



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


29/12/2020

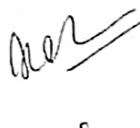
MSEC/2020-2021/EVEN -02


All HOD's are requested to attend a meeting at Seminar hall on 29/12/2020 at 2.30pm .They are requested to come with four senior members of the department.

Agenda:


1. Admission regarding
2. Conduct of previous semester lab experiments
3. Budget for upcoming year
4. Conduct of International conference
5. Project work monitoring
6. LAB MAINTENANCE REGISTER


Secretary

R. Belesubramanian 

Siji. S. 

Dr. Monica 

Dr. A.K.M. Mousa 



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MINUTES OF MEETING

30.12.2020

I Admission

- Admission groups formed for all the departments. They have to give updates, comments on brochure updation on or before 31.12.2020, 11 am.
- Brochure distribution to schools via known circle and also through first year students to be completed on or before 31.01.2021.
- Innovative competitions(quiz,music,essay writing ,puzzles, technical Sudoku,hackathon to be conducted to 12th students in order to attract student admissions

II Conduct of previous semester lab experiments

- Recording of lab sessions with few nearby students and by sending the recordings to the students in order for completion of pending lab experiments.
- Keeping ready the record works in case of sudden call out for University practical exams

III Budget

- Budget committee members are instructed to prepare Budget for even semester .

IV International conference

- Virtual International Conference to be conducted by all the departments in the month of APRIL (first week) -60% participants from other countries ,20% TN ,20% outside TN.
- Topics for the conference to be finalized on consulting with big shots in academic and industry sector
- The Finalized topic to be disclosed in the next meeting on January 16th with the committee members.

V Project

- Project coordinator and project guides to monitor the student's progress by being in touch with external guide regularly ,if needed they may visit the company frequently to know their development
- Students must be ready with title and the area of work by the end of 7th semester itself.
- Department faculty to assist students in helping them to explore their areas of interest and also to create opportunities for the students to get project intern in the area specific related companies.
- Respective departments are advised to encourage staff and students to do societal related projects

J. S. Babai

Principal

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VI LAB MAINTENANCE REGISTER

- Maintenance log to be created for all the labs to ensure the labs are locked properly
- Safety measures to be displayed in all the labs of all the departments
- Instructions to handle the Two zone Fire alarm panel ,to be displayed in the places where it is installed.

MEMBERS PRESENT

NAME	SIGNATURE
Dr.Ramajeyam HOD/CIVIL HOD/CIVIL	
Dr.B.Monica Jenefer HOD/CSE	
Mrs Siji Sivanandan HOD/ECE	
Mrs.Soundarabala HOD/EEE	
Mrs.A.Kanimozhi HOD/IT	
Dr.Balasubramanian HOD/ Mechanical	

Admission Committee

- Civil Department
 1. (M. Malini Gayathri)
 2. (V. Nirmalambal)
 3. [N. RAVIKUMAR]
 4. [G. ANURADHA GOKUL]
- CSE Department
 1. (C.M.K. SANDHYA)
 2. (C.C. Jerin Mahibha)
 3. [YAMUNA.S]
 4. R.L (R. Venkatesh)

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- ECE Department
 1. (S.JI SIVANANDAN)
 2. (N.M.EENAKSHI)
 3. (ELANGOVAN.S)
 4. (S.Sindhu)
 5. [J.PRATHIBANANDHI]
 6. (S.SOWMYA)
 7. (A.VENU)
 8. S.SATHEESH KUMAR
- EEE Department
 1. (N.V.Hazilla)
 2. (VANATHI.T)
 3. (S. Navisunder)
 4. (PARASURAMAN.P)
- IT Department
 1. (S.P...)
 2. (P.P. Suleary)
 3. (P.Vij. Suleary)
 4. (S.VIJAYALAKSHMI)
- MECH Department
 1. (TOMAL A)
 2. (K.Sridhar)
 3. (P. Shanmugan N. Mani)
 4. (M. Anand)
- First year :
 1. (S. Resekkal)
 2. (J. SUJEE)
 3. (J. THILAGESWARI)
 4. (G. Subashini)
- Budget Committee

