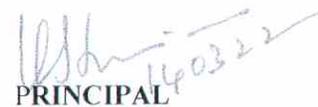
The responsibility of the **Technology Center & Industrial Relations (TC & IR) Committee** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Dr.I.Manju-Prof	Head TC & IR	Convener
2	All HOD's		Member
3	Mr.Ilayaperumal	Head- Placement	Member
4	Mr.G.Praveen Kumar	CSE	Member
5	Mr.S.Senthil Pandi	IT	Member
6	Mr.C.Venkatesh	EEE	Member
7	Mr.M.Ashok Kumar	ECE	Member
8	Mr.S.R.Mohan	MECH	Member
9	Mr.C.Navaneetha Krishnan	CIVIL	Member

Responsibilities :

1. Establish and maintain the centers with latest cutting technology, developing the curriculum and course material for various Value Added courses.
2. Plan the training schedule / calendar for all the courses and students.
3. Identifying the Certification body / Industry for collaboration and Certifying the Courses.
4. Monitoring the Content delivery of the courses and Organize the certifying exam.
5. Branding of COE's through social media, posters and brochures.
6. Identifying the suitable persons as Coordinators, train them and motivate them to get certification to train the students.
7. Planning and conducting of Seminars / Workshops / FDPs / Competition to other college students & faculty. (Minimum one per COE per semester)
8. Coordinate & Conduct awareness Camps / Programs for school students as admission promotions and organize inter college competition whenever possible.
9. Arrange the Industrial training for all the faculty members (Minimum 5days / semester).
10. Co-ordinator for Unnat Bharat Abiyan(UBA) , SPO for Industrial Consultancy Projects and Student Exchange Program

Periodicity of Meeting / Reviews : Every 2nd & 4th Monday 12.00.p.m – Fort Night



PRINCIPAL

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

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 104 / 2021-22.

Date: 14.03.22

CIRCULAR

The responsibility of the **Research Committee** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Dr.B.Janarthanan	MECH	Convener
2	Dr.P.Subramanian	CSE	Member
3	Dr.M.Sivakumar	Head- ECE	Member
4	Dr.R.Someswaran	Head- Civil	Member
5	Dr.B.Devi bala	Chemistry	Member
6	All Ph.D qualified Faculty		Member

Responsibilities :

Academic Research :

1. All the faculties need to be motivated to pursue Ph.D.
2. Motivate all the faculty to publish at least 1 paper / Sem (Mini. 3 per year) in the reputed Journal.
3. Involve all the students to publish at least 1 paper before completing their course period..
4. Organizing the Seminar / Workshop to create awareness about IPR Patent Filing, Copyrights & Trade Marking.
5. File Patent, Copyright for students & faculty research work and innovative ideas.
6. Organize Ideathon Competition at College level & Inter college level.
7. Develop the department as Nodal Research Centers.
8. Organize the National / International Conference Periodically.
9. Plan & Organize technology forum in every department once in a month.
10. SPO for IIC MOE Govt of India and Sathak Innovation Incubation Foundation.

Industrial Research :

1. Identifying the suitable industry in coordination with Head – TC & IR, Head - Placement to get research project / consultancy work.
2. At least 1 project / department/ Semester need to identify.
3. Monitoring and review the projects for timely completion and submit the report.
4. Maintaining the necessary documents as a proof of work.

Funded Research :

1. Getting DSIR-SIRO certification.
2. Creating the awareness among the faculty about various funding schemes.
3. Submit the proposal to organize the Workshop / Seminar / FDP and conferences in coordination with Convener – COE.

Periodicity of Meeting : Every 2nd Saturday 2.00.PM – Monthly


PRINCIPAL


PRINCIPAL

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34, Rajiv Gandhi Road (OMR), Siruseri, IT Park

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 105 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **IQAC** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Dr.G.Premalatha	CSE	Convener
2	Mr.Rajakumar	CSE	Member
3	Ms.MaryPraveena	MECH	Member
4	Mr.M.Kamarajan	ECE	Member
5	Mr.C.Venkatesh	EEE	Member
6	Mr.B.Shanmugarajan	CIVIL	Member
7	Mr.VinothKumar	MECH	Member

Responsibilities :

1. Creating the awareness about IQAC & Accreditation process to all stake holders.
2. Plan for NBA & NAAC for all departments.
3. Participate in ARIIA & NIRF Ranking.
4. AISHE data submission and Update the Mandatory Disclosures..
5. Participate in AICTE - CII Ranking.
6. Organize IQAC & ISO audit as per norms.
7. Collect & maintain the database of all the documents.
8. Create awareness program about OBE to all the stake holders.
9. Develop the process and standard formats for all the activity.
10. Plan and Organize various Statuary Committee meeting periodically.

