

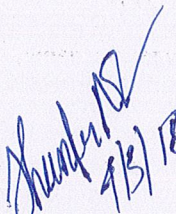
**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**AVADI, CHENNAI – 600055.**  
**MINUTES OF MEETING**

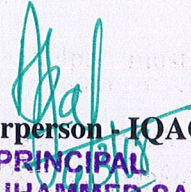
<b>AGENDA</b>	IQAC - 4 <sup>th</sup> Meeting of Academic Year 2017-2018		
<b>DATE &amp; TIME</b>	04-05-2018 at 10.00 a.m.	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst. Prof.K. Selvakumarasamy – ECE	<b>VENUE</b>	Principal's Chamber
<b>1.Meeting Objectives</b>			
<ul style="list-style-type: none"> <li>• Academic planning for forthcoming semester (2017-Regulations)</li> <li>• To discuss about hostel students accommodation for the forthcoming Academic year.</li> <li>• To discuss about Bio metric attendance.</li> </ul>			
<b>2.Members Present</b>			
<p>Janab Shaik Athaullah - Trustee Administrator  Prof. Dr.M.Afzal Ali Baig - Chairperson  Prof Dr. N.R. Shanker – Coordinator  Dr. Mohd.F.Shabir – HoD/Mech  Asst. Prof. A.S.Salma Banu – ECE  Asst. Prof.K.Selvakumarasamy – ECE  Prof. K. Jayaganesh – HOD /Civil, Prof. Dr.S. Sathish – Director – R&amp;D, Prof. R. Murali Krishna – HOD/EEE, Prof. A. Durai Babu – HOD/ECE, Prof. Dr. C. M. Velu – HOD/CSE , Prof. Dr.M.Amanullah – HOD / I.T., Prof. Khaja Moideen – HOD/MCA, , Asst. Prof. Suberiya Begum – CSE, Asst. Prof. K. Priya – CSE, R. Lavanya – IT, Asst. Prof. S. Mohammed Abbas – Mech, Asst. Prof. Munirajachandra – Mech, Asst. Prof. S.A. Vasiyullah – EEE, Asst.Prof. Jaffer – Civil, Wg. Cdr. K. Parthasarathi VSM – Rtd., Mr. Jamaludeen MD – Meamdois Tech. Solutions, Chennai, Mohammed Waqqas II year Mechanical, Mr. Saleem Basha – Industry Member, S. Madhurambal – Stakeholder, Mr. Syed Eliyaz Ahmed – Alumni Member</p>			
<b>3.Agenda and Notes, Decision, Discussion and Issues</b>			
<b>Topics</b>	<b>Discussion</b>		
Introduction	Coordinator welcomed all the members present for the meeting		

Academic Plan	<ul style="list-style-type: none"> <li>Attendance in the SSTP, Practice and study hours must not be taken into account.</li> </ul>
	<ul style="list-style-type: none"> <li>Time table has to be changed for 2013 and 2017 Regulations in the next semester. Lab must be completed in the first two slots in the next semester.</li> <li>IV slot Attendance portal entry must be completed by today (04.05.2018) for generating Hall Tickets.</li> <li>Sahara Question Bank must be completed before 25<sup>th</sup> May 2018.</li> <li>As per revised syllabus new Labs may come up in the next year, HODs were asked to prepare the list of any requirement.</li> <li>Stock verification has to be completed as per directive.</li> <li>Lab Instructors in each department must come to college in cyclic order every Saturday. They must keep their respective labs neat and clean. List of details to be submitted in the office.</li> </ul>
Hostel Students Accommodation	<ul style="list-style-type: none"> <li>Clock room has to be decided to keep the belongings of 2<sup>nd</sup> year, 3<sup>rd</sup> year and 4<sup>th</sup> year Hostel students till maintenance work is completed.</li> <li>Total list of hostel students to be finalized before this week.</li> <li>Mess supervisor to be appointed before the start of the next semester.</li> <li>R.O water helper must be available for monitoring water supply.</li> <li>Strength of care takers to be increased for forthcoming semester.</li> <li>Hostel maintenance to be completed before the commencement of next semester, entire June month to be used for the same.</li> <li>Hostel students must be identified who are in-disciplined and their Hostel ship must not be renewed for the forthcoming academic year.</li> <li>Hostel student's rooms must be checked once in every month.</li> </ul>