CIVIL :

CSE : (MAMUNA.S)

ECE : (BALA S.P)

EEE : (N.V. Hazilla)

IT :

MECHANICAL : (S. Shanmugan)

FIRST YEAR :

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2019-20



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04/09/2019

MSEC/2019-2020/ODD-04

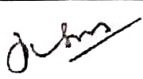
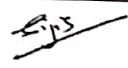
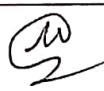
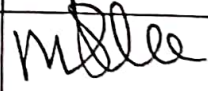



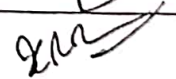
All staff members are requested to attend the meeting on 05/09/2019 at K.R.S. Centenary Hall at 4.30 pm.



Secretary

Agenda:

1. Staff & Student discipline
2. Status of safety measures
3. Placement
4. Overall Cleanliness
5. Syllabus completion status & steps to improve results
6. International conference -2021
7. Others.

S.NO	NAME	SIGNATURE	S.NO	NAME	SIGNATURE
1	Dr.P.Suresh Principal		5	Mrs.Siji HOD/ECE	
2	Dr.K.Umarani Dean Academics		6	Mrs.Soundarabala HOD/EEE	
3	Dr.Ramajeyam HOD/CIVIL		7	Mrs.A.Kanimozhi HOD/IT	
4	Dr.B.Monica Jenefer HOD/CSE		8	Dr.Balasubramanian HOD/ Mechanical	



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MINUTES OF MEETING -05.09.2019

1. Concerned department is responsible for replacing the damaged & lost fire extinguishers.

S.no	Department	Location	Problem type	Quantity to be replaced
1.	CSE	Near Data structures lab Verandah	Pressure drop	1
2.	IT & ECE (III FLOOR)	Opposite to IT lab (T4,T5,T6) Verandah (IT)	Pressure drop	1
		Near T8 Hall Verandah (IT)	Pressure drop	1
		Near T9 Class room Verandah(ECE)	Pressure drop	1
		Near T13 room Verandah (IT)	Pressure drop	1
3.	CIVIL	MSEC Power Room	Pressure drop	1
		Verandah (I floor)	Missing (Clamp Available)	1
		II floor class room area (WestEnd)	Pressure drop	1
		II floor class room area (East End)	Pressure drop	1
		III floor near IV year class room area (Verandah)(West End)	Pressure drop	1
		III floor Verandah (East End)	Missing (Clamp available)	1
4.	MECH	Ground floor Verandah	Pressure drop	1
		I floor CADD Lab	Pressure drop	1
		Class room F4 near Verandah	Pressure drop	1
		III Floor Verandah	Missing (Clamp available)	1

CIVIL - 5

MECH - 4

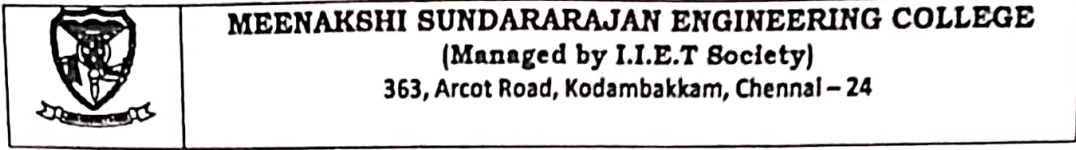
IT- 3

CSE - 1

ECE - 1

J. S.

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2. Class teachers were asked to furnish the student details for Insurance to office before 07.09.2019.
3. Staff along with student commanders should take up the responsibility for overall cleanliness of the campus.
4. Mechanical dept. is allotted the work of marking yellow lines in all classrooms for the arranging the desks in Matrix form.
5. Syllabus completion status to be provided for all the subjects & schedule for extra classes to be planned.
6. Steps to improve results to be analyzed & group study to be arranged for weak students.
7. The resource persons for Technical seminar and other technical events should be from industry.
8. The leaders who take coaching for weak students would be recognized.
9. Paper publication in journal & online course is compulsory for staff & be completed before December.
10. Details of online courses by students to be completed before the end of this academic year.
11. Accountability to be maintained for all purchases in the department.
12. IAT-5 test to be done at the respective subject hour for first year's.



