

# 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



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

by Dr. Prof. Thyagarajan

Conducted from 24<sup>th</sup> to 27<sup>th</sup> July, 2023

The meeting was conducted to review the data collected for the past five years (2018 – 2023) and to appraise the progress for the SSR, NAAC. The meeting was conducted through G-meet (<https://meet.google.com/ctc-gnxh-xuo>) and was projected in the conference hall of MSAJAA for the NAAC and IQAC team members. The discussion led to valuable suggestions for the Team heads to incorporate in each criteria of NAAC.

### Schedule:

Day 1	04.07.2023	FN	9:30 am – 12:00 pm	Criteria II – presented by Ar. Janani and Ar. Sathish
Day 2	25.07.2023	FN - 1	9:30 am – 11 :00 pm	Criteria VII – presented by Ar. Porchelvi and Ar. Shilpa
		FN - 2	11:00 am – 12 :00 pm	Criteria I – presented by Ar. Yagapriya and Ar. Janani
Day 3	26.07.2023	AN	7:00 pm – 8:00 pm	Criteria IV –presented by Ar. Manimegalai
		AN	8:00 pm – 9:00 pm	Criteria VI –presented by Ar. Jenita and Ar. Sheeba
Day 4	27.07.2023	FN - 1	9:30 am – 11 :00 pm	Criteria V – presented by Ar. Pallavi and Ar. Angeline Shinola
		FN - 2	11:00 am – 12 :00 pm	Criteria III – presented by Ar. Vandana and Ar. Anceline

### Discussions:

CRITERIA 1- Curricular Planning and Implementation		
KI	COMMENTS	TIMELINE
1.1.1	Focus on implementing the effectiveness of curriculum planning and delivery.	Action to be taken by the respective team members and updated by the next review
1.2.1	Value added courses should not be electives. Implementation of value added courses followed from the current academic year.	
1.2.2	KI completed	
1.3.1	KI completed	
1.3.2	KI completed	



Dr. Ranees Vadamuthu  
Director

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1.4.1	Fulfill feedback collected, analysed, action taken and feedback hosted on the institutional website for 5 years	
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CRITERIA 2- Teaching- Learning and Evaluation		
KI	COMMENTS	TIMELINE
2.1	To follow COA norms for faculty student ratio.	Action to be taken by the respective team members and updated by the next review
2.1.1.1	Number of students admitted year wise to be revised, check sanctioned intakes and attach proof for the same.	
2.1.1.2	Proper justification to be provided as sanctioned intake is reduced in 2019 as 90 nos.	
2.1.2.1	Students admitted in reserved category to be recalculated and verified.	
2.2.1	Student staff ratio should be based on sanctioned intake and not based on enrollment. Rework on calculation and verify.	
2.3	For teaching learning process, student centric methods were approved. Details to be filled in by all staffs	
2.4.1.1	Sanctioned posts for teaching staff/ fulltime teachers to be calculated year wise and justified as per COA norms	
2.4.2.1	Percentage of full time teachers with PhD to be updated according to COA	
2.5.1	KI completed	
2.6.1 / 2.6.2	Files to be maintained for each of the following 1. CO PO attainment for B.Arch and M.Arch to be done. 2. Assessment- Sample of all internal question papers with CO PO to be attached. 3. Evaluation - answer sheet to be evaluated based on CO and PO bar and pie chart to be maintained for blooms taxonomy. (Refer page 43 of examination reforms given by AICTE)	
2.6.3	Final year PG result data to be included.	
2.7.1	Student data base prepared.	

*Please refer Anna University SSR for clarifications if any.*

CRITERIA 3 - Research Innovation and Extension.		
KI	COMMENTS	TIMELINE
3.1.1	a) Number to be replaced as Rupees in the tabular column. b) Fund received is poor, take steps in war footing manner to obtain research grants	Action to be taken by the respective team members and updated by the next review
3.2.1	a) Infrastructure for incubation cell with cubicles to be established in college and documented pictorially. b) Ecosystem with a cell for technology transfer and innovation (TTI), intellectual property rights (IPR) , sponsored research	



