



MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

363, Arcot Road, Kodambakkam, Chennai – 24
Approved by AICTE & Affiliated to Anna University
email Id: principal@msec.edu.in
Website : www.msec.edu.in

7.1 Institutional Values and Social Responsibilities

7.1.1 Specific Facilities provided for Women

7.1.1.(A) SAFETY AND SECURITY

1.CCTV CAMERA

Safety and security of women students inside the campus is ensured by CCTV surveillance cameras. CCTV Cameras installed at various places in the campus to observe the movement and activities of students. Actions are taken by the disciplinary committee members if any abnormal are observed.

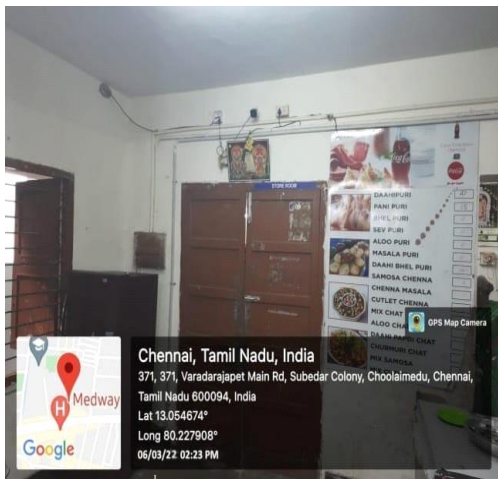


Fig.1. : CCTV Camera at canteen

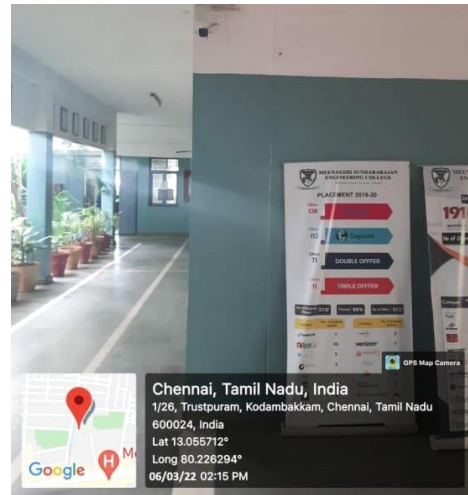


Fig. 2. : CCTV Camera at Main Building

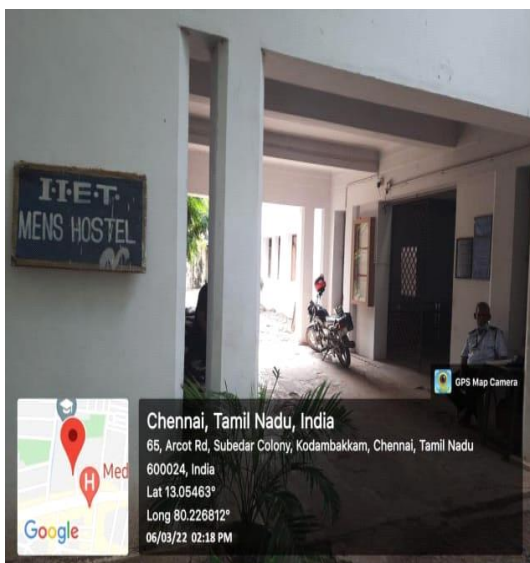


Fig. 3. : CCTV Camera at Boys Hostel

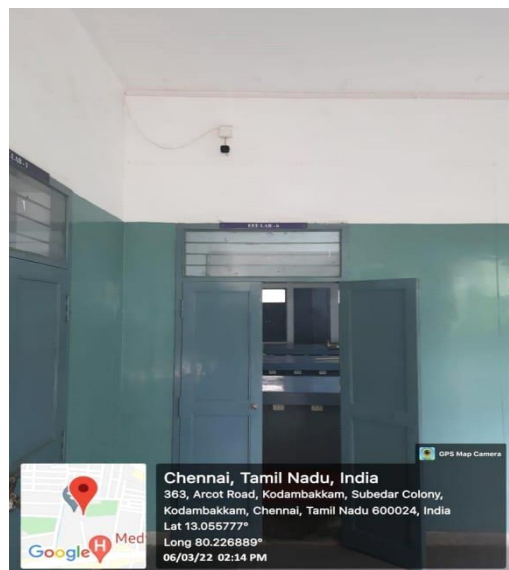


Fig. 4. : CCTV Camera in First Floor



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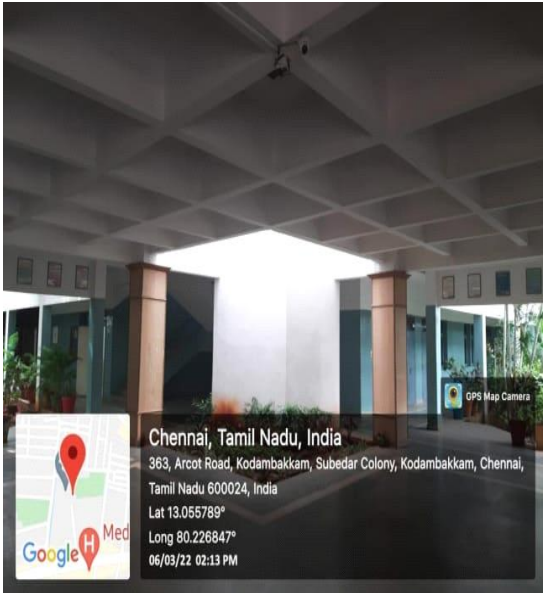


Fig. 5. : CCTV Camera at Sri Abhinav Vidhya Theertha Block (main block)



Fig. 6. : CCTV Camera at Library

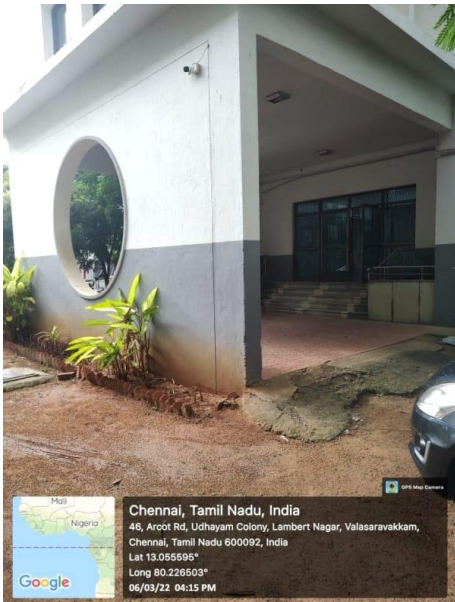


Fig. 7. : CCTV Camera near parking zone

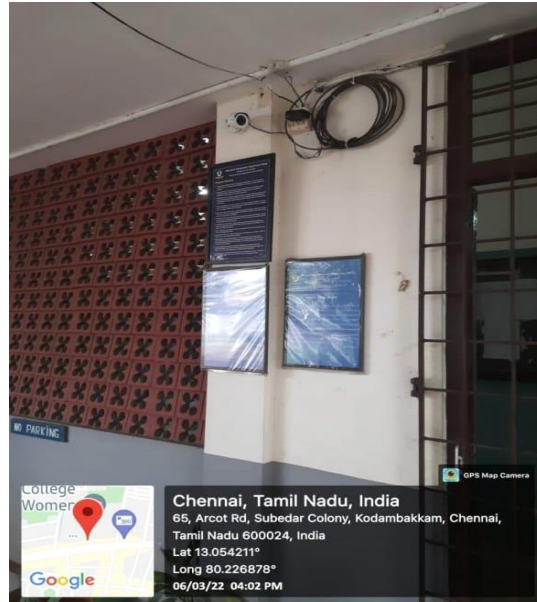


Fig. 8. : CCTV Camera at First year block



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Fig.9. : CCTV Camera near the way Sharathambal Temple





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Fig.9. : CCTV Camera near the way Sharathambal Temple

2.First - Aid Box

First aid boxes are provided in all departments to provide immediate remedy to any physical illness or injury happening to the students. Qualified physician is available in the campus for first-aid medication and treatment for ailments to the students and staff.

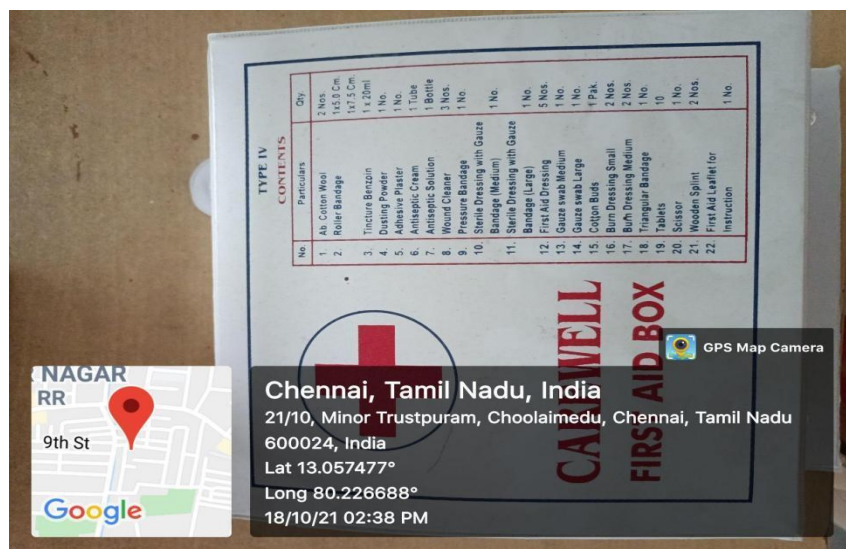


Fig. 10. First AID KIT



Fig. 11. Contents provided in First AID KIT



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3.Fire Extinguisher

MSEC installed portable fire extinguishers at each conspicuous location of the campus with one of India's most trusted fire safety and security companies – Ceasefire.

The installed extinguishers in our college are ABC powder based extinguishers. ABC powder is made of an extinguishing agent mono ammonium phosphate mixed with ammonium sulphate. These types of extinguishers are most suitable for fighting against Class A, B, C and electric fires.

