



**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

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**CIRCULAR**

Ref:MSAJCE/IQAC /2019-2020/01

10.01.2020

It is hereby informed to all the HODs that IQAC meeting is planned to conduct on 13<sup>th</sup> Jan 2020 at 2 p.m in the IInd floor board room. All the members are advised to attend the meeting without fail.

Agenda:

- Re framing the Institution Vision and Mission.
- Re framing the department Vision and Mission.
- To discuss about POs, PEOs and PSO of the department.

*B. Sridhar*  
10/1/20  
Coordinator-IQAC

*[Signature]*  
10/01/2020  
Chairman-IQAC

Copy to:

Director –MSAJCE

IQAC – Members

All HODs

*[Signature]*  
PRINCIPAL  
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING  
34, Rajiv Gandhi Road (OMR), Siruseri,  
Chennai-603 103.



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Siruseri IT Park, Egattur, Chennai 603 103

### IQAC Minutes of the Meeting

Meeting No: 01

Date & Time: 13.01.2020 at 2.00 p.m

#### Members Present:

| Sl.No | Name                      | Designation                    | Role                      |
|-------|---------------------------|--------------------------------|---------------------------|
| 1     | Mr.Mohamed Sathak         | Director, MSAJCE               | Management Representative |
| 2     | Dr.K.S.Srinivasan         | Principal, MSAJCE              | Chair Person              |
| 3     | Dr.T.G.Samabandam         | Rtd. Director, NITTR, Chennai  | Adviser                   |
| 4     | Dr.B.Sridhar              | Prof/Head                      | IQAC Coordinator          |
| 5     | Dr.I.Manju                | Prof & Head                    | Member                    |
| 6     | Dr.E.Dhiravidachelvi      | Prof & Head/ECE                | Member                    |
| 7     | Dr.B.Janarthanan          | Prof, R&D                      | Member                    |
| 8     | Dr.Senthil Kumar          | Prof & Head/Mech               | Member                    |
| 9     | Dr.A.Balakrishnan         | ASP & Head / S&H               | Member                    |
| 10    | Mr.Senthilpandi           | HOD(IC)/IT                     | Member                    |
| 11    | Mr.M B.Shanmugarajan      | HOD(IC)/CIVIL                  | Member                    |
| 12    | Mrs.S.Sonadevi            | AP/ECE                         | Member                    |
| 13    | Mrs. B. N. Brinila Bright | AP/Civil                       | Member                    |
| 14    | Mr. Syed Ismail           | AP/CSE                         | Member                    |
| 15    | Mr. K. Vairaperumal       | AP/EEE                         | Member                    |
| 16    | Mr.G.Ramesh               | ASP /Mech                      | Member                    |
| 17    | Mrs. Saipriya. K          | AP/S&H                         | Member                    |
| 18    | Dr.Vijayakumar            | Administrative officer, MSAJCE | Admin Representative      |

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



## MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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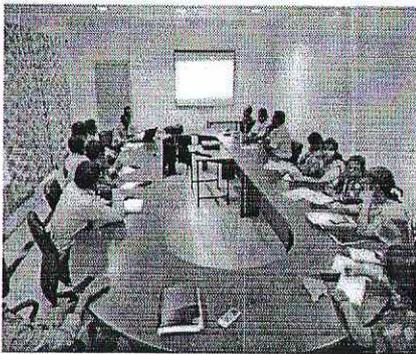
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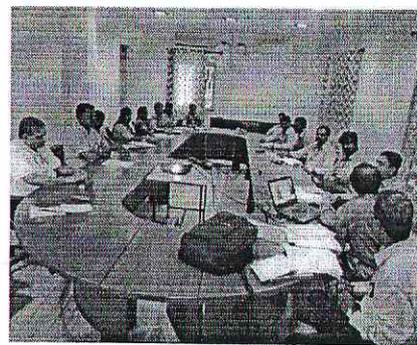
**Minutes of the IQAC meeting for the articulation of Vision and Mission of the Institute and the various departments was held on 13.01.2020 at the Board Room (2<sup>nd</sup> floor), at 2 p.m.**

The Points were discussed:

