



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

34, Rajiv Gandhi Salai (OMR), Siruseri IT Park, Chennai - 603103

CRITERION: 7.1.1

S.NO	Department
1	Women's Day Celebration
2	Teachers day Celebration
3	Women Empowerment - Special Talk
4	Safety And Security
5	Fire Safety Awareness Program -2021
6	Counseling for Students by Mentor
7	Girls Relaxation Room
8	Medical Counseling
9	Antiragging Committee and Events
10	Representation of women in core committee
11	Sexual Harassment and Grievance Redressal Committee

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

7.1.1. Number of gender equity promotion programs organized by the Institution during the last five years

S. No	Name of the Event	Date of the Event	Chief Guest Details	Venue of the Event	Participant Details
1	Women's day Celebration	06/03/2021	Ms.V.Vanith a IPS Inspector General of Police- Railways.	Auditorium, MSAJCE	MSAJCE Staff'S and Students
2	Women's day Celebration	07/03/2020	Ms.Ashwini Govindaraju, Radio Jockey of Radio Mirchi.	Auditorium ,MSAJCE	MSAJCE Staff'S and Students
3	Women's day Celebration	08/03/2019	Mr. Mohamed Sathak, Director	Auditorium ,MSAJCE	MSAJCE Staff'S and Students
4	Women's day Celebration	08/03/2018	Mr. Mohamed Sathak, Director	Auditorium ,MSAJCE	MSAJCE Staff'S and Students
5	Women's day Celebration	07/03/2017	Mr. Mohamed Sathak, Director	Auditorium ,MSAJCE	MSAJCE Staff'S and Students



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Gandhi Road (OMR) Siruseri 17

Chennai-603 103

1. Women's Day Celebration – March 2021

Our College celebrated Women's Day on 06th March 2021. **Ms.V.Vanitha** IPS Inspector General of Police-Railways, Chennai was the Chief Guest and addressed the students with special insights on Women Empowerment and Social Responsibilities. She was felicitated by the College Director **Mr. Mohamed Sathak** and Welcomed by **Dr.K.S Srinivasan** – Principal. During this occasion, Women teachers and Principals from various schools were honored with "Women Transforming India" award by the Chief Guest. The Program came to a close with vote of thanks and thereafter with National Anthem.

List of awards and awardee of MSAJCE for the Women's Day 2021

S.No	Name of the awardee	Designation and Department	Name of the award
1	Dr.E.Dhiravidachelvi	Prof / Head Academic	Singapenne
2	Mrs.E.Jayanthi	AP / ECE	Singapenne
3	Mrs.I.S.Suganthi	AP / ECE	Sakthi
4	Dr. Manju I	Prof / Head Technology Center	Transforming Lives
5	Mrs. K. Saipriya	AP / S&H	Sakthi
6	Mrs. Sudha S	AP / S&H	Remarkable Women
7	Mrs. Shobana V	AP / S&H	Remarkable Women
8	Mrs. Zulaiha Maryam M	AP / S&H	Remarkable Women
9	Ms.Gayathiri K	AP/ Civil	Sakthi
10	Ms.Krishnakumari	Office	Sakthi
11	Mrs. Usha S	AP / S&H	Remarkable Women



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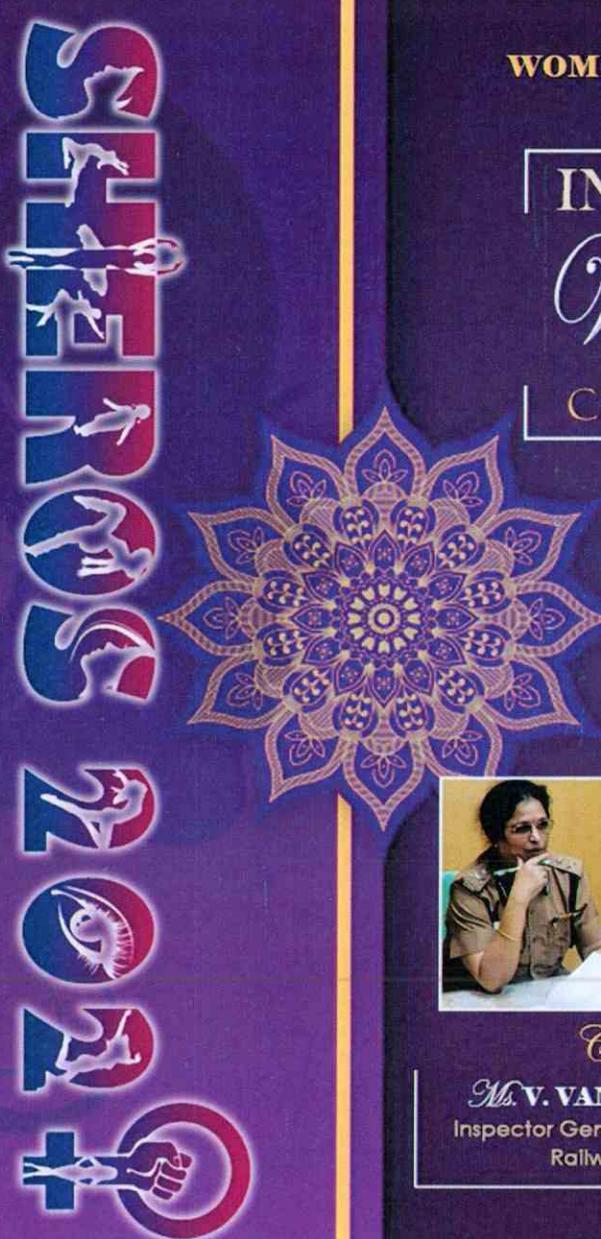
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Chennai-603 103.

MSAJCE
WOMEN'S EMPOWERMENT CELL
Organizes

INTERNATIONAL
Women's Day
 CELEBRATION

6th MARCH @ SATURDAY
 2021 @ 11:30AM

ALHAJ. *Dr.* S.M. DASTHAHIR
 INTERCOLLEGE AUDITORIUM




Chief Guest
Ms. V. VANITHA, IPS
 Inspector General of Police
 Railways, Chennai



International Women Day Invitation


 PRINCIPAL
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 4th Stage Gandhi Road (OMR), Siruseri, IT Park
 Chennai-603 103.



**MOHAMED SATHAK
A J COLLEGE OF ENGINEERING**
34, Rajiv Gandhi Salai (OMR), Siruseri IT Park, Chennai - 603103



Women's

Eminent women awarded by chief guest



Transforming Lives Award Presented to Dr.I Manju, Head Technology Center

Wsk
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WOMEN'S DAY CELEBRATION - 2020

“The best protection any women can have is courage.” –Elizabeth Cady Stanton.
As of above quotes, every year in our college we celebrate women's day. On 7.3.2020 the event was organized to recognize our women faculty and students to motivate them. And also they were cheered for their relentless effort.