The locations of installed portable fire extinguishers are given below:

OM SAKTHI FIRE SAFETY SOLUTIONS
 (ISO 9001:2015 CERTIFIED)
 NO.557, FIRST FLOOR, BLOCK -12 , J.J. NAGAR, MOGAPPAIR EAST- 600 037
 EMAIL : omsakthifire@gmail.com / omsakthifire@yahoo.com

FIRE AUDIT SURVEY REPORT ON 22 / 02 / 2022

Meenakshi sundararajan Engineering College, Chennai -24.

Sr. No	Area of Survey (Provide Details Floor Wise)	Floor	Existing Units				Status	Product
			Product	Capacity	Qty	Expiry month&year		
MAIN BLOCK								
1	EB Room	Ground	ABC	4 kg	2	Feb-25	GOOD	
2	OFFICE ROOM	Ground	ABC	4 kg	1	Feb-24	GOOD	
3	PANTRY PASSAGE AREA	Ground	ABC	4 kg	1	Oct-24	GOOD	
4	SEMINAR PASSAGE AREA	Ground	ABC	4 kg	1	Oct-24	GOOD	
5	EEE LAB- 5 PASSAGE AREA	Ground	ABC	4 kg	1	Oct-24	GOOD	
6	EEE LAB- 3 PASSAGE AREA	Ground	ABC	4 kg	1	Dec-22	Expired need to refilling	
7	EEE LAB- 5 PASSAGE AREA	Ground	ABC	4 kg	1	Oct-24	GOOD	
8	EEE LAB- 2 PASSAGE AREA	Ground	ABC	4 kg	1	Oct-24	GOOD	
9	EEE LAB- 2 INSIDE	Ground	ABC	4 kg	2	Oct-24	GOOD	
10	EEE CR-4 PASSAGE AREA	FIRST	ABC	4 kg	1	Oct-24	GOOD	
11	ECE LAB - 1 & 2	FIRST	ABC	6 kg	1	Oct-22	Expired need to refilling	
12	ECE LAB - 4	FIRST	ABC	6 kg	1	Oct-22	Expired need to refilling	
13	HOD CABIN ECE PASSAGE	FIRST	ABC	4 kg	1	Nov-22	Expired need to refilling	
14	LIBRARY ENTRANCE	FIRST	ABC	4 kg	1	Feb-24	Expired need to refilling	
15	LIBRARY INSIDE	FIRST	ABC	4 kg	1	Dec-22	GOOD	
16	EEE HOD CABIN PASSAGE	FIRST	ABC	4 kg	1	Feb-24	Expired need to refilling	
17	ECE LAB- 4 INSIDE	FIRST	ABC	6 kg	1	Feb-24	GOOD	
							GOOD	



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18	ECE LAB- 1,&4 PASSAGE AREA	FIRST	ABC	6 kg	2		
19	ECE LAB 7 & 8 PASSAGE AREA	SECOND	ABC	4 kg	1	Feb-24	GOOD
20	CSE LAB -4 PASSAGE AREA	SECOND	ABC	4 kg	1	Feb-24	GOOD
21	CSE CR-2 PASSAGE AREA	SECOND	ABC	4 kg	1	Oct-24	GOOD
22	CSE LAB- 4 & 5 PASSAGE AREA	SECOND	ABC	4 kg	1	Oct-24	GOOD
23	ECE CR-2 PASSAGE AREA	THIRD	ABC	4 kg	1	Feb-24	GOOD
24	ECE CR-3	THIRD	ABC	4 kg	1	Feb-24	GOOD
25	SEMINAR HALL -2 PASSAGE AREA	THIRD	ABC	4 kg	1	Dec-22	Expired need to refilling
26	IT LAB - 3 PASSAGE AREA	THIRD	ABC	4 kg	1	Feb-24	GOOD
						Feb-24	GOOD
CIVIL BLOCK							
27	PASSAGE AREA	Ground	ABC	4 kg	1	Feb-24	GOOD
28	EB ROOM	Ground	ABC	6 kg	1	Dec-22	Expired need to refilling
29	CIVIL LAB- 2, 3	Ground	ABC	4 kg	1	Feb-24	GOOD
30	PASSAGE AREA	FIRST	ABC	4 kg	1	Feb-24	GOOD
31	DRAWING HALL	FIRST	ABC	4 kg	1	Oct-24	GOOD
32	CIVIL LAB- 9 &10	FIRST	ABC	4 kg	1	Feb-24	GOOD
33	CIVIL TUTORIAL LAB PASSAGE AREA	SECOND	ABC	4 kg	1	Feb-24	GOOD
34	CIVIL PG CR-1	SECOND	ABC	4 kg	1	Feb-24	GOOD
MECHANICAL BLOCK							
35	PASSAGE AREA	BASEMENT	ABC	6 kg	1	Dec-22	Expired need to refilling
36	EAST WING INSIDE	BASEMENT	ABC	6 kg	1	Dec-22	Expired need to refilling
37	WEST WING INSIDE	BASEMENT	ABC	6 kg	1	Dec-22	Expired need to refilling
38	MECH ELECT ROOM	GROUND	ABC	4 kg	1	Feb-25	GOOD
39	EAST WING PASSAGE AREA	GROUND	ABC	4 kg	1	Feb-24	GOOD
40	MACH LAB-3,4,5	Ground	ABC	4 kg	1	Feb-24	GOOD



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41	EAST PASSAGE AREA	FIRST	ABC	4 kg	1		
42	WEST WING PASSAGE AREA	FIRST	ABC	4 kg	1	Dec-22	Expired need to refilling
43	EAST WING PASSAGE AREA	SECOND	ABC	4 kg	1	Dec-22	Expired need to refilling
44	PASSAGE AREA	THIRD	ABC	4 kg	1	Feb-24	GOOD
						Oct-24	GOOD
IIET BLOCK- GROUND FLOOR							
45	PASSAGE AREA	Ground	ABC	4 kg	3	Jul-24	GOOD
46	EB PANEL AREA	Ground	ABC	4 kg	1	Jul-24	GOOD
47	CLASS ROOMS	Ground	ABC	2 KG	3	Jul-24	GOOD
48	FOUNDERS ROOM	Ground	ABC	2 KG	1	Jul-24	GOOD
49	CHEMISTRY LAB	Ground	ABC	4 kg	1	Jul-24	GOOD
50	ADMIN ROOM	Ground	CA	2 KG	1	Jul-24	GOOD
51	MARKETING OFFICE	Ground	ABC	2 KG	1	Jul-24	GOOD
52	LIBRARY	Ground	ABC	2 KG	1	Jul-24	GOOD
53	HEAD OF SCHOOL BUILDING(4 ROOMS)	Ground	ABC	2 KG	4	Jul-24	GOOD
IIET BLOCK- FIRST FLOOR							
54	CLASS ROOMS	FIRST	ABC	2 KG	7	Jul-24	GOOD
55	PASSAGE AREA	FIRST	ABC	4 kg	3	Jul-24	GOOD
56	PHYSICS LAB	FIRST	ABC	4 kg	1	Jul-24	GOOD
IIET BLOCK MENS HOSTEL							
57	PASSAGE AREA	Ground	ABC	6 kg	1	Dec-22	Expired need to refilling
58	PASSAGE AREA	FIRST	ABC	6 kg	1	Dec-22	Expired need to refilling



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59	PASSAGE AREA	SECOND	ABC	6 kg	1	Dec-22	Expired need to refilling		
EB PANEL & TRANSFORMER AREA									
60	EB Room-1	Ground	CO2	4.5 KG	1	Feb-25	GOOD		
61	EB Room-2	Ground	CO2	4.5 KG	1	Feb-25	GOOD		
62	MEETER Room-3	Ground	CO2	4.5 KG	1	Feb-25	GOOD		
MBA BLOCK									
63	STAIRCASE AREA	Ground	ABC	6 kg	1	Dec-22	Expired need to refilling		
64	STAIRCASE AREA	FIRST	ABC	6 kg	1	Dec-22	Expired need to refilling		
65	STAIRCASE AREA	FIRST	ABC	6 kg	1	Dec-22	Expired need to refilling		
			TOTAL		83				
SUMMARY									
EXISTING SUMMARY					NEW RECOMMENDATION / REFILLING				
S.NO	PRODUCTS	CAPACITY	QTY			PRODUCTS	CAPACITY	QTY	
1	ABC POWDER TYPE	2 KG	17						
2	ABC POWDER TYPE	4 KG	47			ABC POWDER TYPE	4 KG	6	
3	ABC POWDER TYPE	6 KG	15			ABC POWDER TYPE	6 KG	12	
4	CA	2KG	1						
5	CO2	4.5 KG	3						
	TOTAL		83			TOTAL		18	

Periodic inspection


Working condition of fire extinguishers are inspected and reviewed every year by qualified professionals from Fire Safety Company to check for any pressure drop, damage, expiry, etc. The extinguishers are refilled or replaced according to the suggestion of the examiner from fire safety company.



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Fire Audit Report 2022-2023

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#363, Arcot Road, Kodambakkam, Chennai -600024, Tamil Nadu, India

F_/EAC/MSEC/2021-2022/NO: _____ 20/12/2022.

Sub: Intimation of safety and security committee meeting- regd ,


The meeting of the safety and security committee of MSEC will be held on 22/12/2022 , Thursday in the EEE department lab/GF.

The committee will work towards developing a standard operating procedure for reducing the energy consumption of MSEC

AGENDA:

1. Fire audit survey by outside agency
2. Statutory inspection of high tension service connection of IIET
3. Any other subject arising

Therefore, the esteemed members are requested to attend the meeting without fail.


