

# 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

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## Roles & Responsibilities On NAAC

### MINUTES OF MEETING

Dr. Raneer Vedamuthu  
Director

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



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**NAME OF THE MEETING: "NAAC - Roles & Responsibilities"**

**CONDUCTED BY:** Architecture / IQAC CELL

**DATE:** 15.03.2023

**VENUE:** Conference Hall, Mohamed Sathak A.J Academy of Architecture.

**NO. OF PARTICIPANTS:** 35

**NO. OF AUDIENCE/ ATTENDEES:** 35

## **ABOUT THE MEETING:**

The IQAC cell of Mohamed Sathak A.J Academy of Architecture scheduled a meeting on **NAAC - Roles & Responsibilities** for the teaching and non-teaching faculties of MSAJAA on 15.03.2023, Wednesday. The program started at 11.00 AM by Ar.Sheeba, IQAC co-ordinator with the discussions on distribution of work on different criteria of NAAC. Role of each faculty on NAAC criteria allotted and the criterion heads were also announced. The meeting concluded successfully at 12.30 PM.

**MEETING COORDINATOR:** Ar. Sheeba, Associate Professor, MSAJAA.

## **MEETING PLAN WITH COORDINATOR DETAILS:**

**Ar Pavai**, Assistant Professor, MSAJAA

**Ar.Jenita**, Assistant Professor, MSAJAA

**ATTACHMENT:** Photographs

Dr. Rane Vedomuthu  
Director

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## MEETING SCHEDULE:

### IQAC & NAAC Training – 15<sup>th</sup> March 2023

Time: 11.00 AM-12.30 PM

Venue: MSAJAA conference hall

#### Programme:

11.00 AM – 12.00 PM	Presentation by Ar.Sheeba  Topic: <i>Roles and Responsibilities of NAAC criterion-wise</i>
12.00 PM – 12.30 PM	Discussion & Clarification

Dr. Rancee Vedamuthu  
Director

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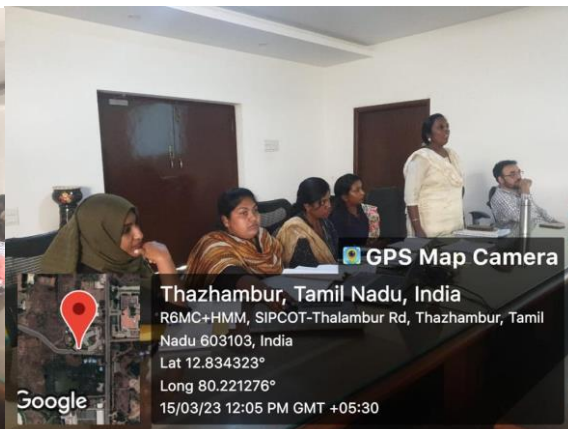
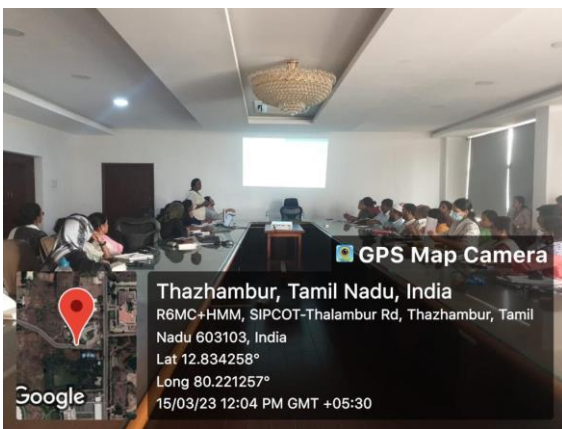
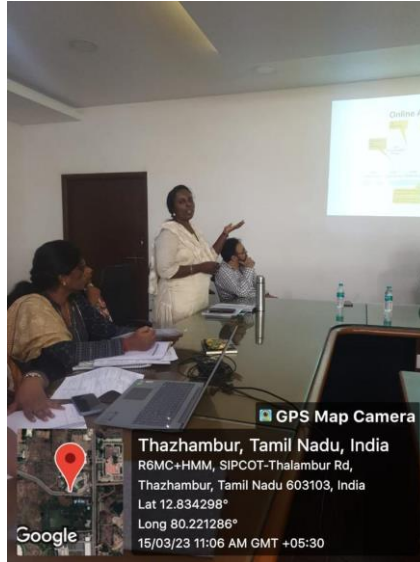
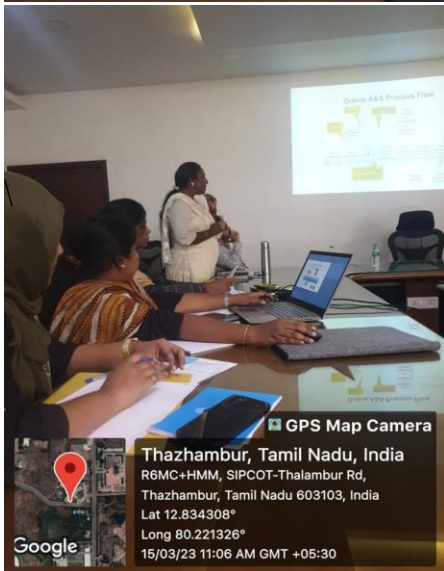
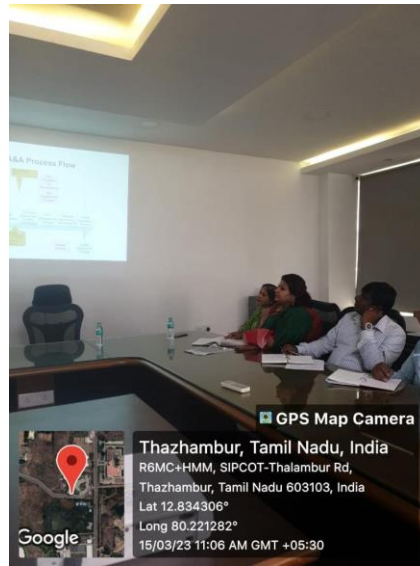


