

# MOHAMED SATHAK A.J. ACADEMY OF ARCHITECTURE

(Approved by Council of Architecture & affiliated to Anna University, Chennai)

34, Old Mahabalipuram Road, IT Highway, Egattur – 603103

PH. [044] 27470391 / 92 / 93 / 94



CIRCULAR NO. : MSAJAA/ IQAC / 2022 / 001

January 10<sup>th</sup> 2022

## CIRCULAR

Sub: Regarding: Personnel - Allotment of Academy Committees and its Convenors

The IQAC of MSAJAA has proposed the formation of the following committees headed by a convenor. The convenor and member list have been appended for your information and further action. The convenors are required to understand their roles and responsibilities and work towards accreditation from NAAC.

Prof. Mohammed Idris.H

Principal

To the Convenor and the Members of the committee

Copy to:

1. The HoD
2. IQAC FILE,
3. Admin Office FILE

Dr. Ranees Vedamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.



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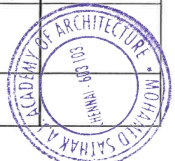


CIRCULAR NO. : MSAJAA/ IQAC / 2022 / 001

Jan 10<sup>th</sup> 2022

MSAJAA COMMITTEES : 2021 -2024				
S No.	MSAJAA COMMITTEES 2021-22 to 2023-24	Code	CONVENOR	
1	Governing body	GB	Ar. Anbarasi S: Associate Professor -Convenor -Academic	
			Mr. Kannan N: Administration Officer -Convenor -Admin	
2	Academic council	AC	Ar. Sheeba J. :Associate Professor - Convenor	
	Academic Audit	AA	Ar. Janani S: Associate Professor -Convenor	
3	Finance committee	FC	Mr. Abith Basha: Accountant-Convenor	
4	IQAC	IQAC	Prof. Mohammed Idris H- : Principal- Convenor	
	Digital Archives	DIA	Ar. Vashni Livingston: Assistant Professor - Convenor	
5	Anti-ragging	ARC	Ar. Sara Mathan: Assistant Professor - Convenor	
6	Women empowerment	WEC	Ar. Barathi S N :Associate Professor - Convenor	To be initiated
7	Discipline and welfare	DWC	Ar. Anbarasi S: Associate Professor - Convenor	
	UNIVERSAL HUMAN VALUES CELL	UHVC		
8	Infrastructure and management	IMC	Ar. Sheeba J : Associate Professor - Convenor	
9	Grievance redressal	GRC	Ar. Yagapriya S : Associate Professor- Convenor	
10	Exam cell	EC-U	Mr. Kannan N: Administrative Manager Convenor - University Exams	
		EC-I	Prof. T. Sathish kumar HOD Convenor - Internal Exams	
11	(Admission)MSAJAA CONNECT	MCC	Ar. Porchelvi.S : Professor - Convenor – B. Arch	
			Ar. Divya Chakravarti : Associate Professor- Convenor – M.Arch	
	ADMISSION-SOCIAL-CONNECT		Ar. Manimegalai V:Associate Professor Convenor	
12	Library and lab	LLC	Ar. Anbukarasi.P : Associate Professor - Convenor	

  
Dr. Ranees Vedamuthu  
Director  
Md.Sathak A.J. Academy of Architecture  
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13	Student Mentorship committee			
	Mentorship	SMC-M	Ar. Yagapriya S :Associate Professor- Convenor – B. Arch	
			Ar. Aathirai S K: Assistant Professor- Convenor – M. Arch	
	Internship & Student Data	SMC-I	Ar. Barathi S N: Associate Professor -Convenor	
14	Internal complaints committee /POSH	ICC	Ar. Pallavi Damodara :Associate Professor -Convenor	
15	Extracurricular and cultural committee	ECC	Ar. Pallavi Damodara: Associate Professor - Convenor – B. Arch	
			Ar. Alisha Infanta Assistant Professor Convenor – M. Arch	
	HERITAGE & CULTURAL CELL	HCC	Ar. Alisha Infanta Assistant Professor Convenor	To be initiated
	SOCIAL OUTREACH CELL	SELF	Ar. Shyamala B: Assistant Professor- Convenor	
	Self - Learning, Research & Paper Presentation	SRP	Ar. Manimegalai V :Associate Professor -Convenor	
16	Alumni Connect cell	ACC	Prof. T. Sathishkumar , HoD Vice President/ Convenor	To be initiated
17	Entrepreneurship cell	ENC	Ar.Deepak Rao, Professor- Convenor – B. Arch	
			Ar. Aathirai S.K: Assistant Professor -Convenor – M. Arch	
18	Anti-Drugs Committee.	ADC	Ar. Janani S: Associate Professor -Convenor	

To

To the Convenor and the Members of the committee

Copy to:

1. The HoD
2. IQAC FILE,
3. Admin Office FILE

Dr. Rane Vadamuthu  
Director

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Egattur, Chennai - 603 103.



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CIRCULAR NO. : MSAJAA/ IQAC / 2022 / 001 -

Circular -Acknowledgement Sheet:

Date: Jan 10' 2022

SL.NO.	NAME	SIGN	SL.NO.	NAME	SIGN
1	Mohammed Idris H		24	Rajarajeswari.C	
2	Sathish Kumar T		25	Vivek Yesodharan	
3	Porchelvi S		26	Pavithra R	
4	Sara Mathan		27	Priti G	
5	Deepak Rao		28	Jehu Villavarayar S	
6	Barathi.S.N		29	Sindhu M	
7	Sheeba J		30	Karthick S	
8	Divya Chakravarti		31	Shilpa Das	
9	Anbarasi S		32	Anceline Jacob T	
10	Yagapriya S		33	Gayathri B	
11	Janani S		34	Arunima Shankar	
12	Pallavi Damodara		35	Aathirai S.K	
13	Manimegalai V		36	Vishnu Priya J	
14	Anbukarasi . P		37	Pavai . R	
15	Prakash . A		38	Jenita . T	
16	Durga . M		39	Zameerul Iqbal	
17	Tharika S		40	Hawa Nachiya M	
18	Jegadeesh A		41	Nithya . D	
19	Vashni Livingston		42	Ranjani . T	
20	Ayisha Rahman		43	Shyamala . B	
21	Angelin Shinola		44	Zulfia Farhana	
22	Sindhuja C		45		
23	Alisha Infanta		46		

Dr. Ramee Vadamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.





