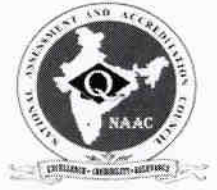




**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
(Approved by All India Council for Technical Education, New Delhi)  
(Affiliated to Anna University, Chennai - 600 025)  
**NAAC B+ Accredited Institution**

Nizara Educational Campus, Muthapudupet, Avadi IAF, Chennai - 600 055



Lr.No: AMSCE/Circular/IQAC/01

07/08/2021

**IQAC MEETING CIRCULAR**

All the Members of the IQAC are hereby informed that the 1<sup>st</sup> Internal Quality Assurance Cell (IQAC) Meeting will be held on 10/08/2021 (10.30 A.M to 12.30 P.M) in the IQAC Chamber.

**Agenda**

- i. Induction Day
- ii. First Year Academic Schedule

All the Members are cordially invited to attend the meeting in order to improve the Quality of Teaching - Learning process of our Institution.



Chairman  
IQAC

**CHAIRMAN  
IQAC**

**Copy to:**

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- ii. The Members of the IQAC
- iii. IQAC File

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**AVADI - IAF, CHENNAI – 600055**

**MINUTES OF MEETING**

<b>AGENDA</b>	Academic Activity Plan		
<b>DATE &amp; TIME</b>	10.08.2021 & 10.30 a.m to 12.30 p.m	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst.Prof. M.S.Rajan	<b>NO. OF PAGES</b>	IQAC Chambers
		02	

**1.Meeting Objectives**

Induction Day  
 First Year Academic Schedule

**2.Members Present**

PROF. DR. M. AFZAL ALI BAIG - Principal

**Department Members**

Prof. Dr. S. Sathish – Head/Mechanical Engineering, Prof. Dr. M. Amanullah – Head/IT, Prof. Dr. A.S. Salma Banu – Head/ECE, Asst. Prof. M.S.Rajan – Head/EEE, Asst.Prof. M.F. Nazeer Ahamed – Head/Civil Engineering, Asst. Prof. A. Ashma /S&H, Dr. S. Ramkumar– i/C Head/ Mechanical Engineering, Asst.Prof. Bhuvaneswari Raja i/C Head/S&H, Asst.Prof. Khaja Mohideen K/IT, Asst.Prof. Ahsan Shariff / CSE, Dr. A. Saleem / Admissions Coordinator

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

<b>Topics</b>	<b>Discussion</b>
Introduction	Principal welcomed all the members present for the meeting
Induction Day & First year Academic Schedule	<ul style="list-style-type: none"> <li>❖ IQAC Members discussed and finalized the Induction Day on 08/11/2021.</li> <li>❖ Induction Day to be organised in Virtual Mode.</li> <li>❖ All the Head of the Departments and Senior Faculty Members to be assembled in IQAC Chamber for Induction Day.</li> <li>❖ Department Achievements Video to be played in Induction Day.</li> <li>❖ Students Induction Programme will be conducted from 08/11/2021 to 19/11/2021.</li> <li>❖ Regular Classes for First year will commence from 22/11/2021 and in physical mode.</li> <li>❖ All the Faculty Members must submit the Course Files on 30/08/2021</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Commencement of Internal Assessment -I for 1<sup>st</sup> year is on 06.12.2021</li> <li>❖ 1<sup>st</sup> Class Committee Meeting to be held on 02.12.2021 and 03.12.2021</li> <li>❖ 2<sup>nd</sup> Class Committee Meeting to be held on 30.12.2021 and 31.12.2021</li> <li>❖ Commencement of Internal Assessment -II for 1<sup>st</sup> year is on 03.01.2022</li> <li>❖ 3<sup>rd</sup> Class Committee Meeting to be held on 28.01.2022 and 29.01.2022</li> <li>❖ Commencement of Internal Assessment -III for 1<sup>st</sup> year is on 01.02.2022</li> <li>❖ Commencement of Model Exam for 1<sup>st</sup> year is on 08.02.2022</li> <li>❖ Last working day for First year is on 08.03.2022</li> </ul>
<b>Conclusion</b>	The meeting ended with thanks