Secretary /MSEC

To:

The committee members



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1st MEETING 2022-2023

Safety and Security Committee

MEETING MINUTES

17-02-2022

VENUE:EEE LAB/GF/MSEC

MEMBERS PRESENT

Chairman → G. SETHURAM
(Signature)

S.No	Faculty Name	Position	Department
1.	Mr. Ravikumar	Member	CIVIL <i>(Signature)</i>
2.	Mr.P.Sivakumar	Member	CIVIL <i>(Signature)</i>
3.	Mrs.K.Nithya	Member	ECE <i>(Signature)</i>
4.	Dr.A.Parasuram	Member	EEE <i>(Signature)</i>
5.	Mr. S. B. Sivasubramaniyan	Member	EEE <i>(Signature)</i>
6.	Mr. V. Arul	Member	MECH <i>(Signature)</i>
7.	Mr. R. Shanmugam	Member	MECH <i>(Signature)</i>
8.	Mrs. S. Priskilla Manomani	Member	IT <i>(Signature)</i>
9.	Mr. M. Ramesh	Member	Non-Technical <i>(Signature)</i>
10.	Mr. R. Suresh Kumar	Member	Technical Manager <i>(Signature)</i>

The following points were discussed in the meeting

1.FIRE AUDIT SURVEY BY OUTSIDE AGENCY

Discussed to carry out the works on any day next month.

2.STATUTORY INSPECTION OF HT SERVICE OF IIET

Testing of equipment like relays, HV & LV breakers, transformer etc.,

Are decided to conducted by M/s. POWER SERVICES, Chennai.

3.M/s. JOHNSON LIFT:

In another 8 months, the license period will be expired.To renew the licence we have to enter into AMC. AMC period for Johnson lift starts in 2020. But due to lots of fault encountered by us in operating lift , we have been requesting them to rectify the technical flaws before entering into AMC.

Unfortunately the Johnson lift is not coming forward to rectify the technical flaws Moreover due to lockdown during Corona period, we are unable to enter into AMC.

However we are operating it without any operating problem.



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21/3/2023

OM SAKTHI FIRE SAFETY SOLUTIONS

(ISO 9001:2015 CERTIFIED)
 NO.557, FIRST FLOOR, BLOCK-12, J.J. NAGAR, MOGAPPAIR EAST, CHENNAI- 600 037 EAST, CHENNAI-600 102
 EMAIL : omsakthifire@gmail.com / omsakthifire@yahoo.com
 CONTACT : 9884066101 / 8939398968

FIRE EXTINGUISHERS REFILLING QUOTATION

To, MEENAKSHI SUNDHARARAJAN ENGINEERING COLLAGE ARCOT ROAD, KODAMBAKKAM CHENNAI	From, OM SAKTHI FIRE SAFETY SOLUTIONS NO.557, FIRST FLOOR, BLOCK-12, J.J. NAGAR, MOGAPPAIR CHENNAI-600037 Date: 08 / 03 /2023 Quotation Ref.No: 54 / MAR -2023 CONTACT : 9884066101 / 8939398968
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KIND ATTENTION : MR. SETHURAMAN

S No	DESCRIPTION	UNIT	QTY	SUPPLY	
				RATE	AMOUNT
A FIRE EXTINGUISHERS BOQ					
1.0	ABC- 5& 6 KG powder type Fire extinguishers Powder Refilling with pressure Test / Applicable for all classes of fire like class A,B,C, & electrical started fire. <u>2 Years</u> Warranty. <i>3 Years</i>	Nos	18	900	16200.00
3.0	Delivery Charges (up & Down) &	Nos	1	1,000	1000.00
Sub Total					17,200.00
<u>GST@18%</u>					3096
NET					20,296

Terms & Conditions
 GST @18% INCLUDING
 Payment : 100% Against
 warranty : 2 Years from the date of supply .
 Delievry : Immediate

Yours Truly,
 For OM SAKTHI FIRE SAFETY SOLUTIONS,

SRICHARAN V.C
 BUSINESS HEAD
 9884066101 / 8939398968

APPROVED

Aethan Emp Glec EEEI MSEC See / MSec / chm 24



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Fire drill

Conducted Fire drill to create awareness among students and staff about the use of fire extinguisher and how to protect themselves during any emergency situations.

Fire drill 2022-2023





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FIRE DRILL CONDUCTED ON 04/04/2023
THURSDAY OUTSIDE MAIN BLOCK MSEC



FIRE DRILL CONDUCTED ON 05/04/2023
THURSDAY OUTSIDE MAIN BLOCK MSEC



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4. College Helpline Facility

The institution provides a help-line facility in the administrative office for staff and students to contact during emergency. (044 - 24801636).

Address

The Secretary

Meenakshi Sundararajan Engineering College
363, Arcot Road, Kodambakkam,
Chennai 600024
Tamilnadu, India
Telephone: 044 24801636
Fax: 044 24811103
Email : principal@msec.edu.in

5. Internal Complaint Committee

Internal complaints committee analyzes the issues like Gender Sensitization and Sexual Harassment of Women Employees and Students and immediate actions are taken.

Internal Complaint Committee(2022-2023)

ANTI-SEXUAL HARASSMENT COMMITTEE(ASHC) / INTERNAL COMPLAINTS COMMITTEE (ICC) MEMBERS

S.No	Name of the staff	Designation	Position
1.	Dr.K.Umarani	Dean Academics	Chairman
2.	Mrs.U.Malini Gayathri	Assistant Professor/CIVIL	Member
3.	Dr.A.V.Sivakumari	NGO	External member
4.	Dr .M.K.Sandhya	Professor/CSE	Member
5.	Mrs.N.Mathangi	Assistant Professor/IT	Member
6.	Mrs.K. Akila	Lawyer	External member
7.	Mr.K.Jayachandran	Former Sub-Inspector of police	External member
8.	Dr.A.Babiyola	Professor/ECE	Member
9.	Mrs.K.Rajeswari	Associate Professor/EEE	Member
10.	Mrs.P.Ajitha	Assistant Professor/PHYSICS	Member
11.	Mrs.V.Ramadevi	Non-Teaching	Member
12.	Mrs.S.Anandhi	Non-Teaching	Member
13.	Ms.V.Kirubashree	Student Representative	Member
14.	Ms.V.Srinidhi	Student Representative	Member
15.	Ms.G.Lateka	Student Representative	Member


Dr.K.S Babai
Secretary
SECRETARY
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI - 600 024



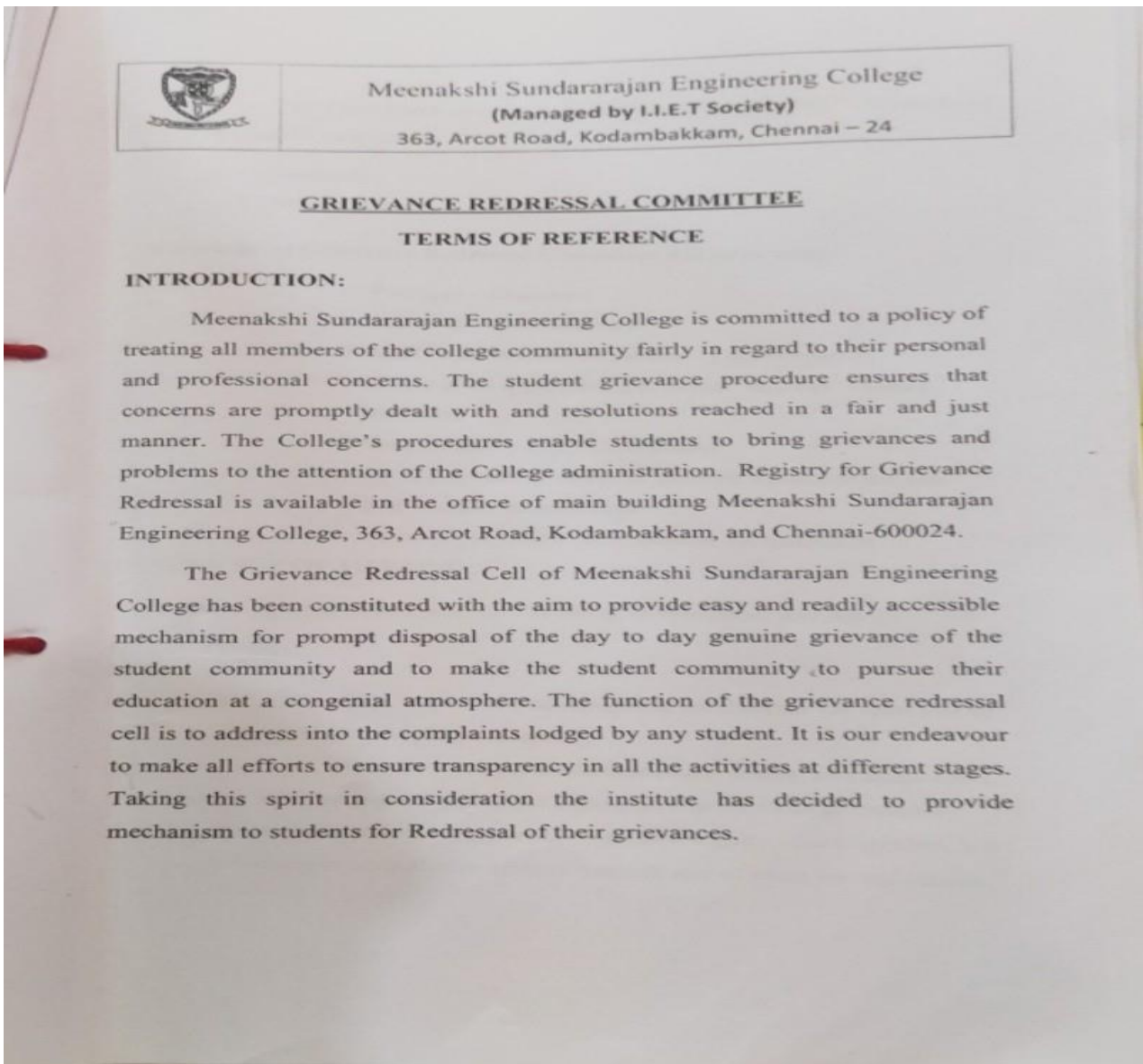
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6. Grievance Redressal Committee

MSEC is committed to a policy of treating all members' personal and professional problems equally. The College's procedures enable the students to bring complaints and problems to the direct attention of the head of the institution which resolves the problems in a fair manner. Register for Grievances and Redressal is available in the administrative office.

The Grievance Redressal Committee aims to provide easy access for students' day to day grievance in a congenial atmosphere. It also ensures transparency in resolving the academic and non-academic grievances.