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CIRCULAR NO. : MSAJAA/ IQAC / 2022 / 001 -				Circular -Acknowledgement Sheet:		Date: Jan 10 2022
SL.NO.	NAME	SIGN		SL.NO	NAME	SIGN
47	Perumal					
48	Kannan N	<i>N. Kannan</i>				
49	Jagesh N	<i>N. Jagesh</i>				
50	Abith Basha	<i>Abith Basha</i>				
51	Shahul	<i>Shahul</i>				
52	Revathi M	<i>M. Revathi</i>				

*Dr. Ramee Vedamuthu*

Dr. Ramee Vedamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.



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34, Old Mahabalipuram Road, IT Highway, Egattur – 603103  
PH. [044] 27470391 / 92 / 93 / 94



CIRCULAR NO. : MSAJAA/ IQAC / 2022 / 005

May 03<sup>rd</sup> 2022

## CIRCULAR

Sub: Regarding: – NAAC awareness meeting – on May 05, 2022

The Convenors of all the committees are requested to be present for a staff meeting scheduled on 5<sup>th</sup> May, 2022 with Dr.Srinivasan, Principal MSAJCE. The agenda of the meeting is to understand the NAAC process and the formats. Clarification of doubts faced by the convenors will also be addressed in the meeting to understand the roles, responsibilities, and formats of every committee.

Venue & Time: MSAJCE Chairman's Room, 11:00 am

Prof. Mohammed Idris  
Principal

To the Convenor and the Members of the committee

Copy to:

1. The HoD
2. IQAC FILE,
3. Admin Office FILE

Dr. Rane Vadamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Notification & Agenda of the Meeting

MEETING	NAAC Awareness : DOUBTS AND QUERIES REGARDING NAAC ACCREDITATION	Committee Incharge	IQAC
Venue	MSAJEC CHAIRMAN'S ROOM	Date & Time	05.05.2022
Academic year	2021-2022	Convener	Principal

CIRCULAR NO. : MSAJAA/ IQAC / 2022 / 005

### Agenda of the Meeting

A meeting with engineering faculty members involved in NAAC is scheduled to understand the NAAC process and the format and also to get a clarity on the NAAC criterion and doubts faced by the convenors will also be addressed in the meeting to understand the roles, responsibilities, and formats of every committee.

Date : 5th May 2022(Thursday)

Time : 11 am onwards


### Meeting Attendees

Sl. No	Faculty Name	Designation	Committee	Role
1	Ar. Anbarasi.S	Associate Professor	Governing Body(Academic) & DWC	Convenor
2	Ar. SathishKumar.T	Professor & HoD	Academic Audit & Alumni Connect	Convenor
3	Ar. Sheeba.J	Associate Professor	Academic Council & IMC	Convenor
4	Mr. Abith Basha	Accountant	Finance Committee	Convenor
5	Ar. Porchelvi.S	Professor	IQAC & Admission	Member
6	Ar. Sindhuja C	Assistant Professor	Anti -Ragging	Convenor i/c
7	Ar. Barathi S N	Associate Professor	WEC & Student Internship	Convenor
8	Ar. Yagapriya S	Associate Professor	Grievance Redressal & Feedback	Convenor
9	Ar. Anbukarasi.P	Associate Professor	Library & Lab	Convenor
10	Ar. Pallavi.D	Associate Professor	Internal Complaints Committee & ECC	Convenor
11	Ar.Deepak Rao	Professor	Entrepreneurship Cell- B.Arch	Convenor
12	Ar. Karthick S	Assistant Professor	Anti-Drug Committee	Convenor
13	Ar.Vashni Livingston	Assistant Professor	Digital Archives	Convenor
14	Ar.Shyamala B	Assistant Professor	SELF	Convenor
15	Mr. Kannan.N	Administration officer	Governing Body - Admin	Convenor
16	Ar.Manimegalai.V	Associate Professor	Admission-Connect & Research Cell	Convenor
17	Ar.Priti.G	Assistant Professor	IQAC	Member
18	Ar.Angelin Shinola	Assistant Professor	IQAC	Member
19	Ar.Aathirai.S.K	Assistant Professor	Entrepreneurship Cell -M.Arch	Member
20	Ar.Tharika.S	Assistant Professor	Alumni Connect	Member

All the above members are requested to attend the meeting

Note: MOM to be submitted 3 days from the issued date

Form issued on: May 03<sup>rd</sup>, 2022

  
Dr. Rane Vadamuthu  
Director  
for IQAC  
Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.



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CIRCULAR NO. : MSAJAA/ IQAC / 2022 / 005

Circular -Acknowledgement Sheet:

Date: May 03<sup>rd</sup> 2022

SL.NO.	NAME	SIGN		SL.NO.	NAME	SIGN
1	Ar. Anbarasi.S					
2	Ar. SathishKumar.T					
3	Ar. Sheeba.J					
4	Mr. AbithBasha					
5	Ar. Porchelvi.S					
6	Ar. Sindhuja C					
7	Ar. Barathi S N					
8	Ar. Yagapriya					
9	Ar. Anbukarasi.P					
10	Ar. Pallavi.D					
11	Ar.Deepak Rao					
12	Ar. Karthick S					
13	Ar.Vashni Livingston					
14	Ar.Shyamala B					
15	Mr. Kannan.N					
16	Ar.Manimegalai.V					
17	Ar.Priti.G					
18	Ar.Angelin Shinola					
19	Ar.Aathirai.S.K					
20	Ar.Tharika.S					

Dr. Ramee Vedamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.