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	consultancy, entrepreneur development, cell for innovation. c) Structured policy and advisory committee with external experts from HEI, RnD and industry for the above mentioned ecosystem- Check page 59 of AU SSR	
3.2.2	a) Number of participants and report links to be updated in 2019-2020, 2020-2021, 2021-2022, 2022-2023 tabulation. b) Attendance of participants proof to be added in the report.	
3.3.1	a) Scopus indexed journals can be added. This KI is our major weakness, needs to be strengthened. b) Invite people from government agencies, HEI, RnD and industry to create awareness among students and staff	
3.3.2	Improvise on the four components -book chapters, national/international conferences in the last 5 years to be focused. a) Senior faculty to be urged to pursue Ph.D b) Thesis to be converted to papers. c) Sensitization of faculty and students to be regularly done d) Research advisory committee with external expert to be established for paper publications for encouraging staff and students e) Book chapters in Springer can be initiated	
3.4.1	Focus on sensitizing students to social issues for their holistic development - seminars, workshops etc.	
3.4.2	a) Create action plan with pragmatic timelines for this KI b) Awards to be recognized for the best YRC award, best student councilor	
3.4.3	Mention the activities students have done based on the sensitization mentioned in 3.4.1 (outreach activities) like Swatch Bharat, AIDS awareness, Gender issues etc.	
3.5.1	a) MOU's objectives (faculty exchange, student exchange, internship, field projects, on the job training, research and other academic activities) to be mentioned in any of the roles in this mentioned KI. b) MOU's with alumni entrepreneurs and established firms for field projects, internships, faculty training and related activities. c) NITTTR mou's to be initiated.	

## CRITERIA 4- Infrastructure and Learning Process

KI	COMMENTS	TIMELINE
4.1.1	a) Professionally captured activity based photos to be replaced for studio references. b) Smart classroom should have facilities like wifi, computer, PA system, access to e-resources and projector. c) Sanctioned details to be uploaded. (refer COA norms and AICTE) for lab requirements. d) Shared facilities to be documented.(Without mentioning as shared)	Action to be taken by the respective team members and updated by the next review



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	<p>e) Terrace floor plans to be prepared. f) Fire safety plan to be prepared. g) Lift, generator license to be checked.                  h) Transformer capacity to be mentioned.                  i) Workshop room to include more tables.                  j) Gym photographs to be included                  k) Segregate indoor and outdoor pictures of sports area                  l) Pictures depicting active usage of playground and auditorium to be included.                  m) Specific captions to be added for all photographs.                  n) Qualifications and details of sports staff to be included.                  o) General facilities like hostel, health centre, students amenity centre, cafeteria, parking (2 wheeler, 4 wheeler) and day care centre details to be added and pictorially documented.</p>	
4.1.2	Check in SOP if it is financial year or academic year.	
4.2.1	<p>a) Library written content is exemplary.                  b) Shodhganga, e-journals, digitization using infolibnet, internet access for student using laptop for e-journals to be included.                  c) Library committee is mandatory.                  d) e-copy of rare books collection to be added.                  e) Manual library footfall to be documented digitally to monitor remote usage of e-journals.                  f) Library audit to be conducted</p>	
4.3.1	<p>a) Firewall details and Main server details to be added.                  b) Networking details, server details to be added</p>	
4.3.2	Ratio of student computer ratio should be 1:5; another 60 computers required to achieve benchmark A	
4.4.1	Policy documents for Library, IT and Maintenance to be added.	

CRITERIA 5 - Student support and progression		
KI	COMMENTS	TIMELINE
5.1.1.1	Benchmarks to be improved for scholarship percentage to 50-60 %	Action to be taken by the respective team members and updated by the next review
5.1.2	KI completed	
5.1.3	Student attendance with signature to be attached for participation proof	
5.1.4	<p>a) Grievance form and clearing data to be uploaded in the website                  b) Statistical data including Google form should be recorded year wise and uploaded in the website.</p>	
5.2.1	<p>a) Start a placement cell immediately                  b) Proof of salary to be attached for employed alumni                  c) Letterhead to be attached for self-employed alumni                  d) Placement data to be collected through LinkedIn and other social media websites.                  e) Freelancers proof to be attached.                  f) Split-up of placement, self-employed and higher education evidences to be documented.                  g) Create Google form with attachment of proof, assign faculty to</p>	