Periodicity of Meeting : Every 2nd & 4th Wednesday 02.00.p.m – Fort Night



PRINCIPAL

PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
3/3 Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 106 / 2021-22.

Date:14.03.22

CIRCULAR

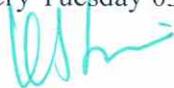
The responsibility of the **Placement & Training Committee** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Mr.Ilayaperumal	MECH	Convener
2	All HOD's		Member
3	Mr.Rajasekar	IT	Member
4	Mrs.R.Sugunadevi	EEE	Member
5	Mrs.Mandakini	IT	Member
6	Mr.Mohamed Riyas	CIVIL	Member
7	Mr.Gopisivaraman	ECE	Member
8	Mr.Gopinath	ECE	Member
9	Dr.I.Manju TC & IR	Head - TC& IR	Member
10	Mr.S.Senthil Pandi	Head - Prof. Asso	Member
11	Mr.R.B.Rakesh	Civil	Member
12	Mr.G.Praveen Kumar	CSE	Member
13	Mr.Ramamoorthy	Maths	Member
14	Mrs.Nisha.S	English	Member

Responsibilities :

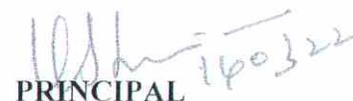
1. Establish the cordial relationship with various industries (all sectors)
2. Create awareness to all the students about the various national level eligibility test, competition & hackathons focusing on Placement.
3. Organize the placement activity (Job Fairs, On & Off Campus placements) & HR conclave minimum one per year.
4. Plan and Execute the necessary training required for placement and participate in various industrial competition and hackathons.
5. Identify the potential candidate and place them in reputed company / IT industries.
6. Maintain the complete students database. (1st year to 4th year)
7. Organize the Internship for all the students. Collect & maintain the reports and certificates of Internship activity and offer letters.
8. Organize minimum 2 Industrial Visit per semester per class and collect the report.
9. Extent the support to identify the industry oriented projects and execute through faculty and students.
10. Collect the feedback about students from the employer, the exit feedback from the passed out students, training feedback & feedback from all the stalk holders and share with HOD's to improve the teaching, learning & training process.

Periodicity of Meeting : Every Tuesday 03.00.p.m - Weekly



PRINCIPAL

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



PRINCIPAL

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 107 / 2021-22.

Date: 14.03.22

CIRCULAR

The responsibility of the **Higher Studies & Entrepreneur Development Committee** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Dr.Eliss Yogesh	CIVIL	Convener
2	Dr.Devibala	CHEMISTRY	Member
3	Mr.M.Ashok Kumar	ECE	Member
4	Mr.VinothKumar	MECH	Member
5	All Hods		Member

Responsibilities :

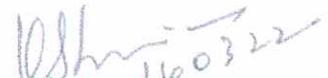
Higher Studies :

1. Identify the potential students in pursuing higher studies and organize awareness program on higher studies in India & overseas..
2. Create awareness about GATE, GRE, TOEFL, IELTS, GMAT and other competitive exams.
3. Maintain the reports of all the students those who are pursuing higher studies.
4. Maintain the database of reputed institutes to support the students to pursue the higher studies.

Incubation / Entrepreneur Development :

1. Identify the potential students & motivate them to become an Entrepreneur / Innovator.
2. Organize motivational program to bring out the inherent talents of students to become a Start-up / Entrepreneur.
3. Motivate them to participate in various activities related to Innovation / Ideathon / Incubation / Start-up Competition organized by reputed institutes.
4. Organize the mentor to materialize the idea and necessary supporting activity for the needy start ups / Incubator.