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## Minutes of the IQAC Meeting –NAAC roles and responsibilities

Conducted on 14.03.2023 by IQAC

The meeting was conducted to address the members of staff regarding the roles and responsibilities of teams and individuals in the seven criteria of NAAC. Ar. J. Sheeba, the coordinator of IQAC explained the process of NAAC along with the quantitative and qualitative index of evaluation. Every criterion was discussed for Self-study report (SSR) preparation based on the manual for Affiliated/Constituent UG & PG Colleges (2022). Every criterion has two allotted team leaders to monitor and update the work for both qualitative and quantitative metrics of individual key indicators. A brief about the key indicators and score for each was addressed. The discussion led to valuable suggestions from faculty members to incorporate in each criteria of NAAC.

	Suggestions	Action to be taken by	
1	The difference cells (Grievance, IQAC, NSS etc.) to be added on the website and updated monthly.	Website and social outreach	Ar. Vashni & Mr. N.Jagesh
2	To begin segregation of wastes in the campus by allotting different bins as a part of green initiative.	Infrastructure Management	Ar. Manimegalai
3	No plastic and no aerated drinks order on campus to be executed.		
4	Student council to be formed for student progression for the next academic year.	Student Mentorship	Ar.Yagapriya & Ar.Ranjani.
5.	All bills to be maintained/segregated along with the number of electrical fixtures and consumption for Energy audit report.	IGBC - Accredited Professional	Ar. Porchelvi
6	All reports to be documented and reported to the respective team heads.	Team heads	C1- Yagapriya & Ar. Anbarasi. C2- HOD, Ar. Janani & Ar.Barathi C3- Ar. Vandana Balakrishnan & Ar.

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Director

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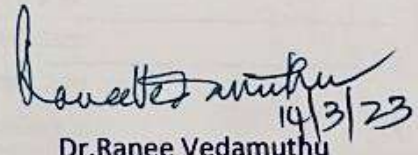
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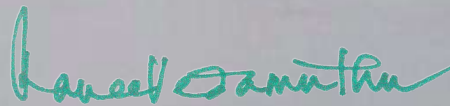
			Hawa Nachiya. C4-Ar. Manimegalai & Er.Prakash C5- Ar. Pallavi / Ar. Angeline C6- Ar. Sheeba C7- Ar. Porchelvi & Ar. Shilpa
7	Best Practice :		
	A. Care Earth, Save the turtle, Nilal / Universal Human Values cell to tie-up with environmental groups.	Universal Human Values cell	Ar. Shilpa Das
	B. Heritage cell	Heritage cell	Ar. Aathirai
	C. Forthcoming best practice – to develop a system for staff skill upgradation and training.	Research and faculty development	Ar. Vandana

Ar.Sheeba J  
IQAC Co-ordinator

  
14/3/23

Dr.Ranees Vadamuthu

IQAC Chairperson



Dr. Ranees Vadamuthu  
Director

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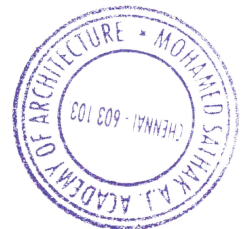


<b>Meeting called by:</b>		
Ar. Sheeba J		IQAC Co-ordinator
<b>Meeting attended by:</b>		
1.	Dr.Ranee Vedamuthu	Director, MSAJAA
2.	Prof. H. Mohammed Idris	Principal, MSAJAA
3.	Prof. Sathish Kumar T	Head of the Department, MSAJAA
4.	Prof. Porchelvi S	Associate Professor
5.	Prof. Vandana Balakrishnan	Associate Professor
6.	Ar. Barathi S.N	Associate Professor
7.	Ar. Divya Chakravarti	Associate Professor
8.	Ar. Anbarasi S	Associate Professor
9.	Ar. Yagapriya S	Associate Professor
10.	Ar.Janani S	Associate Professor
11.	Ar.Pallavi Damodara	Associate Professor
12.	Ar. Tharika S	Assistant Professor
13.	Ar. Vashni Livingston	Assistant Professor
14.	Ar. Angelin Shinola	Assistant Professor
15.	Ar.Sindhuja C	Assistant Professor
16.	Ar. Pavithra R	Assistant Professor
17.	Ar.Priti G	Assistant Professor
18.	Ar.Sindhu M	Assistant Professor
19.	Ar.Shilpa Das	Assistant Professor
20.	Ar.Anceline Jacob T	Assistant Professor
21.	Ar.Gayathri B	Assistant Professor
22.	Ar.Pavai R	Assistant Professor
23.	Ar.T. Jenita	Assistant Professor
24.	Ar. Zameerul Iqbal	Assistant Professor
25.	Ar. Hawa Nachiya M	Assistant Professor
26.	Ar. Ranjani T	Assistant Professor
27.	Ar. Shyamala B	Assistant Professor
28.	Ar.Zulfia Farhana	Assistant Professor
29.	Er.Prakash	Assistant Professor
30.	Er. Durga	Assistant Professor
31.	Mr. Jagadesh	Assistant Professor
32.	Mrs. Ayisha Rahman	Assistant Professor
33.	Mr. Kannan N	PA to Dean
34.	Mrs. Revathy	Office Assistant
35.	Mr. Jagesh	System Admin
36.	Mr.Shahul	Lab Assistant

