



MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)



INTERNAL QUALITY ASSURANCE CELL (IQAC)
CIRCULAR

Ref: MSAJCE/IQAC/2022-2023/01

01.08.2022

It is hereby informed to all HoDs that IQAC meeting is planned to conduct on 3rd August 2022 at 2 pm in Board room. 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

I. U. M. J. C.

Head - IQAC

01/08/22
Chairman - IQAC

Copy to

Director - MSAJCE

IQAC - Members

All HoDs



Minutes of Meeting - IQAC

Date : 3.8.2022	<u>Members Present</u> Dr. K. S. Srinivasan, Principal Mr. Mohamed Sathak, Director Mr. Veerakumar, Hathway Broadband Mr. E. Mohamed Sathak, Hitachi Energy Ltd Chennai Mr. L. Chandrasekaran, Managing Director - Precision Instruments & Electronics Pvt. Ltd Mr. A. Abdul Gafoor, Admin Manager Dr. G. Ramesh, Head - Administration Dr. A. Balakrishnan, Head- Academics Dr. A. Kamalaselvan, Head-TC Mr. C. Venkatesh, AP/EEE Mr. M. Kamarajan, AP/ECE Mr. K. K. Vinoth Kumar, AP/Mech Mr. D. Weslin, AP/IT Ms. Shahidha, IV CSE, MSAJCE Dr. I. Manju, IQAC Co-ordinator
Venue : Board Room	

Agenda

- Academic Schedule Planning
- Skill Development Courses, Self Learning & Value Added Course for odd sem 2022-23
- Placement & Training Plan
- Co-Curricular & Extra Curricular Activities
- Research Initiatives
- Quality Improvement Initiatives
- ISR Activity
- Infrastructure Development

The following points were discussed in the meeting

Academic Schedule Planning:

- Preparation of academic calendar in alliance with Anna University academic schedule
- LAT planned after completion of each unit
- Class committee meeting and feedback collection as per schedule
- Parent Teacher Meeting and its significance PTM shall be conducted in Online/offline mode.
- Common subject teacher meeting & result pulling down subject meeting made as mandatory to improve the results
- Orientation day for faculty planned on first week of November



- Readiness of lesson plan, question bank, class notes and lab manual. All course material to be issued to students on day1.
- Submission of previous semester course file and academic audit scheduling.
- Co-curricular and extracurricular activity planning for odd sem 2022-23.
- In order to facilitate Innovative teaching methods for all subjects 2 periods/week may be allotted for Lesson Plan activity.

Skill Development Courses, Self Learning & Value Added Course:

- AICTE approved Karma courses.

S.No	Dept	Course Name
1.	Civil Engineering	Architectural Drafting and Basic 3D Design with Autodesk Revit (MES)
2.	Computer Science and Engineering & Information Technology	AI -Machine learning Developer
3.	Electronics and Communication Engineering & Electrical and Electronics Engineering.	Certificate Course in Embedded System Design using ARM/ Cortex Microcontroller
4.	Mechanical Engineering	Refrigeration And Air Conditioning
		Additive Manufacturing Technician (3D Printing)

- Value added courses approved by Anna University that are to be offered to final year students of ECE, CSE, IT and Mechanical.

S.No	Year	Dept	Course Name
1	III yr & IV yr	ECE	IoT using Arduino
		CSE & IT	Python and Introduction to Machine Learning
		Mech	Multi-body Dynamics

- Courses planned for II, III, IV yr students in various technology centres.