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2. All Faculty Members
3. All Assigned Officials

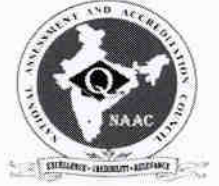
  
 Chairman  
 IQAC

**CHAIRMAN  
IQAC**



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Lr.No: AMSCE/Circular/IQAC/02

04/01/2022

**IQAC MEETING CIRCULAR**

All the Members of the IQAC are hereby informed that the 2<sup>nd</sup> Internal Quality Assurance Cell (IQAC) Meeting will be held on 07/01/2022 (10.30 A.M to 12.30 P.M) in the IQAC Chamber.

**Agenda**

- ❖ National Cadet Corps (NCC)
- ❖ ISTE Membership
- ❖ NBA Documentation Status
- ❖ NAAC AQAR Documentation Status

All the Members are cordially invited to attend the meeting in order to improve the Quality of Teaching - Learning process of our Institution.



*Sathish*  
04/01/2022  
Chairman  
IQAC

**CHAIRMAN  
IQAC**

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- ii. The Members of the IQAC
- iii. IQAC File

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**AVADI - IAF, CHENNAI – 600055**

**MINUTES OF MEETING**

<b>AGENDA</b>	Academic Activity Plan		
<b>DATE &amp; TIME</b>	07.01.2022 & 10.30 a.m to 12.30 p.m	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst.Prof. M.S.Rajan	<b>NO. OF PAGES</b>	<b>VENUE</b>
		02	

**1.Meeting Objectives**

National Cadet Corps (NCC)  
 ISTE Membership  
 NBA Documentation Status  
 NAAC AQAR Documentation Status

**2.Members Present**

Prof. Dr. S. SATHISH – PRINCIPAL  
 Prof. Dr. N.R. Shanker – IQAC Director

**Department Members**

Prof. Dr. M. Afzal Ali Baig - Head/Civil Engineering, Asst. Prof. Dr. S. Ramkumar – Head/Mechanical Engineering, Assoc. Prof. Dr. M. Amanullah – Head/IT, Asst. Prof. G. Sulthana Begam – Head/CSE, Assoc. Prof. Dr. A.S. Salma Banu – Head/ECE, Asst. Prof. M.S.Rajan – Head/EEE, Asst. Prof. A. Ashma /S&H, Asst.Prof. Bhuvaneshwari Raja i/C Head/S&H, Asst.Prof. Khaja Mohideen K/IT, Asst.Prof. Ahsan Shariff / CSE, Mr. G. Vinoth Kumar - Physical Director

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

<b>Topics</b>	<b>Discussion</b>
Introduction	Principal welcomed all the members present for the meeting
National Cadet Corps (NCC)	<ul style="list-style-type: none"> <li>❖ National Cadet Corps (N.C.C) Rising day will be held on 10.02. 2022</li> <li>❖ 17 Students from 1<sup>st</sup> year and 2<sup>nd</sup> year will participate in N.C.C Rising Day function.</li> </ul>
ISTE Membership	<ul style="list-style-type: none"> <li>❖ ISTE Membership of Rs. 3600 to be collected from all Faculty Members, Rs. 295 from 1<sup>st</sup> year Students and Rs. 245 from 2<sup>nd</sup> year Students</li> </ul>
NBA Documentation Status	<ul style="list-style-type: none"> <li>❖ Prof. Dr. S.B Mohan from S.V. Engineering College, Tirupati to be appointed as NBA Auditor with effect from 09.02.2022</li> </ul>