# MOHAMED SATHAK A.J. ACADEMY OF ARCHITECTURE



Approved by Council of Architecture & affiliated to Anna University, Chennai

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Notification & Agenda of the Meeting

Date: 05.05.2022

MEETING	DOUBTS AND QUERIES REGARDING NAAC ACCREDITATION	Committee Incharge	IQAC
Venue	MSAJAA CONFERENCE HALL	Date & Time	05.05.2022 / 11 am
Academic year	2021-2022	Convener	Principal

### Agenda of the Meeting : Awareness

As per the instruction from the Principal, A meeting with engineering faculty members involved in NAAC is scheduled to get a clarity on the NAAC criterion and doubts regarding the same with detailed mentioned below.

Date : 5th May 2022(Thursday)

Time : 11 am onwards

### Meeting Attendees

Sl. No	Faculty Name	Designation	Committee	Role
1	Ar. Anbarasi.S	Associate Professor	Governing Body(Academic) & DWC	Convener
2	Ar. SathishKumar.T	Professor & HoD	Academic Audit & Alumni Connect	Convener
3	Ar. Sheeba.J	Associate Professor	Academic Council & IMC	Convener
4	Mr. AbithBasha	Accountant	Finance Committee	Convener
5	Ar. Porchelvi.S	Professor	IQAC & Admission	Member
6	Ar. Sindhuja	Assistant Professor	Anti -Ragging	Convener i/c
7	Ar. Barathi SN	Associate Professor	WEC & Student Internship	Convener
8	Ar. Yagapriya	Associate Professor	Grievance Redressal & Feedback	Convener
9	Ar. Anbukarasi.P	Associate Professor	Library & Lab	Convener
10	Ar. Pallavi.D	Associate Professor	Internal Complaints Committee & ECC	Convener
11	Ar.Deepak Rao	Professor	Entrepreneurship Cell	Convener
12	Ar. Karthick	Assistant Professor	Anti-Drug Committee	Convener
13	Ar.Vashni Livingston	Assistant Professor	Digital Archives	Convener
14	Ar.Shyamala B	Assistant Professor	SELF	Convener
15	Mr. Kannan.N	Administration officer	Governing Body - Admin	Convener
16	Ar.Manimegalai.P	Associate Professor	Admission-Connect & Research Cell	Convener
17	Ar.Priti.G	Assistant Professor	IQAC	Member
18	Ar.Angelin Shinola	Assistant Professor	IQAC	Member

All the above members are requested to attend the meeting

for IQAC

Form issued on:

Signature:

Submitted Date

Rev.Date: IF ANY

Note: MOM to be submitted 3 days from the issued date.

Dr. Ramee Vedamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.



# MOHAMED SATHAK A.J. ACADEMY OF ARCHITECTURE



Approved by Council of Architecture & affiliated to Anna University, Chennai

## INTERNAL QUALITY ASSURANCE CELL (IQAC) Attendance Sheet

MEETING	DOUBTS AND QUERIES REGARDING NAAC ACCREDITATION	Committee Incharge	IQAC
Venue	MSAJAA CONFERENCE HALL	Date & Time	05.05.2022 11am
Academic year	2021-2022	Convener	Principal

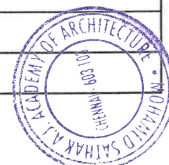
### Meeting Attendance:

Sl. No	Faculty Name	Designation	Committee	Role	Signature
1	Ar. Anbarasi.S	Associate Professor	Governing Body(Academic) & DWC	Convener	S. Anbarasi
2	Ar. SathishKumar.T	Professor & HoD	Academic Audit & Alumni Connect	Convener	S. SathishKumar
3	Ar. Sheeba.J	Associate Professor	Academic Council & IMC	Convener	Ar. Sheeba.J
4	Mr. AbithBasha	Accountant	Finance Committee	Convener	Mr. AbithBasha
5	Ar. Porchelvi.S	Professor	IQAC & Admission	Member	Ar. Porchelvi.S
6	Ar. Sindhuja	Assistant Professor	Anti -Ragging	Convener i/c	Ar. Sindhuja
7	Ar. Barathi SN	Associate Professor	WEC & Student Internship	Convener	Ar. Barathi SN
8	Ar. Yagapriya	Associate Professor	Grievance Redressal & Feedback	Convener	Ar. Yagapriya
9	Ar. Anbukarasi.P	Associate Professor	Library & Lab	Convener	Ar. Anbukarasi.P
10	Ar. Pallavi.D	Associate Professor	Internal Complaints Committee & ECC	Convener	Ar. Pallavi.D
11	Ar. Deepak Rao	Professor	Entrepreneurship Cell	Convener	Ar. Deepak Rao
12	Ar. Karthick	Assistant Professor	Anti-Drug Committee	Convener	Ar. Karthick
13	Ar. Vashni Livingston	Assistant Professor	Digital Archives	Convener	Ar. Vashni Livingston
14	Ar. Shyamala B	Assistant Professor	SELF	Convener	Ar. Shyamala B
15	Mr. Kannan.N	Administration officer	Governing Body - Admin	Convener	Mr. Kannan.N
16	Ar. Manimegalai.P	Associate Professor	Admission-Connect & Research Cell	Convener	Ar. Manimegalai.P
17	Ar. Priti.G	Assistant Professor	IQAC	Member	Ar. Priti.G
18	Ar. Angelin Shinola	Assistant Professor	IQAC	Member	Ar. Angelin Shinola
19	AR. AATHIRAI. S.K	Assistant Professor	Entrepreneurship / Heritage cell / mentorship	convener / Member	AR. AATHIRAI. S.K
20	AR. THARICA. S	A.D	ALUMNI	Member	AR. THARICA. S

### Invitees

Sl. No	Faculty Name	Designation	Department	Criterion	Signature
1	Dr. K.S. Srinivasan	Principal	MSAJCE		Dr. K.S. Srinivasan
2	Dr. G. Premabhatra	IQAC - Head	MSAJCE		Dr. G. Premabhatra
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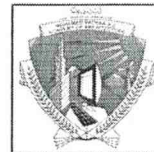
*Dr. Ranees Vedamuthu*  
Dr. Ranees Vedamuthu  
Director  
Md. Sathak A.J. Academy of Architecture  
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34, Old Mahabalipuram Road, IT Highway, Egattur, Chennai 603 103

