

**MOHAMED SATHAK A J COLLEGE OF ENGINEERING,
Chennai 603103**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR


Ref: MSAJCE/IQAC/2020-2021/05

02.12.2020

It is hereby informed to all HoDs that IQAC meeting is planned to conduct on 4th December 2020. All the members are advised to attend the meeting positively.

Agenda

- Academic Schedule Planning
- Skill Development Courses, Self-Learning & Value Added Course
- Placement & Training Plan
- Co-Curricular & Extra Curricular Activities
- Research
- Quality Improvements
- ISR Activity
- Infrastructure Development


Head - IQAC


Chairman - IQAC

Minutes of Meeting - IQAC

Venue : Board Room Date : 4.12.2020	Members Present Dr. K.S. Srinivasan, Principal Mr. Mohamed Sathak, Director Dr. S. Vijayakumar, AO Mr. L. Chandrasekaran Managing Director - Precision Instruments & Electronics Pvt. Ltd Mr. Veerakumar Hathway Broadband Mr. E. Mohamed Sathak Hitachi Energy Ltd. Chennai Dr. I. Manju Head – TC & IR Dr. R. Senthilkumar Head - Student Affairs Facul Dr. E. Dhiravidachelvi Head- Academics Dr. B. Muthukumar Professor - CSE Mr. S. Senthil Pandi AP - IT Mr. M.B. Shanmuharajan HoD – Civil Mr. G. Ramesh Professor – MECH Mr. G. Chandrasekar Student Representative Dr. G. Premalatha IQAC Coordinator
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Agenda

- Online Academic Classes Planning.
- Online training course planning.

The following points were discussed in the meeting

- Mr. Mohamed Sathak, Director appreciated all the department for their effort in organising the International Conference virtually.
- He also appreciated the activities and achievements made by the department during the first lock down.
- As per directions of Anna University classes are planned in the Forenoon session in online mode.
- Tentative academic calendar for even sem 2020-21 planned.
- HoDs were advised to conduct parent teachers meeting through online mode and brief parents about the online classes.
- HoDs were informed to submit the department details for IIQA preparation.
- Students and faculty were advised to complete online certification courses.
- Departments were advised to organise online FDP and Webinars.
- Action plan for conducting online courses for 3D infrastructural modelling, Sketch up, 2D modelling, Electric Vehicle, Basic refrigeration & air conditioning, Introduction to cyber security are planned in the AN session.
- Action plan for conducting online workshops for school students was discussed.
- The SOP during Covid-19 pandemic was discussed and instructed to brief students regarding the same.


Head-IQAC


Chairman-IQAC