*Ranee Vedamuthu*

Dr. Ranee Vedamuthu  
Director

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## Minutes of the IQAC Meeting – Internal Audit of SSR

Conducted on 25&26 April, 2023 by IQAC

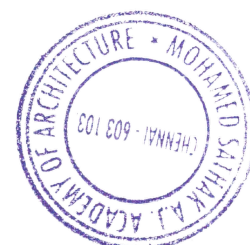
The meeting was conducted to internally audit the Self-study report (SSR) for NAAC criterion-wise. Dr.Ranee Vedamuthu, Director of MSAJAA, Ar. J. Sheeba- IQAC co-ordinator, Er.Durga-NAAC Co-ordinator i/c, reviewed the work done by the staff members of each criterion with the team heads. Every criterion heads discussed their prepared SSR report based on the manual for Affiliated/Constituent UG & PG Colleges (2022). The discussion led to valuable suggestions for faculty members to incorporate in each criteria of NAAC.

### CRITERION 1:

	Suggestions	Action to be taken by	
1	A 500 word write up for response about Curricula developed	Academic appraisal and monitoring	HOD/Ar. Janani
2	Academic calendar, assessment schedule from the university, Assessment test timetable, class timetable to be included for all years -(2018-23)	Academic appraisal and monitoring	HOD/Ar. Janani
3	Minutes of syllabus revision-Board of Studies if any.	Academic appraisal and monitoring	HOD/Ar. Janani
4	Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last five years	Academic Flexibility	HOD
5	A 500 word write up for response about Curriculum Enrichment-Professional Ethics, Gender, Human Values, Environment and Sustainability. TO BE UPDATED IN BULLET POINTS FOR EACH CATEGORY	Academic Flexibility	HOD
6	Professional Ethics Environment and Sustainability.-Response to include how Professional Ethics Environment and Sustainability has been implemented through various activities that support the Curriculum.	Academic Flexibility	HOD
7	Gender -Response to include how WEC has conducted various activities that support the Curriculum. Photo documentation to be included.	WEC	Ar.Barathi/Ms.Durga

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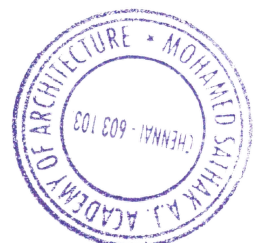
8	Human Values-Response to include how UHV has conducted various activities that support the Curriculum. Photo documentation to be included. First year induction programme to be included as a part of UHV.	UHV	A.Shilpa Das
9	Internship & Student Data (ISD)-Add office name and duration	Ar.Anceline/ Ar.Sindhuja C	Ar.Anceline/Ar.Sindhuja C
10	Feedback from all stake holders. Feedback to be updated in website to move to Category A.	Feedback System	Ar.Anbarasi
11	Exit survey form and student feedback from final year to be collected on 8th May 2023 before model exam.	Feedback System	Ar.Anbarasi

## CRITERION 2:

	Suggestions	Action to be taken by	
1	<b>KI:2.1.1/QnM Student Enrolment Percentage</b> - Received the database from admin- Need to be updated in the template	Need to update the database in the template	Mr.Kannan/ Ms.Revathy/ Ms Ayisha Rahman
2	<b>KI:2.1.1.1</b> Number of students admitted year wise during last five years. (Both Programmes) B-Arch & M-Arch	Need to get the data of students from office -Average percentage of students from other States and Countries during the last five years.	Mr.Kannan/ Ms.Revathy/ Ms Ayisha Rahman
3	<b>KI:2.3.1</b> /QiM Student centric methods	Description in a maximum of 500 words to be given. Student-Audio/Video/Talks/youtube -To be Uploaded in the website	Ar Sheeba J/ Ar Jenita T/ Ar Pavai R
4	<b>KI:2.4.1</b> /QnM Percentage of full-time teachers against sanctioned posts during the last five years	Sanction Letter - full-time teachers against sanctioned posts	Mr.Basha
5	<b>KI:2.5.1 Evaluation Process and Reforms</b>	Signature to be updated in all scanned documents. Course File to be Scanned- 02 Theory/01 Theory cum studio/ 02 Design & Thesis (eg) Climatology, HSP,Sustainability Subjects-(Multi-disciplinary Approach). Letter to be sent to Anna University regd STUCOR APP.	Ar Sathish Kumar/ Ar Janani S

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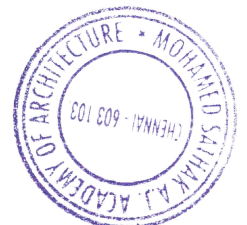
6		Letter to be sent to Anna University regd STUCOR APP.	Mr.Kannan /Mr.Jagesh
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## CRITERION 3:

	Suggestions	Action to be taken by	
1	3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments in the institution during the last five years (INR in Lakhs)	Details of Grants recited from INTACH to be added.	Ar.Vandana Balakrishnan & Ar. Aathirai
2	3.2.2 Number of workshops/seminars/conference including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years	To be collated.	
3	3.3.1 Number of research papers published per teacher in the Journals notified on UGC website during the last five years	Papers from Dr. Ranees Vedamuthu, Prakash, Divya C, Sheeba and Vandana B to be included	
4	3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during last five year	Details from Dr. Ranees Vedamuthu, Prakash and Vandana B to be included	
5	3.4.3 Number of extension and outreach Programmes conducted by the institution through NSS/ NCC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs during the last five years	Videos available	
6	3.5.1 Number of MoUs, collaborations / linkages for Faculty exchange, Student exchange, internship, field project, on-the-job training, research and other academic activities during the last five years	3 MOU s under consideration by partner universities.	