Phone : 044 - 27470391 - 92 - 93 - 94 Email : admin@msajaa.com



## IQAC Meeting I - 2022

### REPORT

**NAME OF THE EVENT:** IQAC Meeting I

**CONDUCTED BY:** IQAC

**DATE:** 05.05.2022

**VENUE:** MSAJCE – Chairman's room

**NO. OF AUDIENCE/ ATTENDEES:** 21

**DIGNITARIES:** Prof. Sathish Kumar, HoD

**ABOUT THE EVENT:** The Chair was informed about the working process in MSAJAA towards accreditation. Based on the information provided a few advice was given and a brief explanation on each criterion under NAAC was explained with reference to the work done by the IQAC team at MSAJCE. Doubts were put forth by various committee heads based on the work done and formats prepared, which were cleared.

**CHIEF GUEST/S:** Dr. Srinivasan, Principal MSAJCE

**EVENT COORDINATOR:** IQAC – Ar. Porchelvi, Ar. Priti, Ar. Vashni

**EVENT PLAN WITH COORDINATOR DETAILS:**

**SOUVENIR/ MEMENTO:** nil

**EVENT SCHEDULE:**

- Welcome note by the Chairperson.
- Understanding the direction of work in both institutions w.r.t NAAC.
- Explanation of NAAC Data templates
- Q&A on doubts regarding NAAC from all committee.

**ATTACHMENTS:** Invite, Circular, Photographs

  
Dr. Ranees Vedamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.

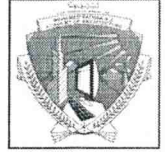




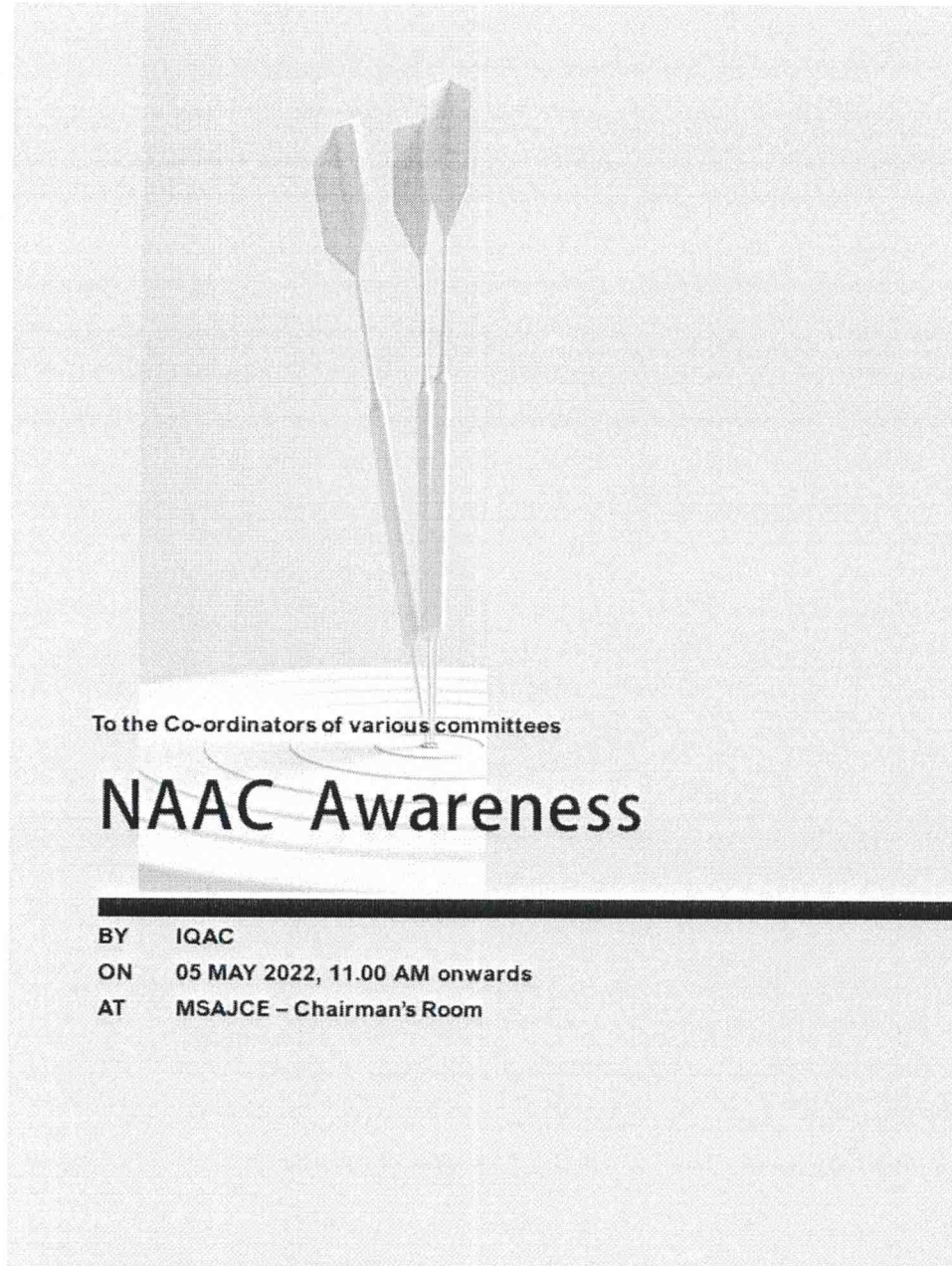
## MOHAMED SATHAK A.J. ACADEMY OF ARCHITECTURE

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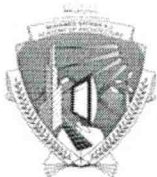
Phone : 044 - 27470391 - 92 - 93 - 94 Email : admin@msajaa.com



Invitation:



BY IQAC  
ON 05 MAY 2022, 11.00 AM onwards  
AT MSAJCE – Chairman's Room



**Mohamed Sathak**  
**A J Academy of Architecture**

Affiliated to Anna University, Chennai & Approved by COA, New Delhi  
34, Rajiv Gandhi Salai (OMR), Inside SIPCOT IT Park, Siruseri, Egattur – 603103

Dr. Rane Vadamuthu

Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.