 <p>MOHAMED SATHAK A . J . COLLEGE OF ENGINEERING 34, Rajiv Gandhi Salai (OMR), Sipcot IT Park, Siruseri, Chennai - 603103</p> <p>The Management, Principal, Faculty and Students cordially invite you for the</p> <p>'Heroes' 2020 WOMEN'S DAY MARCH</p> <p>on 7th March 2020</p> <p>Ms. Ashwini Govindaraju R J Radio Mirchi has kindly consented to be the Chief guest</p> <p>Alhaj.S.M.MOHAMED YOUSUF Chairman, Mohamed Sathak Trust will preside over the function in the august presence of</p> <p>Janaba S.M.H.Sharmila Secretary Mohamed Sathak Trust</p> <p>Mr.Mohamed Sathak Director</p> <p>Janab.P.R.L.Hamid Ibrahim Executive Director Mohamed Sathak Trust</p> <p>Dr.K.S.Srinivasan Principal</p>	<p>PROGRAMME SCHEDULE</p> <p>Date: 7 Mar 2020 Venue: Alhaj Dr. S M Dasthagir Auditorium</p> <table><tr><td>01.00 P.M</td><td>Qirath</td></tr><tr><td>01.05 P.M</td><td>Tamil Thai Vazhithu</td></tr><tr><td>01.10 P.M</td><td>Welcome Address.</td></tr><tr><td>01.15 P.M</td><td>Felicitation of Chief Guest</td></tr><tr><td>01.20 P.M</td><td>Introduction by Chief Guest</td></tr><tr><td>01.30 P.M</td><td>Special Address by Chief Guest</td></tr><tr><td>01.40 P.M</td><td>Cultural Events</td></tr><tr><td>03.20 P.M</td><td>Vote of Thanks</td></tr><tr><td>03.25 P.M</td><td>National Anthem</td></tr></table> <p>Mohamed Sathak A. J. College Engineering 34, Rajiv Gandhi Salai (OMR), Siruseri IT Park, Siruseri, Chennai - 603103 msajce.office@gmail.com, + (91) 044 - 2747 0024, www.msajce-edu.in</p>	01.00 P.M	Qirath	01.05 P.M	Tamil Thai Vazhithu	01.10 P.M	Welcome Address.	01.15 P.M	Felicitation of Chief Guest	01.20 P.M	Introduction by Chief Guest	01.30 P.M	Special Address by Chief Guest	01.40 P.M	Cultural Events	03.20 P.M	Vote of Thanks	03.25 P.M	National Anthem
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03.25 P.M	National Anthem																		

INVITATION -WOMEN'S DAY CELEBRATION
- 2020


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WOMEN'S DAY CELEBRATION - 2020

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Chennai-603 103

Women's Day Celebration – March 2019

Our College celebrated Women's Day on 08th March 2019. The Chief Guest addressed the students with special insights on Women Empowerment and Social Responsibilities. She was felicitated by the College Director Mr. Mohamed Sathak.




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Chennai-603 105

Women's Day Celebration – March 2018

Mohamed Sathak A.J College of Engineering celebrated Women's Day on 08th March 2018. The Chief Guest addressed the students with special insights on Women Empowerment and Social Responsibilities. She was felicitated by the College Director Mr. Mohamed Sathak and Welcomed by Dr. S Siva subramaniyan – Principal.



WOMEN'S DAY CELEBRATION - 2018

WOMEN'S DAY CELEBRATION - 2017

“The best protection any women can have is courage.” – Elizabeth Cady Stanton.
As of above quotes, every year in our college we celebrate women's day. On 7.3.2017 to recognize our women faculty and students women's day was



WOMEN'S DAY CELEBRATION - 2017

celebrated to motivate them. And also Shakthi Award was given for our Sheroes.


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Gandhi Road (OMR), Siruseri

2. TEACHER'S DAY CELEBRATION:

Mohamed Sathak AJ College of Engineering celebrated Teacher's Day and Engineer's Day in the college premises. Many Events were organized for Women Faculty and prizes were distributed. **Ms.Madhumidha Sriram, (Clinical psychologist, IIT Madras)** graced the function as Chief Guest along with our director.



MOHAMED SATHAK A . J . COLLEGE OF ENGINEERING

34, Rajiv Gandhi Salai (OMR), Sipcot IT Park, Siruseri, Chennai - 603103

The Management, Principal, Staff and Students cordially invite you for the

TEACHERS' DAY CELEBRATION

on 05.09.2020 (Saturday) at 10.00 AM

Dr. K. Abdul Ghani

Former Director of Mohamed Sathak A.J. College of Engineering
has consented to be the Chief guest

Ms. Mathumidha Sriram

Clinical Psychologist, IIT Madras
has consented to be the guest of honour

Alhaj.S.M.MOHAMED YOUSUF

Chairman, Mohamed Sathak Trust
will preside over the function in the august presence of

<p>Janaba S.M.H.Sharmila Secretary Mohamed Sathak Trust</p>	<p>Janab.P.R.L.Hamid Ibrahim Executive Director Mohamed Sathak Trust</p>
<p>Mr.Mohamed Sathak Director</p>	<p>Dr.K.S.Srinivasan Principal</p>

Teacher's Day Celebration Invitation


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TEACHERS DAY AND ENGINEERS DAY CELEBRATION

Best Teacher Award

Best teacher award are given to the school teachers.



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OMR, Siruseri IT Park, Chennai - 603103

**TNEA
COUNSELING
CODE
1301**



BEST TEACHER AWARDS 2020

Better than a thousand days of diligent study is a one day with a great teacher - **Appreciating our Acharyas**

 Mrs. A.J. Ruby Helka <small>E.L.M. Fabricious Hr Sec School, Purasaiwakkam, Chennai</small>	 Mrs. S.Esther Kirubakaram <small>T.E.L.C Magdalene Girls Hr Sec School, Purasaiwakkam, Chennai</small>	 Mrs. Julie Samuel <small>C.S.J Anderson Day Girls' Hr. Sec School, Broadway, Chennai</small>	 Mr. Ayyalu K <small>Chennai Boys' Hr. Sec Sch Nungambakkam, Chennai</small>
 Mrs. Farhana Begum K <small>Christ King Matric School Chennai</small>	 Mr. B. Suresh <small>Chennai Boys Hr. Sec School, Saidapet, Chennai</small>	 Mr. K.Subramanian <small>CHSS Madhavankarai, Gaiindi, Chennai</small>	 Mrs. C. Mini <small>St. Mary's Matric Hr. Sec Scho East Tambaram, Chennai</small>