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## CRITERION 4:

	Suggestions	Action to be taken by	
1	4.1.1 (QIM) - Physical Infrastructure	1. To verify the number of notice boards/pin up boards and proposal to be worked out if there is any shortage.	Ar.Manimegalai
2		1. To check the availability of equipments in working condition in all laboratories and proposal to be worked out if there is any shortage. (Except Computer lab).	Mr.Prakash
3		1. Proposal for Construction yard and OAT tree plantation.	Ar.Gayathri & Ar.Sindhu Mohan
4	4.1.2 (QnM) - Percentage of expenditure	1. Balance sheet	Mr.Abith Basha
5	4.2.1 (QIM) - Library as a learning resource	1. Software update. 2. e-Shodhganga - to show Anna university details. 3. Prepare a proposal for repography section in library.	Ar.Zulfia farhana & Nehru
6		1. To arrange a computer in library for reference on e-books.	Mr.Shahul
7	4.3.1 (QIM) - IT Infrastructure	Proposal for smart classroom, e-content development lab.	Mr.Shahul, Mr.Jaggesh
8	4.3.2 (QnM) - Student computer ratio	1. To verify the availability of computers based on the total no. of students and propose a new lab for 40 nos with updated facilities. 2. To verify the syllabus and develop a proposal for latest softwares to be updated.	Ar.Manimegalai, Mr.Shahul, Mr.Jaggesh
9	4.4.1 (QnM) - Maintenance of Camous Infrastructure	Balance sheet (to be merged with 4.1.2).	Ar.Manimegalai Mr.Abith Basha

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## CRITERION 5:

	Suggestions	Action to be taken by	
1	To collect placement details from Ar. Anceline. As most of the alumni have joined the same firm where they have done the intern.	ALUMNI	AR. ZAMEER & AR. ANGELIN
2	To collect the Alumni Data from the passed out students.		
3	To create bank account for Alumni as soon as possible		
4	Cultural event to be taken as one event only (eg. MILAAP)	ECC	AR. PALLAVI, AR. SHYAMALA & AR. PRITI
5	5.1.2 -Certain events can come under more than one of the 4 categories		
6	5.3.1 -AMS and SRM can be include		
7	5.3.2 - to complete the data for 5 yrs		
8	Institution distinctiveness - to compile data for student clubs activities for the last 5 years		
9	For QIM , have to find out student details of current alumni who are using their extracurricular development for active careers or professional development		

## CRITERION 6:

	Suggestions	Action to be taken by	
1	Need Institutional policy document and Organizational chart	Admin	Mr. Abith Basha
2	Strategic plan to be redefined	IQAC	Ar. Sheeba
3	e-governance reports on Administration to be attached (ERP Portal )	Admin	Mr. Kannan / Revathy
4	e-governance reports on Finance and Accounts to be attached (-Screen shots of Tally -Balance sheet)	Accounts	Mr. Abith Basha
5	e-governance reports on Student Admission and Support to be attached - Student Admission - Sample of Students List	Admin	Mr. Kannan / Revathy

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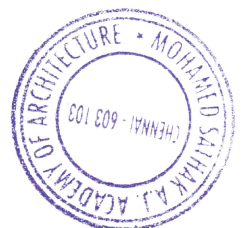
	- Students Fees: B.Arch & M.Arch - Receipts of Students Degree Fees)		
6	e-governance reports on Examination to be attached (- Screen shot of AU Examination Portal & login - Sample of online Examination Form - Sample Report of online entry of Assessment marks)		
7	Documents for Employee's Provident Fund & Gratuity, Group Insurance, Maternity Leave, Medical Leave to be attached		
8	Total number of non-teaching staff year wise during the last five years to be updated		
9	Recording the incremental improvement in various activities to be done.	IQAC	Ar.Sheeba/Ar.Jenita/Ar.Pavai

## CRITERION 7:

	Suggestions	Action to be taken by	
1	To begin segregation of wastes in the campus by allotting different bins as a part of green initiative.	Infrastructure Management	Ar. Manimegalai
2	Separate room for E waste and paper waste		
3	Co ordinate with recycle centre - <a href="http://Kuppathotti.com">Kuppathotti.com</a>		
4	Energy Audit to be conducted by June and energy saving measures to be noted	Criteria 7	Er.Prakash
5	Collect all bills, purchase orders and take pictures		
6	Green campus initiative - Ban plastic in campus		Ar. Manimegalai
7	Plant trees and shrubs - Co ordinate with Ar. Bharathi		Ar.Sindhu M & Ar.Gayathri
8	Bamboo yard behind OAT		
9	Plant Neem tree and Badam trees in OAT		
10	Interactive Learning - Academic		Ar. Sheeba and Ar. Jenita