Periodicity of Meeting : 2nd & 4th Friday 03.00.p.m - Weekly



PRINCIPAL

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MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
34, Rajiv Gandhi Road (OMR) Siruseri - 603103

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 108 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Exam Cell** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Dr.S.Vadivelan	PHYSICS	Convener
2	Mr.Rajesh	MECH	Member
3	Mrs.Sona Devi-	ECE	Member
4	Mrs.A.Asrin	CSE	Member
5	Mrs.Brindha	EEE	Member
6	Mr.Mohamed Riyas	CIVIL	Member
7	Ms.Uma Maheshwari	IT	Member

Responsibilities :

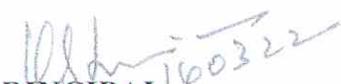
1. Liaison between university and college and sort out the issues if any for the students and faculty.
2. Conduct the university theory& practical exam as per the schedule.
3. Conduct the internal assessment test in collaboration with Head - Academic.
4. Collect and Maintain the result analysis in the prescribed format both university & internal exams.
5. Upload the attendance & Internal assessment marks.
6. Collect and distribution of mark sheets and other certificates to the students, which is received from the university.
7. Enroll the students Elective Subject and University exam Process.
8. Collect the feedback of question papers during university exam & forward to the principal and Controller of Exam - Anna University if necessary.
9. Plan and support to organize the graduation day.

Periodicity of Meeting : Every Thursday 03.00.p.m - Weekly



PRINCIPAL

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


PRINCIPAL 14/03/22

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 109 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Professional Society Committee** is as follows. All are advised to adhere the following till further orders.

S.No	Name	Dept	Designation
1	Mr.S.Senthil Pandi	IT	Convener
2	Dr.Sivagami Sundari	MATHS	Member
3	Mrs.S.Anusuya	ECE	Member
4	Mr.R.Emilreyan	CIVIL	Member
5	Mr.Muthukumar	IT	Member
6	Mrs.S.Krithika	CSE	Member
7	Mr.TharaniKumar	MECH	Member
6	Ms.S.Nisha	ENGLISH	Member
9	Mrs.S.Hemavathi	CIVIL	Member
10	Mrs.S.Usha	ENGLISH	Member
11	Mrs.V.Shobana	PHYSICS	Member

Responsibilities :

1. Establish / renew one professional society per department such as IEEE, IETE, ISTE, CSI, ICTACT, ICI, SAE/SME, IET.
2. Prepare annual plan of activity in consultation with HOD's and make the student & faculty a member in at least any one of the society.
3. Plan and Organize various activities for faculty – FDP, Training in Cutting Edge Technology etc.
4. Through these societies organize minimum 2 or 3 GL / Seminar, One Workshop in latest cutting edge technology, inter department competition like quiz, project expo, Codethon, Ideathon etc
5. Plan and organize Technical symposium, National and International conference with support from various professional society..
6. Establish various clubs such as Energy Club, Photography Club, and Robotic Club etc. and organizing various technical & non-technical events for the members.
7. Organizing social activities such as Medical , Dental / Eye , & Blood donation Camp, Campus cleaning, Tree plantation, Anti-ragging, Road safety, Clean & Green environment, Swatch Bharath etc.
8. Plan the cultural activity every fortnight (music, debate, Tamil pattimandram, dance, fine arts etc.).
9. Organize inter department/ college cultural competition – Cultural Day.
10. Organize skill development activity for the unemployed youths for in and around the village, school drop outs under UBA / NSS / YRC.

Periodicity of Meeting 2nd and 4th Tuesday 02.00.p.m – Fort Night


PRINCIPAL

MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
34, Rajiv Gandhi Road (OMR), Siruseri, IT Park


PRINCIPAL 14/03/22

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 110 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Alumni Cell** is as follows. All are advised to adhere the following responsibilities till further orders.

S.No	Name	Dept	Designation
1	Ms.S.Saipriya	English	Convener
2	Dr.S.Prasath	Head -MECH	Member
3	Mr.A.Mohammed Irfan-	MECH	Member
4	Mrs.Priyadarshini	ECE	Member
5	All Hods		Member

Responsibilities :

1. Enroll the maximum number of students passed out from the college as member of Alumni and keep update the Alumni database regularly.
2. Plan atleast two meeting with Alumni in an academic year. Plan the meeting with various activities.
3. Invite atleast one of our Alumni as Guest of Honor (Mandatory) in various events conducted in the college (both Department level & College level).
4. Invite at least one of our Alumni to visit the dept every fortnight, during their visit make them to interact with students.
5. Honor the Alumni based on their achievements during Annual day / Engineers day & other special occasions.
6. Send SMS / What's app messages / wishes during their Birthday / Marriage Anniversary / other important festivals.
7. Involve the alumni in various activities like GL / Seminar / Workshop / Mini or Major Projects / IV/ Internship / Soft skill training etc.
8. Release the Alumni news letter during Alumni meetings.