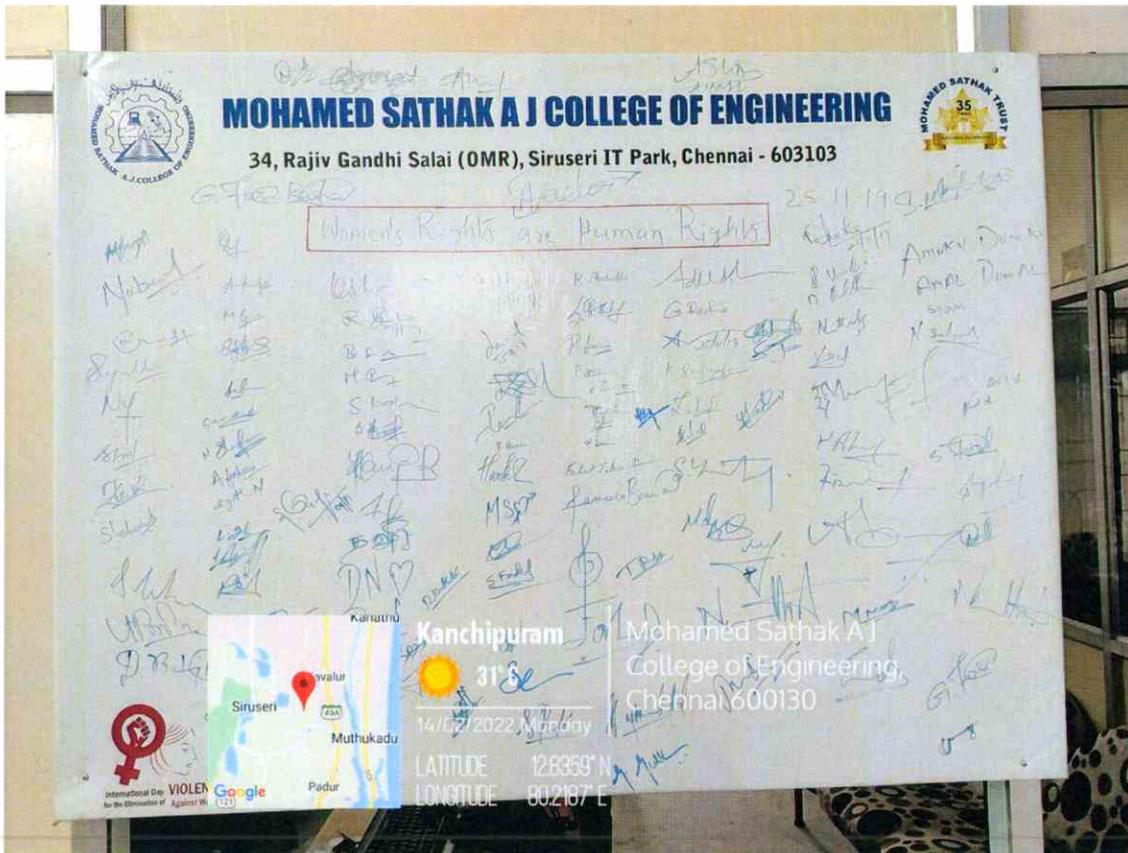
+91-9940004500 / 044 - 27470024 msajce.office@gmail.com www.msajce-edu.in

(Signature)
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3. Women Empowerment - Special Talk

Women's Right are Human Right

Women Empowerment program conducted in 25.11.2019 at our college premises.



Women's Right are Human Right

Mrs. Adhilakshmi Logamurthy, Advocate & Legal consultant elaborated the rights of women and how violence against women can be prevented. She briefed the laws which protects women.


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Gender Sensitivity Program

Ms.Madhumidha Sriram, (Clinical psychologist, IIT Madras) has presented a lecture on Gender sensitivity to all the faculty members on 12.2.2021.

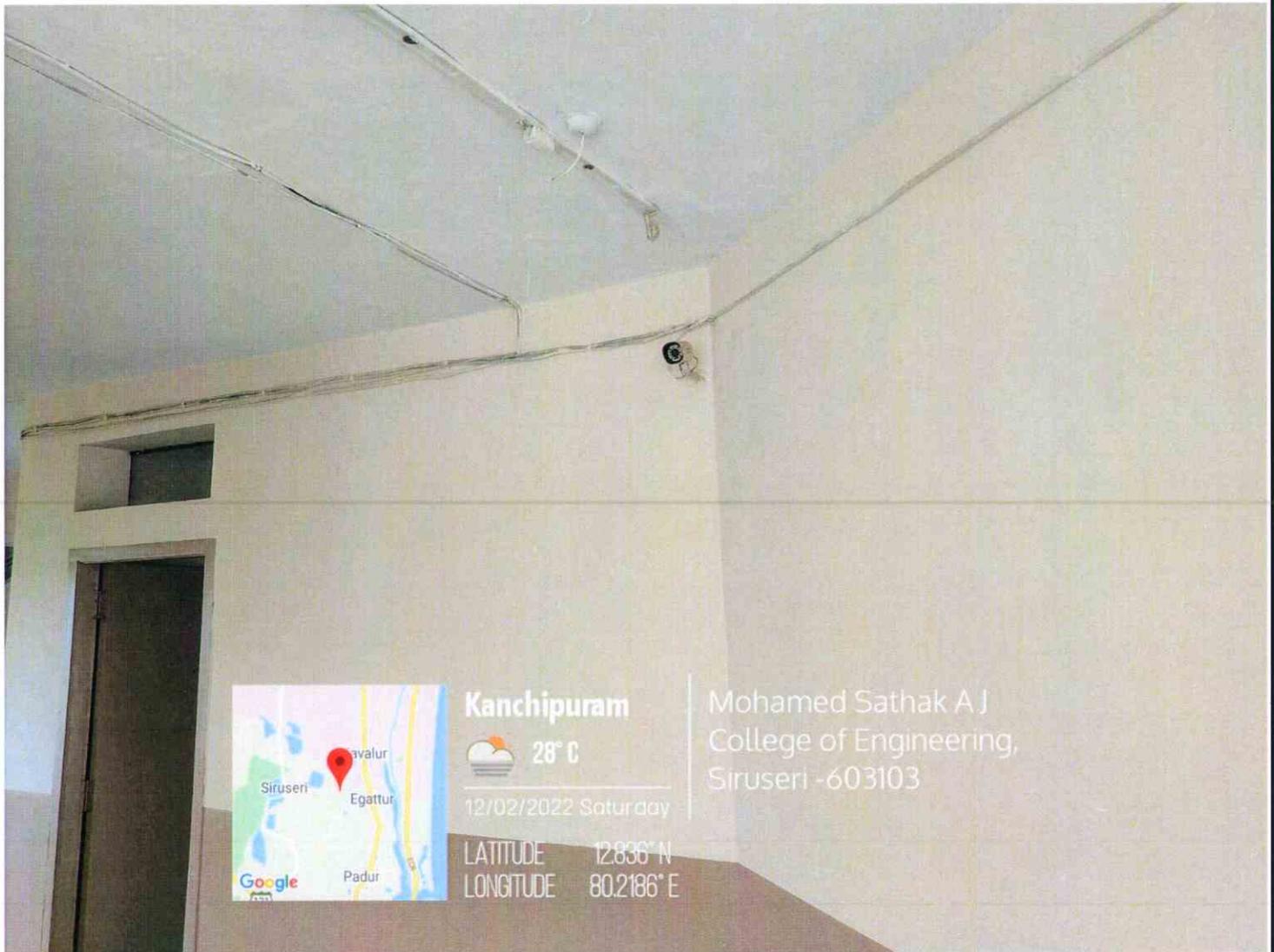


Gender Sensitivity Program on 12.2.2021

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4.Safety and Security (24*7)