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9	Plant Neem tree and Badam trees in OAT		
10	Interactive Learning - Academic		Ar. Sheeba and Ar. Jenita
11	Outcome of the activities with relevant learnings happened at academy		
12	Skill Will Activities - Collect outcomes of club activities that resulted in specific skill development within the students apart from Architecture - Collect details from alumni past 5 years		Ar. Shyamala, Ar. Pallavi, Ar. Divya
13	Social multipurpose space - How does canteen, auditorium, crit hall act as a social gathering space to enhance the interaction.	Infrastructure Management	Ar. Manimegalai
14	Social multipurpose space - How does construction yard and OAT act as a social gathering space to enhance the interaction.		Ar.Sindhu M & Ar.Gayathri
15	Consider Space adjacent to OAT for canteen, Replace the pavement tiles		

  
Ar. Sheeba J 28/4/23

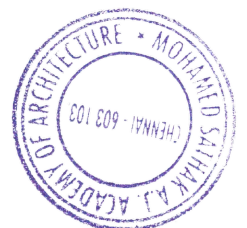
IQAC Co-ordinator

  
Dr. Ranees Vadamuthu 28/4/23

IQAC Chairperson

  
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## Minutes of Training Program on SSR Presentation-I

Conducted on 29 April, 2023 by IQAC.

The meeting was conducted to train and assess the Self-study report (SSR) for NAAC criterion-wise along with IIQA, Profile, Extended Profile, Executive Summary and SWOC Analysis. Dr. Raneer Vedamuthu - Director of MSAJAA, Ar. J. Sheeba- IQAC co-ordinator and Mentor Dr. T.Thyagarajan reviewed the work done by the staff members with the team heads. Two sessions were planned for the day. The first session was on IIQA, Profile and extended profile. Post tea break, the session two continued with every criterion heads discussing their prepared SSR report based on the manual for Affiliated/Constituent UG & PG Colleges (2022). The discussion led to valuable suggestions for faculty members to incorporate in each criteria of NAAC.

### Preparation of IIQA:

	Suggestions	Action to be taken by	
1	Registered e-mail id to be created with MSAJAA domain. (7)	Social Media & IQAC	Ar. Vashni/ Mr.Jagesh & Ar.Pavai
2	View document to be embedded and linked to website (8), (12), (18), (21)		
3	POSH cell to be included in statutory cells. (25)	POSH cell	Ar. Barathi & Ar. Durga
4	RTI (27) to be marked yes	IQAC	Ar. Pavai
5.	Academic MoU with foreign institution (28) to be updated (28)	IQAC & Research Team	Ar. Pavai & Ar. Vandana Balakrishnan
6	Date of uploading data on MHRD website for All India Survey on Higher Education (AISHE) to be updated (29)	Admin & IQAC	Mr. Kannan / Mrs.Revathy & Ar. Pavai
7	Attach Certification by the Head of the Institution for having complied with Rules & Regulations of Central Government, UGC and other Statutory Bodies, State Government and Affiliating University in the prescribed format enclosed herewith. (30)	Director & IQAC	Dr. Raneer Vedamuthu & Ar.Pavai.
8	Registration Fee paid details to be updated. (31)	IQAC	Ar. Pavai



**Dr. Raneer 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)  
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## Preparation of Profile:

	Suggestions	Action to be taken by	
1	Contact number to be updated in (2. for communication)	IQAC	Ar. Jenita
2	(6. Sources of funding) to be updated	Accounts & IQAC	Mr.Abith Basha & Ar.Jenita
3	View document to be embedded in 7b. Enclose the certificate of affiliation.	Social Media & IQAC	Ar. Vashni/ Mr.Jagesh & Ar. Jenita
4	Qualitative and Quantitative to be marked as "NA" and "O"	IQAC	Ar. Jenita
5	Enclose the approval letter of COA in 7d.	Admin & IQAC	Mr. Kannan / Mrs.Revathy & Ar. Jenita
6	Location of the campus and area in sq.mts - prepare necessary documents.		
7	12 & 13 points of the profile to be included.		
8	Sanction letter approved by the Management as per COA for teaching and non-teaching positions to be enclosed. (14)	Admin , Accounts & IQAC	Mr. Kannan / Mrs.Revathy & Mr.Abith Basha & Ar.Jenita
9	Visiting/Guest Faculty Engaged with the college to follow the standard terminologies of COA	Admin & IQAC	Mr. Kannan / Mrs.Revathy & Ar. Jenita
10	Detail of Students admitted to the College During the last four Academic Years to be filled (17)	Admin & IQAC	Mr. Kannan / Mrs.Revathy & Ar. Jenita
11	Students Enrolled in the College during the Current Academic Year- Other state quota, Management quota to be included (18)	Admin & IQAC	Mr. Kannan / Mrs.Revathy & Ar. Jenita
12	Unit cost of education (19)	Accounts & IQAC	Mr.Abith Basha & Ar.Jenita

## Preparation of Extended Profile:

	Suggestions	Action to be taken by	
1	Student: Number of students year-wise during the last five years. Upload institutional data and supporting document for all 5 years	Admin & IQAC	Mr. Kannan / Mrs.Revathy & Ar. Sheeba
2	Teacher: Number of full time teachers year-wise during the last five years. Upload institutional data and supporting document for all 5 years	Admin & IQAC	Mr. Kannan / Mrs.Revathy & Ar. Sheeba
3	Expenditure: Excluding salary component year wise during the last five years (INR in Lakhs) Upload supporting document for all 5 years	Accounts & IQAC	Mr.Abith Basha & Ar. Sheeba