1. Principal invited the advisor and the all the members to the meeting and briefed on the purpose of the meeting.
2. Mr.Mohamed Sathak, Director, representing the Top Management, explained the core values of the Trust and the college to the members.
3. Dr.T.G.Samabandam, Advisor, has explained on the procedure to develop Vision and Mission, the factors to be considered, quoting examples from Premier Institutions worldwide.
4. Discussed in detail the Vision and Mission models of various reputed institutes such as IITs, NITs, etc, to redraft the existing Vision and Mission of the Institute.
5. He also suggested alternate versions based on the core values of the Institute.
6. After deliberations, it has been decided to have the vision and Mission of the Institute as given in the Annexure.
7. HoDs were enlightened by the advisor, on the development of Vision and Mission for the departments and have been asked to discuss with their department faculty and all the stake holders to draft the Vision and Mission for their respective departments and submit the same for review in the subsequeht meeting.
8. HoDs were also asked to draft PEOs, POs and PSOs for their departments, which shall be reviewed in the subsequent meeting.



*B. Soudan*  
Coordinator-IQAC  
14/1/20



*M. Sathak*  
Chairman-IQAC  
14/01/2020

*M. Sathak*

PRINCIPAL

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref:MSAJCE/IQAC/ 2019-2020/02

21.01.2020

It is hereby informed to all the HODs that IQAC meeting is planned to conduct on 23<sup>rd</sup> Jan 2020 at 2 p.m in the IInd floor board room to finalize the institute and various department vision and mission. All the members are advised to attend the meeting without fail.

Agenda:

- Review of minutes of previous meeting(13.01.2020)
- To finalize the vision and mission of the Institute and various departments.
- To finalize the POs, PEOs and PSO of various department.

*B. Sathak*  
21/1/20

Coordinator-IQAC

*U. Sathak*  
21/01/2020

Chairman-IQAC

Copy to:

Director -MSAJCE

IQAC - Members

All HODs

*U. Sathak*

**PRINCIPAL**

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Siruseri IT Park, Egattur, Chennai 603 103

### IQAC Minutes of the Meeting

Meeting No: 02

Date & Time: 23.01.2020 at 2.00 p.m

#### Members Present:

| Sl.No | Name                      | Designation                    | Role                      |
|-------|---------------------------|--------------------------------|---------------------------|
| 1     | Mr.Mohamed Sathak         | Director, MSAJCE               | Management Representative |
| 2     | Dr.K.S.Srinivasan         | Principal, MSAJCE              | Chair Person              |
| 3     | Dr.T.G.Samabandam         | Rtd. Director, NITTR, Chennai  | Adviser                   |
| 4     | Dr.B.Sridher              | Prof/Head                      | IQAC Coordinator          |
| 5     | Dr.I.Manju                | Prof & Head                    | Member                    |
| 6     | Dr.E.Dhiravidachelvi      | Prof & Head/ECE                | Member                    |
| 7     | Dr.B.Janarthanan          | Prof, R&D                      | Member                    |
| 8     | Dr.Senthil Kumar          | Prof & Head/Mech               | Member                    |
| 9     | Dr.A.Balakrishnan         | ASP & Head / S&H               | Member                    |
| 10    | Mr.Senthilpandi           | HOD(IC)/IT                     | Member                    |
| 11    | Mr.M B.Shanmugarajan      | HOD(IC)/CIVIL                  | Member                    |
| 12    | Mrs.S.Sonadevi            | AP/ECE                         | Member                    |
| 13    | Mrs. B. N. Brinila Bright | AP/Civil                       | Member                    |
| 14    | Mr. Syed Ismail           | AP/CSE                         | Member                    |
| 15    | Mr. K. Vairaperumal       | AP/EEE                         | Member                    |
| 16    | Mr.G.Ramesh               | ASP /Mech                      | Member                    |
| 17    | Mrs. Saipriya. K          | AP/S&H                         | Member                    |
| 18    | Dr.Vijayakumar            | Administrative officer, MSAJCE | Admin Representative      |

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**PRINCIPAL**  
**MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING**  
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**Minutes of the IQAC meeting for the articulation of Vision and Mission of the Institute and the various departments was held on 23.01.2020 at the Board Room (2<sup>nd</sup> floor), at 2 p.m.**

The following points were discussed:

1. Principal invited the advisor and the all the members to the meeting and briefed on the purpose of the meeting.
2. HoDs presented the Vision, Mission, POs, PEOs and PSOs of their respective departments.
3. Detailed discussions were held on the above subject based on the inputs received from various stake holders.
4. After deliberations, the draft Vision, Mission, POs, PEOs and PSOs of the departments have been finalized.
5. It was decided to submit the draft Vision ,Mission, PO,PSO &PEO for the approval of forth coming academic advisory committee, planning & monitoring committee and Governing council for final approval.