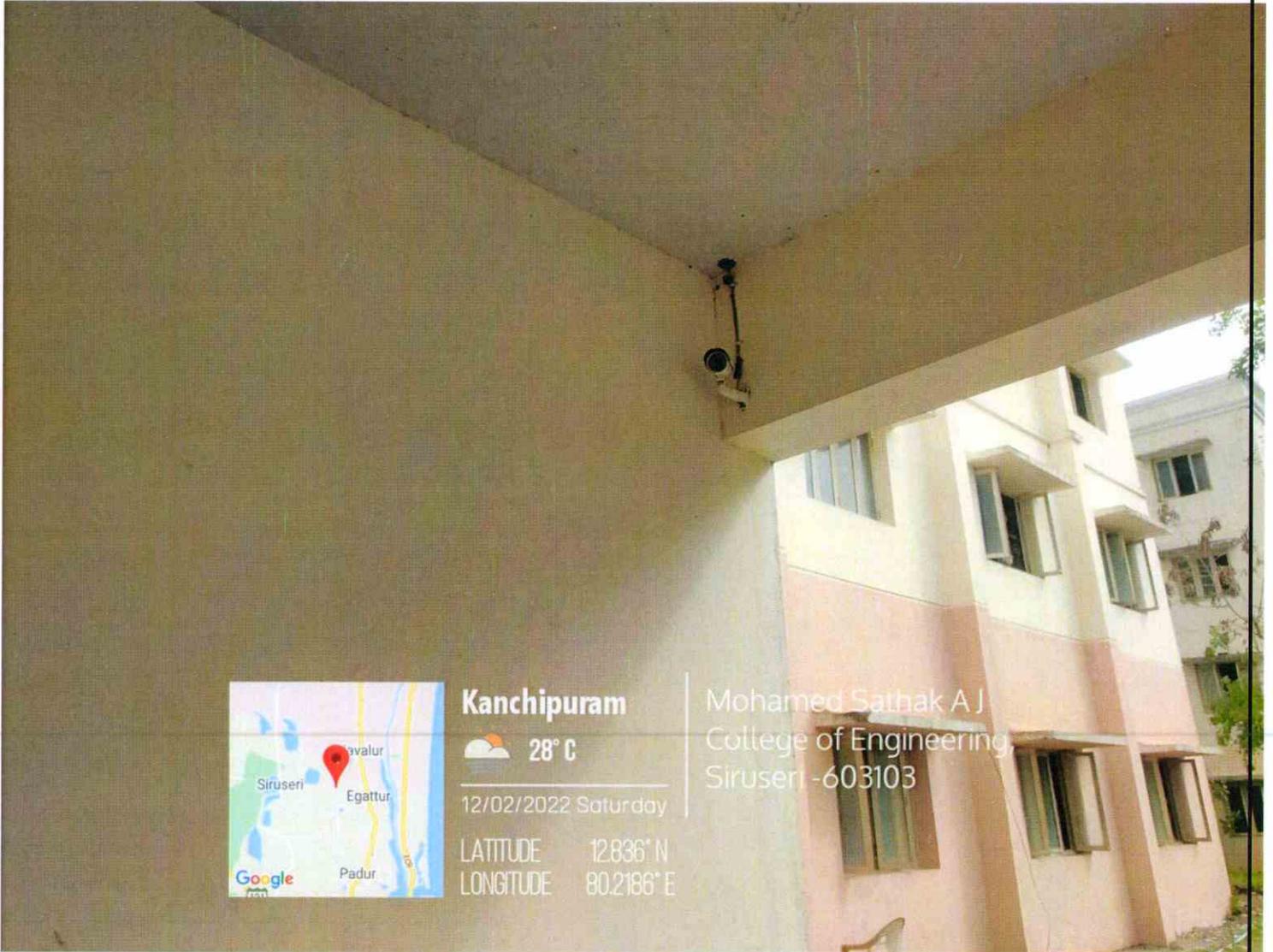
To ensure the safety of women on campus, student leaders stressed on the importance of installing CCTV cameras covering the entire premises of educational institutions. “Educational institutions must have CCTV cameras on campus. When it comes to safety and security, surveillance cameras have become a basic necessity for the security of women.”



24×7 – CCTV Coverage in Our College

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36, Saray Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.



**24x7 – CCTV Coverage in Our College
Hostel**

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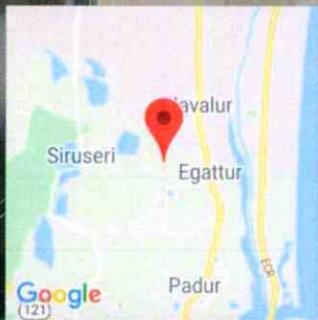
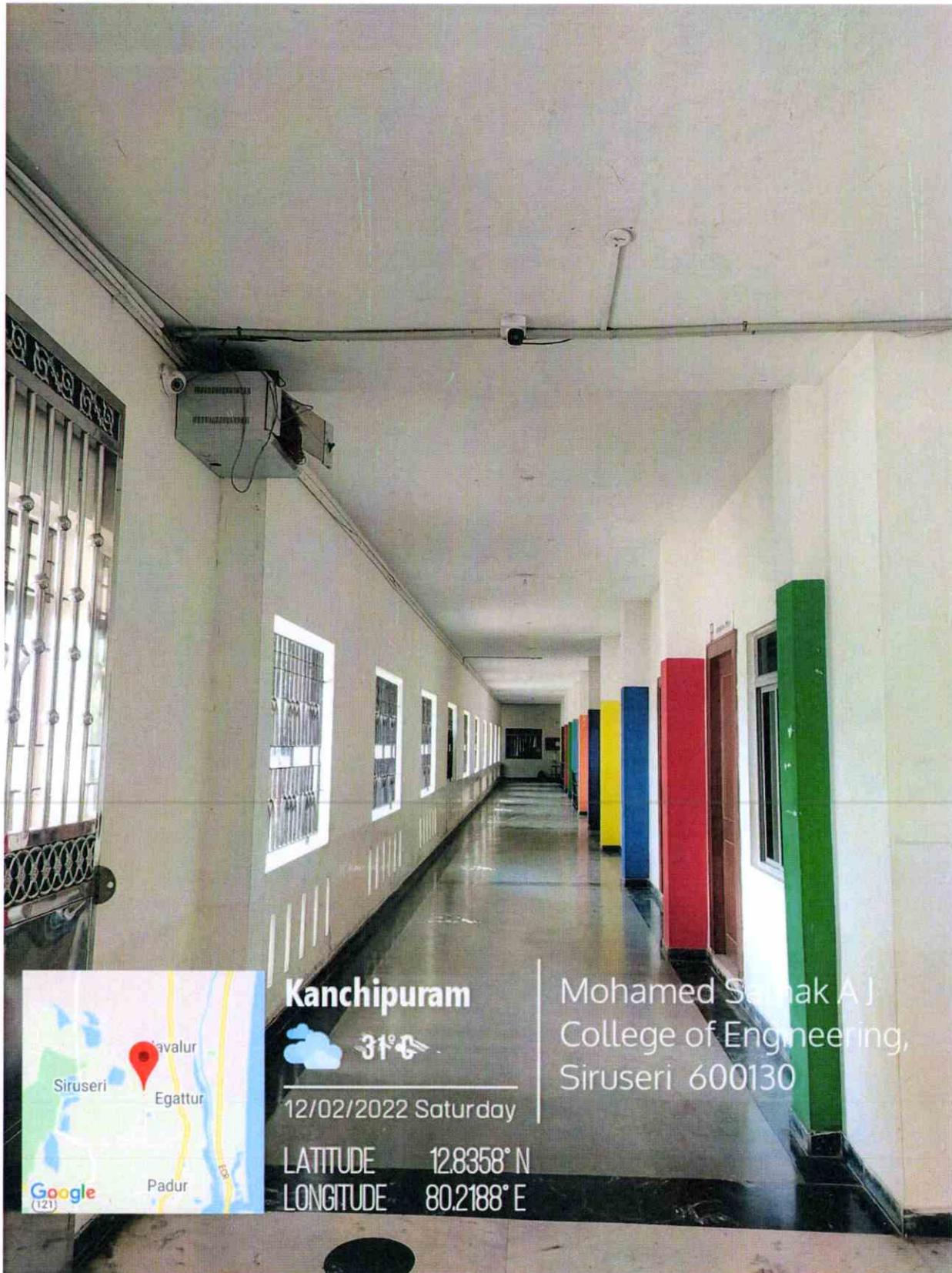
 GPS Map Camera



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Long 80.218742°
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CCTV Display in Principal Room


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



Kanchipuram

☁️ 31°C

12/02/2022 Saturday

LATITUDE 12.8358° N

LONGITUDE 80.2188° E

Mohamed Sathak A J
College of Engineering,
Siruseri 600130

24x7 – CCTV Coverage in Our College

[Signature]
PRINCIPAL

5.Fire Safety Awareness Program -2021

Ensure Fire Safety, Save Life, Save Property. "Fire can kill, don't be static. Fire defense is a self-defense. Fire destruction is one man's job; fire prevention is everybody's job". As of above quotes we conducted fire safety awareness in our college on 01/02/2021 with collaboration of Fire Service Station, Siruseri, IT Park. They conducted a demo on safety measures and precautions, how to protect us from fire in our social environment.