*Ranee Vedamuthu*

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## CRITERION 1:

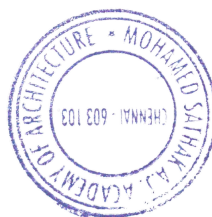
	Suggestions	Action to be taken by	
1	To update formats with recent SSR manual	Ar.Yagapriya/ Ar.Anbarasi	
2	Follow SOP for clarifications		
3	If students have done any value added courses during online class semester that can be added. (1.1.1)	ECC team	Ar. Shyamala/ Ar. Pallavi/ Ar. Priti
4	Description about institutional curriculum planning, academic calendar and assessments to be described in 500 words. (1.1.1)	Ar. Sathish Kumar / Ar. Janani	
5	Check credits for architecture in academic flexibility. (1.2)		
6	UHV for students to be initiated (1.3.1)	UHV	A.Shilpa Das
7	Exit survey and analysis in the form of bar chart and pie chart to be documented	Ar.Sheeba/Ar.Jenita/ Ar.Pavai & Ar.Yagapriya/ Ar.Ranjani, Ar.Anbarasi	
8	Action reports to be generated for the exit survey	IQAC & Feedback	
9	SSS – questionnaire, analysis, action taken report, impact and implementation to be informed to stakeholders		
10	Feedback on curriculum and teaching to be assessed	AU&M	Ar. Sathish Kumar/ Ar. Janani

## CRITERION 2:

	Suggestions	Action to be taken by	
1	Quantitative metric to be uploaded in the prescribed format/template provided. (2.1.1 & 2.1.2)	Admin	Ms.Ayisha Rahman & Ms.Revathy/ Mr.Kannan
2	Intake vs full-time faculty to be calculated as per norms (2.2.1)		
3	Evaluation process and reforms to follow the implementing regulatory body (2.5.1)	AU&M/Grievance Redressal	Ar. Sathish Kumar/ Ar. Janani / Ar.Anbarasi
4	(2.6) Graduate attribute – CO PO mapping Note: R 2017-Qualitative; R 2021-Quantitative	AU&M	Ar. Sathish Kumar / Ar. Janani

## CRITERION 3:

	Suggestions	Action to be taken by	
1	Add outreach for previous year (3.1.1) Identify government and non-governmental agencies if any (INTACH, IIA, CMDA etc)	Research & Faculty Development	Ar. Vandana Balakrishnan
2	Identify and fill gaps- action plan with		



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	timeline to be prepared. (3.2.2)		
3	Calculate the quantitative metric based on existing available data, source the other required data(3.2.2)		
4	Tabulate the quantitative, benchmark and gap (3.2.2)		
5.	Extension activities to add more than NSS activities. Include urban concerns, tangible and intangible heritage. Publish AVs in website (UD and Rural studio) (3.4.1)	NSS & Social Outreach Team	Ar.Hawa Nachiya/Ar.Pavithra/ Ar. Tharika/ Mr.Jegadeesh & Ar.Vashni Livingston/Mr.Jagesh
6	Awards and recognition from government and government recognized bodies to be identified (3.4.2)		

## CRITERION 4:

	Suggestions	Action to be taken by	
1	Open source software for library to be established (4.2)	Library Team	Ar.Zulfia Farhana & Mr.Nehru
2	Membership with other library to be identified. Inter Library Loan (ILL) to be checked		
3	Online Public Access Catalogue (OPAC) to be made available in library.		
4	Separate reference section to be added - to include rare book preservation, book bank SC/ST, digitization, self check-in / self issue		
5.	Education Multimedia Research Centre (EMMRC ) to be checked for automation		
6	Automation for footfall accessing library (registered online) to be identified including e-journal access.		
7	Any awards given for most accessing user of the library - UG/PG/Teacher.		
8	Contact Mr. Arul Selvan and Mr. Krishnamoorthy for clarification regarding library requirements.		

## CRITERION 5:

	Suggestions	Action to be taken by	
1	Data regarding placement of outgoing students and students progressing to higher education during the past 5 years to be	Placement cell & Alumni Connect	Ar. Sathish Kumar & Ar.Angeline/Ar.Zameer



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	collected. (5.2.1)		
2	Data regarding students qualifying in the state/national/international level examinations during the past 5 years to be collected. (5.2.2)		
3	Data regarding entrepreneurship of alumnus to be supported. (5.2)		

## CRITERION 7:

	Suggestions	Action to be taken by	
1	Skill-will (regd. club activities as a learning for students of MSAJAA) and Interactive participative learning (social outreach activities of MSAJAA) are identified as best practices by Prof .TT (7.1)	ECC, UHV, NSS & Social Outreach Team	
2	All audits for all years to be done by external agencies- to include academic audits, green audit & energy audit	Team Head	Ar.Porchelvi & Ar.Shilpa
3	Energy audit- identify renewable resources, solar, LED, monitoring consumption of AC	Infrastructure Management & Labs and construction yard	Ar.Manimegalai & Er.Prakash/Ar.Sindhu Mohan & Ar.Gayathri
4	Green/environmental audit- policies to protect greens on campus, waste segregation, STP, usages of solar powered bikes and bi-cycles for accessibility.		
5.	Water conservations measures like rain water harvesting, metering of water usage, RO plant, ground water recharge if any to be identified and provided.		
6	Waste segregation- plastic free campus, mulching pits, segregation bins and recycling activities to be identified.		
7	Disabled friendly (DIVYANJAN) – Ramps, lifts, wheelchairs in library and campus, tactile, restrooms to be fixed.		

