

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

AGENDA	IQAC - 4 th Meeting of Academic Year 2018-2019		
DATE & TIME	25.04.2019 at 10.00 A.M.	DEPARTMENT	All Departments
PREPARED BY	Asst. Prof. K. Selvakumarasamy - ECE	VENUE	Principal's Chamber

1.Meeting Objectives

NAAC File Status and Academic Plan

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

Topics	Discussion
Introduction	Coordinator welcomed all the members present for the meeting.
IQAC Members	❖ New members for IQAC cell has been selected from the various department for the academic year 2019-2020.

NAAC Accrediation	❖ All department files updation to be done according the NAAC requirements through department faculties and the same were verified through the HoD Department.	
Allocation of NAAC Criteria Files	❖ NAAC Criteria files were allotted for every department as follows:	
	Criteria	Incharges
	Curricular Planning and Implementation	Dr. R. Shanker HOD-CSE
	Teaching-learning and Evaluation	Dr.M.Amanullah HOD / I.T.
	Research, Innovations and Extension	Dr.C.Makendran HOD /Civil
	Infrastructure and Learning Resources	Dr.S. Sathish HOD/Mech
	Student Support and Progression	Mr. Mohammed Mydeen HOD/ECE
	Governance, Leadership and Management	Mr. A. Mohanasundaram HOD/EEE
	Institutional Values and Best Practices	Mr.Khaja Moideen HOD/MCA
Conclusion	The IQAC Co-ordinator asked the HOD's to complete all the criterions as per the NAAC format and submit it to IQAC for audit on or before 09.05.2019. HOD's of all the department who are incharge of Criterion 1 to 7 agreed to submit the document to the NAAC Chairperson scheduled. Asked the IQAC Co-ordinator to submit the audit report on or before 11.05.2019.	

The meeting ended with thanks.

Shanker AS
25/4/19
Coordinator -IQAC

Hafiz
Chairperson - IQAC
PRINCIPAL
AALIM MUHAMMED SALEGH
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MINUTES OF MEETING

AGENDA	IQAC – 3 rd Meeting of Academic Year 2018 – 2019		
DATE & TIME	04.03.2019 at 10.00 A.M.	DEPARTMENT	All Departments
PREPARED BY	Asst. Prof. K.Selvakumarasamy – ECE	VENUE	Principal's Chamber

1.Meeting Objectives

To impart the importance of NBA/NAAC accreditation –Internal audit members for each department – NBA/NAAC audit calendar finalization.

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

Waqas II year Mechanical, Mr. Saleem Basha – Industry Member, R.T. Shakeel Ahamed - Stakeholder

3.Agenda and Notes, Decision, Discussion and Issues

Topics	Discussion
Introduction	Coordinator welcomed all the members present for the meeting.
Trustee Administrator – Addressed the Internal Audit Board members	<ul style="list-style-type: none"> ❖ NBA/NAAC accreditation is mandatory for providing quality education and a prerequisite for educational institutes to sustain & survival. NBA/NAAC accreditation work is responsibility beyond the classroom. Parents are educated to question the academic intellectuals whenever there is a fall in voluntary service. It is no more a choice and its necessity.

	<ul style="list-style-type: none"> ❖ Internal audit (IQAC) is to be regular, progressive and purpose oriented. An audit programme to be evolved for continued audit. ❖ NBA/NAAC internal audit board members and were handpicked, so feel pride and demonstrate it by wisdom. Internal audit board members must not display lethargy during audit and non-compromising. ❖ NBA/NAAC audit calendar to be prepared and followed. All projections of audit to have target dates.
Summer Camp for School Students	<ul style="list-style-type: none"> ❖ It is proposed to conduct summer camp i.e. Hands – on – Training for the school students who studying in the 10th, 11th and 12th standard. ❖ It is our moral reasonability of the institution to teach about “What is Engineering” among the school students. ❖ The faculty members are responsible for conducting the summer camp are: <ol style="list-style-type: none"> 1. Dr. Mohd F Shabir – Coordinator 2. Mr. Mohammed Abbas – Member 3. Mr. A. Duraibabu – Member 4. Mr. Anwar Basha – Member 5. Mr. Sheik Khadar Hussain - Member ❖ Hands on training will be provided on the following topics: <ul style="list-style-type: none"> ❖ Robotics ❖ Internet of Things (IoT) ❖ Mobile Application Development ❖ Mobile Servicing ❖ CAD/CAM Laboratory ❖ Soil Testing and Surveying laboratory
Conclusion	The meeting ended with thanks.