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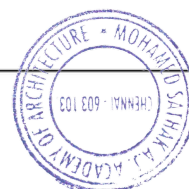
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	collect data for all years and review the same once in 15 days.	
5.2.2	KI to be completed with proof.	
5.3.1	The order of years to be followed as per SSR manual	
5.3.2	a) The order of years to be followed as per SSR manual. b) Certificates of participation and Award winners to be collected for previous years.	
5.4.1	Alumni contributions in terms of scholarship, financial grants, training placement career guidance, best outgoing student award, donation of books/computers, construction infrastructure- seminar hall, studio, hostel room and endowment lecture to be incorporated. b) Periodical alumni meeting to be conducted. c) Alumni to contribute money through gpay to be included in portal /website. (Refer IIT website)	

CRITERIA 6- Governance, Leadership and Management		
KI	COMMENTS	TIMELINE
6.1.1	Organogram and Institutional policy document to be attached	Action to be taken by the respective team members and updated by the next review
6.2	a) Strategic goals to be in line with Vision and Mission b) Collaborations to be briefly mentioned -National and International collaboration -Industry and community collaborations -Entrepreneurship & start up collaborations -State of the art infrastructure- Research and academics c) M.Arch, latest technology, conduct course for global competence to be mentioned in the goals d) Roadmap for academic excellence and research to separately briefed.	
6.2.2	KI completed	
6.3.1	Health care centre, Promotions and career advancement to be added as a welfare and performance measure.	
6.3.2.1	Professional body membership to be added - ISTE to be got.	
6.4	Description to be added. Financial audit completed.	
6.5	a) structuring of the following to be documented. - Quality initiative taken for curriculum, student progress, research with University. - Quality sustenance methodology - leadership changes, structured methodology. - Quality assurance methodology - mentoring b) Policies to be added c) Mention the training in quality aspects, maintaining AQAR and monthly reports in the description d) conduct of audits - academic, energy etc.	



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	e) Faculty training in AQAR, QIP etc. as a quality improvement initiative	
6.5.2	a) Formats and templates of ppt to be created. b) Pictorial representation to be added in SSR wherever relevant. c) Prepare checklist for course file, standardization methods for publishing paper, policy making and data collection	

CRITERIA 7- Institutional Values and Best Practices		
KI	COMMENTS	TIMELINE
7.1.1	a) Five years data for women empowerment and POSH activities to be prepared. (2018-2021 data missing) b) Day care centre, common room for boys and girls, gym and indoor sport for women, camera for security, health centre, gender sensitization (seminars, online workshops), counseling sessions to be documented for the past 5 years. c) POSH link to be updated in website. d) Number of working women in the institute, women in the management portfolio (Director, HOD academic, IQAC head, Counselors, Admission head) and ways to empower women to be shown as Institutional values. e) Celebration of National and International days.	Action to be taken by the respective team members and updated by the next review
7.1.2	a) Alternative sources of energy: solar lamps, solar street lights, e-charging station in parking to be documented. b) Energy conservation: automatic on/off of water overflow in OHT, sensor based/ timer based lights in common spaces, 5 star rating air conditioners and LCD Monitors for computer screens to be installed. c) Capacitors to be added in pumping motors. d) Segregation of waste in campus to be documented. e) Liquid waste and solid waste segregation (at source) should be recycled and used for gardening or flushing. f) Biowaste: Biogas kitchen in hostels. g) E-waste: buy back policy for electronics to be established. h) No hazardous waste in campus. i) Water conservation: rainwater harvesting (catchment area, liters saved), open well recharging, Mulching pit, RO capacity and sprinklers to be documented. j) STP required for grey water recycling. k) Bicycle facility from hostel to college to be implemented. l) Battery-operated car to be purchased. m) Greenery and Landscape in OAT to be documented n) Photographs and count of trees (playground, hostel, mess) on campus to be documented. o) Wheelchair and disabled-friendly toilet, tactile flooring (Library, lab, corridor, or Lobby recommended), screen reading mechanism, Braille books in the library to be implemented. p) Energy, Environmental and Green audits be done. q) No plastic initiative to be documented.	