FIRE SAFETY AWARENESS PROGRAM

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Gandhi Road (OMR), Siruseri, IT P

603 103.



FIRE SAFETY AWARENESS PROGRAM

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MUHAMMAD SATHAK A.J.COLLEGE OF ENGINEERING
Road (OMR) Siruseri,
601 303

6. Counseling for Students by Mentor

If exams are really making you ill, worried, or depressed, don't hide your feelings. Talk to someone about it. In some cultures, people think it is wrong to share their feelings and worries with others. But this is the only way to get help. In Britain, there is a saying, 'A problem shared is a problem halved. So one must find someone to talk to about these problems. So the Tamil medium students are counseled to improve their English language skills. They were advised to read books regularly and also suggested to practice writing in English. Also they were asked to clarify doubts with teachers regarding all the subjects



Counseling for Students by Mentor

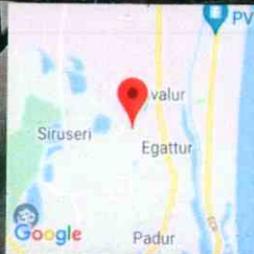
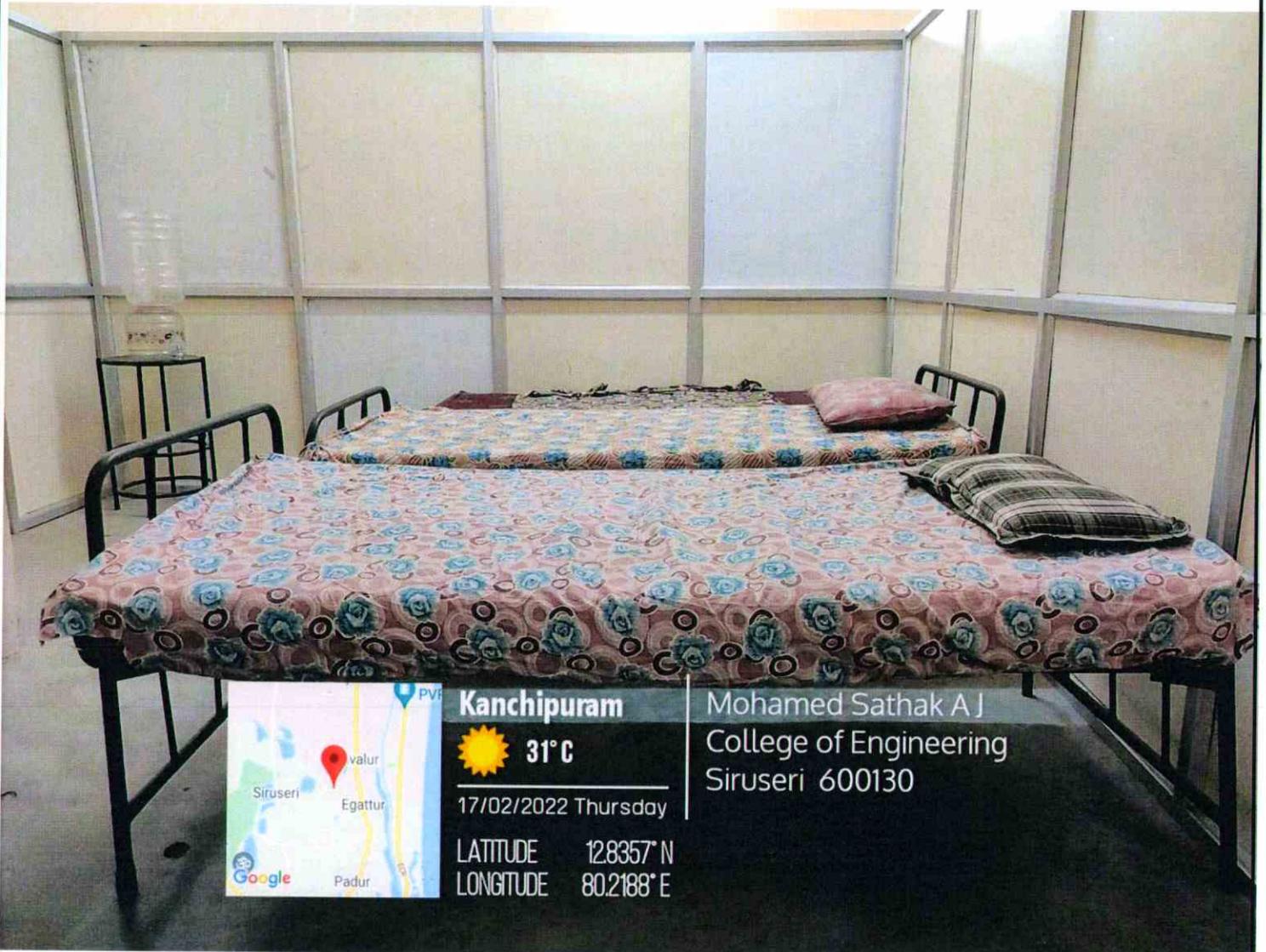
PRINCIPAL

7. Girls Relaxation Common Room

There is a need for personal space especially for girls who are young adults. This is very essential for them to interact, discuss with their counterparts and also to take rest if and when needed. Our college has considered the need for this personal space for girls, especially in a co – educational Institution and allotted a separate room for the girls.

The Girls' Common Room is situated on the Third floor. It is a spacious room and comprises of cots with beds for the girls to take rest in case of an emergency. This room forms a safe cocoon for our girls if need be.