  
Ar. Sheeba J

IQAC Co-ordinator

  
Dr. Ranees Vadamuthu

IQAC Chairperson





Dr. Ranees Vadamuthu  
Director

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## Minutes of the IQAC Meeting – Review meeting of SSR (NAAC)

Conducted on 23<sup>rd</sup> May, 2023 by IQAC

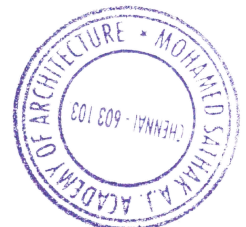
The meeting was conducted to discuss on the plan of action and progress for the upcoming internal audit scheduled in June 2023. Dr.Ranee Vedamuthu, Director of MSAJAA, Ar. J. Sheeba- IQAC co-ordinator, discussed with the Team heads – criterion wise about the work to be done for the upcoming internal audit. The discussion led to valuable suggestions for the Team heads to incorporate in each criteria of NAAC.

### CRITERION 1:

	Suggestions	Action to be taken by		Timeline
1	(1.4.1) Collect max alumni feedback from all batches– atleast 30%	Alumni	Ar. Angeline/ Ar.Zameer	to be processed by 22.06.2023
2	Include (1.3.2) for thesis.	Internship & Student Data (ISD)	Ar.Anceline/Ar.Sindhuja C	
3	(1.3.2) Professional feedback to get in touch with our externals – atleast 25 from abroad employers			
4	(1.4.1) Student feedback to be uploaded in website	Website team	Ar.Vashni / Mr.Jagesh	
5	(1.4.1) Greivance addressal list to be updated for – 2021/2022	Grievance Redressal	Ar.Anbarasi	
6	Student council to be formed with IRIS members	ECC	Ar.Shymala/Ar.Pallavi/ Ar. Priti	

Dr. Ranee Vedamuthu  
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## CRITERION 2:

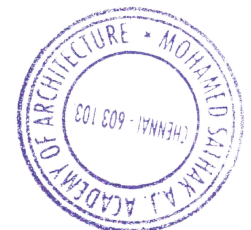
	Suggestions	Action to be taken by		Timeline
1	(2.1.1) Student Enrolment Percentage - Recieved database from admin to be updated in the template.	Academic Upraisal and Monitoring (AU&M)	HOD, Ar.Janani & Ar.Barathi	to be processed by 22.06.2023
2	(2.1.1) Number of students admitted year wise during last five years. (Both Programmes) B-Arch & M-Arch Forms/Excel sheet to be circulated to final year students. Link to be uploaded in the website. Transfer students to be included.			
3	(2.3.1) Student centric methods Link to be uploaded in the website.	Website Team	Ar.Vashni Livingston & Mr.Jagesh	
4	(2.4.1) Percentage of full-time teachers against sanctioned posts during the last five years Staff data with signed copy. Secretary to be signed.	Accounts	Mr.Basha	
5	(2.5.1) Evaluation Process and Reforms to be digitise the records available in proper scanned copy.	Academic Upraisal and Monitoring (AU&M)	HOD, Ar.Janani & Ar.Barathi	
6	(2.6.1) Students Performance and Learning Outcome to be done for M.Arch.			
7	(2.6.2) Expert lecture to be conducted for attaining CO's 7 PO's			

## CRITERION 3:

	Suggestions	Action to be taken by		Timeline
1	(3.1.1) Notified ugc care notified journals to be identified for publishing papers	Research & Faculty Development	Ar.Vandana Balakrishnan & Ar.Aathirai	to be processed by 22.06.2023
2	(3.2.2) Proof of entrepreneurship to be documented			

Dr. Raneel Vedamuthu  
Director

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3	(3.4.1) All workshops to be documented	R&D and NSS	Ar.Vandana Balakrishnan / Ar. Aathirai & Ar. Tharika/Ar. Pavitra/ Mr.Jagadeesh	to be processed by 22.06.2023
4	(3.4.3) NSS activities to be organised - planting drive and fire drill	NSS	Ar.Hawa Nachiya	
5	(3.5.1) International conference to be arranged.-gis, geo thermal mapping	Research & Faculty Development	Ar.Vandana Balakrishnan & Ar.Aathirai	end of July

## CRITERION 4:

	Suggestions	Action to be taken by		Timeline
1	(4.1.1) Hostel plans and details to be received from Jagesh	Infrastructure Management	Ar.Manimegalai/ Mr.Prakash	to be processed by 22.06.2023
2	(4.1.1) Art workshop room to be arranged			
3	(4.1.1) Fire service license and structural stability to be updated.			
4	(4.2.1) Website- onlin- types of books in different sections , rare book collection and open source to be established	Library Team	Ar.Zulfia Farhana & Mr.Nehru	
5	(4.2.1) Contact anna university staff for membership			
6	(4.2.1) Opac to be updated.			
7	(4.2.1) Recommended reading section in library to be updated and Nametags to be updated in the sections			
8	(4.4.1) Maintenance of reports- bill required. – check in management- for painting, renovation- to be given to Principal	Accounts, Infrastructure Management team	Mr.Abith Basha & Ar.Manimegalai/ Mr.Prakash	

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9	(4.4.1) Xerox to be taken for all bills- to be attested by Principal or Director.	Accounts, Infrastructure Management team	Mr.Abith Basha & Ar.Manimegalai/ Mr.Prakash	to be processed by 22.06.2023
10	(4.2.1) Library committee formation to be documented	Library Team	Ar.Zulfia Farhana & Mr.Nehru	

## CRITERION 5:

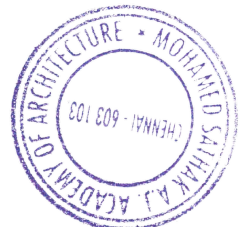
	Suggestions	Action to be taken by		Timeline
1	(5.4.1) Documentation of Alumni meet	Alumni	Ar. Angeline/ Ar.Zameer	to be processed by 23.06.2023
2	(5.1.1) scholarship details to be collected from admin QnM	ECC	Ar.Shymala/Ar.Pallavi/ Ar.Priti	
3	To organize the annual day by the end of august.			

