

INDEX

S.NO	CONTENT	PAGE NO
1	Terms of Reference	
	1.1 Composition of IQACs and Responsibilities	2
	1.2 Circular and Minutes of Meeting	3
2	IQAC Contribution Towards NBA Accreditation	
	2.1 Sample Photos	12
	2.3 Attendance	13
	2.4 Feedback	14
	2.5 Certificate	15
3	IQAC's Contribution In Maintaining The Quality Of The Students	
	3.1 Academic Performance improvement	16
	3.2 Sample Attendance Sheets of Peer Coaching	17
	3.3 Class Conduction for Peer Coaching	18
	3.4 Appointment Order	19

TERMS OF REFERENCE (IQAC)

Year : 2021

Name of the Committee: Internal Quality Assurance Cell (IQAC)

Scope: To ensure quality measures for institutional functioning.

No. of Members: 11-14

Composition of the IQACs:

- a) Principal - Chairperson
- b) Senior teachers and one senior administrative official - Member
- c) Two external experts on Quality Management/ Industry/Local Community – Member
- d) Director / Coordinator – Member Secretary

Responsibilities:

- Develop Strategic Plan of the Institution
- Identify quality benchmarks/parameters
- Facilitate and create learner-centric environment
- Faculty transformation to adopt participatory teaching - learning
- Review of feedback response (stakeholders) on quality
- Organize inter and intra institutional workshops, seminars on quality related themes
- Documentation of activities leading to quality improvement
- Develop and maintain institutional database through MIS
- Prepare Annual Quality Assurance Report (AQAR)

No. of Meetings: Minimum 2 per year



Principal
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
Kodambakkam, Chennai – 600 024
CIRCULAR

2/12/2019

The Internal Quality Assurance Cell (IQAC) meeting will be held on 10/12/2019 to discuss the following

Agenda:

1. Introductory note
2. NAAC
3. Quality initiatives
4. Academic and administrative initiatives
5. Staff and students' development
6. Strategic plan
7. Management Information System(MIS)
8. Any other matters

Time: 2.00 PM

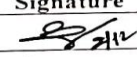
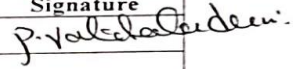



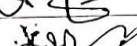

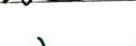
Venue: Online Meeting


Coordinator


Convener


Secretary

Circulated to:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr. B. Mani Jeyaraj		8	Mrs. Vatchala Devi	
2	Dr. L. Ramajeyam		9		
3	Mr. Siji		10		
4	Ms. P. Sundara Bala		11		
5	Dr. A. Kanimozhi		12		
6	Dr. K. Balasubramium				
7	Mrs. Ramadevi				



PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
Kodambakkam, Chennai – 600 024

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

10/12/2019

Coordinator welcome the members to the meeting and following are discussed:

1. Introductory note
 - a. Secretary announced the IQAC formation. She addressed the members to identify new initiatives for the continuous development of quality.
 - b. She appreciated the effort put in by IQA team for NBA accreditation process for applied program.
2. NAAC
 - a. Dean Academics presented the objectives of the IQAC and quality initiatives in institution
 - b. Various criteria's of NAAC were presented by HOD's
 - c. Discussed on qualitative metrics and suggestions on associated evidence
 - d. Discussed on quantitative metrics and suggestion on related proof
 - e. Instructed HOD to update on the various quality initiatives like NBA, NAAC.
3. Quality initiatives
 - a. Requested the coordinators of various cell / committee to update the actions taken for improvement, identify new formats and parameters (if any) for tracking quality measures.
4. Academic and administrative initiatives
 - a. Discussed on the academic initiatives such as learner centric system, experiential learning methods, invited talks on quality improvement
 - b. Best practices in campus is listed by the members like, E-cube, Commander System of decentralization of functions to students, well planned internal examination system, delivery of course through outcome based education, Excellent add on courses for career
5. Staff and students' development
 - a. Faculty encouraged to attend FDP and involve in research and consultancy activities
 - b. Students should strive well to achieve good marks in academics
 - c. Students to be encouraged to participate in co-curricular and extracurricular activities / competitions/ events
6. Strategic plan
 - a. Ten thrust areas in the strategy plan are reviewed