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The Grievances may broadly include the following complaints of the aggrieved students:

- Academic
- Non-Academic

Institute level Grievance Redressal Committee will be as under:

- i. Principal – Chairman
- ii. Secretary – Co-Chairman
- iii. S&H HOD & Dean-Academic - Ombudsperson
- iv. HODs of all departments & Senior faculties – Senior members
- v. Senior Faculty CSE- Co ordinator
- vi. Up to 2 special invitees one from the institution and one from outside the institution
- vii. Up to 1(One) NGO from outside the institution

FREQUENCY OF MEETING:

- Twice in an academic year (2nd Saturday of November and April)

OBJECTIVES:

- To introduce a fair, impartial and consistent mechanism for redressal of various issues faced by the students.
- To develop a responsive and accountable attitude among all stakeholders, thereby maintaining a harmonious atmosphere in the College campus
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.



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- To ensure that grievances are resolved promptly, neutrally and in complete confidentiality.
- To uphold the dignity of the College by promoting cordial Student-teacher relationship.

FUNCTIONS:

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

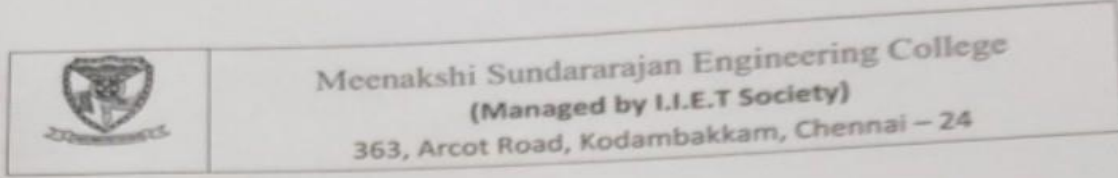
PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024

SECRETARY



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GRIEVANCE REDRESSAL COMMITTEE MEMBERS

Academic Year 2022-2023

S.NO	Members	Designation / Department	Position
1.	Dr. P. K. Suresh	Principal	Chairman
2.	Dr. K. S. Babai	Secretary	Co-Chairman
3.	Mr. S. Raman	Professor & HOD/ S&H	Ombudsperson
4.	Dr. K. Umarani	Dean Academics	Ombudsperson
5.	Dr. L. Ramajeyam	Dean & HOD/ CIVIL	Senior Member
6.	Dr. M. K. Sandhya	Professor / CSE	Senior Member
7.	Mrs. M. Soundra Bala	Associate Prof. & HOD/ EEE	Senior Member
8.	Mrs. Siji Sivanandam	Assoc. Professor & HOD/ ECE	Senior Member
9.	Dr. A. Kanimozhi	Assoc. Professor & HOD / IT	Senior Member
10.	Mrs. Toral Anandkumar	Asst. Professor / MECHANICAL	Senior Member
11.	Mrs. G. Subashini	Asst. Professor/ S&H	Senior Member
12.	Mrs. V. Sundari	Asst. Professor/ CSE	Coordinator
13.	Mrs. Jayalakshmi	Retd Principal / Corporation School	Special Invitee
14.	Dr. A. V. Sivakumari	NGO	Special Invitee
15.	Dr. Saju. M. John	Director/ MSSM	Special Invitee

P. K. Suresh

PRINCIPAL


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

[Signature]
SECRETARY
SECRETARY
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI - 600 024



MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

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email Id: principal@msec.edu.in
Website : www.msec.edu.in

	<p>Meenakshi Sundararajan Engineering College (Managed by I.L.E.T Society) Approved by AICTE and Affiliated to Anna University Accredited by NAAC with 'A' Grade Accredited by NBA for programs applied 363, Arcot Road, Kodambakkam, Chennai – 24</p>
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CIRCULAR

Date: 5.4.23
Chennai-24

Dear Sir/Madam,

Sub: Invitation for Grievance Redressal Committee Meeting - reg.

We have planned to conduct Grievance Redressal Committee meeting for the academic year 2022 to 2023 on 8/4/2023 at KRS Centenary Hall, Ground floor, Meenakshi Sundararajan Engineering College at 11:30 AM.

AGENDA :

- Review of previous meeting.
- Observe the current issues raised by the students.
- Discuss the ways to remedy them.

Regards,

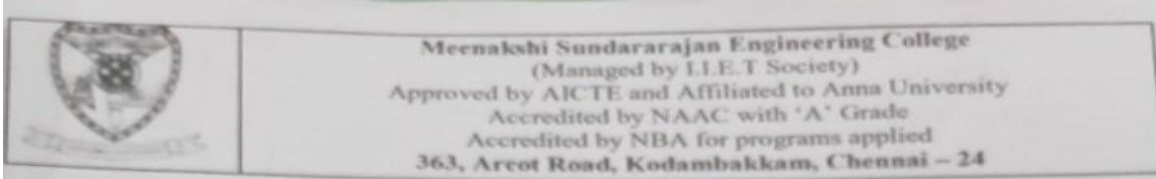
V. Sundari
Mrs. V. Sundari
Coordinator

P. K. Soma
PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024



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Copy to:

Date: 5.4.23

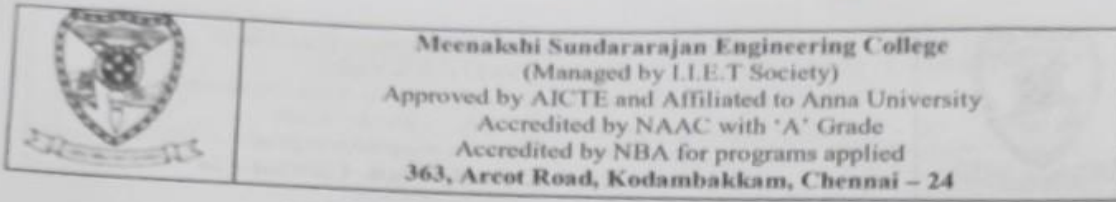
GRIEVANCE REDRESSAL COMMITTEE

S.NO	Members	Designation	Signature
1.	Dr. P. K. Suresh, Principal, MSEC	Chairman	
2.	Dr. K. S. Babai, Secretary	Co-Chairman	
3.	Mr. S. Raman ,Professor & HOD/ S&H	Ombudsperson	
4.	Dr. K. Umarani, Dean Academics	Ombudsperson	
5.	Dr. L. Ramajeyam – Dean & HOD/ CIVIL	Senior Member	
6.	Dr. M. K. Sandhya, Professor / CSE	Senior Member	
7.	Mrs. M. Soundra Bala, Associate Prof. & HOD/ EEE	Senior Member	
8.	Mrs. Siji Sivanandam, – Assoc. Professor & HOD/ ECE	Senior Member	
9.	Dr. A. Kanimozhi – Assoc. Professor & HOD / IT	Senior Member	
10.	Mrs. Toral Anandkumar, Asst. Professor / MECHANICAL	Senior Member	
11.	Mrs. G. Subashini, Asst. Professor/ S&H	Senior Member	
12.	Mrs.V. Sundari, Asst. Professor/ CSE	Coordinator	
13.	Mrs. Jayalakshmi, Retd Principal / Corporation School	Special Invitee	
14.	Dr. A.V. Sivakumari, NGO	Special Invitee	
15.	Dr. Saju. M. John, Director/ MSSM	Special Invitee	



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GRIEVANCE REDRESSAL COMMITTEE

Minutes of the Meeting :

10.04.2023

The Grievance Committee Meeting was conducted on 8th April 2023, Saturday at 11:30 am in the KRS Centenary Hall, Ground floor, Meenakshi Sundararajan Engineering College.

The following members were present:

1. Dr. P. K. Suresh, Principal, MSEC (Chairman)
 2. Dr. K. S. Babai, Secretary (Co-Chairman)
 3. Dr. K. Umarani, Dean Academics (Ombudsperson)
 4. Dr. L. Ramajeyam – Dean & HOD/ CIVIL (Senior Member)
 5. Dr. M. K. Sandhya, Professor / CSE (Senior Member)
 6. Mrs. M. Soundra Bala, Associate Prof. & HOD/ EEE (Senior Member)
 7. Mrs. Siji Sivanandam, – Assoc. Professor & HOD/ ECE (Senior Member)
 8. Dr. A. Kanimozhi – Assoc. Professor & HOD / IT (Senior Member)
 9. Mrs. Toral Anandkumar, Asst. Professor / MECHANICAL (Senior Member)
 10. Mrs. G.Subashini, Asst. Professor/ S&H (Senior Member)
 11. Mrs. V.Sundari, Asst. Professor/ CSE (Coordinator)
 12. Mrs. Jayalakshmi, Retd Principal / Corporation School (Special Invitee)
 13. Dr. A. V. Sivakumari, NGO (Special Invitee)
 14. Dr. Saju. M. John, Director/ MSSM (Special Invitee)
- Dr. P. K. Suresh, Principal (Chairman) welcomed all the members of Grievance Redressal Committee and summarized about the previous meeting.
 - The students were informed about the google form which is available in the college website to fill if there is any grievance.
 - The students drop their grievance letters in the suggestion box provided in our campus and also they can write in the student's development register which is available in office room.

Agenda 1:- Review of Previous Meeting:

- Need sports activities after college: Requirement was fulfilled.
- Requirement of fan and light service: Requirement was fulfilled.

Agenda 2:-

- No grievance

- Date of next meeting : Second Saturday of November 2023.
- Vote of thanks by the Coordinator in General.