Periodicity of Meeting : Every 4th Thursday 02.00.p.m – Monthly



PRINCIPAL

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



PRINCIPAL

MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 111 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Admission Committee** is as follows. All are advised to adhere the following till further orders.

S.No	Name	Dept	Designation
1	Mr.A.Abdul Gafoorr	ADMIN	Convener
2	Mr.S.Syed Abuthahir	MECH	Member
3	Ms.I.S.Suganthi-AP	ECE	Member
4	Mr.K.P.Santhosh Nathan	PED	Member
5	Mr.V.Vigneshwaran	MECH	Member
6	Mrs.Krithika	CSE	Member
7	Mr.P.Gopisivaraman	ECE	Member

Responsibilities :

1. Plan and Execute the strategy plan to get maximum / target Admission.
2. Maintain the database of schools and polytechnics and Liaison with them..
3. Visit various schools / polytechnic and organize programs for their need.
4. Organize campus visit for School / Polytechnic students.
5. Organize workshops for school students to improve the admission (During March – June).
6. Identify the speakers & map various schools.
7. Honor the teachers of schools / polytechnics during Teacher's day, Engineers day and Women's day.
8. Organize AI-go-Rhythm & Tech Jumbore – State level competitions for School / polytechnic students regularly.

Periodicity of Meeting : Every Monday 03.00 PM – Weekly



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MOHAMED SATHAK AJ COLLEGE OF ENGINEERING, CHENNAI - 603103

Ref.No: MSAJCE / CC - 112 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Website & Social Media Committee** is as follows. All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1	Mr.Rajakumar	CSE	Convener
2	Mr.Rajasekar	CSE	Member
3	Mr.M.Ashokkumar	ECE	Member
4	Mr.R.B.Rakesh	CIVIL	Member
5	Mr.Tharanikumar	MECH	Member
6	Ms.S.Nisha	ENGLISH	Member

Responsibilities :

1. Update the website regularly (at least weekly once).
2. Update the activities in Social Media (Facebook, Whatsapp, Instagram, google reviews & Blogs on daily basis)
3. Poster and banner Design about / for various activities to promote and, Advertise the college.
4. Plan the Video coverage and Photo session maintain the same in the server..
5. Prepare and maintain college brochure (Admission & Placement) with latest information.
6. Daily events / achievements display in Reception TV / Bus
7. Monitor the Security Cameras and update the information to the Principal.
8. Maintain the Campus as Wifi enabled.
9. Print and Distribute the Id cards for faculty and students on time.

Periodicity of Meeting : 2nd Wednesday 02.00.p.m – Monthly


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Ref.No: MSAJCE / CC - 113 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Hostel, Sports & Transport Committee** is as follows. All are advised to adhere the following till further orders.

S.No	Name	Dept	Designation
1	Mr.K.P.Santhosh Nathan	PED	Convener
2	Dr.A.Balakrishnan	CHEM	Member
3	Mr.Weslin	IT	Member
4	Mr.Mohammed Irfan	MECH	Member
5	Dr.B.Devibala	CHEM	Member
6	Mrs.Uma Maheshwari	IT	Member
7	Mr.Augustin	PHY .EDU	Member

Responsibilities :

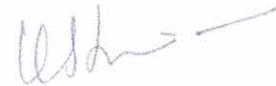
Hostel :

1. Maintain the database of Hostel facility available.
2. Room Allotment for the students during starting of the academic year.
3. Maintain the database of the students staying in the hostel.
4. Conduct the hostel students meeting once in a month.
5. Surprise visit to hostel to maintain the discipline as well as to know the requirements of the students.
6. Sort out the maintenance issues in the hostel immediately.
7. Monitoring the student's movement during college hours as well as hostel hours.
8. Monitor the Mess and Canteen food quality and hygiene.
9. Check the quality of food daily by deputing faculty members and collect the feedback as well as collect the feedback from students. If there is any issues it need to sort out immediately.
10. Discuss the hostel food menu in the hostel students meeting if require any changes it may be implemented after getting approval from the Principal.
11. Monitor the out pass & inward registers daily – both hostels (Boys & Girls).
12. Monitor the SMS send to the parents when they are leaving from the campus.
13. Check the attendance of hostel students daily, maintain the record of students absent and communicate to their parents about their absenteeism.