Girls Relaxation Common Room



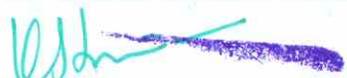
Kanchipuram

☀️ 31°C

17/02/2022 Thursday

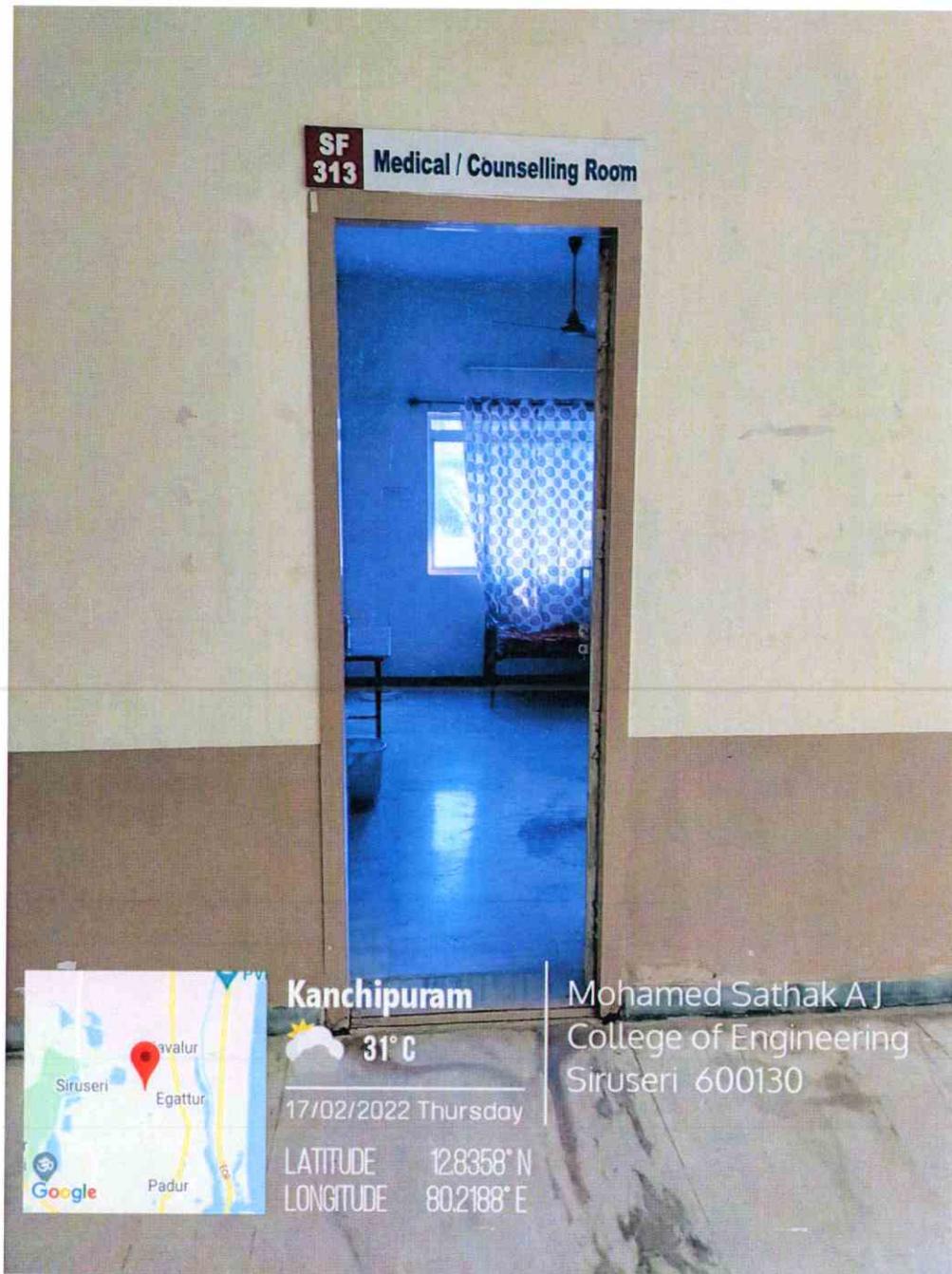
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Mohamed Sathak A J
College of Engineering
Siruseri 600130


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8. MEDICAL COUNSELING ROOM:

The College has a well-equipped medical room with 2 beds. First aid facilities, a wheel chair and a blood pressure machine are available in this medical room and there is a nurse on campus to cater to the students who report with health related issues. In case of any emergency, the student is either rushed to a nearby hospital/medical center.



MEDICAL COUNSELING ROOM

Mohamed Sathak A J
PRINCIPAL

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



Siruseri, Tamil Nadu, India
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MEDICAL COUNSELING ROOM


PRINCIPAL

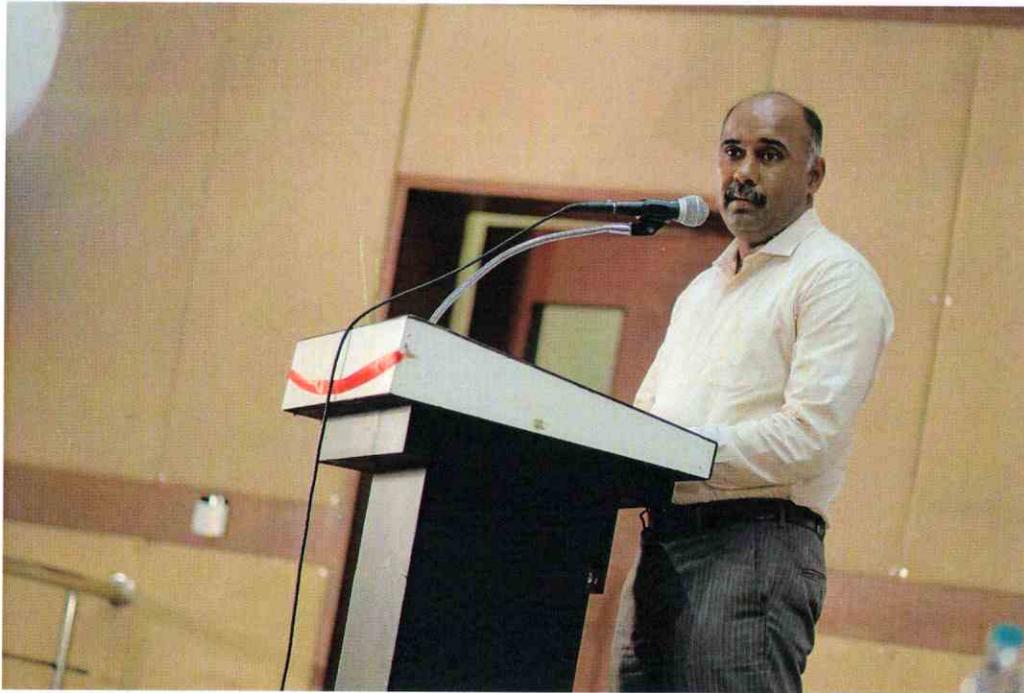
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
SIRUSERI

9. Anti Ragging Committee and Program

Ragging is not an ice-breaker but a great crime. Providing psychological harm or to raise the fear of apprehension is always coined as ragging, which has the effect of teasing, treating or handling with rudeness towards fresher's or junior students. To avoid these kinds of situations we organized Anti-ragging awareness program as a part of the Induction program. This would positively educate the students on ragging. Further Anti ragging committee is framed and flash boards are placed all over the campus.




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**Anti-ragging awareness in our Induction program on
29/03/2021**

A handwritten signature in blue ink, appearing to be 'M. Sathak'.

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MUHAMMAD SATHAK A.J. COLLEGE OF ENGINEERING

10. Representation of Women in Core Committee



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(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Siruseri IT Park, Egattur, Chennai 603 103

Ref.No: MSAJCE/PO-006/2020-21

Date: 01.10.2020

OFFICE ORDER

It is hereby informed to all the faculty, staff and students that, for smooth conduction of academics and administrative activities the following members are nominated as Heads for the various departments as follows w.e.f 01.10.2020 till further order.