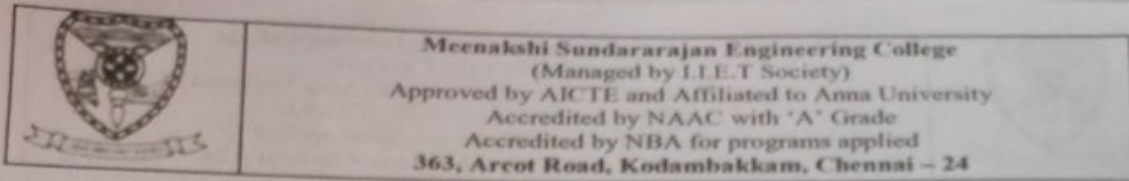
PRINCIPAL

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CHENNAI-600 024



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email Id: principal@msec.edu.in
Website : www.msec.edu.in



S.NO	Members	Signature
1.	Dr. P. K. Suresh, Principal, MSEC	
2.	Dr. K. S. Babai, Secretary	
3.	Dr. K. Umarani, Dean Academics	
4.	Dr. L. Ramajeyam – Dean & HOD/ CIVIL	
5.	Dr. M. K. Sandhya, Professor / CSE	
6.	Mrs. M. Soundra Bala, Associate Prof. & HOD/ EEE	
7.	Mrs. Siji Sivanandam, – Assoc. Professor & HOD/ ECE	
8.	Dr. A. Kanimozhi – Assoc. Professor & HOD / IT	
9.	Mrs. Toral Anandkumar, Asst. Professor / MECHANICAL	 Toral A
10.	Mrs. G. Subashini, Asst. Professor/ S&H	
11.	Mrs. V. Sundari, Asst. Professor/ CSE	
12.	Mrs. Jayalakshmi, Retd Principal / Corporation School	
13.	Dr. A.V. Sivakumari, NGO	
14.	Dr. Saju. M. John, Director/ MSSM	



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Website : www.msec.edu.in



CIRCULAR

Date: 09.11.22
Chennai-24

Dear Sir/Madam,

Sub: Invitation for Grievance Redressal Committee Meeting - reg.

We have planned to conduct Grievance Redressal Committee meeting for the academic year 2022 to 2023 on 12/11/2022 at Conference Hall, Ground floor, Meenakshi Sundararajan Engineering College at 11:00 AM.

AGENDA :

- Review of previous meeting.
- Observe the current issues raised by the students.
- Discuss the ways to remedy them.

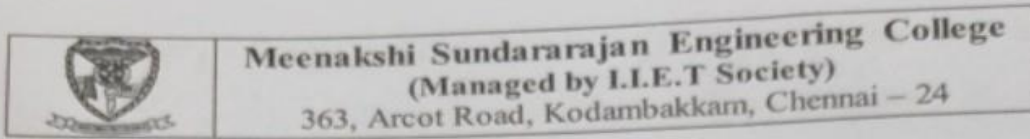
Regards,

V. Sundari
Mrs. V. Sundari
Coordinator



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Copy to:

09/11/2022

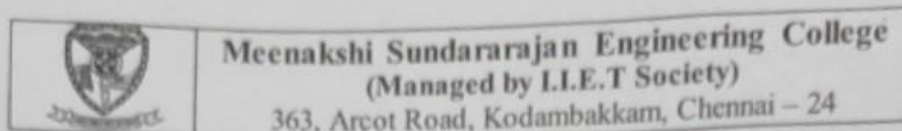
GRIEVANCE REDRESSAL COMMITTEE

S.NO	Members	Designation	Signature
1.	Dr. P. K. Suresh, Principal, MSEC	Chairman	
2.	Dr. K. S. Babai, Secretary	Co-Chairman	
3.	Mr. S. Raman ,Professor & HOD/ S&H	Ombudsperson	
4.	Dr. K. Umarani, Dean Academics	Ombudsperson	
5.	Dr. L. Ramajeyam – Dean & HOD/ CIVIL	Senior Member	
6.	Dr. M. K. Sandhya, Professor / CSE	Senior Member	
7.	Mrs. M. Soundra Bala, Associate Prof. & HOD/ EEE	Senior Member	
8.	Mrs. Siji Sivanandam, – Assoc. Professor & HOD/ ECE	Senior Member	
9.	Dr. A. Kanimozhi – Assoc. Professor & HOD / IT	Senior Member	
10.	Mrs. Toral Anandkumar, Asst. Professor / MECHANICAL	Senior Member	
11.	Mrs. G. Subashini, Asst. Professor/ S&H	Senior Member	
12.	Mrs.V. Sundari, Asst. Professor/ CSE	Coordinator	
13.	Mrs. Jayalakshmi, Retd Principal / Corporation School	Special Invitee	
14.	Dr. A. V. Sivakumari, NGO	Special Invitee	
15.	Dr. Saju. M. John, Director/ MSSM	Special Invitee	



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GRIEVANCE REDRESSAL COMMITTEE

Minutes of the Meeting :

15.11.2022

The Grievance Committee Meeting was conducted on 14th November 2022, Monday at 11:30 am in the KRS Centenary Hall, Ground floor, Meenakshi Sundararajan Engineering College. Due to holiday (rain), the meeting was conducted on 14th November 2022.

The following members were present:

1. Dr. P. K. Suresh, Principal, MSEC (Chairman)
2. Dr. K. S. Babai, Secretary (Co-Chairman)
3. Mr. S. Raman, Professor & HOD/ S&H (Ombudsperson)
4. Dr. K. Umarani, Dean Academics (Ombudsperson)
5. Dr. L. Ramajeyam – Dean & HOD/ CIVIL (Senior Member)
6. Dr. M. K. Sandhya, Professor / CSE (Senior Member)
7. Mrs. M. Soundra Bala, Associate Prof. & HOD/ EEE (Senior Member)
8. Mrs. Siji Sivanandam, – Assoc. Professor & HOD/ ECE (Senior Member)
9. Dr. A. Kanimozhi – Assoc. Professor & HOD / IT (Senior Member)
10. Mrs. Toral Anandkumar, Asst. Professor / MECHANICAL (Senior Member)
11. Mrs. G. Subashini, Asst. Professor/ S&H (Senior Member)
12. Mrs. V. Sundari, Asst. Professor/ CSE (Coordinator)
13. Mrs. Jayalakshmi, Retd Principal / Corporation School (Special Invitee)
14. Dr. A. V. Sivakumari, NGO (Special Invitee)
15. Dr. Saju. M. John, Director/ MSSM (Special Invitee)

- Dr. P. K. Suresh, Principal (Chairman) welcomed all the members of Grievance Redressal Committee and summarized about the previous meeting.
- The students were informed about the google form which is available in the college website to fill if there is any grievance.
- The students drop their grievance letters in the suggestion box provided in our campus and also they can write in the student's development register which is available in office room.

Agenda 1:- Review of Previous Meeting:

- Back rest for all classroom benches : Attached back rest facility for all benches in the class room.
- Requirement of extra fan in civil block 3rd floor : Requirement was fulfilled.

Agenda 2:-

S.NO	Students Grievance	Committee's Suggestion for action to be taken	Remarks
1	Needs sports activities after college	Informed about this to management	

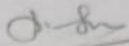


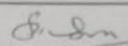

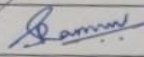



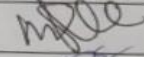

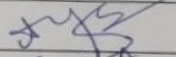
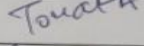
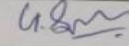
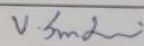
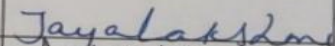
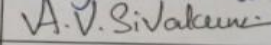
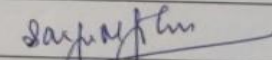
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2	Requirement of fan and light service	Informed about this to maintenance department to replace the same	
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- Date of next meeting : Second Saturday of April 2023.
- Vote of thanks by the Coordinator in General.


Chairman -MSEC

S.NO	Members	Signature
1.	Dr. P. K. Suresh, Principal, MSEC	
2.	Dr. K. S. Babai, Secretary	
3.	Mr. S. Raman ,Professor & HOD/ S&H	
4.	Dr. K. Umarani, Dean Academics	
5.	Dr. L. Ramajeyam – Dean & HOD/ CIVIL	
6.	Dr. M. K. Sandhya, Professor / CSE	
7.	Mrs. M. Soundra Bala, Associate Prof. & HOD/ EEE	
8.	Mrs. Siji Sivanandam, – Assoc. Professor & HOD/ ECE	
9.	Dr. A. Kanimozhi – Assoc. Professor & HOD / IT	
10.	Mrs. Toral Anandkumar, Asst. Professor / MECHANICAL	
11.	Mrs. G. Subashini, Asst. Professor/ S&H	
12.	Mrs.V. Sundari, Asst. Professor/ CSE	
13.	Mrs. Jayalakshmi, Retd Principal / Corporation School	
14.	Dr. A.V. Sivakumari, NGO	
15.	Dr. Saju. M. John, Director/ MSSM	



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Website : www.msec.edu.in

7. Anti-Ragging Committee

- Anti-Ragging Committee of the institution ensures a ragging free environment inside the campus.
- Physical or mental abuse of any student on the ground of colour, race, religion, caste, gender, sexual harassment, linguistic, identity or economic background is prohibited.

Activities towards Anti-Ragging:

1. Installing CCTV cameras at vital points
2. Conduct Anti-Ragging Workshops
3. Regular interaction and counselling
4. Identification of trouble-triggers
5. Surprise inspection at hostel, canteens, rest rooms, playground, etc.
6. Display Anti Ragging posters at all prominent places.
7. Online undertaking on anti-ragging by the students and parents are submitted.
 - i. www.antiragging.in and
 - ii. www.amanmovement.org.

Composition of the Anti-Ragging Committee:

1. Head of the Institution (Head)
2. Representatives of Civil and Police Administration.
3. Local Media.
4. Non-Government Organizations involved in youth activities.
5. Faculty members.
6. Parents.
7. Students - freshers' & seniors.
8. Non-teaching staff.

PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE,
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Meenakshi Sundararajan Engineering College
(Managed by I.I.E.T Society)
363, Arcot Road, Kodambakkam, Chennai – 24

Dr. P.K.Suresh M.S., M.S., Ph.D
Principal

Ph:044 – 24721977
Fax: 044 - 24811103

CIRCULAR

Date: 16.01.23

Chennai-24

Dear Sir/Madam,

Sub: Invitation for Anti-Ragging Committee Meeting - reg.