	<ul style="list-style-type: none"> <li>Principal asked HOD's to submit Hostel students application forms to deputy warden.</li> </ul>
Bio – Metric Attendance	<ul style="list-style-type: none"> <li>It was discussed that salary will be credited as per Bio Metric data for Teaching and Non Teaching faculty. Faculty must apply for CL / OD only through ERP. Faculties who have missed the Bio Metric attendance must apply the same for the month of April 2018 for disbursement of salary.</li> </ul>
Permanent Affiliation	<ul style="list-style-type: none"> <li>It was discussed to apply permanent affiliation for the following departments: Mechanical Engineering Department and Civil Engineering Department</li> </ul>
Ph.D Registration	<ul style="list-style-type: none"> <li>The faculty members are encouraged to register Ph.D Programme for the upcoming semester.</li> </ul>
FDP/Workshop	<ul style="list-style-type: none"> <li>All department HODs are requested to conduct FDP/workshop/seminar in emerging technology for the benefit of student.</li> </ul>

The meeting ended with thanks.

  
 9/5/18  
 Coordinator - IQAC

  
 Chairperson - IQAC  
**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**  
**AVADI - IAF, MUTHAPUDUPET**  
**CHENNAI 600 055**

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**AVADI, CHENNAI – 60055.**  
**MINUTES OF MEETING**

<b>AGENDA</b>	IQAC - 3 <sup>rd</sup> Meeting of Academic Year 2017-2018		
<b>DATE &amp; TIME</b>	12-01-2018 at 10.00 a.m.	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst. Prof.K.Selvakumarasamy – ECE	<b>VENUE</b>	Principal's Chamber
<b>1.Meeting Objectives</b>			
Academic Issue – Corrective Measures of DPT – Students Feedback for evaluating the teaching process			
<b>2.Members Present</b>			
<p>Janab Shaik Athaullah - Trustee Administrator          Prof. Dr.M.Afzal Ali Baig - Chairperson          Prof Dr. N.R. Shanker – Coordinator          Dr. Mohd.F.Shabir – HoD/Mech          Asst. Prof. A.S.Salma Banu – ECE          Asst. Prof.K.Selvakumarasamy – ECE          Prof. K. Jayaganesh – HOD /Civil, Prof. Dr.S. Sathish – Director – R&amp;D, Prof. R. Murali Krishna – HOD/EEE, Prof. A. Durai Babu – HOD/ECE, Prof. Dr. C. M. Velu – HOD/CSE , Prof. Dr.M.Amanullah – HOD / I.T., Prof. Khaja Moideen – HOD/MCA, , Asst. Prof. Suberiya Begum – CSE, Asst. Prof. K. Priya – CSE, R. Lavanya – IT, Asst. Prof. S. Mohammed Abbas – Mech, Asst. Prof. Munirajachandra – Mech, Asst. Prof. S.A. Vasiyullah – EEE, Asst.Prof. Jaffer – Civil, Wg. Cdr. K. Parthasarathi VSM – Rtd., Mr. Jamaludeen MD – Meamdois Tech. Solutions, Chennai, Mohammed Waqqas II year Mechanical, Mr. Saleem Basha – Industry Member, S. Madhurambal – Stakeholder, Mr. Syed Eliyaz Ahmed –Alumni Member</p>			
<b>3.Agenda and Notes, Decision, Discussion and Issues</b>			
<b>Topics</b>	<b>Discussion</b>		
Introduction	Coordinator welcomed all the members present for the meeting		

General Discussion	<ul style="list-style-type: none"> <li>• Trustee Administrator instructed the faculty members to circulate the information regarding 480 hours of attendance and information from Anna university to the students.</li> </ul>
	<ul style="list-style-type: none"> <li>• Principal instructed HoDs to plan of the current semester for improving the result.</li> <li>• Subject wise attendance report also has to be signed by the students every week.</li> <li>• Meeting has to be conducted by the departments for the slow learners.</li> </ul>
Daily Practice Test (DPT)	<ul style="list-style-type: none"> <li>• Part B – 16 mark Questions has to be converted into two 8 mark questions.</li> <li>• Presentation of the students should be regularly monitored by the faculty members during the test hour in the exam hall.</li> <li>• Answer key has to be prepared as per Anna University Key and should be given to all the students.</li> <li>• Trustee Administrator instructed the faculty members to monitor and give instruction to the students to avoid over writing in the paper and correct them in wrong abbreviation and make them to do neat presentation.</li> </ul>