S.No	Year	Dept	Course Name
1	II yr	Civil	CAD
		EEE	Lab view
		ECE	SCILAB
		Mech	3D modelling
2	III yr	Civil	STADPRO
		CSE	Introduction to Networks
		EEE	Drone Technology
		ECE	Drone Technology



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IV

IT
EEEIntroduction to Networks
Simulation of Electric Vehicle**Placement & Training Plan:**

- Awareness program for resume writing to be conducted for III yr & IV yr students.
- Company specific awareness and training programs for aptitude, technology and group discussions etc planned to be provided to improve placement.
- Training for improving communication skills planned from I yr onwards.
- Mock interviews by external & internal experts to be planned to improve placement.
- Intensive placement training by external agency planned in the month of July to August 2022.
- Various Industry showing their interest to placement which is schedule from September 2022 onwards

Major Activities:

- Teacher's day and Engineers Day to be planned to honour the efforts of teachers/engineers to the society and alumni.
- The Association Inauguration for all the departments on or before first week of October.
- The Symposium for all the departments is planned to be held in the last week October 2022.
- The Convocation for 2015-19, 2016-20, 2017-21 batches are tentatively scheduled in the second week of October 2022.
- The Inauguration day is planned to be held in the first week of October/November 2022.
- The Induction programme for I yr students is planned to be held October/November 2022.
- The following technical events is planned for the odd sem 2022-23

S.No	Dept	Event
1.	Mech	Paper Presentation
2.	ECE	Technical Quiz
3.	EEE	Project Expo - 2022
4.	Civil	Poster Competition - Themes: Civil- Nanotechnology in Civil Engg ECE- Powering on IoT. EEE- Smart Grid. Mech- AI in Mechanical engg. CSE- AI and DS. IT- Blockchain Technology.
5.	IT & CSE	Coding & Debugging Competition
6.	H & S	Tamil Pattimandram

Research:



- Faculty who have not qualified with PhD and SLET / NET are encouraged to register for PhD and qualify in SLET / NET.
- Faculty are advised to publish 3 papers / year in reputed journals indexed by UGC Care / Scopus / Web of Science / SCI / SCIE.
- Faculty are advised to complete at least one online course / semester through NPTEL / SWAYAM / MOOC etc. to upgrade their knowledge.
- Doctorates are advised to submit funding proposals to AICTE/DST/Industry etc to carry out research / consultancy work.
- Doctorates are advised to organise at least one event per year like workshop / FDP / Conference in association with professional society or funding agency.
- More activities to be conducted under IIC to encourage innovation and participation in competitions, Hackathons, etc. among students.

ISR Activities:

- School visits to our technology centres may be planned from Nov 2022 to Jan 2023.
- The Science and technology awareness programs at various schools may be planned in Sep 2022 to Jan 2023.
- “Al-go-rhythm” a science carnival may be organised in Jan 2023.

Quality Improvements:

- All the departments are advised to plan and prepare for SSR for NAAC accreditation.
- CSE and IT dept are advised to plan and prepare for NBA visit.
- ECE & Mechanical dept are advised to plan and prepare for SAR submission for NBA in Jan 2023.
- ECE & Mechanical dept are advised to plan and prepare to apply for Research centre under Anna University in AY 2022-23.
- The Academic Advisory Committee meeting shall be scheduled in 1st week of October 2022.
- The Planning and monitoring shall be scheduled in 2nd week of October 2022.
- The Governing Council meeting shall be scheduled in 3rd week of October 2022.
- The MRM meeting and the surveillance audit may be scheduled in even sem 2022-23.
- It is planned to participate in various rankings like ARIIA 2022, NIRF 2023, and OBE ranking by R world.
- The IIC activities for 1st quarter planned to be conducted in the last week of August 2022.

Infrastructure Development:

- Infrastructure for Sathak Innovation and Incubation foundation to be developed.
- The number of Wi-Fi points to be increased in hostel & labs.
- Purchase and installation of smart boards minimum 1/dept.
- The number of LCD projectors to be increased.



- Systems available in labs and technology centres may be upgraded in terms of RAM capacity, graphics card, etc.
- The batteries of UPS may be replaced to ensure uninterrupted supply to technology centres & labs.
- Books, Journals and magazines shall be purchased after discussion with the department HoDs. The process for renewing subscription and updation of library software may be initiated.
- The infrastructure for Godrej Disha Skill development centre to be developed.
- New RO plant to be installed replacing the old RO plant.

I. Manjini
Head-IQAC

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Chairman-IQAC