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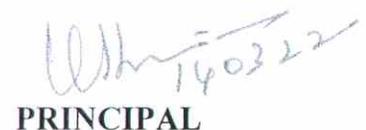
Sports :

1. Conduct sports committee meeting in start of the semester.
2. Plan various inter dept practice/ competition, Zonal competition and inter college competition. Plan the competition both in even and odd semester equally.
3. Maintain the record of students regularly practicing various sports activity and update to the Principal. OD is permitted to the students to participate in various competitions those who regularly practicing.
4. Train the students & motivate them to participate in inter college competition conducted by other colleges. (Don't plan any activity during EPC)
5. Conduct the sports activity for school students on the eve of national importance day.
6. Equal importance should be given to sports like academics. All clear students are exempted to practice during the college working hours. Other students permitted only after college hours.
7. Popularize the sports activity of our college among other college accordingly events may be planned and conduct throughout the year.
8. Encourage the faculty / staffs to participate in various tournaments/ competitions.
9. Organize the tournament / competition between faculty/ staff with corporate in and around our institute.
10. Organize Yoga / Art of living classes regularly for faculty and students to get relieve from stress.

Transport :

1. Monitor whether all the college vehicles maintained hygiene, neat and clean.
2. Address if any issues for faculty and students in transports.
3. Monitor the Diesel consumption note book, periodic vehicle service Chart, Insurance, First aid boxes in the vehicle.
4. Payment of Toll fees for all the vehicle.
5. Monitor the discipline issues / Complaints about drivers.

Periodicity of Meeting : 2nd & 4th Saturday 02.00.p.m – Fortnight



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Ref.No: MSAJCE / CC - 114 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Maintenance Committee** is as follows. All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1.	Mr.B.Shanmuharajan	CIVIL	Convener
2.	Mr.S.Muthukumar	IT	Member
3.	Mr.D.Sakthivel	MECH	Member
4	Mr.P.Gopi Sivaraman	ECE	Member
5.	Mr.Augustin	Admin staff	Member

Responsibilities :

Computers in the Campus:

1. Collect the system related issue and maintenance requirement on weekly basis and sort out it immediately in consultation with Principal.
2. Maintain all system, printers, Xerox machines, generator, UPS, internet in working condition at all the time.
3. Maintain the Net facility of the campus.
4. Maintain the stock register of System and other peripherals available in the campus.
5. Maintain the database of Software available in the campus.

Electrical, Plumbing & Furniture's :

1. Maintain the Stock Inventory of all electrical, furniture items and other major facility like RON Plant, SWTP and Bio waste decomposer etc,
2. Collect service requirements of fan, heaters, water coolers, AC, lights in the campus If anything need to service, initiate the process immediately.
3. Clean the ACs and Check the batteries of UPS once in a month. Plan the periodic maintenance for all the generators.
4. Maintain the furniture's of the college in good condition , if anything need to service initiate the process immediately.
5. Continuously monitor the RO plant, SWT, Solar Water heaters and do the services regularly.
6. Maintain the Taps in various locations and arrest the leakage of water if any.
7. Maintain the Wells, Bore well and Water resource area and Rain water harvesting pits of the Campus.
8. Clean the Sumps and Over head tanks periodically.
9. Monitor the quality of drinking water in the prescribed level, if any service required plan & execute immediately.
10. Maintain the Auditoriums, Seminar Halls neat and clean always.

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11. Maintain the Notice boards – remove the outdated information and instruct the concern incharges to maintain it in the organized manner.
12. Maintain the Teaching aids such as Projectors, PA systems and TVs. Priodically audit and maintain the status.