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	r) Ramp for hostel to be constructed. s) Recommended persons for environmental audit - Kanmani, Kurian Joseph, Venkat Raman for Energy audit, Gunasekaran for green audit t) Solar panel to be installed wherever possible.	
7.1.3	Energy and Green audit contact Ms.Kanmani or Mr.Venkatraman	
7.1.4	-Inclusiveness, topics to be added under Tolerance, Harmony, Communal, Linguistic, Cultural, Socioeconomic, Regional, and other diversities to be celebrated and documented. -Communal harmony - World environmental day, yoga day, social awareness day and National science day to be celebrated and documented. -Multi-cultural harmony - Onam, Christmas and Pongal to be documented. - Two week induction program on UHV to be documented.	
7.2.1	-Best practice to be documented pictorial as on page 125 in Anna university SSR -Finalized collective curve and skill will. -Best practices are to be submitted in the NAAC template given with support documents.	
7.3.1	-For Institutional distinctiveness, heritage cell activities are identified. -Prepare preamble, objectives, activities and future goals in sub heads.	

  
Ar. Sheeba J

IQAC Co-ordinator



Ar. T. Sathish Kumar

NAAC Co-ordinator





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Meeting called by:		
Ar. Sheeba J		IQAC Co-ordinator
Meeting attended by:		
1.	Prof. Sathishkumar	NAAC coordinator, HOD administration
2.	Prof. Porchelvi S	Professor
3.	Prof. Vandana Balakrishnan	Professor
4.	Ar. Divya Chakravarti	Associate Professor
5.	Ar. Yagapriya S	Associate Professor
6.	Ar. Janani S	Associate Professor
7.	Ar.Pallavi Damodharan	Associate Professor
8.	Ar.Manimegalai	Associate Professor
9.	Ar.Anbarasi	Associate Professor
10.	Ar.Ancelin	Assistant Professor
11.	Ar.Pavai R	Assistant Professor
12.	Ar.T. Jenita	Assistant Professor
13.	Sindhu Mohan	Assistant Professor
14.	Er. Prakash	Assistant Professor
15.	Ar. Priti G	Assistant Professor
16.	Ar. Shilpa Das	Assistant Professor
17.	Er.Durga	Assistant Professor
18.	Ar.Zulfia	Assistant Professor
19.	Ar.B.Gayathri	Assistant Professor
20.	Ar.Aathirai	Assistant Professor
21.	Ar. Angeline Shinola	Assistant Professor
22.	Mr.Nehru	Librarian
23.	Mr. Kannan	PA to Dean



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ATTENDANCE SHEET

Event / Meeting: NAAC - SSR Review , Prof. TT.

Venue: Conference hall / meet

Date & time: 24.07.23 & 25.07.23 & 27.07.23

Conducted by: IQAC.

S.NO	NAME OF THE STAFF	DESIGNATION	SIGNATURE WITH DATE
1.	M. Durga.	Asst. prof	M. Durga 24/7/23
2.	T. Jenita	Asst. Prof	T. Jenita 24/7/23
3.	R. Pava	Asst. Prof	R. Pava 24/7/23
4.	AR. JANANIS	Asso. Prof	AR. JANANIS 24/7/23
5.	Prof. Sathishkumar.	Hod - Admin	Prof. Sathishkumar 24/7/23
6.	Ar J. Sheeba	IQAC - head	Ar J. Sheeba 24/7/23
7.	PORCHELIP.S	professor	PORCHELIP.S 25/7/23
8.	Shilpa Das	Asst. Prof.	Shilpa Das 25/07/23
9.	DIVYA CHAKRAVARTI	Asso. Prof.	DIVYA CHAKRAVARTI 25/07/23
10.	So. Jagapriya	Assoc. Prof	So. Jagapriya 25/07/23
11.	Anbarasi, Hanna	- ABSENT -	
26.07.2023			
	Mani megalai, Prakash	Asso. Prof.	} EVENING MEET.
	Sindhu Mohan, Aayathi,	Asst. Prof	
	Zulfa, Nehru, Durga	Asst. Prof.	
	Sheeba, Jenita, Pava	IQAC TEAM	
	Sathishkumar. (NAAC coordi)	Professor	
27.07.23	Vandana. B.	Professor	Vandana. B.
21.07.23	Anceline Jacob	Asst. Professor	Anceline Jacob
27.07.2023	S.K. AATHIRAJ	Asst. Professor	S.K. AATHIRAJ
	Pava. R.	Asst. Prof	Pava. R.
	Jenita. T	Asst. Prof	Jenita. T
	Durga. M	Asst. prof	Durga. M
	Sathishkumar	HOD - Admin	Sathishkumar
	VASINI LINGARAJAN	Asst. Prof	VASINI LINGARAJAN