*B. Sridhar*  
24/1/20  
Coordinator-IQAC

*[Signature]*  
24/01/2020  
Chairman-IQAC

*[Signature]*  
PRINCIPAL

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



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Siruseri IT Park, Egattur, Chennai 603 103

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref: MSAJCE/IQAC/2020-2021/03

12.06.2020

It is hereby informed to all the HOD's that IQAC meeting is planned to conduct on 15<sup>th</sup> June 2020 , 11.00 a.m. All the members are advised to attend the meeting without fail

**Agenda:**

- Academic plan
- Virtual/Online classes-Strategy & Plan
- Awareness program on Covid-19
- Student Induction Program
- Mentoring system
- Placement and Training activity

*B. Srinivasan*  
12/6/20  
Coordinator-IQAC

*Usharaj*  
12/06/2020  
Chairman-IQAC

Copy to:

Director-MSAJCE

All HODs

IQAC – Members & File.

*Usharaj*

**PRINCIPAL**  
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MOM of IQAC meeting held on 15.06.2020 through online mode

The following points were discussed:

1. Due to the covid19 pandemic, it was decided to conduct the classes through the online mode as per the direction of university and government. Principal advised all the HOD's to study the feasibility of implementing it, in consultation with faculty, students & parents.
2. Software requirements, Internet bandwidth and teaching aids requirements -feasibility strongly advised to complete before next meeting.
3. Tentative academic calendar was discussed
4. HOD's are instructed to conduct parent teacher meeting through online mode and brief about the on line classes.
5. Advised to be safe in Covid19 situation and safety measure need to be followed discussed and instructed to brief to all the students.
6. During the pandemic period most of online courses offered at free of cost; so, advised all the faculty and students to take maximum no of courses for this credentials.
7. Action plan for organize various activities like conference, FDP, Seminar, Guest lecturer, Quiz program and Covid19 awareness program etc were discussed.
8. Motivated HOD's and faculty to concentrate in their research work and publish the papers in the reputed journal.

*B. Sridhar*  
16/6/20  
Coordinator-IQAC

*[Signature]*  
16.06.2020  
Chairman-IQAC

Copy to:

All HODs

Director-MSAJCE

IQAC - Members & File.

*[Signature]*  
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### IQAC Minutes of the Meeting

Meeting No: 03

Date & Time: 15.06.2020 at 11.00 AM

Virtual Mode

#### Members Present:

| Sl.No | Name                      | Designation                    | Role                      |
|-------|---------------------------|--------------------------------|---------------------------|
| 1     | Mr.Mohamed Sathak         | Director, MSAJCE               | Management Representative |
| 2     | Dr.K.S.Srinivasan         | Principal, MSAJCE              | Chair Person              |
| 3     | Dr.T.G.Samabandam         | Rtd. Director, NITTR, Chennai  | Adviser                   |
| 4     | Dr.B.Sridher              | Prof/Head                      | IQAC Coordinator          |
| 5     | Dr.I.Manju                | Prof & Head                    | Member                    |
| 6     | Dr.E.Dhiravidachelvi      | Prof & Head/ECE                | Member                    |
| 7     | Dr.B.Janarthanan          | Prof, R&D                      | Member                    |
| 8     | Dr.Senthil Kumar          | Prof & Head/Mech               | Member                    |
| 9     | Dr.A.Balakrishnan         | ASP & Head / S&H               | Member                    |
| 10    | Mr.Senthilpandi           | HOD(IC)/IT)                    | Member                    |
| 11    | Mr.M B.Shanmugarajan      | HOD(IC)/CIVIL                  | Member                    |
| 12    | Mrs.S.Sonadevi            | AP/ECE                         | Member                    |
| 13    | Mrs. B. N. Brinila Bright | AP/Civil                       | Member                    |
| 14    | Mr. Syed Ismail           | AP/CSE                         | Member                    |
| 15    | Mr. K. Vairaperumal       | AP/EEE                         | Member                    |
| 16    | Mr.G.Ramesh               | ASP /Mech                      | Member                    |
| 17    | Mrs. Saipriya. K          | AP/S&H                         | Member                    |
| 18    | Dr. Vijayakumar           | Administrative officer, MSAJCE | Admin Representative      |

*Handwritten signature in blue ink*

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