Lab Maintenance :

1. Maintain the updated Stock register of all the labs and facility (Hard & Soft Copy).
2. Collect the service requirement from each department labs every fortnight and initiate the process to rectify it. Make all the equipments are in working conditions at all time.
3. Monitor the stock of lab consumables requirement. Make it available well in advance for smooth conduction of day to day activities.
4. Plan and Conduct the Audit for the lab and update the status.
5. Maintain all the labs neat, clean and hygiene.

Campus Maintenance :

1. Maintain the campus as Eco friendly campus (Neat and hygienic, plastic, tobacco and drug free campus). Organize various awareness camps among students to maintain it.
2. Plan the AMC requirement wherever required.
3. Plan 5S Audit and remove the scrap, unused and excess materials / equipments maintain the things at earmarked place.
4. Maintain the greenery in the campus and develop the garden by involving NSS students.

Stationary Maintenance :

1. Maintain the stock inventory of Stationary items.
2. Plan and Procure the stationeries required for day to day activities.

Periodicity of Meeting : Every Thursday 03.00.p.m - Weekly



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Ref.No: MSAJCE / CC - 115 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Online Courses** is as follows.-All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1	Dr.Eliss Yogesh	CIVIL	Convener
2	Dr.I.Manju	Head TC & IR	Member
3	Dr.Devibala	CHEM	Member
4	Mr.Rajasekar	IT	Member
5	Ms.Raja Kumar	CSE	Member
6	Mr.Kamala Selvan	EEE	Member
7	Mr.D.Sakthivel	MECH	Member
8	Mrs.Anusuya	ECE	Member

Responsibilities :

1. Create awareness among faculty and students about online certification courses (NPTEL / SWAYAM / MOOC / COURSE ERA / UDEMY etc) and its significance.
2. Motivate the faculty & students and monitor to complete atleast one course per semester.
3. Motivate the students to undergo the training at Spoken Tutorial initiative of IIT Bombay and get acquaint with latest cutting edge technology in all the branches.
4. Plan and Organize online training program through our technology centers / Quiz for outside students.

Periodicity of Meeting : 1st and 3rd Wednesday 02.00.p.m – Fort Night


PRINCIPAL / 140322

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Ref.No: MSAJCE / CC - 116 /2021-22.

Date:14.03.22

CIRCULAR

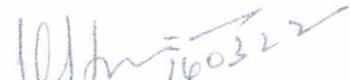
The responsibility of the **Library Development Committee** is as follows. All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1	Dr.K.S.Srinivasan	Admin	Advisor
2	Mr.Sudhagar	Library	Convener
3	Mr.John Anvish J.N	Library	Member
4	Mrs.E.Jayanthi	ECE	Member
5	Mrs.L.Sasi Kala	CSE	Member
6	Mrs.Abirami	EEE	Member
7	Mr.S.R.Mohan	MECH	Member
8	Mrs.Barveen Begam	ENGLISH	Member

Responsibilities :

1. Support and Monitor activities of Library
2. Update the titles as per the new curriculum and Increase the volumes.
3. Ensure whether e – papers circulated to all the faculty and students
4. Renew the library memberships.
5. Procure online and Print Journals, magazines as per the requirement of faculty and students.
6. Insist the faculty and students to maximum utilizing the library

Periodicity of Meeting : Tuesday 02.00.p.m – Monthly



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Ref.No: MSAJCE / CC – 117 / 2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Online & Off line Exams Committee** is as follows. All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1	Mr.Mohamed Irfan	MECH	Convener
2	Mr.Meera Mohaideen	PHYSICS	Member
3	Mr.Gopi Sivaraman	ECE	Member

Responsibilities :

1. Monitor the Exam booking by various organizations to conduct Online & Offline Exams.
2. Support the Team (Internal & External) to prepare the centre to conduct the exam smoothly
3. Coordinate / Arrange the Invigilators and supporting staff as per the requirement in consultation with Mr.Gafoor / Dr.Santhosh PED / Principal.
4. Arrange the Hospitality for the team and Monitor.
5. Submit the bills to the concern organization and follow the payment.
6. Prepare the expenditure / Remuneration bill - get approval from management and disburse the payment.
7. Submit the account statement to the office.

Periodicity of Meeting : Monday 04.00.p.m – Weekly



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Ref.No: MSAJCE / CC - 118 /2021-22.