<p>NAAC AQAR Documentation Status</p>	<ul style="list-style-type: none"> <li>❖ Prof. Dr. S.B Mohan from S.V. Engineering College, Tirupati and Prof. Dr. N.R. Shanker to be appointed as Governing Council Member with effect from 09.02.2022</li> <li>❖ NBA Audit was done for all four Departments (Mechanical Engineering, CSE, IT and ECE) and S&amp;H. All 10 Criteria was Audited by IQAC Chairman and Director and corrections were given.</li> <li>❖ NAAC AQAR 2020-21 Audit was done by IQAC Chairman and Director.</li> </ul> <table border="1" data-bbox="587 674 1316 1131"> <thead> <tr> <th>Criterion</th> <th>Completion Status</th> </tr> </thead> <tbody> <tr> <td>Criterion I</td> <td>90% Completed</td> </tr> <tr> <td>Criterion II</td> <td>95% Completed</td> </tr> <tr> <td>Criterion III</td> <td>74% Completed</td> </tr> <tr> <td>Criterion IV</td> <td>64% Completed</td> </tr> <tr> <td>Criterion V</td> <td>67% Completed</td> </tr> <tr> <td>Criterion VI</td> <td>88% Completed</td> </tr> <tr> <td>Criterion VII</td> <td>100% Completed</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>❖ Prof. Dr. S.B Mohan from S.V. Engineering College, Tirupati will Audit the NBA and NAAC AQAR documents on 19.01.2022.</li> </ul>	Criterion	Completion Status	Criterion I	90% Completed	Criterion II	95% Completed	Criterion III	74% Completed	Criterion IV	64% Completed	Criterion V	67% Completed	Criterion VI	88% Completed	Criterion VII	100% Completed
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<p><b>Conclusion</b></p>	<p>The meeting ended with thanks</p>																

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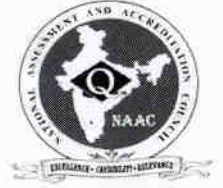
1. All Members of IQAC
2. All Faculty Members
3. All Assigned Officials

  
 Chairman  
 IQAC

CHAIRMAN  
 IQAC



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Lr.No: AMSCE/Circular/IQAC/03

26/04/2022

### **IQAC MEETING CIRCULAR**

All the Members of the IQAC are hereby informed that the 3<sup>rd</sup> Internal Quality Assurance Cell (IQAC) Meeting will be held on 29.04.2022 (10.30 A.M to 12.30 P.M) in the IQAC Chamber.

#### **Agenda**

- ❖ Constituents of IQAC
- ❖ ISTE Events

All the Members are cordially invited to attend the meeting in order to improve the Quality of Teaching - Learning process of our Institution.



*Sathish*  
*26/4/2022*  
Chairman  
IQAC  
**CHAIRMAN**  
**IQAC**

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- ii. The Members of the IQAC
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**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**  
**AVADI - IAF, CHENNAI – 600055**

**MINUTES OF MEETING**

<b>AGENDA</b>	Academic Activity Plan		
<b>DATE &amp; TIME</b>	29.04.2022 & 10.30 a.m to 12.30 p.m	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst.Prof. M.S.Rajan	<b>NO. OF PAGES</b>	<b>VENUE</b>
		03	

**1.Meeting Objectives**

Constituents of IQAC  
 ISTE Events

**2.Members Present**

Janab Shaik Athaullah - Trustee Administrator  
 Prof. Dr. S. Sathish - Principal  
 Prof. Dr. N.R. Shanker - IQAC Director

**Department Members**

Prof. Dr. M. Afzal Ali Baig - Head/Civil Engineering, Asst. Prof. Dr. S. Ramkumar – Head/Mechanical Engineering, Assoc. Prof. Dr. M. Amanullah – Head/IT, Asst. Prof. G. Sulthana Begam – Head/CSE, Assoc. Prof. Dr. A.S. Salma Banu – Head/ECE, Asst. Prof. M.S.Rajan – Head/EEE, Asst. Prof. A. Ashma /S&H