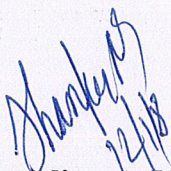
Student Feedback Form

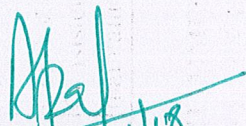
- The feedback form for the students has been approved by the IQAC cell and the format is given below.

(5 - Excellent 4 - Very Good 3 - Good 2 - Satisfactory 1 - Poor)

S. No.	SUBJECT CODE	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6
	NAME OF THE FACULTY MEMBER	1	2	3	4	5	6
	Please read the lines below as "The Teacher..."						
1	Comes to the class on time.						
2	Comes well prepared in the subject.						
3	Engages classes regularly and maintains discipline.						
4	Speaks clearly and audibly, and writes and draws legibly.						
5	Covers all the topics on time.						
6	Offers timely assistance and counseling to the students.						
7	Asks questions to promote interaction and reflective thinking.						
8	Explains clearly and effectively the concepts/principles with appropriate examples.						
9	Encourages, compliments and praises originality and creativity displayed by students.						
10	Is understanding and unbiased in dealing with the students.						

The meeting ended with thanks.

  
Coordinator IQAC

  
CHAIRPERSON - IQAC  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING  
AVADI - IAF, MUTHAPUDUPET  
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**MINUTES OF MEETING**

<b>AGENDA</b>	IQAC - 2 <sup>nd</sup> Meeting of Academic Year 2017-2018		
<b>DATE &amp; TIME</b>	22.09.2017 at 11.00 A.M.	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst. Prof. K.Selvakumarasamy - ECE	<b>VENUE</b>	Principal's Chamber

**1.Meeting Objectives**

To review the Daily Practice Test – Student Discipline issue – Hostel Tuition class – Other Academic issues

**2.Members Present**

Janab Shaik Athaullah - Trustee Administrator  
 Prof. Dr.M.Afzal Ali Baig - Chairperson  
 Prof Dr. N.R. Shanker – Coordinator  
 Dr. S. Sathish – Asso. Prof./ Mech  
 Asst. Prof. A.S.Salma Banu – ECE  
 Asst. Prof.K.Selvakumarasamy – ECE  
 Prof. K. Jayaganesh – HOD /Civil, Prof Dr. Mohd. F. Shabir – HOD/Mech., Prof. R. Murali Krishna – HOD/EEE, Prof. A. Mohammed Mydeen - HOD/ECE, Prof. Dr. R. Shankar HOD/CSE , Prof. Dr.M.Amanullah – HOD / I.T., Prof. Khaja Moideen – HOD/MCA, , Asst. Prof.Suberiya Begum – CSE, Asst. Prof. K. Priya – CSE, R. Lavanya – IT, Asst. Prof. S. Mohammed Abbas – Mech, Asst. Prof. Munirajachandra – Mech, Asst. Prof. B. Nadheer Ahmed – EEE, Asst.Prof. Jaffer – Civil, Mohammed Waqqas II year Mechanical, Mr. Saleem Basha – Industry Member, R.T. Shakeel Ahamed - Stakeholder

**3.Agenda and Notes, Decision, Discussion and Issues**

<b>Topics</b>	<b>Discussion</b>
Introduction	Chairperson welcomed all the members present for the meeting.
Daily Practice Test	<ul style="list-style-type: none"> <li>❖ All the HoDs expressed their view, that Daily Practice Test is an effective way of making the student to learn and write the subject everyday in the morning first hour. It was decided that if any student is scoring less than 5 in the DPT, in that case the student must have to write the answers in the next class hour of the subject Faculty member and the same will be monitored.</li> <li>❖ HODs were asked to monitor the presentation in DPT.</li> </ul>

Attendance	❖ HoDs are asked to monitor the student leave, late comers and students who are absent in the afternoon session for the overall improvement of the attendance percentage.
Anti Ragging Information	❖ HODs informed that Anti Ragging circular was read in all the years.
Conclusion	The meeting ended with thanks.