Date:14.03.22

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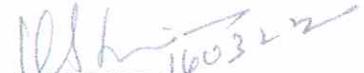
The responsibility of the **Foreign Language Training-Committee** is as follows. All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1	Ms.Nisha S	ENGLISH	Convener
2	Mr.M.Ashok Kumar	ECE	Member
3	Mrs.V.Saranya	CSE	Member
4	Mr.K.K.Vinoth Kumar	MECH	Member

Responsibilities :

1. Motivate the students to learn atleast one foreign language (Japan / German / English) to get better placement / Higher studies.
2. Identify the Vendor / Trainer to train the students professionally.
3. Monitor the Content delivery and motivate students to clear the certificate exams.
4. Organize some of the activity to learn / understand the culture of the country in association with Embassy / other organization.
5. Organize the students exchange program if any if possible.

Periodicity of Meeting : 3rd Thursday 02.00.p.m – Monthly


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Ref.No: MSAJCE / CC - 119 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **NSS, YRC, UBA and Fine Arts Committee** is as follows. All are advised to adhere the following responsibility till further orders.

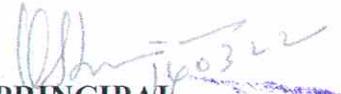
S.No	Name	Dept	Designation
1	Mr.Meera Mohaideen	PHYSICS	Convener
2	Dr.Vadivelan	PHYSICS	Member
3	Mr.K.Ramamoorthy	MATHS	Member
4	Mrs.Asrin	CSE	Member
5	Mrs.S.Sona Devi	ECE	Member
6	Mrs.R.Suguna Devi	EEE	Member
7	Ms.J.Rajesh	MECH	Member
8	Ms.S.Nisha	ENGLISH	Member
9	Mrs.Himavathi	CIVIL	Member
10	Ms.S.Usha	ENGLISH	Member
11	Mrs.V.Shobana	PHYSICS	Member

Responsibilities :

1. Create awareness about Social service activity and responsibility.
2. Plan and Organize various camps for the benefit of society and needy people.
3. Extend the support to keep the campus as neat and clean.
4. Organize the special camps for the school dropouts and unemployed youth of adapted village.
5. Plan and organize the various cultural and fine arts activity regularly in the campus.
6. Motivate the students to participate in various cultural events organized by other reputed institutes.

Periodicity of Meeting : 1st and 3rd Monday 02.00.p.m – Fort Night


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Ref.No: MSAJCE / CC - 120 /2021-22.

Date:14.03.22

CIRCULAR

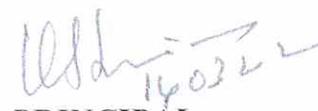
The responsibility of the **News Letter Committee** is as follows. All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1	Mr.S.Nisha	ENGLISH	Convener
2	Mrs.L.Sasikala	CSE	Member
3	Mrs.S.Mandhakini Singh	IT	Member
4	Mrs.Anusuya	ECE	Member
5	Ms.R.Emilreyan	CIVIL	Member
6	Mrs.R.Abirami	EEE	Member
7	Mr.Tharani Kumar	MECH	Member

Responsibilities :

1. Plan to Publish the News letter and magazine as per the schedule
2. Encourage all the faculty and students to submit articles, Photos, Achievement details etc and edit before fit in to template. *
3. Circulate Soft copy to all the students and faculty.
4. Maintain both hard and soft copy in IQAC and departments.

Periodicity of Meeting : 1st and 3rd Friday 02.00.p.m – Fort Night



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Ref.No: MSAJCE / CC - 121 /2021-22.

Date:14.03.22

CIRCULAR

The responsibility of the **Event Management Committee** is as follows. All are advised to adhere the following responsibility till further orders.

S.No	Name	Dept	Designation
1	Mrs.E.Jayanthi	ECE	Convener
2	Mr.Navaneetha Krishnan	CIVIL	Member
3	Mrs.V.Shobana	PHYSICS	Member
4	Mrs.Aysha	IT	Member

Responsibilities :

1. Coordinate with Principal and various Heads to organize the events.
2. Plan and Execute the procedures to conduct the scheduled events.
3. Collect and maintain the complete report both hard and soft copies with Photos
4. Maintain all the database safely at IQAC as well in the Server safely.

Periodicity of Meeting : Wednesday 04.00.p.m – Weekly



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