PRINCIPAL

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

- b. Parameters to thrust areas to be monitored and action to be taken for improvement
7. Management Information System(MIS)
 - a. Staff in charges are requested to update MIS regularly. Update the formats required for forthcoming years
8. Any other matters
 - a. Monitor and audit NBA, NAAC documents in regular intervals









Meeting ended with a thank you note by Convener and next meeting will be conducted during December 2020.


Coordinator


Convener


Secretary

Members present:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr-Monica		8	Mrs-Vatchala Devi	
2	D.A.KANIMOZHI		9		
3	S.Ji		10		
4	SOUNDARA BARS		11		
5	K. Balasubramanian		12		
6	Dr. L. Ramajayan				
7	V. Ramadevi				



PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
Kodambakkam, Chennai – 600 024

CIRCULAR

11/6/2020

The Internal Quality Assurance Cell (IQAC) meeting will be held on 20/6/2020 to discuss the following

Agenda:

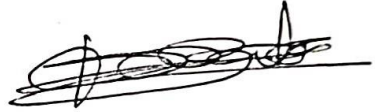
1. Review on previous meeting and Action taken
2. Curricular Aspects
3. Teaching Learning and Evaluation
4. Staff and Research development
5. Student services
6. Community services
7. Management Information System(MIS)
8. Alumni
9. Any other matters

Time: 2.00 PM

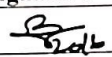
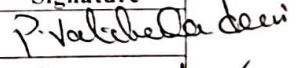
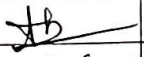
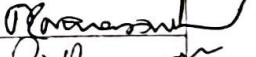
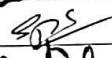

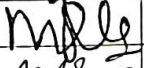
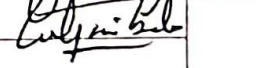

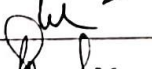

Venue: Online Meeting


Coordinator


Convener


Secretary

Circulated to:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr-Monica		8	Mrs. Vatchala Devi	
2	Dr. A. Kanhoth		9	TR. NARASIMHAN	
3	Siji		10	VIJAYA RAMESH	
4	SOUNDARABANDU		11	C.V. GOVIL SANKAR	
5	K. Balasubramanian		12		
6	Dr. Lakshmanan				
7	Mrs. Rama Devi				



PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

20/6/2020


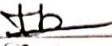

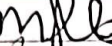
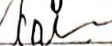


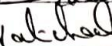


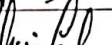
Coordinator welcome the members to the meeting and following were discussed:

1. Review on previous meeting and Action taken
 - a. Action taken
 - i. Allotted NAAC criteria wise in charges and initiated the quality measures
 - ii. Best practices implementation is monitored
 - iii. SBI projects –innovative project implemented by students
 - iv. Students encouraged to participate in competitions and events
 - v. Identified and included in formats the necessary changes in parameters , to improve in thrust areas
 - b. The minutes of previous meeting was reviewed and approved.
2. Curricular Aspects
 - a. Suggested to include active learning assignments, projects, workshops, Industrial visits, etc in course delivery
 - b. Departments may be requested to identify the topics for add-on courses
 - c. Environment / ethics related courses can be encouraged to open Elective and Electives
3. Teaching Learning and Evaluation
 - a. Teaching of course should follow outcome based education
 - b. Internal examination schedule, guidelines, question paper setting and answer paper evaluation are reviewed for forthcoming academic year
4. Staff and Research Development
 - a. Staff members to be encouraged to attend online (Swayam, NPTEL, IIT Bombay , etc) and offline FDP's.
 - b. Staff may be advised to use ICT tools
 - c. Motivate Staff for research publications in reputed journal and file patents.
 - d. Encourage Staff to involve in industry projects and consultancy works.
5. Student services
 - a. Advise students to score more marks in Internal assessments
 - b. Motivate students to develop innovative projects for SBI through IIC of the Institution.
 - c. Encourage to participate in competitions like technical symposium, project challenge competitions.
 - d. Encourage to participate in extracurricular activities
6. Community services
 - a. Students to be motivated to participate in NSS, Lions club and other community service activities
7. Management Information System(MIS)



PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

Members Presents :

S.NO	Name	Signature	S.NO	Name	Signature
1.	Dr. Monica				
2.	D.A. KANIMOZHI				
3.	Sri				
4.	SOUNDARA BALS				
5.	K. Balasubramanian				
6.	Dr. K. Ramajeyan				
7.	Mrs. Romadevi				
8.	Mrs. Vatchale Devi				
9.	T.R. Narasimhan				
10.	VISHVA ANJANAN				
11.	C.V. GURU SANKAR				


 PRINCIPAL
 MEENAKSHI SUNDARAMAN ENGINEERING COLLEGE
 363, ARCOT ROAD, KODAMBAKKAM,
 CHENNAI-600 024

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
Kodambakkam, Chennai – 600 024

CIRCULAR

5/12/2020

The Internal Quality Assurance Cell (IQAC) meeting will be held on 12/12/2020 to discuss the following

Agenda:

1. Review on previous meeting and Action taken
2. Industry- institute interaction
3. Infrastructure facilities
4. Internal Quality Assurance System(IQAS)
5. Training and placement cell
6. Management Information System(MIS)
7. Any other matters

Time: 2.00 PM


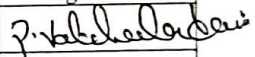

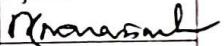







Venue: Seminar hall, Ground Floor MSEC


Coordinator


Convener


Secretary

Circulated to:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr. Monica		8	Mrs. Vatchale Devi	
2	Dr. A.KANI MOSTH		9	G.R. Narayanan	
3	Siji		10	VIJAYARAJESWAR	
4	SOUNDARARAJA.S		11	C.V. Gowri SANKAR	
5	K. Babu Chranasa		12		
6	Dr. L. Ramajeyan				
7	Mr. Rama Devi				


Principal

PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

12/12/2020

Coordinator welcome the members to the meeting and following were discussed:

1. Review on previous meeting and Action taken
 - a. Action taken-
 - i. Most of the open elective and electives were choose as guided
 - ii. OBE practices and learner centric methods followed
 - iii. Faculty encouraged to attend one week FDP's to improve knowledge
 - b. The minutes of previous meeting was reviewed and approved.
2. Industry- institute interaction
 - a. Improve number of MOU's
 - b. Encourage Students to do real time / industry sponsored projects
 - c. Motivate students to attend internship in industry/ organization
3. Infrastructure facilities
 - a. Request staff in-charges to prepare for the requirement of equipment and other items for new regulations/ program
4. Internal Quality Assurance System(IQAS)
 - a. Discussed tentative audit schedule and finalize the areas for audit(content).
 - b. The department to analyze collected stake holder's feedback.
 - c. Suggested the following key points for improvement
 - i. Conduct IQAC orientation program for quality improvement
 - ii. Collaborative initiatives with other institutes
5. Training and placement cell
 - a. Collect the schedule for training from placement cell
 - b. Placement drives guidelines and tentative schedules to be communicated to students and faculty
6. Management Information System(MIS)
 - a. Request the Staff in charges to update MIS
7. Any other matters
 - a. Assign Staff for Preparation of NAAC-SSR
 - b. Discussed the criteria wise details to be filled in NAAC application.

Meeting ended with a thank you note by coordinator and next meeting will be conducted during June 2022.