It is hereby informed that we will conduct a meeting with all the members of Anti-Ragging Committee meeting on 18-01-2023 with all the members for this academic year (2022-2023) at conference hall at 2:30 PM



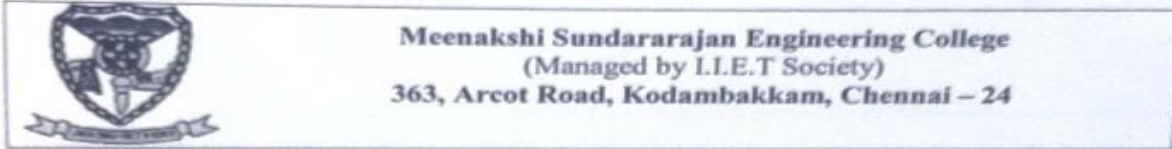
Regards,

Dr. P. K. Suresh,
Chairman
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
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CHENNAI-600 024



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Website : www.msec.edu.in



Dr, P.K.Suresh M.S.,M.S., Ph.D
Principal

Ph:044 – 24721977
Fax: 044 - 24811103

Date : 20-01-2023

MINUTES

- The committee described the various measures taken to prevent ragging in the college campus.
- Orientation program about the effect of ragging was conducted to the students.
- Received feedback from anti-ragging squad members.

ID	Composition	Name
ARC01 ARC02	Head of the Institution (Head)	Dr. P.K. Suresh - Chairman Dr. K.S. Babai - Co-Chairman
ARC03 ARC04	Representatives of Civil and Police Administration	Mr.K.Jeyachandran- (Police) Mrs.S.V.Vasunthara (Lawyer)
ARC05	Local Media	Mr. Muthukumar, Chairman, Makkal Kural & Trinity Mirror
ARC06 ARC07	Non-Government Organizations involved in youth activities	Mr.Sridhar-Secretary- Yuvashakthi Mr.Maruthi-President-TN Harijan Sevak Sangh
ARC08 ARC09 ARC10 ARC11 ARC12 ARC13	Faculty members	Dr. L. Ramajeyam - Member Dr..B.Monica Jeneffer- Member Mrs.B.Soundra Bala-Member Mrs.Siji Sivanandam-Member Dr. A.Kanimozhi-Member - Convenor Dr. K. Balasubramanian
ARC23	Non-teaching staff	Ms. V. Ramadevi


PRINCIPAL

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	<p>Meenakshi Sundararajan Engineering College (Managed by I.I.E.T Society) 363, Arcot Road, Kodambakkam, Chennai – 24</p>
Dr, P.K.Suresh M.S., M.S., Ph.D Principal	Ph:044 – 24721977 Fax: 044 - 24811103

CIRCULAR

Date: 18.10.22

Chennai-24

Dear Sir/Madam,

Sub: Invitation for Anti-Ragging Committee Meeting - reg.

It is hereby informed that we will conduct a meeting with all the members of Anti-Ragging Committee meeting on 21-10-2022 with all the members for this academic year (2022-2023) at conference hall at 2:30 PM



Regards,

Dr. P. K. Suresh,
Chairman
PRINCIPAL

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
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363, Arcot Road, Kodambakkam, Chennai – 24

Dr, P.K.Suresh M.S.,M.S., Ph.D
Principal

Ph:044 – 24721977
Fax: 044 - 24811103

Date : 24-10-2022

MINUTES

- The committee described the various measures taken to prevent ragging in the college campus.
- Orientation program about the effect of ragging was conducted to the students.
- Received feedback from anti-ragging squad members.


ID	Composition	Name
ARC01 ARC02	Head of the Institution (Head)	Dr. P.K. Suresh - Chairman Dr. K.S. Babai - Co-Chairman
ARC03 ARC04	Representatives of Civil and Police Administration	Mr.K.Jeyachandran- (Police) Mrs.S.V.Vasunthara (Lawyer)
ARC05	Local Media	Mr. Muthukumar, Chairman, Makkal Kural & Trinity Mirror
ARC06 ARC07	Non-Government Organizations involved in youth activities	Mr.Sridhar-Secretary- Yuvashakthi Mr.Maruthi-President-TN Harijan Sevak Sangh
ARC08 ARC09 ARC10 ARC11 ARC12 ARC13	Faculty members	Dr. L. Ramajeyam - Member Dr..B.Monica Jeneffer- Member Mrs.B.Soundra Bala-Member Mrs.Siji Sivanandam-Member Dr..A.Kanimozhi-Member - Convenor Dr. K. Balasubramanian
ARC23	Non-teaching staff	Ms. V. Ramadevi

PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
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MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE

363, Arcot Road, Kodambakkam, Chennai – 24
Approved by AICTE & Affiliated to Anna University
email Id: principal@msec.edu.in
Website : www.msec.edu.in

	Meenakshi Sundararajan Engineering College (Managed by I.I.E.T Society) 363, Arcot Road, Kodambakkam, Chennai – 24
Dr, P.K.Suresh M.S.,M.S., Ph.D Principal	Ph:044 – 24721977 Fax: 044 - 24811103

CIRCULAR

Date: 20.7.22

Chennai-24

Dear Sir/Madam,

Sub: Invitation for Anti-Ragging Committee Meeting - reg.

It is hereby informed that we will conduct a meeting with all the members of Anti-Ragging Committee meeting on 22-07-2022 with all the members for this academic year (2022-2023) at conference hall at 2:30 PM.

Hence all the members (list enclosed) will attend the meeting



Regards,

Dr. P. K. Suresh,
Chairman PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
CHENNAI-600 024



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Dr, P.K.Suresh M.S.,M.S., Ph.D
Principal

Ph:044 – 24721977
Fax: 044 - 24811103

Date : 26-07-2022

MINUTES

- The committee described the various measures taken to prevent ragging in the college campus.
- Orientation program about the effect of ragging was conducted to the students.
- Keep close watch on the visitors of non-students/strangers in the college campus.

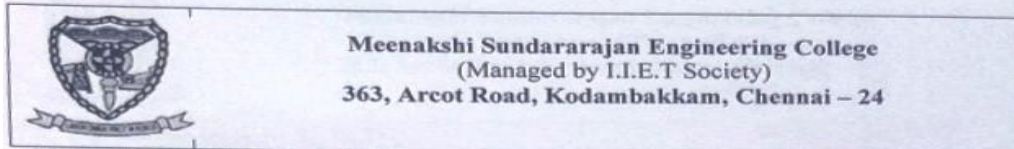
ID	Composition	Name
ARC01 ARC02	Head of the Institution (Head)	Dr. P.K. Suresh – Chairman Dr. K.S. Babai - Co-Chairman
ARC03 ARC04	Representatives of Civil and Police Administration	Mr.K.Jeyachandran- (Police) Mrs.S.V.Vasunthara (Lawyer)
ARC05	Local Media	Mr. Muthukumar, Chairman, Makkal Kural & Trinity Mirror
ARC06 ARC07	Non-Government Organizations involved in youth activities	Mr.Sridhar-Secretary-Yuvashakthi Mr.Maruthi-President-TN Harijan Sevak Sangh
ARC08 ARC09 ARC10 ARC11 ARC12 ARC13	Faculty members	Dr. L. Ramajeyam - Member Dr..B.Monica Jeneffer-Member Mrs.B.Soundra Bala-Member Mrs.Siji Sivanandam-Member Dr..A.Kanimozhi-Member - Convenor Dr. K. Balasubramanian
ARC23	Non-teaching staff	Ms. V. Ramadevi

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Dr, P.K.Suresh M.S.,M.S., Ph.D
Principal

Ph:044 – 24721977
Fax: 044 - 24811103

CIRCULAR

Date: 10.3.22

Chennai-24

Dear Sir/Madam,

Sub: Invitation for Anti-Ragging Committee Meeting - reg.

It is hereby informed that we will conduct a meeting with all the members of Anti-Ragging Committee meeting on 12-03-2022 with all the members for this academic year (2021-2022) at conference hall at 2:30 PM.

Hence all the members (list enclosed) will attend the meeting

Regards,

Dr. P. K. Suresh,
Chairman.

PRINCIPAL

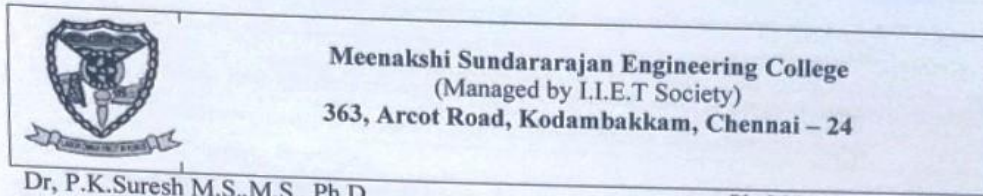
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Dr, P.K.Suresh M.S.,M.S., Ph.D
Principal

Ph:044 – 24721977
Fax: 044 - 24811103

Date : 14-03-2022

MINUTES

- The committee is requested to conduct meeting with the students regularly
- Strict warning to be given to the students the admission may be canceled or the student may be suspended from attending the class if found involved in sort of ragging in the college campus.
- Received feedback from anti-ragging squad Member

ID	Composition	Name
ARC01 ARC02	Head of the Institution (Head)	Dr. P.K. Suresh - Chairman Dr. K.S. Babai - Co-Chairman
ARC03 ARC04	Representatives of Civil and Police Administration	Mr.Manivel (Police) Ms.K.Akila (Lawyer)
ARC05	Local Media	Mr. Muthukumar, Chairman, Makkal Kural & Trinity Mirror
ARC06 ARC07	Non-Government Organizations involved in youth activities	Mr.Sridhar-Secretary-Yuvashakthi Mr.Maruthi-President-TN Harijan Sevak Sangh
ARC08 ARC09 ARC10 ARC11 ARC12 ARC13	Faculty members	Dr. L. Ramajeyam - Member Dr..B.Monica Jeneffer- Member Mrs.B.Soundra Bala-Member Mrs.Siji Sivanandam-Member Dr..A.Kanimozhi-Member - Convenor Dr. K. Balasubramanian
ARC23	Non-teaching staff	Ms. V. Ramadevi



P.K.Suresh

Principal
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Ref : AICTE Guidelines

14	Auditorium	Desirable
15	Staff Quarters	Desirable
16	Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Desirable
17	General Insurance provided for assets against fire, burglary and other calamities	Desirable
18	Intellectual Property Right Cell	Desirable
19	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
20	Implementation of Start-up Policy	Desirable
21	Social Media Cell	Desirable
22	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
23	Participation in the National Innovation Ranking (ARIIA)	Desirable
24	Plastic Free Campus	Desirable
25	Measures for Cybersecurity	Desirable
26	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable
27	Rainwater Harvesting	Desirable
28	Happiness Metrics Scheme	Desirable

6.3 Structure of the Committees

6.3.1 Structure of Anti Ragging Committee

Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

6.3.2 Grievance Redressal Mechanism

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such Institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Student Grievance Redressal Committee (SGRC)

- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
 - a. Principal of the College - Chairperson;
 - b. Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
 - c. A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.