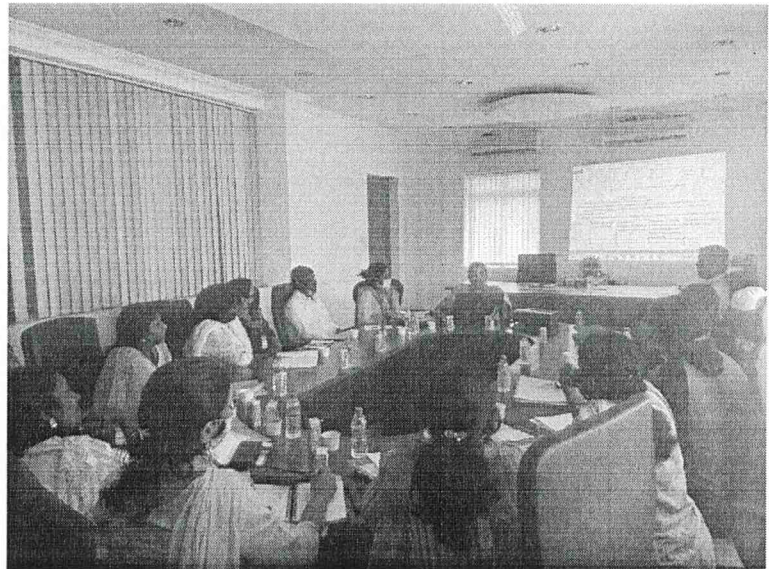
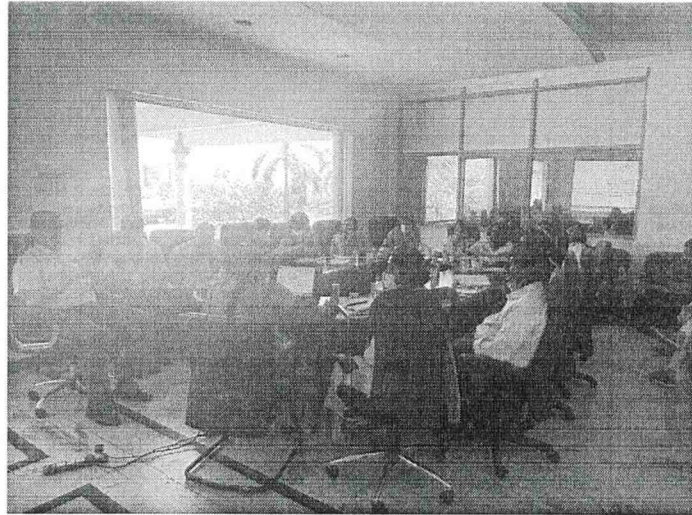
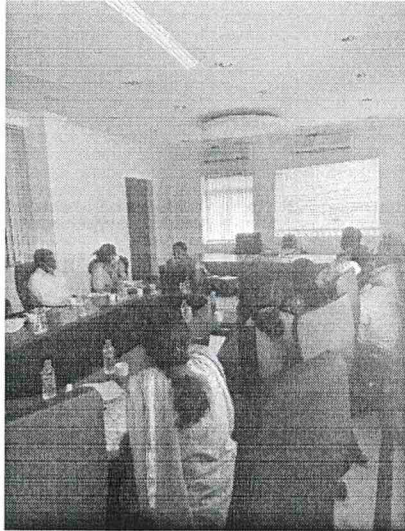
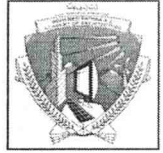




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Phone : 044 - 27470391 - 92 - 93 - 94 Email : admin@msajaa.com



Images

Minutes of Meeting : enclosed

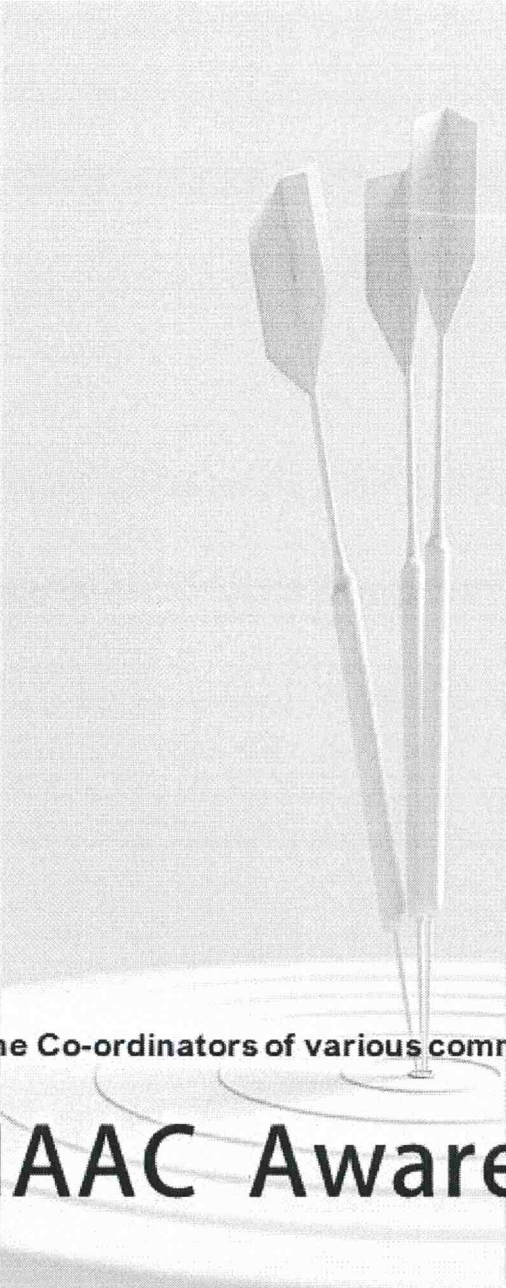
*Ranee Vedamuthu*

Dr. Rane Vedamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.