Coordinator


Convener


Secretary

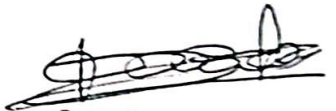

PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

- a. Request the Staff in charges to update the database for MIS
- 8. Alumni
 - a. Alumni meetings schedules were reviewed and confirmed (conduct online meet)
 - b. Alumni experience sharing sessions with students to be organized
- 9. Any other matters
 - a. NAAC audit to be conducted during the month of November / December
 - b. NBA audit to be conducted for CIVIL, CSE, ECE, Mechanical.
 - c. EEE and IT department are requested to prepare for NBA.
 - d. Encourage to participate in
 - NIRF - Research and development
 - CII - Industry Interaction
 - ARIA - Entrepreneur, Patent and Innovation
 - IIC - Innovation












Meeting ended with a thank you note by coordinator and next meeting will be conducted during December 2020.


Coordinator


Convener


Secretary

Members present:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr. Monica				
2	Dr. A.KAVI MOZH				
3	Siji				
4	SOUNDARARAJAN S				
5	K.P. Subramanian				
6	Dr. L. Ramajeyan				
7	Mrs. Ramadevi				
8	Mrs. Vatchala Devi				
9	T.R. Narasimhan				
10	VIJAYA RATHSWARAN				
11	C.V Gowri SANKAR				



IQAC CONTRIBUTION TOWARDS NBA ACCREDITATION




Mrs.Prassanakumari from Rajalakshmi Engineering College at KRS centenary hall on 06/02/2018



Mrs.Prassanakumari from Rajalakshmi Engineering College at KRS centenary hall at 24/10/2019


PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COL
363, ARCOT ROAD, KODAMBAKKAM
CHENNAI-600 024










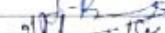



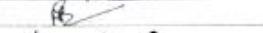




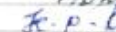




ATTENDANCE

	MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE (Managed by I.I.E.T Society) 363, Arcot Road, Kodambakkam, Chennai - 24 Approved by AICTE & Affiliated to Anna University
---	--

Attendance

Title: Margdarshan

Date: 24.10.2019

S.no	Name of the Staff	Signature
1.	S. Bala Subramanian / Asst. Prof / AG	
2.	M.A. SESHAIYAH / ASS. PROF / ECE	
3.	Md. Noorzaman Khan	
4.	N. MERUNATHI	
5.	J. Prathibha / Asst. Prof / ECE	
6.	S. JI S. JI DAMODARAN	
7.	B. Saravally	
8.	A. Babiyela	
9.	S. Srinithya	
10.	S. Sathyaesh Kumar	
11.	S. BALASUNDARAN	
12.	M. R. Nithya	
13.	A. YELU	
14.	Elangovan S	
15.	A. JOSEPH	
16.	M. Sumithra	
17.	D. Karthika AP/SC/CE	
18.	M. DEEPA AP/SC/CE	
19.	R. Nirmala Devi	
20.	S. Hanu Lander	
21.	K. R. ASHOK	
22.	K. P. SRIRAM	
23.	VANATHI T	



PRINCIPAL
 MEENAKSHI SUNDARARAJAN ENGINEERING COL
 363, ARCOT ROAD, KODAMBAKKAM
 CHENNAI-600 024

FEEDBACK



MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
#363, Arcot Road, Kodambakkam, Chennai -600024, Tamil Nadu, India

Feedback

Participant Name: S. BALASUBRAMANIAN
College Name: MSEC

Date: 24/10/2019
Department: ECE
Phone: 9840534471

Please indicate your feedback (✓) to know the Outcomes obtained from this program using the following scale:

4=Extremely High 3 = High 2 = Normal 1 = Average

S.NO	Questions	4	3	2	1
1	How would you rate your learning experience through this event?		✓		
2	How much has the event improved your skills?	✓			
3	How much has this event helped you keep yourself updated with the current trends of the industry?		✓		
4	How much has this event inspired you to research/explore more into the field of technology?		✓		
5	How much has it encouraged you to participate in various events in the future?	✓			

Any other Comments/suggestions:

The program was Excellent.