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

Conducted on 30&31 August, 2023 by IQAC

The meeting was conducted to internally audit the Self-study report (SSR) for NAAC criterion-wise. Dr. Ranees Vadamuthu, Director of MSAJAA, Ar. J. Sheeba- IQAC co-ordinator, Prof. Sathish kumar- NAAC Co-ordinator, reviewed the work done by the staff members for each criterion along with the team heads. Each criterion heads discussed their prepared SSR report based on the manual for Affiliated/Constituent UG & PG Colleges (2023). The discussion led to valuable suggestions for faculty members to incorporate in each criteria of NAAC.

CRITERIA 1- Curricular Planning and Implementation		
KI	COMMENTS	TIMELINE
1.1.1	<ul style="list-style-type: none"><li>Re-write on description which is suitable to our academy and course.</li></ul>	Action to be taken by the respective team members and updated by the next review
	<ul style="list-style-type: none"><li>Add programme educational outcome (PEO's &amp; Pos) in the description from the syllabus.</li></ul>	
	<ul style="list-style-type: none"><li>Filing of Documents completed</li></ul>	
	<ul style="list-style-type: none"><li>Academic calendar – Tentative &amp; Finalised with dates to be produced.</li></ul>	
	<ul style="list-style-type: none"><li>Academic Calendar should be matched with the AU calendar/Assessment schedule and to be produced as the final one.</li></ul>	
1.2.1	Mention the value added courses is been started from the 2021 syllabus.	
1.2.2	KI completed	
1.3.1	<ul style="list-style-type: none"><li>Be specific on writing description of the curriculum enrichment. Add hyperlink</li></ul>	
	<ul style="list-style-type: none"><li>Mention as outlined in the table and add hyperlink of the table below the description.</li></ul>	
	<ul style="list-style-type: none"><li>Add NSS and other WEC activities in the conclusion.</li></ul>	
1.3.2	To include Educational Tour, Study Visits, Statistical Charts for the same.	
1.4.1	<ul style="list-style-type: none"><li>Feedback to be signed by Director in all Documents &amp; to be uploaded.</li></ul>	
	<ul style="list-style-type: none"><li>Action taken Report for two years (2021-23) to be sent to AU student affairs for authentication.</li></ul>	
	<ul style="list-style-type: none"><li>The produced action taken table should be rewritten as Observations and not as outcome.</li></ul>	



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CRITERIA 2- Teaching- Learning and Evaluation		
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2.1	KI completed.	Action to be taken by the respective team members and updated by the next review
2.1.1.1	KI completed.	
2.1.1.2	Proper justification to be provided as sanctioned intake is reduced in 2019 as 90 nos.	
2.2.1	Student staff ratio should be based on sanctioned intake and not based on enrollment. Rework on calculation and verify. Supporting documents to be refined. Add sample biometric attendance and consolidated salary files with faculty signature.	
	Attendance book for visiting faculty to be maintained and to be added in pay-roll list.	
2.3.1	For teaching learning process, add lecture series happened for thesis students in student centric methods.	
2.4.1.1	Sanctioned posts for teaching staff/ fulltime teachers to be calculated year wise and justified as per COA norms	
2.4.2.1	Percentage of full time teachers with PhD to be updated according to COA. Documents (Degree certificate) to be enclosed for proof.	
	Previous interview documents to be collected for past 4 years. 1. Interview call for letter 2. Minutes of meeting 3. Sanction letter 4. Appointment letter	
2.5.1	KI completed	
2.6.1 / 2.6.2	Files to be maintained for each of the following 1. CO PO attainment for B.Arch and M.Arch to be done for last 1 year. 2. Assessment- Sample of all internal question papers with CO PO to be attached. 3. Evaluation - answer sheet to be evaluated based on CO and PO bar and pie chart to be maintained for blooms taxonomy. (Refer page 43 of examination reforms given by AICTE)	Action to be taken by the respective team members and updated by the next review
2.6.3	Final year PG result data to be included.	