To the Co-ordinators of various committees

# NAAC Awareness

BY IQAC  
ON 05 MAY 2022, 11.00 AM onwards  
AT MSAJCE – Chairman's Room



**Mohamed Sathak**  
**A J Academy of Architecture**

  
Dr. Ramee Vedomuthu  
Director  
Md.Sathak A.J. Academy of Architecture  
Egattur, Chennai - 603 103.



Affiliated to Anna University, Chennai & Approved by COA, New Delhi  
34, Rajiv Gandhi Salai (OMR), Inside SIPCOT IT Park, Siruseri, Egattur – 603103



# Mohamed Sathak A J Academy of Architecture

## Meeting Minutes

5th May 2022/Doubts and queries regarding NAAC.

Present: 21 members present. To check attendance list.  
Time: 11:00 am - 2:00 pm  
Location: MSAJCE – Chairman's room  
Chairperson: Dr. Srinivasan, Principal MSAJCE  
Facilitator: Ar. Porchelvi, IQAC

### Call to Order and Quorum:

The meeting was called by the Chairperson at 11:00 am.

With sufficient quorum being present the proceeding of the meeting was commenced by the Chair.

### Welcome and Overview:

Dr. Srinivasan, Principal at MSAJCE welcomed the members to the Accreditation meeting. The Chair gave insight to the functioning of IQAC at MSAJCE and clarified doubts regarding the accreditation process.


## Agenda Items

### 1. Explanation of NAAC and understanding it's importance.

- Dr. Srinivasan questioned on the understanding of the difference between NAAC and NBA - Prof. Porchelvi replied positively and elaborated the process and actions taken from inception briefly.
- Dr. Srinivasan explained the only need for NAAC consultant in their institution was to achieve the best grade possible especially with quality and correctness of quantitative data to keep up with the stringent inspections.

### 2. Understanding the direction of work in both institutions w.r.t NAAC.

- Dr. Srinivasan questioned the awareness of 7 criteria and its weightage – it was informed that due to first time exposure and if to proceed with NAAC or NBA, process was started with awareness and noting the requirements from which the committees were formed.
- It was informed that criteria 3 is most challenging by Dr. Srinivasan, esp. CO-PO mapping which is almost 70% same as NBA

  
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- Prof. Porchelvi stated that doubts from the committee representatives can be discussed one by one – Dr. Srinivasan asked if formats were done which can be presented and doubts and correctness of the same can be clarified
- Ar. Shyamala asked for references/structuring of data followed by the invitees for initiating their process – members were experienced in accreditation, discussions with the team of faculties were held for each criterion and developing the requirements, supporting documents, contents, formats etc. with the help of SOP as per NAAC. There are no specific formats, and consultant made a few changes with their formats. Data templates are separate that must be uploaded online.

### 3. Tips on how to best proceed with NAAC from invitees.

- Based on the question asked by Ar. Sheeba about Vision and mission statement, its drafting process was explained as an example. A meeting with top academicians was called for to draft the statement which answers to what, how, where, etc. It was mentioned that there should be a minimum of 3 mission statements which will be made as the policy of the college. Awareness of the statements to all stakeholders should be done. If NBA is completed first NAAC is easy, as NBA focusses on the procedure and is marked for every single step of the process. Dr. Srinivasan suggested to work parallel for both accreditations.

### 4. What are NAAC Data templates?

- Ar. Sheeba asks for sources to be assimilated – suggestion to work and create format based on the naac data that is required for the report. For quantitative data formats can be made with the help of data templates. Qualitative data need to be written carefully by the staff in charge as consultants don't offer such services but will help to check the data so that there is no duplication of data. SSR will be sent to 2-3 external consultants that verify the data for duplications before it goes to NAAC authorities.

### 5. Q&A on doubts regarding NAAC from all committee.

- Ar. Porchelvi asks if common facilities in the same campus is allowed to be shared – it is answered that such specifics are not explicitly mentioned except that it is present in the campus. Was stated that it may not be an issue if showed as it is in the same campus.
- Ar. Porchelvi says PO-CO requirement for NAAC does not ask for the values like in NBA so what is the reference used to fill the data. Low, medium and high category levels are standardized based on the overall student performance and then mapped for each student – the formats can be the same as NBA. The attainment levels must continuously increase and achieve targets at each level.

  
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- It was informed that Data templates for NAAC has been revised as of May 1<sup>st</sup>, 2022 so it needs to be checked and SSR of other architecture colleges can be referred for better understanding.

**6. General workflow of NAAC with inputs from the invitees.**

- Brief set up of system in MSAJAA was explained. Dr. Premalatha suggested to split work based on 7 NAAC criteria and quantitative data needs to be uploaded first and qualitative data is checked later when the committee is visiting. Quantitative data can be analyzed, and all the metrics needs to be uploaded in the SSR along with the proof for all. As an example, if data is for an internship of 70 students – certificates of all 70 students also needs to be updated (evidence copies need to be archived)
- Order of work can start with qualitative write up of 500 words first (takes 10 days) and then try to collect and organize the data (if files not maintained properly) for the quantitative portion. After data collection in their institution, consultant checked the acceptance of the data and offered no other inputs.
- Start IEQA by listing student count (boys/girls separately), faculty count (male/female, contract type for the current year), students appearing for exam vs students passed etc. IEQA Data templates is then filled for the current academic year (of applying NAAC). Within 45 days of approval of IEQA, SSR is uploaded.