Signature with Date 24/10/2019


PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COL
363, ARCOT ROAD, KODAMBAKKAM
CHENNAI-600 024

CERTIFICATE



RAJALAKSHMI ENGINEERING COLLEGE
(Autonomous)
Thandalam, Chennai 602 105

CERTIFICATE OF PARTICIPATION

This is to certify that

N. MEENAKSHI

from

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

has participated in the AICTE Margdarshan FDP conducted
on 6-Feb-2021 on the theme

"Attaining Outcomes and Continuous Improvement in OBE"

Dr.V.Prasannakumari
Chief Co-ordinator, Margdarshan



Dr.S.N.Murugesan
Principal

PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COL
363, ARCOT ROAD, SODAMBALAKKAL
CHENNAI-600 026

IQAC's CONTRIBUTION IN MAINTAINING THE QUALITY OF THE STUDENTS

Students were divided into two categories namely slow learners and advanced learners based on the internal assessment performance.

Slow learners:

Peer coaching is conducted for slow learners to enhance their understanding on selected courses after working hours.

Additional study materials, assignments and regular test series are

The respective course teacher monitors the class and the performance of slow learners.

Advanced learners:

A unique Achieve Excellence Program is conducted for advanced learners by arranging guest lectures on advanced topics related to the respective course domain.

Suggested to attend online courses like NPTEL. Solve analytical tutorial problems and participate in project discussions to improve the technical skills.

Advised to use books from the library for their reference to enhance technical knowledge

Academic Performance improvement

- IQAC focuses on the academic performance of the students, teaching-learning process and monitors the continuous improvement.
- There is a centralized IQAC academic team comprising of faculty and students from all departments focussing on the initiatives for academic improvement.
- From the suggestions given by IQAC team, Peer Coaching is conducted by extending an extra one hour after college hours to coach weak students through subject teachers along with mentors by providing additional study materials, assignments, and previous year university question papers for getting trained for all sets of exams.
- By this many students got benefitted.
- One such student was **311517106046 KISHAN A (2017-2021 Batch)**. He got **arrears** in **II semester subject EC8251 – Circuit Analysis, III semester subjects EC8393 – Fundamentals of Data Structures in C, EC8351 – Electronic Circuits I MA8352 – Linear Algebra and Partial Differential Equations, IV semester subject EC8451 – Electromagnetic Fields, V semester subject EC8552 – Computer Architecture and Organization.**
- He was noted as weak student and given more importance for his career improvement by making him to sit for peer coaching classes which was conducted regularly. He got continuous improvement because of this peer coaching and cleared all his arrear subjects in the final year. His intelligence level increased by doing mini projects, E³ presentations which was guided by his class teacher, his mentor along with the support of all department staff members also.


PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COL
363, ARCOT ROAD, SODAMBALUR
CHENNAI-600 026

Sample Attendance Sheets of Peer Coaching

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
APR/MAY 2018
ECE A (2017-2021) PEER COACHING LIST SEM 2

SUBJECT CODE : EC 251 SUBJECT NAME : CIRCUIT ANALYSIS			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	23/7/18	27/7/18	1/8/18	6/8/18	10/8/18	16/8/18	21/8/18	28/8/18	10/9/18	
1	ABHISEK D	MONIKA DEVI	AL	AL	AB	AL	AL	AL	AL	AL	AL	
2	ALAGAR NITHISH		AL	AL	AL	AL	AL	AL	AL	AL	AL	
3	KUNJAR		AL	AL	AL	AL	AL	AL	AL	AL	AL	
4	KISHAN A		AL	AL	AL	AL	AL	AL	AL	AL	AL	
5	MANIMEGALAI		AL	AL	AL	AL	AL	AL	AL	AL	AL	
6	MUGESH		AL	AL	AL	AL	AL	AL	AL	AL	AL	