*Please refer Anna University SSR for clarifications if any.*



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	d) Shared facilities to be documented.(Without mentioning as shared) e) Check for e-access/ remote access for the library to be done. (as each faculty can get the access individually).	Action to be taken by the respective team members and updated by the next review
4.1.2	a) Verification of IT infrastructure calculation to be done. b) Expenditure on construction/ purchase of equipments, furniture, vehicles etc for the past 5 years to be collected.	
4.2.1	a) Library committee is mandatory. It has to be formed and Library audit to be conducted. b) Ar. Zulfiya to follow up for the books given by the faculty to the academy library.	
4.3.1	a) LCS (Lecture capturing system) to be done on smart classrooms. b) Provision of smart classrooms can be included.	
4.3.2	Mention the page number and the link attached for the computers required at the academy based on COA norms/law.	
4.4.1	a) Salaries of housekeeping & securities can be included for the calculation of campus infrastructure maintenance. b) For campus Infrastructure Chair Convener – Prof. Mohammed Idris Head Member - Mr. Abith Basha Team members – Mrs. Durga and Mr. Prakash c) For Library Infrastructure Chair Convener – Dr. Raneer Vedamuthu Head Member - Ar. nandhagopal Team members – Ar. Zulfiya and Mr. Nehru d) For IT Infrastructure Chair Convener – Prof. Shanmugavalli Head Member - Prof. Sathish kumar Team members – Mr. Jegash and Mr. Shahul e) Garden maintenance contractor details to be collected from Prof. Mohammed Idris. Building maintenance officer – Mr. Madhavan f) Logbook to be maintained for movement of sports equipments. Ar. Gayathri to monitor the same. g) Bills to be produced for library facilities like OPAC etc. h) Accounts section to handover the lift and A/C bills to infrastructure team. i) Name of the website maintenance agency team to be mentioned and their appointment letter to be collected from Mr. Abith Basha. j) 4 nos. of fire extinguisher to be purchased for the academy. Computer lab – 2 & Auditorium – 2. k) Each floor has to be fixed with fire exists floor plans.	



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

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



CRITERIA 5 - Student support and progression		
KI	COMMENTS	TIMELINE
5.1.1.1	Benchmarks to be improved for scholarship and freeships and cross check the list of students benefited with Mr. Abith Basha.	Action to be taken by the respective team members and updated by the next review
5.1.2	KI completed.	
5.1.3	Student attendance with signature to be attached along with the event reports for participation proof.	
5.1.4	a) Replace Prof. Shanmugavalli as convener of Grievance Redressal and Ar. Anbarasi to take in-charge of WEC & POSH cells.	
5.2.1	a) Placement data to be collected through LinkedIn and other social media websites. b) Split-up of placement, self-employed and higher education evidences to be documented. c) Proofs of alumni data to be improvised for the year 2022-23. d) Create Google form with attachment of proof, assign faculty to collect data for all years and review the same once in 15 days.	
5.2.2	Students should be informed about the GATE examination date and training should be given in the academy.	
5.3.1	Students participated in online workshops and webinar can be added with the participation list. Cross check with Prof. TT.	
5.3.2	The order of years to be followed as per SSR manual.	
5.4.1	Alumni contributions in terms of scholarship, financial grants, training placement career guidance, best outgoing student award, donation of books/computers, construction infrastructure- seminar hall, studio, hostel room and endowment lecture to be incorporated. a) GATE coaching by alumni in the academy to be arranged. b) Periodical alumni meeting to be conducted. c) Placement cell to be formed.	