**7. Points of Importance to be noted and double-checked.**

- IEQA submission - Check if any queries after submission is issued (in DVV) and it should be sorted within 15 days – Will be a one-time query and expires if unanswered. Mostly an easy process that checks admission data, name of college matches with AICTE & Anna University approval, Staff and student count matches university and council and is triple checked.
- Students' satisfaction survey with 60% - 70% of student data needs to be uploaded along with SSR. SSR is approved based on student's feedback where 10% of satisfaction survey is reached through feedback. College domain id is not provided for student's survey as it may not be accepted by committee. Student's personal email id and phone number also is submitted to receive the feedback from the NAAC committee – Therefore students need to be intimated. Feedback reply from student must not be done through college IP address.
- Ar. Sheeba questions if institution need to take any feedback like subject feedback - Dr. Premalatha listed a few that need to be taken like alumni feedback, employee feedback



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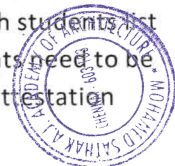
subject-based feedback. Feedbacks for such was taken online and action taken report was submitted.

- Ar. Yagapriya asks if any software were used for the sorting of feedbacks - Dr. Premalatha responds that it was done manually but recently worked with google forms and extracted data from there and action report was written by the staff.
- Ar. Porchelvi asks if action reports are done individually - Dr. Premalatha says all feedbacks are taken by IQAC and action reports are not taken for individual members. The feedback is consolidated and scored totally for each question. At least 80% - 85% of the students need to fill the feedback. Feedbacks can be online, written or oral.

#### 8. Course Development.

- Dr. Premalatha starts explaining the data required for external profile (5yrs data) –
  - (1) No. all the students' data in a particular academic year must be correctly carried to every year with proper proof – can take every odd semester exam's hall ticket and result copy – The reopening date of batch will be considered as the enrollment date for those respective students
  - (2) Id number of the current Faculty members is required – Aadhar, pan, college mail id, gender, designation, date of joining, department, years of service in the college – to be checked with data templates.
  - (3) Add-on certificate, value-added courses - what are the documents accepted for verification must be understood clearly from SOP and relayed properly to all members – only courses not available in the curriculum with min. of 30 hrs. can be added here
- Ar. Yagapriya questions about grievance committee not being mandatory in website which is responded with the requirement of all mandatory committees being formed – including minority committee, SC/ST committee, OBC cell, grievances, anti-ragging – as per AICTE, university rules, etc. and present on the website, with regularly recorded minutes and meetings. These committees like grievances generally come under qualitative data for at least 2 years.
- Faculty involved as examiners and in developing course modules apart from curriculum may be interlinked. Courses offered/approved by Anna University can be included – proof will include attendance sheets along with student's signature, no. of hours (30/45 to check in SOP), internal assessments, students' feedbacks, summary of course outcome and copy of certificates for internal courses and marksheets for external courses. Total no. of students in the extended profile will be matched with students list opting for the course – in case of opting more than 1 course. All documents need to be in the form of hard copy. Only submissions will be scans with principal's attestation

  
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- Ar. Sheeba asks if these courses need to be included in the timetable – It is not checked by NAAC committee but maybe included on a non-working day or along with the weekday timetable as precautions.
- The consultant suggested to give 30-35 courses for a particular year to avoid duplication for the yearly data. Ar. Pallavi ask if the courses require a minimum number of students – it's not mentioned in the So P.

#### 9. Projects, Reports, and field visits.

- Dr. Premalatha moves on to say all mini projects, internships and field visits and other curriculum-based activities need to be documented. Ar. Sheeba asks for required documents that need to be submitted as evidence – For projects – project report, project data, abstract, bonafide page with principal attestation; For field visits – visit certificate and student's report - photographs may also be accepted. Dr. Premalatha notes that each student's name must be unique to only 1 activity for a particular academic year.
- For SSR – completed academic year needs to be uploaded while for IEQA – current academic year needs to be uploaded.
- Total No. of students admitted and percentage of allotment in various communities need to be documented. Proofs submitted will be AICTE, Anna University and Dote approval copy – all copies to be attested by the principal.
- Mr. Basha questions on the unavailability of Dote approval for transfer students – The above statement only applies as proof to 1<sup>st</sup> year students; and Mr. Kannan ask about the connection to AISHE portal – all data has to be the same in all AU, AICTE/COA and AISHE institutions. Mainly the faculty data entered in AISHE portal should match with the count.
- For Final semester student data, it should be considered as appearing for semester exams and cleared students – not no. of degrees awarded. The student data submitted will be in Triple S format. Dr. Premalatha noted that the data templates for the revised manual is greatly reduced.

#### 10. PO-CO Matrix

- On Ar. Sheeba's remark on PO-CO matrix, Dr. Premalatha says it comes under qualitative data and not quantitative data, but Ar. Porchelvi interjects that according to NBA the calculations are required.
- It is stated that NAAC only concentrates to about 20 -30% on CO-PO matrices but if asked for proof data done for NBA was shown. Dr. Premalatha suggests a separate session for clarity on these matrices due to its complexity. She goes to explain that they have an excel sheet with formulas where only internal and final semester marks are

  
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added to calculate the attainment levels instead of giving it to individual faculty to work it out.

- Ar. Sheeba further questioned on attainment levels – As an example the lowest level can be just the passing grade at 50% and the 65% and 75% in upcoming years or the range will be mentioned in NBA itself.
- Ar. Porchelvi asks if the description of qualitative data is written for each year separately or for all 5 years together – can be a description in a generic way about the process.

### 11. Research Projects & funding


- Dr. Premalatha proceeds to criteria 3 on research projects that were created or funded. A minimum of 2 projects and about 60% percentage out of total no. of departments should ideally be involved. Details to note would be project title, principal investigator, time taken, amount sanctioned, and proof should be the approval and sanctioned copies and fund transfer details. There is also an option to opt out of it if available.
- Projects done for sister institutions may not be considered for research projects.

### 12. Lectures and workshops conducted

- Dr. Premalatha informs that lectures, seminars, webinars and workshops that are conducted for students or faculty should follow the norms stated in the SoP – relevant to research methodology/ IPR/ Entrepreneurship – evidence to include event report (date, time, resource person, event pamphlet, resource person profile, registration forms showing count), photographs – all should be reflected in our website. Feedback is not mandatory but can be included in the report where applicable.