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2	Dr.K.Umarani Dean Academics		6	Mrs.Soundarabala HOD/EEE	
3	Dr.Ramajeyam HOD/CIVIL		7	Mrs.A.Kanimozhi HOD/IT	
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10/02/2018


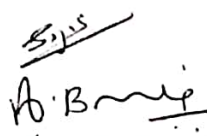


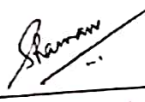

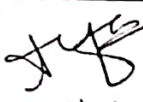
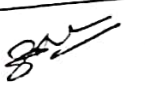
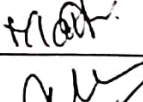

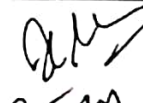

MSEC/2017-2018/EVEN-02

All HOD's are requested to attend the meeting on 15/02/2018 at Secretary's room at 2.30am.

Agenda:

1. Methods Discussed to Improve University Results
2. Action Taken for Internal Assessment Progress
3. 2017 Regulation choice Based Credit System
4. Extracurricular Activities
5. Safety Measures


Secretary

S.NO	NAME	SIGNATURE	S.NO	NAME	SIGNATURE
1	Dr.P.Suresh, Principal		7	Mrs.Siji, HOD/ECE	
			8.	Mrs.Babiyola Asso. AP/ECE	
2	Dr.K.Umarani, Dean Academics		9	Mrs.K.Rajeswari. HOD/EEE	
3.	Prof.Raman, HOD/ H&S		10	Mrs.Rooba,AP/EEE	
4	Dr.Ramajeyam HOD/CIVIL		11	Mrs.A.Kanimozhi HOD/IT	
5	Dr.B.Monica Jenefer HOD/CSE		12	Mrs.Mathangi,AP/IT	
6	Dr.M.K.Sandhya, AssocProf/CSE		13	Dr.Balasubramanian HOD/ Mechanical	
			14	Mr.Ansari,AP/MECH	



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Minutes of Meeting

Date:15/02/2018

✓ **Methods Discussed to Improve University Results**

- A detailed analysis of the Nov-Dec2017 AnnaUniversity exam results was presented by all HOD's.
- Class Advisors were insisted to call the Parents of University Failures and to discuss about the progress of their wards.
- Improve the student academic performance by showing more NPTEL videos and quality online courses.
- Faculties were insisted to analyze the performance of the students of the class after each test and finding ways of solving problems, if any.
- Faculties were insisted to visit the students during internal assessment tests and reviewed the answer sheets of weak students. If students not perform the assessment test properly, they must write retest in the same day after examination.
- Faculties were requested to identify the weak students, if any, and concerned to provide some additional help or guidance or coaching to such weak students.
- Suggested introduction of new teaching methods and conduct more tutorial classes.
- Peer coaching for each subject has to be conducted daily during the 7th hour

✓ **Action Taken for Internal Assessment Progress :**

The staff should discuss the answer in the class, guide the student individually how to write and how to present the answer in the exams The subject staff should prepare a mark sheet

- The students who got less than 50 marks in IAT-1 Retest will be conducted till they get pass mark.
- Faculties were informed to prepare a progress sheet for Internal Assessment Test-1.
- Faculties were instructed to invite the failed students' Parents and Hand over the Progress Sheet and discuss the overall progress of the Student and get the parents sign and student sign in the Progress sheet.
- Retest Timetable schedule to be discussed.

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- After implementing the above measures and still the student doesn't show any improvement, compulsorily reduce their internal marks as follows.

Marks	Internal Marks
• 0-15	14
• 16-30	15
• 31-50	16
• 51-64	17
• 65-74	18
• 75-85	19
• 86-100	20

- Suggested full internal marks for Top 20 students of a class based on CGPA.