CRITERIA 6- Governance, Leadership and Management		
KI	COMMENTS	TIMELINE
6.1.1	Organogram and Institutional policy document to be prepared and added	Action to be taken by the respective team members and updated by the next review
6.2.1	Roadmap actions to be taken i) Setting of Climatology Lab- Identify softwares, Assignments & Student & Faculty Project works to be displayed (A3,A2 panels) – Dr.Shanmugavalli, Ar.Pallavi & Ar.Shyamala. ii) Making of Heliodome- Mechanical students can propose a model. iii) M.Arch Conservation team to establish Digital Photography lab.	
6.3.2	To include Ar.Vashni for year 2022-23, attended through FDP grants. Add INTACH & IIA Membership	
6.4.1	Add receipts of freeships, standardized fees & fees collected.	



*Ranee Vedamuthu*

Dr. Ranee Vedamuthu  
Director

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CRITERIA 7- Institutional Values and Best Practices		
KI	COMMENTS	TIMELINE
7.1.1	a) Day care centre, common room for boys and girls to be figured out. b) Gym and indoor sport for women to be proposed. 10 yoga mats & 1 treadmill to be purchased. c) Counseling room to be formed at the admin room.	Action to be taken by the respective team members and updated by the next review
7.1.2	a) Disable-friendly toilet to be proposed. b) Plastic free campus to be documented and waste to be dumped properly. c) RO plant's waste water can be used for floor mopping.	
7.2.1	a) Academy's 2 best practices to be finalized with Dr. Raneer Vedamuthu.	
7.3.1	a) Heritage cell room to be identified in the academy.	

Ar. Sheeba J

IQAC Co-ordinator

Dr. Raneer Vedamuthu

IQAC Chairperson



Dr. Raneer Vedamuthu  
Director

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<b>Meeting called by:</b>		
Ar. Sheeba J		IQAC Co-ordinator
<b>Meeting attended by:</b>		
1.	Dr. Ranees Vedamuthu	Director, MSAJAA
2.	Prof. H. Mohammed Idris	Principal, MSAJAA
3.	Prof. Sathish Kumar T	Head of the Department(Admin), MSAJAA
4.	Prof. Vandana Balakrishnan	Head of the Department(Academic), MSAJAA
5.	Prof. Porchelvi S	Professor
6.	Prof. Shanmugavalli K.R	Professor
7.	Ar. Barathi S.N	Associate Professor
8.	Ar. Sheeba. J	Associate Professor
9.	Ar. Anbarasi S	Associate Professor
10.	Ar. Yagapriya S	Associate Professor
11.	Ar. Janani S	Associate Professor
12.	Ar. Pallavi Damodara	Associate Professor
13.	Ar. Manimegalai	Associate Professor
15.	Mrs. Ayisha Rahman	Assistant Professor
16.	Ar. Angelin Shinola	Assistant Professor
17.	Ar. Priti G	Assistant Professor
18.	Ar. Sindhu M	Assistant Professor
19.	Ar. Anceline Jacob T	Assistant Professor
20.	Ar Shilpa Das	Assistant Professor
21.	Ar. Gayathri B	Assistant Professor
23.	Ar. Pavithra R	Assistant Professor
24.	Ar. Aathirai S.K	Assistant Professor
25.	Ar. Hawa Nachiya	Assistant Professor
26.	Ar. Pavai R	Assistant Professor
28.	Ar. T. Jenita	Assistant Professor
29.	Ar. Shyamala B	Assistant Professor
30.	Ar. Zulfia Farhana	Assistant Professor
31.	Er. Durga	Assistant Professor
32.	Er. Prakash	Assistant Professor
33.	Ar. Gayathri Sampath	Assistant Professor
34.	Mr. Abith basha	Accountant
35.	Mr. Kannan	PA to Dean
36.	Mrs. Revathy	Office Assistant



*Ranees Vedamuthu*

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### Internal Quality Assurance Cell (IQAC)

#### **Minutes of IQAC First Meeting.**

Meeting 1 – 11.09.2023

The 1st meeting of IQAC was held at 11.00 a.m. on 11.09.2023 in the Conference Hall, MSAJAA. The following members were present.