*Shankar*  
22/9/17

**Coordinator - IQAC**

*Aalim*  
Principal

**Chairperson - IQAC**  
**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
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**MINUTES OF MEETING**

<b>AGENDA</b>	IQAC - 1 <sup>st</sup> Meeting of Academic Year 2017-2018		
<b>DATE &amp; TIME</b>	21.07.2017 at 11.00 A.M.	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst. Prof. K.Selvakumarasamy - ECE	<b>VENUE</b>	Principal's Chamber

**1.Meeting Objectives**

EDC – Daily Practice Test – Other Academic Issues

**2.Members Present**

Janab Shaik Athaullah - Trustee Administrator  
 Prof. Dr.M.Afzal Ali Baig - Chairperson  
 Prof Dr. N.R. Shanker – Coordinator  
 Dr. Mohd.F.Shabir – Prof./Mech  
 Asst. Prof. A.S.Salma Banu – ECE  
 Asst. Prof.K.Selvakumarasamy – ECE  
 Prof. Dr.C.Makendran – HOD /Civil, Prof Dr.S. Sathish – HOD/Mech., Asst.Prof. A. Mohanasundaram – HOD/EEE, Prof. A. Mohammed Mydeen - HOD/ECE, Prof. Dr. R. Shankar HOD/CSE , Prof. Dr.M.Amanullah – HOD / I.T., Prof. Khaja Moideen – HOD/MCA, , Asst. Prof.Suberiya Begum – CSE, Asst. Prof. K. Priya – CSE, R. Lavanya – IT, Asst. Prof. S. Mohammed Abbas – Mech, Asst. Prof. Munirajachandra – Mech, Asst. Prof. B. Nadheer Ahmed – EEE, Asst.Prof. Jaffer – Civil, Mohammed Waqqas II year Mechanical, Mr. Saleem Basha – Industry Member, R.T. Shakeel Ahamed - Stakeholder

**3.Agenda and Notes, Decision, Discussion and Issues**

<b>Topics</b>	<b>Discussion</b>
Introduction	Coordinator welcomed all the members present for the meeting.
Entreperner Development Cell (EDC Cell)	<ul style="list-style-type: none"> <li>❖ It is proposed to form the Entrepreneur Development Cell (EDC) for the Economic growth of a country.</li> <li>❖ The objective of Entrepreneurship Development Cell (EDC) at is to develop and strengthen entrepreneurial qualities in the budding professionals who are interested in starting their own ventures.</li> <li>❖ The infrastructure and technical support will provide to the students having innovative ideas to transform into new products and services for the betterment of the society.</li> </ul>

Daily Practice Test	<ul style="list-style-type: none"> <li>❖ 16 mark questions has to be converted into 2 (8) marks into DPT</li> <li>❖ Presentation of the students should be regularly monitored by the faculty members during the test in the exam hall.</li> <li>❖ Answer Key has to be prepared as per Anna University and should be given to all the students.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>❖ HoDs are asked to monitor the student leave, late comers and students who are absent in the afternoon session for the overall improvement of the attendance percentage.</li> </ul>
Anti Ragging Information	<ul style="list-style-type: none"> <li>❖ HODs informed that Anti Ragging circular was read in all the years.</li> </ul>
Academic Audit	<ul style="list-style-type: none"> <li>❖ Principal asked all HODs to audit the following documents which should kept ready for the forth coming semester: <ul style="list-style-type: none"> <li>✓ Lesson plan for all subject</li> <li>✓ Course Material</li> <li>✓ Question Bank</li> <li>✓ Lab requirements – manuals, records etc</li> <li>✓ Consumables items for Laboratory</li> </ul> </li> </ul>
Conclusion	The meeting ended with thanks.

*M. S. S. S.*  
2/12/17

Coordinator - IQAC

*A. S. S.*  
Chairperson - IQAC  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING  
VADI - IAF, MUTHAPUDUPET  
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