SUBJECT CODE : EC 257 SUBJECT NAME : ELECTRONIC DEVICES			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	23/7/18	27/7/18	1/8/18	6/8/18	10/8/18	16/8/18	21/8/18	28/8/18	10/9/18	
1	ALAGAR NITHISH	MONIKA C	AL	AL	AL	AL	AL	AL	AL	AL	AL	
2	MUGESH		AL	AL	AL	AL	AL	AL	AL	AL	AL	

SUBJECT CODE : MA 251 SUBJECT NAME : ENGINEERING MATHS 2			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	25/7/18	30/7/18	2/8/18	8/8/18	13/8/18	18/8/18	24/8/18	12/9/18		
1	MUGESH	JANANI	AL	AL	AL	AL	AL	AL	AL	AL		

SUBJECT CODE : PH 253 SUBJECT NAME : FOR ELECTRONIC ENGINEERING			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	26/7/18	31/7/18	1/8/18	9/8/18	14/8/18	20/8/18	27/8/18	14/9/18		
1	MUGESH	HARINEE	AL	AL	AL	AL	AL	AL	AL	AL		

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
APR/MAY 2019
ECE A (2017-2021) PEER COACHING LIST SEM 4

SUBJECT CODE : EC402 SUBJECT NAME : ELECTRONIC CIRCUITS 2			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	5/7	15/7	22/7	6/8	14/8	21/8	28/8	10/9	23/9	
1	ANAND G	DEEPAK K	AL	AL	AL	AL	AL	AL	AL	AL	AL	
2	ANDRUSH RAJ B		AL	AL	AL	AL	AL	AL	AL	AL	AL	
3	MADEVINATHAN	ARSHAYA GEDDARA	AL	AL	AL	AL	AL	AL	AL	AL	AL	
4	MANIMEGALAI		AL	AL	AL	AL	AL	AL	AL	AL	AL	
5	MUSHU P	RAVINDER SURESH K	AL	AL	AL	AL	AL	AL	AL	AL	AL	
6	AKASH E		AL	AL	AL	AL	AL	AL	AL	AL	AL	

SUBJECT CODE : EC401 SUBJECT NAME : COMMUNICATION THEORY			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	7/7	16/7	23/7	7/8	16/8	30/8	16/9	3/9		
1	ALAGAR NITHISH KUNAR	MONIKA C	AL	AL	AL	AL	AL	AL	AL	AL		
2	ABHISEK D		AL	AL	AL	AL	AL	AL	AL	AL		
3	MUHAMMAD SHAYEKHAN		AL	AL	AL	AL	AL	AL	AL	AL		
4	AKASH P	JAYACHANDRAN D	AL	AL	AL	AL	AL	AL	AL	AL		
5	VASANTH B		AL	AL	AL	AL	AL	AL	AL	AL		

SUBJECT CODE : EC405 SUBJECT NAME : ELECTROMAGNETIC FIELDS			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	10/7	17/7	1/8	8/8	17/8	24/8	16/9	1/10		
1	ALAGAR NITHISH KUNAR	JANANI	AL	AL	AL	AL	AL	AL	AL	AL		
2	MUGESH P		AL	AL	AL	AL	AL	AL	AL	AL		
3	KISHAN A		AL	AL	AL	AL	AL	AL	AL	AL		
4	MADEVINATHAN B	BARINEE G V	AL	AL	AL	AL	AL	AL	AL	AL		
5	VASANTH B		AL	AL	AL	AL	AL	AL	AL	AL		

SUBJECT CODE : EC404 SUBJECT NAME : LINEAR INTEGRATED CIRCUITS			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	1/7	16/7	2/8	9/8	26/8	10/9	27/9	11/10		
1	AKASH P	MONIKA DEVI	AL	AL	AL	AL	AL	AL	AL	AL		