## CRITERION 6:

	Suggestions	Action to be taken by		Timeline
1	(6.1) Institutional vision and mission to be redrafted	Infrastructure Management	Ar. Shyamala	to be processed by 23.06.2023
2	(6.2) policy document to be drafted	IQAC	Ar.Sheeba/ Ar.Pavai/Ar.Jenita	
3	(6.3.1) Director's points to be added			
4	(6.3.2) Financial support regarding professional membership fee to be checked during the last five years	Admin	Ms.Revathy/ Mr.Kannan	to be processed by 23.06.2023
5	(6.3.3) FDP to be updated by faculty for 2018-2022	IQAC	Ar.Sheeba/ Ar.Pavai/Ar.Jenita	
6	(6.4.1) Internal audit for budget to be clarified with Professor TT			
7	First IQAC formation meeting to be arranged.			

**Dr. Raneel Vedamuthu**  
Director

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8	Annual budget - split up to be prepared for AMC, Salary, Consumables, Library and Miscellaneous expenses	Finance	Mr. Abith Basha	to be processed by 23.06.2023
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## CRITERION 7:

	Suggestions	Action to be taken by		Timeline
1	Boards with 'Plastic ban/ No smoking/ Other signage to be installed in lobby and canteen	Infrastructure Management	Ar.Manimegalai/Mr.Prakash	to be processed by 23.06.2023
2	UHV has to document - blood donation camp organised by NSS, kits provided for housekeeping through WEC and staff training program	Universal Human Values Cell	Ar. Shilpa Das	
3	Anti drug & Anti ragging committee to stick rules and posters on corridors	Anti drug cell/ Anti ragging cell	Ar.Durga/Mrs Ayisha	
4	Institutional best practices - 1st years to conduct Pot luck at MSAJAA OAT.	First year faculties		
5	Institutional distinctiveness - to Consider heritage & conservation activities of heritage cell /M.arch- outside academic activities - to be discussed with Prof. TT for approval	Heritage cell	Ar.Aathirai	

Ar.Sheeba J

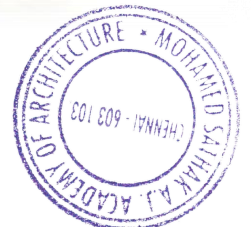
IQAC Co-ordinator

Dr.Ranees Vadamuthu

IQAC Chairperson

Dr. Ranees Vadamuthu  
Director

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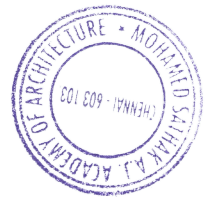


## Internal Audit-2 for NAAC-SSR Preparation

### MINUTES OF MEETING

Dr. Raneer Vedamuthu  
Director

Md.Sathak A.J. Academy of Architecture  
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**NAME OF THE MEETING: "Internal Audit-2 for NAAC-SSR Preparation"**

**CONDUCTED BY:** Architecture / IQAC CELL

**DATE:** 23.06.2023

**VENUE:** Conference Hall, Mohamed Sathak A.J Academy of Architecture.

**NO. OF PARTICIPANTS:** 35

**NO. OF AUDIENCE/ ATTENDEES:** 35

## **ABOUT THE MEETING:**

The IQAC cell of Mohamed Sathak A.J Academy of Architecture scheduled a meeting on **Internal Audit-2 for NAAC-SSR Preparation** for the teaching and non-teaching faculties of MSAJAA on 23.06.2023, Friday. The meeting started at 9.30 AM with instructions by Dr.Ranee Vedamuthu, Director, MSAJAA, following which each criterion heads discussed their work progress of NAAC-SSR preparation. At the end of each criteria discussion doubts were clarified. The meeting concluded successfully at 12.30 PM.

**MEETING COORDINATOR:** Ar. Sheeba.J, Associate Professor, MSAJAA.

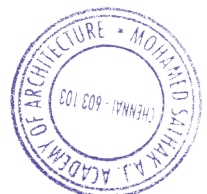
## **MEETING PLAN WITH COORDINATOR DETAILS:**

**Ar. R.Pavai**, Assistant Professor, MSAJAA

**Ar. T.Jenita**, Assistant Professor, MSAJAA

**Dr. Ranee Vedamuthu**  
Director

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## MEETING SCHEDULE:

### **Internal Audit-2 – 23<sup>rd</sup> June 2023**

Time: 9.30 AM-12.30 PM

Venue: MSAJAA conference hall

### **Programme:**

#### **Date : 23.06.2023**

09.30 AM – 12.00 PM	Presentation by Criterion Heads
	Topic: <i>NAAC – SSR Presentation – by 1-7 Criteria</i>
12.00 PM – 12.30 PM	Discussion & Clarification

Dr. Raneel Vedamuthu  
Director

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