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[Signature]



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- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Appointment, Tenure, Removal and Conditions of Services of Ombudsperson:

- Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019.
- There shall be one or more part-time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- For institutions which are offering diploma level course(s) and are affiliated to Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of students.
- For Institution which are not affiliated to any University and offering Diploma, Post Diploma, Post Graduate Certificate, Post Graduate Diploma Course(s) in Management, Computer Applications & Travel and Tourism, the Council shall appoint an Ombudsperson for redressal of grievances of students.
- The Ombudsperson shall be a Retired District Judge or a retired Vice Chancellor or Professor (who has worked as Dean/HOD and 10 years' experience as Professor at State/ Central Universities/Institution of eminence).
- The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
- The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the Council, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these Regulations.
- No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.

PRINCIPAL
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
AICTE APPROVAL PROCESS HANDBOOK 2022-23

[Handwritten Signature]



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Dr. K.S.Babai, B.Sc, B.E., M.S., Ph.D
Secretary

Ph:044 – 24721977, 044-24801636
Fax: 044 - 24811103

Anti-Ragging Squad

1. Mr. S. Raman - Squad Leader		ARS001
2. Ms. J. Thilageswari (Physics) - Coordinator		ARS002
3. Dr.R.Arivazhagan - Member (Civil)		ARS003
4. Mr. A. Joseph Sathya Das Esra - Member (ECE)		ARS004
5. Mr.R.Vinoth Kumar (ECE)		ARS005
6. Ms. N. Mathangi - Member (IT) - <i>math</i>		ARS006
7. Dr.M.K.Sandhya - Member (CSE)		ARS007
8. Mr.Ansari- Member (Mech)		ARS008
9. Mr. S. Manikandan - Member (EEE)		ARS009
10. Ms. V. Ramadevi - Member (Non-Teaching staff)		ARS010



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Squad Rounds:

5 Squad Rounds to be recorded

Meeting No	Month
1	October
2	November
3	January
4	February
5	March




SECRETARY

SECRETARY
MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
363, ARCOT ROAD, KODAMBAKKAM,
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7.1.1. (B) COUNSELLING

1. Counselors (Internal and External)

Counselors aid the academically weak students and the troubled students to handle the issues related to their personal and academic performance. External counseling proactively supports to identify problems of the students and to bring them to the notice of the concerned authorities. Regularity and punctuality of students is ensured through counseling sessions.

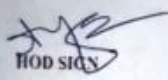
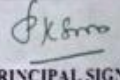
1. Dr.K. V.Ramanamma – Retired Principal, Meenakshi College for Women
2. Ms.N.Jayalakshmi – Retired Head Minister, Corporation Primary School, Pulliur.

17 faculty members from all departments are assigned as internal counselors.

Meenakshi Sundararajan Engineering College
 Kodambakkam, Chennai-600024
 Department of Artificial Intelligence & Data Science

NAME OF THE COUNSELLOR: R. GAYATHRI ACADEMIC YEAR: 2022 - 23
 COUNSELLING FORM

S. No	Name of the Student	Date	Nature of the Problem	Corrective Action Taken	Problem Repeat		Follow Up Action	Signature	
					Yes	No		Student	Counsellor
1.	Shanmuga Dhasini	21/10/22	Slow learners and frustrated	Boost her self confidence and clarity advice given from the side		✓	Better Academic performance achieved confidence	Shanmuga	RGA
2.	Stefly	28/10/22	Isolated in class not mixing with anyone	Advised her to make good friends and mingle with everyone		✓	Started making good connections with friends and regular interaction	Stefly	RGA

HOD SIGN:  PRINCIPAL SIGN: 


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2. Mentoring system

Mentors take the responsibility of communicating to students the importance of academics in vivid and realistic terms. Mentors provide counseling, guidance, information, and support services to meet the students' developmental needs. Each faculty mentor is assigned a group of 20 students to ensure effective counseling.

Regular mentees meetings are conducted to observe the progress of every student. A report card is maintained for each student with personal and academic data. Students are allowed to approach the mentor for both academic & personal problems. Personalized professional /career advice is given to the mentee.

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Dr.L.Ramajeyam M.E,[Ph.D]
Dean & Head of Department
Department of Civil Engineering


Email id: hod.civil@msec.edu.in
Mob: 9841097110

22.08.2022

CIRCULAR

The following Staff members from the Department of Civil Engineering are appointed as Mentors for the academic year 2022-2023.

1. Dr.L.Ramajeyam
2. Dr. R. Arivazhagan
3. Mrs.U.Nirmalambal
4. Mrs.G.Anbuneema
5. Mrs.Malini Gayathri
6. Mr.S.Saravanan
7. Mr.N. Ravikumar
8. Dr. Eswary Devi
9. Dr. M. Ponni
10. Mr. Sivakumar
11. Mr. M. Ashwin


Dr. L. Ramajeyam
HOD - CIVIL
Head of Department
Department of Civil Engineering
Meenakshi Sundararajan Engineering College
Chennai - 600024



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Dr. L. Ramajeyam M.E., [Ph.D]
Dean & Head of Department
Department of Civil Engineering

Email id: hod.civil@msec.edu.in
Mob: 9841097110

22.08.2022

To
The Secretary,
MSEC.

In order to improve the performance and skill levels of students, continuous monitoring and up gradation is essential. Each student (mentee) is allocated under one staff (mentor), who would continuously help in improving their performance in all fronts. Their academic as well as extracurricular and other issues are discussed and provided solution in this forum.

In this connection, I would like to inform the mentor-mentee allocation list for the academic year 2022-2023. I request you to kindly approve the same.

Encl.:

1. List of mentor-mentee

Regards,

(Dr. L. Ramajeyam)

Head of Department
Department of Civil Engineering
Meenakshi Sundararajan Engineering Coll.
Chennai-600024

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Meenakshi Sundararajan Engineering College
Department of Civil Engineering
MENTOR - MENTEE DETAILS
Academic year 2022-23

Sl. No	Mentor Name	Mentee Name	Year
1	Dr.L.Ramajeyam	Sudarshan.S	IV Year
		Syed Sameer Ahmed	IV Year
		Vigneshwaran.K	IV Year
		Vinayagamoorthy.S	IV Year
		Murali.R	IV Year
		Reethish Kumar.A	IV Year
		Pooja Sri.L	IV Year
		Poojidaa.S	IV Year
		Pannem Sai Kalpana	IV Year
		Reethish Grace Paul.J	IV Year
2	Mrs.U.Nirmalambal	Santhanalakshmi.V	IV Year
		Naveen Murali.M.S	IV Year
		Nikhilesh.A	IV Year
		Preethi.S	IV Year
		Praveena.V.R	IV Year
		Preethi Estherine.J	IV Year
		Ragavendran.S	IV Year
		Rahul.K	IV Year
		Rajavarman.A.P	IV Year
Rajarajeshwari.A	IV Year		
3	Mrs.G. Anbu Neema	Abinaya M G	II Year
		Ajith M	II Year
		Arikaran G	II Year
		Aswin Muhil S	II Year
		Athinarayanan S	II Year
		Boomika Sree B	II Year
		Devadharshini K	II Year
		Ghanapriyan S J	II Year
		Kanmani N	II Year
		Karthikeyan P	II Year



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4	Mrs. Malini Gayathri	Ajithkumar V	IV Year
		Abishek K	IV Year
		Bhuvaneshkumar.R	IV Year
		Chinna Arasu.C	IV Year
		Deepak R	IV Year
		Deepika S	IV Year
		Dharshini.M	IV Year
		Govind Goutham.R	IV Year
		Jayashree.U	IV Year
		Jikku K Kurian	IV Year
		5	Mr. Saravanan.S
Krishna P K	II Year		
Madona Stephy A	II Year		
Maheswari Nj	II Year		
Manikandan V	II Year		
Mithra M	II Year		
Mohamed Mahroous S	II Year		
Muthu Amirtha Sudharshnee D	II Year		
Naresh R	II Year		
Jalendhiran	II Year		
Nareshkumar A	II Year		
6	Mr.N. Ravi Kumar	Aarthipriya	III Year
		Abishek raj M	III Year
		Aravintakshan.M	III Year
		Athmakur Eshwara Srikar	III Year
		Chandardibala M	III Year
		Deepak .CH	III Year
		Dharaneeshwaran K S	III Year
		Guhan N	III Year
		Harjeeth Edbert .A.C	III Year
		Jasheka V	III Year

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7	Dr.Eswary Devi	Swetha S	II Year
		Vanathy R	II Year
		Vani J	II Year
		Vishaga Moorthy H	II Year
		Kabilan	IVYear
		Jeya keerthi k	III Year
		Karthigeyan S	III Year
		Joel Jayaraj M	III Year
		Kokilapriya.S	III Year
		Naveen Kumar.S	IV Year
		8	Dr. M. Ponni
Piruthish Kumar K	II Year		
Poornima R	II Year		
Rajalakshmi S	II Year		
Rajkumar R	II Year		
Rechel S	II Year		
Rishidheve M	II Year		
Samyuktha S	II Year		
Srinath R	II Year		
Sasikumar	II Year		
Srinikethan M	II Year		
9	Mr. Siva Kumar	Kamali.K	IV Year
		Kameshwari.B	IV Year
		Mohamed Ehtesham	IV Year
		Mohamed Saifuddeen.A	IV Year
		Mohammed Althaf	IV Year
		Vishali.K	IV Year
		Yogeshwaran.A	IV Year
		Yogeshwaran.S	IV Year
		Kumaresan G	III Year
		Roshinee Begum A K	III Year

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10	Mr. M. Ashwin	Mohan Raj.E	III Year
		Niranjan P.S	III Year
		Nishanth S	III Year
		Shaik Zubair R	III Year
		Shanga Melvin I.R	III Year
		Sibi Chakravarthy.R.K	III Year
		Subadra.M	III Year
		Sudesh Mithran.R	III Year
		Thenmozhi.S	III Year
		Vignesh.K	III Year

Head of Department
Department of Civil Engineering
Meenakshi Sundararajan Engineering College
Chennai-600024

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Meenakshi Sundararajan Engineering College
Kodambakkam, Chennai-600024
Department of Civil Engineering
MENTORING
Academic year 2022-23 ODD Semester

Mentor Name :Dr. T. Eswary Devi
Students Name : Swetha S

Sl. No	Date	Class / Sem	Issues Identified	Rectification & Recommended	Visible Improvement	Staff Signature
1	15/09/22	II/3	No issues.	General counseling was done. Advised to concentrate in class and focus more on analytical subjects. Explained about the Regulation 2021 and the assessment procedures. Advised to utilise library and sports facilities.	Concentrating in class.	
2	18/11/22	II/3	No issues.	Motivated to improve marks in internal assessments. Participate in inter college events. Advised to take up NPTEL and other civil engineering software courses. Advised to submit the lab record work on time.	Showing improvement in internal assessment.	
3	09/12/22	II/3	No issues.	Advised to prepare well and score higher grades in university exams.	Preparing well for exams.	