✓ **2017 Regulation choice Based Credit System were discussed as follows:**

- All students shall enrol, on admission, in any one of the personality and character development programmes (NCC/NSS/NSO/YRC) and undergo training for about 80 hours and attend a camp of about seven days.
- All students should undergo Industrial Training / Internship, Industrial Visit, Value Added Courses, Online Courses. Assessment is made on these Employability Enhancement Courses.
- Internal marks approved by the Head of the Institution shall be displayed by the respective HODs within 5 days from the last working day.
- If a student fails to secure a pass in a theory course (except electives), the student shall do reappearance registration for that course in the subsequent semester, when offered next, earn continuous assessment marks and attend the end semester examination.
- If the course, in which the student has failed, is a professional elective or an open elective, the student may be permitted to register for the same or any other professional elective or open elective course in the subsequent semesters, attend the classes and fulfil the attendance requirements as per Clause 7.

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- If a student fails to secure a pass in a laboratory course, the student shall register for the course again, when offered next.
- If a student has failed in the final semester examination he/she may be allowed to register for the course in the next semester itself.
- Provision for Withdrawal from End-Semester Examination and authorised break of study was discussed.
- The Grades: "O", "A+", "A", "B+", "B" are awarded to the passing candidates.
- Their final semester Project work for six months in industry/research organizations.
- The student should not have current arrears and shall have CGPA of 7.50 and above
- The student shall undergo the eighth semester courses in the sixth and seventh semesters.
- The Head of Department, in consultation with the faculty handling the said courses shall forward the proposal recommended by the Head of Institution to the Controller of Examinations through the Director, Centre for Academic courses for approval at least 4 weeks before the commencement of the sixth semester of the programme for approval.

Extracurricular Activities

- Encourage students to participate in various events at inter-college level.
- Encourage students for availing Internship Programmes.
- Encourage students for utilization of online journals subscribed by the institution.

Safety Measures

- Lab Coordinator will have to periodically maintain / repair the lab equipment.
- Equipment not in working condition should be immediately brought to the notice of HOD and in addition have to ensure the cleanliness and neatness of the lab.

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6/12/2017

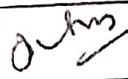
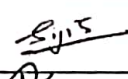


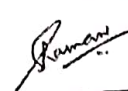

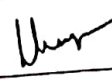
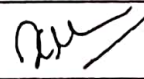

MSEC/2017-2018/EVEN-01

All HOD's are requested to attend the meeting on 8/12/2017 at Secretary's room at 10.30am.

Agenda:

1. Academic Schedule Discussion
2. Class Committee & Course Committee
3. Disciplinary action plan
4. Faculty activities


Secretary

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1	Dr.P.Suresh Principal		6	Mrs.Siji HOD/ECE	
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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

Minutes of Meeting

Date: 8/12/2017

✓ Academic Schedule Discussion

- Respective cocurricular activities incharges(Seminar, Guest lecture, Workshop, Career Development Program)should arrange minimum 2 expert sessions per semester from renowned industry experts.
- Industrial visits should be arranged for second, third and fourth year students before 30.12.2017.
- Unit 1 &2 Question bank should be submitted on or before 26.12.2017 to exam cell coordinator.
- Internal Assessment test-1 starts from 3 rd January to 9th January 2018.It should cover 1.5 units.
- One day Technical Seminar on 20th January,2017
- Internal Assessment test-2 starts from 12th February to 17th February 2018.
- Graduation day on 3rd March 2018.
- Internal Assessment test-3 starts from 5 th March to 10th March 2018.
- Alumni Day will be conducted by the department during the month of March. Alumni committee coordinator should take care of this.

✓ Departmental Activities

- Regular Attendance of the students
- To arrange the remedial classes in subject papers whose IAT-1 result is less than 50%.
- Suggested introduction of new teaching methods and conduct more tutorial classes.
- To improve parent involvement in student progress.
- Continue Emphasis on Student Feedback and Actions based on that.
- Encourage students to participate in various events at inter-college level.
- Encourage students for availing Internship Program.

