



MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
(Managed by I.I.E.T Society)
363, Arcot Road, Kodambakkam, Chennai - 24

Dr. K. S. BABAI, B.Sc., B.E. MS, Ph.D, FIE MISTE
Secretary

24801636, 24732488
Fax: 24811103

Circular

10/05/2023

MSEC/2022-2023/EVEN

All HODs are requested to attend a meeting in the Secretary room on 10/05/2023 at 2.30pm.

Agenda:

1. Events Schedule
2. College day works
3. Department Budget
4. AICTE, ISTE sponsored FDP
5. H index
6. SBI
7. NBA presentation
8. Personal logbook
9. Academic calendar
10. General Instructions

SECRETARY

NAME

Dr L.Ramajeyam DEAN/HOD, CIVIL *LR*
Dr. B Monica Jenefer HOD /CSE *BMon*
Mrs Siji Sivanandan HOD /ECE *Sjs*
Mrs K Rajeswari Asso Prof /EEE *Bk*
Dr.A.Kanimozhi HOD/IT *AK*
Mrs A Toral Assistant Prof/ Mechanical *Toral A*

SIGNATURE

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



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Minutes of Meeting

1. Event schedule
MAY 17TH - DOCTORS PROGRAMME
MAY 19TH - SPORTS DAY
MAY 20TH - COLLEGE DAY
2.
 - For the endowment medals and book distribution Mechanical department is incharge.
 - For academic book prize distribution, EEE department to collect the count , coordinate with Raman sir and distribute the books to the respective departments. It is the responsibility of the concerned departments to prepare the list and distribute books and certificate to students.
 - Blank certificates will be issued to all departments by EEE department.
 - Annual report for college day to be prepared by each department and submit the same on or before 16th May.
3.
 - Budget details to be prepared by the finance committee members of the concerned department and submitted to the secretary.
4.
 - Department should take initiative to apply for AICTE, ISTE SPONSORED FDP
 - Initiatives for funded Projects to be applied
5. Journals H index for research publications to be improved from 8 to 10 .By May min 3 to 4 papers to be published
6. SBI products to be made ready and to be shown to secretary mam
7. NBA presentation by HODs to be made ready.

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8. Personal logbook format to be modified in accordance with NBA requirements
9. Calendar for next academic year to be prepared by IT department
10.
 - Syllabus completion to be verified in the department
 - Student absenteeism to be controlled
 - Late comers to be warned and monitored on a regular basis
 - First hour classes should go on time


SECRETARY

Members attended

NAME

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Dr. B Monica Jenefer	HOD /CSE	
Mrs Siji Sivanandan	HOD /ECE	
Mrs K Rajeswari	Asso Prof /EEE	
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Mrs A Toral	Assistant Prof/ Mechanical	Total A

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