### 13. Paper Publication

- Dr. Premalatha states that paper published with 2 or more faculty together can be mentioned separately as it is asking for the count of faculty, but it is not clear if the NAAC committee allows such entries.
- List of journals should be Scopus, UGC care etc. and linked properly to the site for the paper to be accepted. For issues with the link a scanned copy of the paper can be attached and archived.
- Book chapters and conference proceedings are also covered in this.

  
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#### 14. NSS and NCC

- Dr. Premalatha informs that all NSS activities needs to happen outside the campus as outreach only. Ar. Pallavi asks how the activities can be initiated – The students can be attached to the university as a unit and activities can be initiated by the college, also attachment to Rotaract clubs can help. Events need to be initiated and conducted by the college – Either no. of participants or no. of activities will be considered.
- Awards provided for any NSS activity may duplicate under awards and recognition section.

#### 15. Outreach programs

- Ar. Porchelvi questions the extent of the term neighborhood context – The extent generally doesn't matter except that it is a value-added/ life-improvement program
- For MOU's signed the company cannot be replicated if signed for more than 1 year – date of signing MOU, company name, validity, activities under the MOU to be listed – 5 MOU 's per year adds value as per AICTE norms

#### 16. Student Scholarships

- Dr. Srinivasan insists to check the correlation data with AICTE, AU etc. – Placement require the copy of offer letter with reference number, pay package.
- For the Budget audited financial statements need to be submitted. The older SSR report had a separate statement for library expenses.
- Government scholarships that the students get are to be noted under scholarships. For Institutional scholarships should be reflected in audited statements. In cases where the fee is reduced under scholarships from the institution there should be statements were the scholarships are provided.
- There shouldn't be a duplication of a particular student receiving multiple scholarships.

#### 17. Skill enhancement initiatives, competitive exams, and career counselling

- Dr. Premalatha lists a few topics that can come under skill enhancement initiatives – like training for placement, language, and communication clubs. There are no hour indications but 30-50hrs will be like an added value. Event details with circular, participants, profile of the resource person, geo-tagged photographs, etc. need to be documented.



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#### 18. Alumni Data

- It was stated that around 2 programs each year to aid in competitive exams and career counselling would be desirable. The percentage of students passing in competitive exams will be considered for marks.

#### 19. Sports

- All awards and achievements to the institution will be considered here, as proof the certificate of each student must be produced. Name of the award, position of award can be tabulated – applicable for both sports and cultural awards.
- Dr. Premalatha notes that multiple events happening on the same day will be considered as a singular event and circulars for each event must be circulated.

#### 20. Financial support of teachers

- Support given to faculty for FDP, conferences, professional memberships etc. may come under this topic. Certificates, audited statements may be shown as proof.
- Training programs offered to teaching and non-teaching faculty – few examples conducted in MSAJCE are ISO awareness, OBE training, NAAC awareness etc


#### 21. Student Mentorship

- Ar. Yagapriya asks how student mentorships can be handled – Faculty is allotted with 15 candidates and certain faculty at high positions can choose to opt out. A counsellor is a mandatory need in the institution. Student data book is maintained for record. Every 4<sup>th</sup> week would be a session with the mentee.

#### 22. Grievance Redressal

- Online Grievance software to be installed in the systems – it is a mandatory requirement. Any grievances received will be handled by a formed committee. It may be taken to the university committee in a few cases.

#### 23. Process to monitor the quality of the institution.

  
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- IQAC – No. of meeting to be conducted every can be a minimum of 2 each year – to discuss activities planned for the semester and how much was achieved.
- Quality-related conferences, seminars and workshops; maybe related to accreditation process.
- Collaborative initiatives with other institutions, rankings acquired.
- Quality-related audits – ISO audits – ISO being mandatory.
- Ar. Barathi questions 1.2.3 clause which questions avg. percentage of students enrolled – which is calculated for our reference
- Ar. Barathi asks what was shown for special facilities women like in 7.1.1 – If not available can be opted out.

#### 24. Governing Body and Minutes of the meeting.


- Ar. Anbarasi questions on minutes of committee meetings – if to be filed by the particular committee/ the governing body. The governing body is the highest statutory body under which comes the planning and quality council then academic council followed by the remaining committees. The report of meetings is sent to the higher authorities hierarchically. Comments discussed in the planning meeting will have to be approved by the governing body. The minutes will be filed with the committee and only actions are taken by the governing body.

#### 25. Bloom's Taxonomy

- Audit for question papers can be handled by subject experts – CO-PO mapping, blooms taxonomy etc. need to be attached and Hod will be signing it indicating its verified.
- The description of the audit process must be match with the documents produced for audit – better to have check list.

#### 26. Feedback system

- Any kind of circulars must be generated by the IQAC – who will be monitoring the entire functioning.
- Ar. Porchelvi questioned if the subject feedback taken by the students much include faculty performances. Feedback can be categorized as 4 types of feedback
  - Hod feedback – done during the first few weeks of the semester orally to ask the students of any problems/ issues academically,

  
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- Class committee meeting – where students are first enquired and then the staff is called together for a meeting to sort out any issues. Twice per semester
- Online/ mobile app – questionnaire-based grading feedback – delivery of the subjects, methodology etc. can be covered
- Written feedback – overall feedback written by the student at the end of the semester – anonymous feedback.
- AICTE – faculty feedback 360 done by the students.
- Evaluation system and marking criteria of the Internal Marking to be clearly documented. Motivational activities for toppers and extra guidance for slow learners can be done.

## 27. Anti-ragging


- Online affidavit is to be done by downloading the form and completing it with a notary sign – formats are for students and parents.

## 28. Institutions with PG - manuals

- For colleges with PG the manual to be chosen is separate with that inclusion in NAAC. For NBA as it based on the course the manual is separate.

The meeting closed amicably.

Action Items	Owner(s)	Deadline	Status
To complete formats and processes that were paused due to confusions.	All committee heads for their respective committee	August 2022	In Progress

  
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