S.No	Name of the Faculty	Responsibility
1	Dr. R. Senthil Kumar	Head - Administration & Placement (Support)
2	Mr. B. Senthil Kumar	Placement Officer
3	Dr. I. Manju	Head - Technology Centre & Research (Support)
4	Dr. B. Janarthanan	Research
5	Dr. E. Dhiravidachelvi	Head - Academics & Accreditation (Support)
6	Mrs. G. Premalatha	Head - IQAC & Accreditation
7	Mr. R.B. Sarooraj	CSE - HOD I/C
8	Mr. S. Senthil Pandi	IT - HOD I/C
9	Mr. M. Kamarajan	ECE - HOD I/C
10	Mr. C. Venkatesh	EEE - HOD I/C
11	Mr. G. Ramesh	MECH- HOD I/C
12	Mr. M. B. Shanmugharajan	CIVIL - HOD I/C
13	Ms. V. Shobana	S&H - HOD I/C

All are requested to extend your co-operation.

Copy to:

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



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Representation of women faculties in core committees

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**11. Sexual Harassment and Grievance
Redressal Committee**



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Siruseri IT Park, Egattur, Chennai 603 103

ANTI-RAGGING COMMITTEE MEMBERS

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	Carol Persy .N	BE.ECE	Student Member	MSAJCE
15	Mohamed Towfic.A	BE.MECH	Student Member	MSAJCE
16	Mohamed Abdulla .K	BE.CIVIL	Student Member	MSAJCE
17	Ijaz Ahamed.M	B.E.EEE	Student Member	MSAJCE

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



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Siruseri IT Park, Egattur, Chennai 603 103

time. The college will not permit or condone any incident of ragging in any form and will take 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..

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.



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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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 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)

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



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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Siruseri IT Park, Egattur, Chennai 603 103

Affidavits to be signed by Student and Parents:

Affidavit By Student:

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

Declared this _____ 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

4

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

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

Siruseri IT Park, Egattur, Chennai 603 103

Affidavit By Parent:

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



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

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.

OATHCOMMISSIONER/PRINCIPAL

PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
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Chennai-603 103.



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Siruseri IT Park, Egattur, Chennai 603 103

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

Date: 15.12.2020

Anti Ragging Cell- Minutes of Meeting

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

Agenda of the Meeting

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

S. No	Name	Designation	Category	Contact Details
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499
2	Dr.R.Senthil Kumar	Head -Student Affairs, MSAJCE, Chennai	Convener	8610337011
3	Dr.S.Vijayakumar	Head - Admin, MSAJCE, Chennai.	Member	9952054977,
4	Dr.S.Prasath	Head – Placement; MSAJCE, Chennai	Member	8248083360;
5	Dr.K.P.Santhosh Nathan	PED, MSAJCE, Chennai	Member	9840886992
6	Mr.A. Abdul Gafoor	Admission Officer, MSAJCE, Chennai.	Member	9940319629
7	Mr.C.Venkatesh	AP / EEE, MSAJCE, Chennai	Member	8978090678
8	Mr.S.Senthil Pandi	AP / IT, MSAJCE, Chennai	Member	9578920860
9	Ms.S.Sona Devi	AP/ ECE, MSAJCE, Chennai.	Member	8903407127
10	Mr.Rizha-Ur-Rahman	AP / Civil, MSAJCE, Chennai	Member	9790836981
11	Mr.Syed Ismail	AP / CSE , MSAJCE, Chennai	Member	9884385464



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12	Mrs.V.Shobana	AP / Physics MSAJCE, Chennai	Member	7449018960
13	Mrs.Zulaiha Mariyam	AP / Maths MSAJCE, Chennai	Member	9875691362
14	Carol Persy N	BE.ECE	Student	MSAJCE
15	Mohamed Towfic A	BE.MECH	Student	MSAJCE
16	Mohamed Abdulla.K	BE.CIVIL	Student	MSAJCE
17	Ijaz Ahamed.M	B.E.EEE	Student	MSAJCE

Points discussed

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

PRINCIPAL

Copy to:

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

PRINCIPAL
MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
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Siruseri IT Park, Egattur, Chennai 603 103

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

Date: 18.02.2021

Anti Ragging Cell- Minutes of Meeting

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

Agenda of the Meeting

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

S. No	Name	Designation	Category	Contact Details	Signature
1	Dr.K.S.Srinivasan	Principal MSAJCE, Chennai	Chairman	9444300499	
2	Dr.R.Senthil Kumar	Head –Student Affairs, MSAJCE, Chennai	Convener	8610337011	
3	Dr.S.Vijaya Kumar	Head - Admin, MSAJCE, Chennai.	Member	9952054977	
4	Dr.S.Prasath	Head – Placement; MSAJCE, Chennai	Member	8248083360	
5	Dr.K.P.Santhosh Nathan	PED, MSAJCE, Chennai	Member	9840886992	
6	Mr.A.Abdul Gafoor	Admission Officer, MSAJCE, Chennai.	Member	9940319629	
7	Mr.C.Venkatesh	AP / EEE, MSAJCE, Chennai	Member	8978090678	
8	Mr.S.Senthil Pandi	AP / IT, MSAJCE, Chennai	Member	9578920860	
9	Ms.S.Sona Devi	AP/ ECE, MSAJCE, Chennai.	Member	8903407127	
10	Mr.Rizha-Ur-Rahman	AP / Civil, MSAJCE, Chennai	Member	9790836981	
11	Mr.Syed Ismail	AP / CSE , MSAJCE, Chennai	Member	9884385464	
12	Mrs.V.Shobana	AP / Physics MSAJCE, Chennai	Member	7449018960	
13	Mrs.Zulaiha Mariyam	AP / Maths MSAJCE, Chennai	Member	9875691362	
14	Carol Persy N	BE.ECE	Student	MSAJCE	



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14	Carol Persy N	BE.ECE	Student	MSAJCE	
15	Mohamed Towfic A	BE.MECH	Student	MSAJCE	
16	Mohamed Abdulla.K	BE.CIVIL	Student	MSAJCE	
17	Ijaz Ahamed.M	B.E.EEE	Student	MSAJCE	

Points discussed

1. The chairman welcomed all the Anti-Ragging Committee members for the meeting and discussed about first meeting briefly
2. The committee discussed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus.
3. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline College.
4. The committee members were instructed to organize meetings with faculty & students to create awareness about the consequences of ragging, procedures for reporting ragging.
5. No complaints were registered; hence redressal is nil

PRINCIPAL

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

Copy to:

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



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(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Siruseri IT Park, Egattur, Chennai 603 103

Affidavits to be signed by Student and Parents:

Affidavit By Student:

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

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

Declared this Thursday day of April month of 2021 year.

VERIFICATION

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

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

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

OATH COMMISSIONER



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

Sponsored by Mohamed Sathak Trust

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

Siruseri IT Park, Egattur, Chennai 603 103

Affidavit By Parent:

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

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

Declared this Thursday day of April month of 2021 year.

Signature of deponent

Name: Abdul Wahab

Address: 27, Athiyadi West Street, Chennai

Telephone / Mobile No.: 9994587677


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



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

Sponsored by Mohamed Sathak Trust

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

Siruseri IT Park, Egattur, Chennai 603 103

VERIFICATION

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

Verified at MSAJCE (place) on this the Thursday (8) (day) of April (month), 2021 (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the Thursday (8) (day) of April (month), 2021 (year) after reading the contents of this affidavit.

OATH COMMISSIONER/PRINCIPAL

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



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

Affidavits to be signed by Student and Parents:

Affidavit By Student:

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

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
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Declared this Thursday day of April month of 2021 year.

VERIFICATION

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

Verified at M.S.A.J.C.E (Place) on this the Thursday (day) of April (month), 2021 (Year).