SUBJECT CODE : MA201 SUBJECT NAME : PROBABILITY AND RANDOM PROCESS			DATES OF COACHING ATTENDED									
S.NO.	STUDENT NAME	TUTOR NAME	15/7	19/7	3/8	10/8	27/8	11/9	26/9	10/10		
1	ABHISEK D	NAIRDA P	AL	AL	AL	AL	AL	AL	AL	AL		
2	MUHAMMAD SHAYEKHAN		AL	AL	AL	AL	AL	AL	AL	AL		
3	AKASH P		AL	AL	AL	AL	AL	AL	AL	AL		
4	MUGESH P	KAVYA R	AL	AL	AL	AL	AL	AL	AL	AL		
5	VASANTH B		AL	AL	AL	AL	AL	AL	AL	AL		


PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, SODAMBAKAVU,
CHENNAI-600 026

Class Conduction for Peer Coaching



- At the end of four years Program 311517106046 A.Kishan achieved good results in 4th year. He got placed in Avasoft with a package of 3.5 Lakhs/Annum.



PRINCIPAL
MEENAKSHI SUNDARANAN ENGINEERING COL
363, ARCOT ROAD, KODAMBAKKAM
- CHENNAI-600 026

Appointment Order



December-2020

Mr.Kishan A

Plotno.23,PaceAcyuta,SeemathammanNagar,RajivG
andhiSalai,Maduravoyal
Chennai-600095

Dear Kishan,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd.Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 3.5/- Lakhs per annum (Rupees Three Lakhs Fifty Thousand only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs.3.5/- Lakhs per annum** (Rupees Three Lakhs and fifty thousand only) subject to Tax deduction. Further details are furnished in Annexure-1



ConfidentialityandNonDisclosure

You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential all information , instruments, documents, etc relating to the company that may come to your professional knowledge during your assignment With the company.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours (discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.

Leave Eligibility:

You are entitled to Leave benefits during your employment with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relevant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The Company will insure you, your spouse and a maximum of 2 Children as dependents for Hospitalization as per the policy for an amount of Rs.2,00,000/- per annum per individual. Details would be made available on joining.

Termination & Recovery

- (i) The Company may terminate this contract and the Employee's employment at any time.
- (ii) Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books, paper, memos, or any other property of the company in your possession or under Employee control.
- (iii) The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas toward training/certification on Employee's account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to compensate the Employer a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty thousand Only) to cover the loss incurred by the Employer in recruiting/training Employee and also for similar expenses to be incurred by the Employer on another person to be inducted as successor in the office and also considering disruption in continuity in the office, failing which will lead to legal action.

(iv) Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

(v) In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense/Certification cost paid to him/her will be recovered as part of the full and final settlement.

Non-Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The waiver of notice period fully or partially is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reason thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities (including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organization which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty, at any point of time, of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.



Dispute

Any dispute that arises between parties will be referred to the Sole Arbitrator appointed by the Employer and the same is governed by the Arbitration and Conciliation Act 1996. Any dispute between us and employee will be handled in Chennai court only.

Upon joining you will be expected to follow the 'Employment terms and conditions' document with which will outline the basic expectations from employees.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on or before 4th January 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Jayasree Sankaran", is written above a solid black horizontal line.

Jeyasree Sankaran

Human Resources

<u>CompensationBreakUp</u>		
Name	KishanA	
Designation	TraineeEngineer	
A- BaseComponent		
	Monthly(Rs.)	Annual(Rs.)
Basic	15000	180000
HRA	7500	90000
TotalofA	22500	270000
B-BasketofAllowances		
MedicalAllowances	1250	15000
LTA	1300	15600
Conveyance	1600	19200
OtherAllowance	717	8600
Totalof B	4867	58400
C-Retirals		
ProvidentFund	1800	21600
TotalofC	1800	21600
Total(A+B+C)	29167	350000

ForAVASOFTWARE Pvt.Ltd.,



JeyasreeSankaran

HumanResources

ToAVASOFTWAREPvt.Ltd.,

Kishan A

TraineeEngineer