



MOHAMED SATHAK AJ COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi and Affiliated to Anna University)
Egattur, Chennai – 603 103

1. Academic review through periodical meetings:

MSAJCE Internal Quality Assessment cell (IQAC) is responsible for directing, developing, providing and implementing guidelines to review curricular, instructional, teaching and learning processes. Latest teaching aids, techniques, activities, assessment tools and methodologies are used to improve the teaching learning process.

The IQAC conduct periodical meetings with the departments, Internal Examination Committee, Council of the Heads, the principal, College Technology center throughout the academic year in the presence of the IQAC coordinator.

The Head – admin conducts an academic review of all departments collecting information on academic activities, such as completion of study programs, Internal assessment test (IAT) unit tests, assignments, seminars, group discussion, quiz, education tour and other activities.

Department Heads meetings conducting regularly with relevant services to assess academic and administrative issues. Important questions are discussed in meetings with IQAC and Faculty heads. The teachers and students are interacted regarding the changes in the curriculum, new teaching methods and ICT use.

This setup has evolved into successful review methodology for improvement in teaching and learning process. Through this system of review, the IQAC observed the continuous development of teaching-learning process.


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Use and Enrichment of ICT infrastructure

- IQAC always encouraged teachers to utilize these tools in academic and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. Periodically IQAC has trained teachers and non- teaching staff to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc
- In teaching and learning, the feedback system is implemented to take the review of reliability and uses of ICT facilities.
 - MSAJCE
 - Academic Audit

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SAMPLES:

MOHAMED SATHAK A.J COLLEGE OF ENGINEERING
SIRUSERI – 603103

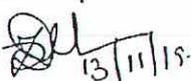
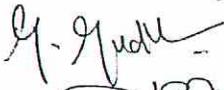
MINUTES OF MEETING- ACADEMICS

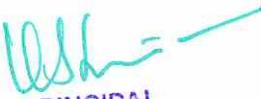
Date: 13.11.2019	<u>Members Present</u>
Time: 4 PM	1. Dr.K.S Srinivasan-Principal
Agenda: Academics	2. Dr.S. Vijayakumar-AO
Venue: Principal Room	3. Dr.E.Dhiravidachelvi HOD/ECE
	4. Mrs. S.Sudha, Asso.,Prof/H&S
	5. Mr.Deepak kumar,AP/Mech

The following points were discussed in the meeting

1. Academic calendar for Even Semester was planned.
2. Plan to advise the HOD's to initialize the Subject Allocation / Work load for Even Semester.
3. Plan to collect the notes from all the faculty and make the copies made available on the re-opening day.
4. Plan to advise the HOD's to identify the Industrial Training required for faculty and certificate course in COE's.
5. Motivate the faculty to monitor the students who are having more arrear and extend their support and vendors.
6. Placement & Softskill training Planning were also Discussed in the meeting.

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 


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MOHAMED SATHAK A.J COLLEGE OF ENGINEERING
SIRUSERI – 603103

MINUTES OF MEETING- ACADEMICS

Date: 18.12.2019	<u>Members Present</u> 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
Time: 4.00 PM	
Agenda: Academics	
Venue: Principal Room	

The following points were discussed in the meeting

1. The Academic calendar for the upcoming semester should be displayed in all department notice boards.
2. Discussed about the Time-Table & Work Load finalization done for the Even Semester.
3. Advised all the HOD's to identify the potential students, toppers and slow learners for their respective departments
4. Discussed about the development of the library and purchasing of library related software's.
5. Collect ^{Syllabus} subject completion report before starting of IATI (30/12/19)
6. Plan to release IATI timetable on 31/12/19
7. LAB Manuals need to be finalized. on or before 21.12.19.
8. All department faculties should enroll the NPTEL certification course and also motivate the students to do the same.
9. Discussed about the status of the notes material.

Signature of the members present in the meeting

1. Dr.K.S Srinivasan

 18/12/19

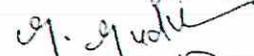
2. Dr.S. Vijayakumar

 18/12/19

3. Dr.E.Dhiravidachelvi

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4. Mrs. S.Sudha

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5. Mr Deepak Kumar

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6. Ms.B.N.Brinila Bright.




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