Meenakshi Sundararajan Engineering College
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Mentor Name :Dr. T. Eswary Devi
Students Name : Vanathy R

Sl. No	Date	Class /Sem	Issues Identified	Rectification & Recommendation	Visible Improvement	Staff Signature
1	15/09/22	II/3	No issues.	General counseling was done. Advised to concentrate in class and focus more on analytical subjects. Explained about the Regulation 2021 and the assessment procedures. Advised to utilise library and sports facilities.	Concentrating in class.	
2	18/11/22	II/3	Coming late to college.	Advised to come on time to college. Motivated to improve marks in internal assessments. Participate in inter college events. Advised to take up NPTEL and other civil engineering software courses. Advised to submit the lab record work on time.	Attending college on time. Showing improvement in internal assessment.	
3	09/12/22	II/3	One arrear in previous semester	Advised to prepare well and score higher grades in university exams. Advised to clear previous semester arrear.	Preparing well for exams.	

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Mentor Name :Dr. T. Eswary Devi

Students Name : Swetha S

Sl. No	Date	Class / Sem	Issues Identified	Rectification & Recommended	Visible Improvement	Staff Signature
1	15/09/22	II/3	No issues.	General counseling was done. Advised to concentrate in class and focus more on analytical subjects. Explained about the Regulation 2021 and the assessment procedures. Advised to utilise library and sports facilities.	Concentrating in class.	
2	18/11/22	II/3	No issues.	Motivated to improve marks in internal assessments. Participate in inter college events. Advised to take up NPTEL and other civil engineering software courses. Advised to submit the lab record work on time.	Showing improvement in internal assessment.	
3	09/12/22	II/3	No issues.	Advised to prepare well and score higher grades in university exams.	Preparing well for exams.	



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Mentor Name :Dr. T. Eswary Devi

Students Name : Vanathy R

Sl. No	Date	Class / Sem	Issues Identified	Rectification & Recommendation	Visible Improvement	Staff Signature
1	15/09/22	II/3	No issues.	General counseling was done. Advised to concentrate in class and focus more on analytical subjects. Explained about the Regulation 2021 and the assessment procedures. Advised to utilise library and sports facilities.	Concentrating in class.	
2	18/11/22	II/3	Coming late to college.	Advised to come on time to college. Motivated to improve marks in internal assessments. Participate in inter college events. Advised to take up NPTEL and other civil engineering software courses. Advised to submit the lab record work on time.	Attending college on time. Showing improvement in internal assessment.	
3	09/12/22	II/3	One arrear in previous semester	Advised to prepare well and score higher grades in university exams. Advised to clear previous semester arrear.	Preparing well for exams.	

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Mentor Name :Dr. T. Eswary Devi
Students Name : Vani J

Sl. No	Date	Class /Sem	Issues Identified	Rectification & Recommendation	Visible Improvement	Staff Signature
1	15/09/22	II/3	No issues.	General counseling was done. Advised to concentrate in class and focus more on analytical subjects. Explained about the Regulation 2021 and the assessment procedures. Advised to utilise library and sports facilities.	Concentrating in class.	
2	18/11/22	II/3	One arrear in previous semester	Motivated to improve marks in internal assessments. Participate in inter college events. Advised to take up NPTEL and other civil engineering software courses. Advised to submit the lab record work on time. Advised to clear previous semester arrear.	Showing improvement in internal assessment.	
3	09/12/22	II/3	No issues.	Advised to prepare well and score higher grades in university exams.	Preparing well for exams.	



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Mentor Name :Dr. T. Eswary Devi
Students Name : Vishaga Moorthy H

Sl. No	Date	Class /Sem	Issues Identified	Rectification & Recommendation	Visible Improvement	Staff Signature
1	15/09/22	II/3	No issues.	General counseling was done. Advised to concentrate in class and focus more on analytical subjects. Explained about the Regulation 2021 and the assessment procedures. Advised to utilise library and sports facilities.	Concentrating in class.	
2	18/11/22	II/3	One arrear in previous semester	Motivated to improve marks in internal assessments. Participate in inter college events. Advised to take up NPTEL and other civil engineering software courses. Advised to submit the lab record work on time. Advised to clear previous semester arrear.	Showing improvement in internal assessment.	
3	09/12/22	II/3	No issues.	Advised to prepare well and score higher grades in university exams.	Preparing well for exams.	

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Mentor Name :Dr. T. Eswary Devi

Students Name : Kabilan

Sl. No	Date	Class /Sem	Issues Identified	Rectification & Recommendation	Visible Improvement	Staff Signature
1	9/9/2022	IV/7	No issues.	General counseling was done. Motivated to improve the grades & prepare for placement.	Concentrating in class.	
2	12/10/22	IV/7	Not regular to college.	Advised to be regular to college. Motivated to do innovative projects. Improve marks in internal assessments. Participate in inter college events.	Attending college regularly. Showing improvement in internal assessment.	
3	18/11/22	IV/7	No issues.	Advised to prepare well and score higher grades in university exams.	Preparing well for exams.	



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Mentor Name :Dr. T. Eswary Devi

Students Name : Jeya Keerthi K

Sl. No	Date	Class /Sem	Issues Identified	Rectification & Recommendation	Visible Improvement	Staff Signature
1	9/9/2022	III/5	No issues.	General counseling was done. Advised to concentrate in class and focus more on analytical subjects. Advised to utilise library and sports facilities.	Concentrating in class.	
2	12/10/22	III/5	No issues.	Motivated to improve marks in internal assessments. Participate in inter college events. Advised to take up NPTEL and other civil engineering software courses. Advised to submit the lab record work on time	Showing improvement in internal assessment.	
3	18/11/22	III/5	2 arrears in previous semester	Advised to prepare well and score higher grades in university exams. Advised to clear previous semester arrear	Preparing well for exams.	

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7.1.1. (C) COMMON ROOMS

The Medical Aid Centre at MSEC is well equipped with inpatient facility for student and staff members. It provides quality health care in a comfortable and convenient way. The Centre has 4 beds and essential medical cabinet. The medical officer manages the facilities available at the Medical Aid Centre. First aid treatment is provided to the students and staff in case of ailments and emergency.

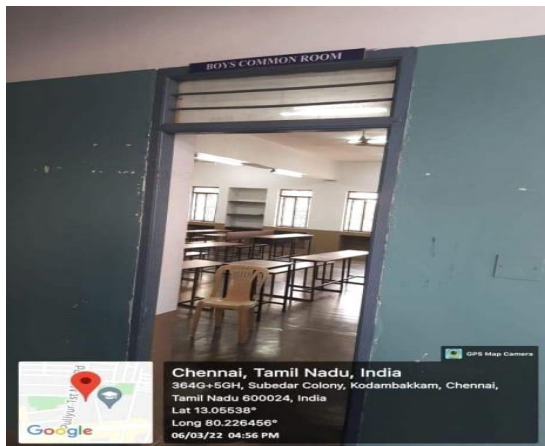


Fig. Boys Common Room

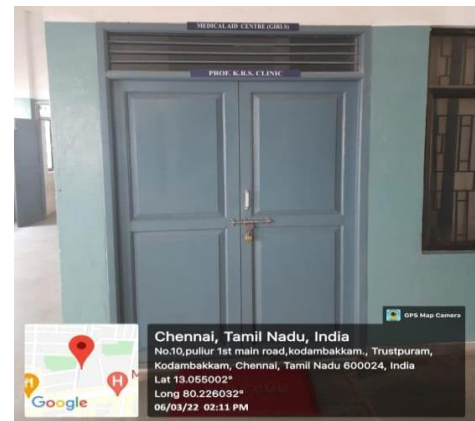


Fig. Girls Common Room

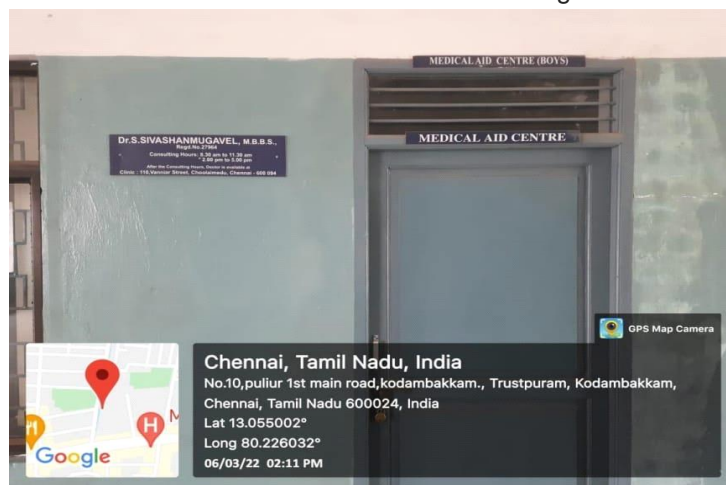


Fig. : Medical Aid Centre

- Common Room for Boys is located in the second floor of Sri Bharathi Theertha Block (Mechanical block).
- Common Room for girls is located in the second floor of Sri Vidhushekhara Bharathi Block (civil block)

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