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

<b>Topics</b>	<b>Discussion</b>								
Introduction	Principal welcomed all the members present for the meeting								
Constituents of IQAC	❖ The following members were appointed as IQAC members for the Academic Year 2021 – 2022.								
	<table border="1"> <thead> <tr> <th><b>Category</b></th> <th><b>Name of the Member</b></th> </tr> </thead> <tbody> <tr> <td>Management</td> <td>Shaik Athaullah Trustee Administrator</td> </tr> <tr> <td>Chairman</td> <td>Prof. Dr. S. Sathish Principal</td> </tr> <tr> <td>Director</td> <td>Prof. Dr. N.R.Shanker Professor - CSE</td> </tr> </tbody> </table>	<b>Category</b>	<b>Name of the Member</b>	Management	Shaik Athaullah Trustee Administrator	Chairman	Prof. Dr. S. Sathish Principal	Director	Prof. Dr. N.R.Shanker Professor - CSE
	<b>Category</b>	<b>Name of the Member</b>							
	Management	Shaik Athaullah Trustee Administrator							
Chairman	Prof. Dr. S. Sathish Principal								
Director	Prof. Dr. N.R.Shanker Professor - CSE								



		Coordinator	Prof. Dr. A.S. Salma Banu Head – ECE
		Academic Senior Administrators	Prof. Dr. M. Afzal Ali Baig Head – Civil Engineering
			Prof. G. Sulthana Begam Head - CSE
			Prof. Dr. M. Amanullah Head – Information Technology
			Prof. Dr. S. Ramkumar Head – Mechanical Engineering
			Prof. M.S.Rajan Head – EEE
		Teachers To Represent All Levels	Prof. P. Muni Raja Chandra Assistant Professor Department of Mechanical Engineering
			Prof. S. Rajesh Kanna Assistant Professor - EEE
			Prof. A. Mohamed Mydeen Assistant Professor - ECE
			Prof. B. Nadheer Ahmed Assistant Professor - ECE
			Prof. M. Ahsan Shariff Assistant Professor - CSE
			Prof. H. Ayisha Ashifa Assistant Professor Department of Information Technology
			Prof. P. Ganesh Assistant Professor - IT
			Prof. Ashma Abubakker Assistant Professor Department of Chemistry
			Prof. Bhuvaneshwari Raja

ISTE Events		Assistant Professor Department of Mathematics
	Student Member	Mr. Mohamed Syed Riazkhan S /EEE Mr. Mahmooth Nafil U / Mechanical Engineering
	Alumnus	Er. D. Muthukumaran (Batch: 2005 - 2009)  Er. C.S. Swaminathan (Batch: 2008 – 2012)  Er. Syed Eliyaz Ahmed (Batch: 2012 – 2016)
	Local Society	Wg. Cdr. S. Parthasarathi, Vsm, (Retd)  Er. V. Sundaram General Manager, ONGC (Retd)
	Employers	Er. H. Mohammed Aadil M/s. Ifelse Technologies, Chennai  Er. D. Boobalan M/s. Aadhi Builders, Chennai
	Stakeholders	Mr. T.Shakeel Ahamed Teacher – Polytechnic Education
	❖ Prof. Dr. N.R. Shaker suggested the Head of the Departments to organise more events under ISTE Professional Society. Atleast 2 Events/Department to be organized.	
<b>Conclusion</b>	The meeting ended with thanks	

  
 29.04.2022  
 Chairman  
 IQAC

**CHAIRMAN**  
**IQAC**

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## AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

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Lr.No: AMSCE/Circular/IQAC/04

18/05/2022

### IQAC MEETING CIRCULAR

All the Members of the IQAC are hereby informed that the 4<sup>th</sup> Internal Quality Assurance Cell (IQAC) Meeting will be held on 21.05.2022 (10.30 A.M to 12.30 P.M) in the IQAC Chamber.

#### Agenda

- ❖ Admissions Status
- ❖ Paper Publications
- ❖ Technical Symposium
- ❖ NBA Documentation Audit

All the Members are cordially invited to attend the meeting in order to improve the Quality of Teaching - Learning process of our Institution.