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

OATH COMMISSIONER



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

Sponsored by Mohamed Sathak Trust

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

Siruseri IT Park, Egattur, Chennai 603 103

Affidavit By Parent:

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

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
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5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this Thursday day of April month of 2021 year.

Signature of deponent

Name: Vadivel Rajan

Address: 6/179 Vabnigga street Sadras, Chikodakkam

Telephone / Mobile No.:

8838928148



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

VERIFICATION

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

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

Signature of deponent

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

OATHCOMMISSIONER/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

Sponsored by Mohamed Sathak Trust

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

Siruseri IT Park, Egattur, Chennai 603 103

**GRIEVANCE REDRESSAL /
DISCIPLINARY / VIKASHA / POSH
CELL / SEXUAL HARASSMENT
COMPLAINT CELL**

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



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

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Siruseri IT Park, Egattur, Chennai 603 103

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

As per guidelines of Anna University Grievance Redressal / Disciplinary / Vikasha / POSH Cell / Sexual Harassment Complaint Cell has been established by Mohamed Sathak A J College of Engineering (MSAJCE). In order to create and maintain a community in which teaching & non-teaching staffs and Students can work together in an environment which is free of sexual violence, harassment, exploitation, and intimidation. MSAJCE has proactively established the Grievance Redressal / Disciplinary / Vikasha / POSH Cell / Sexual Harassment Complaint Cell. This cell meets the obligation as mandated by the Supreme Court of India, in its landmark judgment in August 1997 viz., Vishaka & others vs. the State of Rajasthan & others which stated that “every instance of sexual harassment is a violation of Fundamental Rights under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the Right to Freedom under Article 19 (1)(g)”.

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 Councillor. 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, without any fear of being victimized.
- Installation of Suggestion / complaint Box in the reception table in which the Students / staffs, who want to remain anonymous, may drop 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 to behave in a vindictive manner towards any of them for any reason.

[Handwritten Signature]
PRINCIPAL
MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
4th Rajiv Gandhi Road, Egattur,
Chennai-603103



MOHAMED SATHAK A J COLLEGE OF ENGINEERING

Sponsored by Mohamed Sathak Trust
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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.

- Academic Matters: Related to class room teaching, class room management, completion of syllabus, teaching methods, attendance etc.
- Administrative Matters: Related to timely issue of duplicate Mark-sheets, Bonafide, Transfer Certificates, Conduct Certificates or other examination related matters.
- Financial matters: Related to dues and payments for various items from library, hostels etc.
- Harassment by colleague students or the teachers etc: Sexual harassment - any kind of physical or mental harassment
- 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.

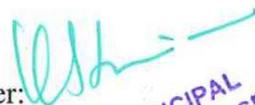
Students and staff complaints → Department grievance committee → Institute level grievance → Central grievance committee

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

1. **Department level Grievance Redressal Committee** will be as under:

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

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


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

- i. Convener Grievances Redressal Committee - Chairman
- ii. Up to five (5) members to be appointed by the Head of the 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 central grievance committee within a week from the date of receipt of decision with the relevant details.

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- 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.

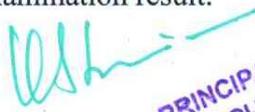
Powers: -

- 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 rules 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.

COMMITTEE MEMBERS:

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachelvi.	Head – Academics , MSAJCE, Chennai	Convener	9442046457
2	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai	Co - Convener	9444300499
3	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926
4	Dr.R.Senthil Kumar	Head-Student Affairs, MSAJCE, Chennai	Member	8610337011
5	Mrs.Premalatha	Head – IQAC, MSAJCE, Chennai.	Member	9952042616
6	Ms.S.Sudha,	Asst.Prof/Maths, MSAJCE, Chennai.	Member	9585855656
7	Mr.HussainBasha - NGO-1	Master Mind Consultant, Chennai.	Member	7397733573
8	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-
9	Ms.S.Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232
10	Mr.Ramesh.S	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256
11	Parent Representative		Member	
12	Abinaya K/ Ashwini. A	BE.ECE I/II	Student	MSAJCE
13	Divya Sri S	BE.EEE I/	Student	MSAJCE
14	Aishwarya R Jothika	BE.IT I/IV	Student	MSAJCE
15	Sajitha N Sandhiyaroselin Mary N.V	BE.CSE II/IV	Student	MSAJCE
16	Shahila P	BE.MECH III	Student	MSAJCE


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Ref.No: MSAJCE / 2019-2020

Date: 17.12.2019

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

Date of Meeting	17-12-2019	Time	02.15 pm
Meeting Facilitator	Dr.K.S.Srinivasan,Principal	Location	Board Room,MSAJCE

Agenda of the Meeting

1. Creating awareness among students and faculty members about various Grievance Redressal mechanisms available for student and faculty.
2. Creating awareness among the students regarding misuse the mobile phones and its consequences.
3. Advising the students not to delay filing of complaints and not to ignore.

S. No	Name	Designation	Category	Contact Details	Signature
1	Dr.E.Dhiravidachelvi.	Head – Academics , MSAJCE, Chennai	Convener	9442046457	
2	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai	Co - Convener	9444300499	
3	Mrs.Adhilakshmi Logamurthy	Advocate & Legal Consultant	Member	9841014926	
4	Dr.R.Senthil Kumar	Head-Student Affairs, MSAJCE, Chennai	Member	8610337011	
6	Ms.S.Sudha,	Asst.Prof/Maths, MSAJCE, Chennai.	Member	9585855656	
7	Mr.HussainBasha - NGO-1	Master Mind Consultant, Chennai.	Member	7397733573	
8	Dr.Ushaa Eswaran - NGO-2	Counselor & Consultant	Member	-	
9	Ms.S.Usha,	AP/English, MSAJCE, Chennai.	Member	9789275232	
10	Mr.Ramesh.G	Asst.Prof/MECH, MSAJCE, Chennai	Member	9443010256	
11	Parent Representative		Member		
12	Shahila P	II/Mech	Student		
13	S.Fahima	III/CSE	Student		
14	Bhavani	III/IT	Student		
15	Chandrakala Yadav	IV/ECE	Student		
16	Mohamed Yaseen. M	IV/Civil	Student		

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Points to be discussed

1. Chairman welcomed all for the meeting and started discussion.
2. Various Grievance Redressal mechanisms available for the student and faculty were discussed.
3. Faculty and student members were advised to create awareness among the students regarding misuse the mobile phones and its consequences.
4. No complaints was registered, hence redressal is nil.

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Copy to:

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

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

Date: 10.03.21

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

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

Agenda of the Meeting

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

S. No	Name	Designation	Category	Contact Details
1	Dr.E.Dhiravidachelvi.	Head – Academics , MSAJCE, Chennai	Convener	9442046457
2	Dr.K.S.Srinivasan	Principal, MSAJCE, Chennai	Co - Convener	9444300499
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	Ashwini. A		
13	Divya sri S	BE.EEE I/	Student
14	Aishwarya R Jothika	BE.IT I/IV	Student
15	Sajitha N Sandhiyaroselin mary	BE.CSE II/IV	Student
16	Shahila P	BE.MECH III	Student

Points to be discussed

1. Chairman welcomed all for the online meeting and started discussion.
2. After a discussion on the list students and faculty affected by Covid-19, principal advised the members to reach out to the parents and students affected.
3. Awareness on welfare schemes of state & central government, MSAJCE was discussed.
4. The guidelines given by Anna University on the online exam was discussed.
5. No complaints was registered, hence redressal is nil.


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Copy to:

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