Shamir A
11/3/17

Coordinator -IQAC

Abal
11/3/17

Chairperson - IQAC
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AGENDA	IQAC - 2 nd Meeting of Academic Year 2018-2019		
DATE & TIME	10.12.2018 at 11.00 A.M.	DEPARTMENT	All Departments
PREPARED BY	Asst. Prof. K.Selvakumarasamy - ECE	VENUE	Principal's Chamber

1.Meeting Objectives

To review the Academic Calendar – Student Discipline Issue – Hostel Tuition Class – Other Academic Issues

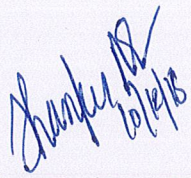
2.Members Present

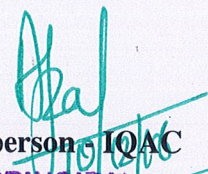
Prof. Dr.M.Afzal Ali Baig - Chairperson
 Mr. Shaik Athaullah - Trustee Administrator
 Prof Dr. N.R. Shanker – Coordinator
 Dr. Mohd.F.Shabir – Prof./Mech
 Asst. Prof. A.S.Salma Banu – ECE
 Asst. Prof.K.Selvakumarasamy – ECE
 Prof. Dr.C.Makendran – HOD /Civil, Prof Dr.S. Sathish – HOD/Mech., Asst.Prof. 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

Topics	Discussion
Introduction	Coordinator welcomed all the members present for the meeting.
Academic	<p>❖ Principal asked all HODs to audit the following documents which should kept ready for the forth coming semester:</p> <ul style="list-style-type: none"> ✓ Lesson plan for all subject ✓ Course Material ✓ Question Bank ✓ Lab requirements – manuals, records etc ✓ Consumables items for Laboratory

Admissions 2019 -2020	❖ HoDs were informed about the new admission team selected by our Secretary sir and Trustee Administrator sir for the admission work for the academic year 2019 - 2020
SSTP	❖ HoDs were informed that an audit will be conducted for SSTP.
Evening Class	❖ HoDs are informed that the tuition class will be conducted at 4.15 - 5.30 p.m.
Conclusion	The meeting ended with thanks.


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Chairperson - IQAC
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AGENDA	IQAC - 1 st Meeting of Academic Year 2018-2019		
DATE & TIME	14.09.2018 at 11.00 A.M.	DEPARTMENT	All Departments
PREPARED BY	Asst. Prof. K.Selvakumarasamy - ECE	VENUE	Principal's Chamber
1.Meeting Objectives			
AICTE Innovation Club – PALS – EDC – Daily Practice Test – SSTP – Vedic Mathematics			
2.Members Present			
<p>Prof. Dr.M.Afzal Ali Baig - Chairperson Mr. Shaik Athaullah - Trustee Administrator 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</p>			
3.Agenda and Notes, Decision, Discussion and Issues			
Topics	Discussion		
Introduction	Coordinator welcomed all the members present for the meeting.		
AICTE Innovation Club	<p>❖ The Faculty members are incharges for the correspondence and updating all the activities of AICTE Innovation club in the College are:</p> <ol style="list-style-type: none"> 1. Er. Mahesh Kumar S V, Asst. Professor/ECE, - Contact Person and Member 2. Er. Syed ZUbair, Asst. Professor/Mechanical Engineering – Member 3. Er. Mohamed Iqbal, Asst. Professor/CSE - Member 		
PALS	<p>❖ It has been decided to become a member for PALS (Pan IIT Leadership Series), an initiative of the IITAIIC (IIT Alumni Industry Interaction Centre), Chennai, has been, over the past 5 years, serving the community in augmenting engineering education in Chennai region.</p>		

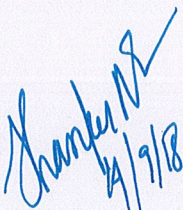
- ❖ The Pan IIT Alumni of the PALS program work closely with IIT Madras, the local Engineering Colleges, Industry and Alumni, through a series of events that run through the academic year, to help add value to the engineering education experienced by students of the Engineering Institutions in the region.
- ❖ Their programs range from Campus Lectures, Industry Visits, Department Visits, Innovation Competitions, Faculty Development Programs and In-depth Workshops and Seminars spaced through the Academic Year.

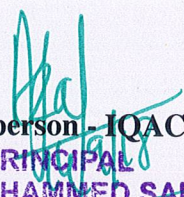
Entrepreneur Development Cell (EDC Cell)

- ❖ It is proposed to form the Entrepreneur Development Cell (EDC) for the Economic growth of a country.
- ❖ The objective of Entrepreneurship Development Cell (EDC) is to develop and strengthen entrepreneurial qualities in the budding professionals who are interested in starting their own ventures.
- ❖ 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.

Name of the faculty	Department	Designation
Asst.Prof. K.Khaja Mohideen	MCA	Head
Asst.Prof. Abdur Rahman	Mechanical	Member
Asst.Prof. M.F.Nazeer Ahamed	Civil	Member
Asst.Prof. T.N.Jafar Ali		Member
Asst.Prof. Mohamed Yusuf	Mechanical	Member
Asst.Prof. V.Balaji Vijayan	CSE	Member
Asst.Prof. A.Saravanan	EEE	Member
Asst.Prof. Syed Musthafa	ECE	Member
Asst.Prof P. Ganesh	I.T	Member

Daily Practice Test	<ul style="list-style-type: none"> ❖ 16 mark questions has to be converted into 2 (8) marks into DPT ❖ Presentation of the students should be regularly monitored by the faculty members during the test in the exam hall. ❖ Answer Key has to be prepared as per Anna University and should be given to all the students.
Value Added Course	<ul style="list-style-type: none"> ❖ It is proposed to conduct speed mathematics class for all 1st year students for improving the mathematical knowledge of the subjects. ❖ It create interest in mathematics and beneficial throughout lifetime. ❖ It improves concentration, confidence and better understanding of advanced concept.
Conclusion	The meeting ended with thanks.


 4/9/18
 Coordinator - IQAC


 Chairperson - IQAC
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