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- Involvement for Placement Preparation through Technical, Aptitude and Communication skill classes.
- Faculty members get involved with the students in these extracurricular activities
 - 1) organizing meetings of interested students to disseminate information.
 - 2) organizing practice sessions to prepare students for the contests.
- Oneday Technical Seminar on 20th January 2018
- Oneday Workshop and hand cum training INTERNET OF THINGS on 27th January 2018.
- Respective subject Faculty Departmental activities along with HOD and senior faculty in the department should frame CO, map CO with PO/PSO before beginning of the semester.
- Industrial visits and study tours should be arranged mid-way during the semester or at the end.
- Monthly attendance of students should be displayed on the departmental notice board without fail.
- All teachers should mention the topic conveyed every day in their daily attendance record.
- The progress on the accreditation process for NBA accreditation was also discussed.
 1. Self-Assessment Report - Required by NBA
 2. Common Course Plan & New Assessment Planning as per NBA requirements
 3. Project Assessment
 4. Question Paper Format
 5. Stakeholders Feedback from Student, Parents, Alumni, Employer, Employee
 6. Work Plan

✓ **Disciplinary action plan**

- Disciplinary Committee members are directed to observe the student movements
- during the break and lunch hour.

Jubay

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- If the student continues to coming in late after 3rd time, he/she will be directed to Disciplinary Committee Co-ordinator.
- Students are required to maintain a minimum of 90% attendance per semester.

✓ **Faculty activities**

- Faculties are encouraged for publishing their research work in reputed journals.
- Faculty are encouraged to complete NPTEL courses and Faculty Development Programs and suggested to introduction new teaching methods.

S.NO	NAME	SIGNATURE	S.NO	NAME	SIGNATURE
1	Dr.P.Suresh Principal		6	Mrs.Siji HOD/ECE	
2	Dr.K.Umarani Dean Academics		7	Mrs.K.Rajeswari HOD/EEE	
3	Prof. S.Raman HOD/ H&S		8	Mrs.A.Kanimozhi HOD/IT	
4	Dr.Ramajeyam HOD/CIVIL		9	Dr.Balasubramanian HOD/Mechanical	
5	Dr.B.Monica Jenefer HOD/CSE				

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Circular


MSEC/2016-2017/ODD-01

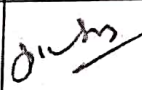




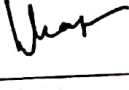
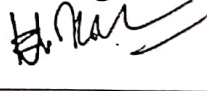
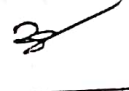
25.08.2016

All HOD's are requested to attend the meeting on 26/08/2016 at Secretary's room at 2.45pm.

Agenda:

1. Procedure to conduct Internal Assessment test and setting the question bank.


Secretary

S.NO	NAME	SIGNATURE	S.NO	NAME	SIGNATURE
1	Dr.P.Suresh Principal		6	Mrs.Siji Raja HOD/ECE	
2	Dr.K.Umarani Dean Academics		7	Mrs.Rajeswari.K HOD/EEE	
3	Prof. S.Raman HOD/ H&S		8	Mrs.A.Kanimozhi HOD/IT	
4	Dr.L.Ramajeyam Dean/CIVIL		9	Dr.Balasubramanian HOD/ Mechanical	
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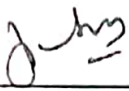




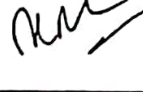
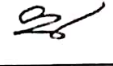
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MINUTES OF MEETING -26.08.2016

- After unit test -2 , Staff members have to conduct group study for the students of II, III ,IV Year from 3:30 pm to 5:30 pm
- Consolidated marksheet should be submitted on 30.08.2016
- Midterm exam commences from 06.09.2016 to 12.09.16
- Unit Test -04 starts from 19.09.2016 to 24.09.2016
- Model exam starts from 03.10.2016 to 08.10.2016
- Mid term question pattern
- Unit 1 – Q-1,2,3 (2marks)
- Q-11 (either or choice (16m))
- Q-13(one from unit 1)
- Unit 2 – Q-4,5,6 (2 marks)
- Q-12 (either or choice (16m))
- Q-13(one from unit 2)
- Unit 3 – Q-7,8,9,10 (2 marks)
- Q-14 (either or choice (16m))
- Q-15(either or choice (16m))
- For IInd year - case study from any of the three units is compulsory without any choice.

Principal
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