*Sathish*  
18/5/2022  
Chairman

IQAC

CHAIRMAN  
IQAC

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# **AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**

**AVADI - IAF, CHENNAI – 600055**

## **MINUTES OF MEETING**

<b>AGENDA</b>	Academic Activity Plan		
<b>DATE &amp; TIME</b>	21.05.2022 & 10.30 a.m to 12.30 p.m	<b>DEPARTMENT</b>	All Departments
<b>PREPARED BY</b>	Asst.Prof. M.S.Rajan	<b>NO. OF PAGES</b>	<b>VENUE</b>
		02	
<b>1.Meeting Objectives</b>			
Admissions Status Paper Publications Technical Symposium NBA Documentation Audit			
<b>2.Members Present</b>			
Janab Shaik Athaullah - Trustee Administrator Prof. Dr. S. Sathish - Principal Prof. Dr. N.R. Shanker - IQAC Director			
<b>Department Members</b>			
Prof. Dr. M. Afzal Ali Baig - Head/Civil Engineering, Asst. Prof. Dr. S. Ramkumar – Head/Mechanical Engineering, Assoc. Prof. Dr. M. Amanullah – Head/IT, Asst. Prof. G. Sulthana Begam – Head/CSE, Assoc. Prof. Dr. A.S. Salma Banu – Head/ECE, Asst. Prof. M.S.Rajan – Head/EEE, Asst. Prof. A. Ashma /S&H, Dr. A. Saleem / Admissions Coordinator			
<b>3.Agenda and Notes, Decision, Discussion and Issues</b>			
<b>Topics</b>	<b>Discussion</b>		
Introduction	Principal welcomed all the members present for the meeting		
Admissions Status	<ul style="list-style-type: none"><li>❖ The Fee Waiver for the following Students from this Academic Year 2021-2022 onwards is given below.<ul style="list-style-type: none"><li>i) Students who lost their Fathers will be given Fee Waiver of Rs. 15,000/- per year in the Tuition Fees</li><li>ii) Students who lost their Mothers will be given Fee Waiver of Rs. 10,000/- per year in the Tuition Fees</li></ul></li><li>❖ <b>Note: For All the above Fee Waiver proper Document must be</b></li></ul>		

<p>Paper Publications</p> <p>Technical Symposium</p> <p>NBA Documentation Audit</p>	<p><b>produced for Proof and must be thoroughly verified and to be confirmed</b></p> <ul style="list-style-type: none"> <li>❖ Virtual Tour of the Department can be shown to Parents and Students.</li> <li>❖ College has Signed MoU with BOHR Journal Publications and Prof. Dr. N.R. Shanker will be the College SPOC for BOHR Publications.</li> <li>❖ All Head of the Departments to submit Paper Manuscript to Prof. Dr. N.R. Shanker for Journal Publications on or before 31.05.2022.</li> <li>❖ Head of Departments of EEE, ECE and IT confirmed to organise the Technical Symposium on 16.06.2022.</li> <li>❖ Only Technical Events to be conducted for Symposium.</li> <li>❖ Registration : 8.00 a.m to 9.45 a.m</li> <li>❖ Inauguration : 10.00 a.m to 10.30 a.m at Dr. A.P.J. Abdul Kalam Auditorium</li> <li>❖ Events : 10.45 a.m to 13.00 p.m and 14.00 p.m to 16.00 p.m</li> <li>❖ Prizes to be distributed at respective Event Venues</li> <li>❖ NBA Pre-Qualifier Data will be audited by Prof. Dr. A. Abudhahir, Director (IQAC) B.S. Abdur Rahman Crescent Institute of Science &amp; Technology, Chennai through Online on 06.06.2022.</li> <li>❖ Head of the Departments of Mechanical Engineering, CSE, IT, ECE and S&amp;H must be ready with Pre-Qualifier Data for External Audit to be conducted on 06.06.2022.</li> </ul>
<p><b>Conclusion</b></p>	<p>The meeting ended with thanks</p>

*J. S. S. S.*  
21/5/2022  
**Chairman**  
**IQAC**

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2. All Faculty Members
3. All Assigned Officials

**CHAIRMAN**  
**IQAC**