1.	Dr. Raneevedamuthu	Chairperson of IQAC.
2.	Ar. Sheeba. J	Coordinator of IQAC.
3.	Ar. Vandana Balakrishnan	Professor, MSAJAA.
4.	Ar. Barathi S N	Associate Professor, MSAJAA.
5.	Ar. T. Jenita	Assistant Professor, MSAJAA.
6.	Mr. Kannan. N	Senior administrative officer, MSAJAA.
7.	Mr. Vivek Anand	Nominee from Local Society.
8.	Mr. Anthony Thomas	Nominee from Industry.
9.	Mr. Saran Kumar. S	Student - Batch 2019 - 2024
10.	Ar. J. Suresh Krishnan	Alumni - Batch 2015 – 2020

- At the outset, the IQAC Chairperson, Dr. Raneevedamuthu welcomed the members of IQAC and briefed on the need and importance of IQAC at the Institute and its functions.
- The members introduced each other with an overview of their work experience.
- The IQAC coordinator, Ar. J. Sheeba presented about IQAC Objectives and Quality Measures taken by the institute with focus on,
  - Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
  - Propose roadmaps and plan of action for every academic year.
  - Collect information about the activities enhancing quality conducted by different committees for every academic year.
  - Collection and analysis of feedback from all the stakeholders on quality related institutional processes.
  - Dissemination of information on various quality parameters of higher education.
  - Organization of intra and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles.
  - Documentation of various programmes/activities leading to quality improvement

*Raneevedamuthu*

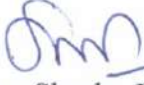
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- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- Implementation of e-governance for administrative purposes.
- Following were the suggestions of the members:
  1. Ar. Anthony Thomas:
    - Students of the fourth and fifth years to be exposed to office environment to understand technical infrastructure and functionality.
    - Awareness of students to the scope of varied fields related to architecture like real estate and project management.
    - Alumni and experts from specific technicality like lighting consultant to host lectures according to design requirement in different academic years.
  2. Ar. Vivek Anand
    - Incorporate the recent technological advancements to bridge the gap between theory based education and hands-on experience.
    - Enhance hand-on experiences to aid achieving professionalism.
    - Prioritize quality in design and compare with industry standards to achieve employability.
- The Chairperson, Dr. Raneel Vadamuthu collectively addressed the suggestions and projected MSAJAA's roadmap which is to strengthen the Research & Consultancy cell, applying for NIRF ranking to check the Institution's standard and NAAC accreditation in order to acquire autonomous status which would provide flexibility in running various programs.
- The end note was proposed by Ar. T. Jenita thanking the members of IQAC for their participation and suggestions.

  
 Ar. Sheeba J 14/9/23  
 IQAC Coordinator

  
 Dr. Raneel Vadamuthu  
 IQAC Chairperson

Encl: Detailed report on quality measures of the Institute.

  
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 Director  
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## **M.S. SATHAK A.J. ACADEMY OF ARCHITECTURE**

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### **Internal Quality Assurance Cell (IQAC)**

#### **Quality Initiatives by IQAC**

#### **1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.**

To achieve Quality Benchmarks, we have formed Functionary Committees and cells for Academic & administrative purposes to ensure quality for the benefit of students.

The parameters include teaching, infrastructure, shaping students skills through co-curricular & extra-curricular activities, social outreach activities, and encouraging out-of-classroom activities by participation in competitions, cultural and sports activities.

Recently our first year students designed a Parametric Couch as a skill enhancement activity by the ECC club.

We have exhibited our student's studies on Heritage and Urban Studies for Madras Week in August 2023 as an Outreach and Social change in Policy making for the city.

#### **2. Propose roadmaps and plan of action for every academic year.**

We have an Academic Calendar prepared and followed for every semester.

The roadmaps for this year are, Getting Cycle 1 NAAC Accreditation, Setting up of Climatology lab, Organizing FDP on emerging trends and needs, Research and Design thinking lectures for teachers .

We are conducting a FDP on "Advancing sustainable architecture with glass: A FDP for tropical climates" by September 13-15, Career development programmes for fourth and final year students, conduct of Academic Audit for Ac.Yr 22-23 by October first week, Conduct of library and Administrative audit for the year 2023, Continuing of Let's learn series by the in-house faculty members (Talks on Software, Green Energy, Sustainability, Art & History) for the benefit of students. Planning to sign MoU's for academic collaborations.

#### **3. Collect information about the activities enhancing quality conducted by different Committees for every academic year.**

We have varied cells like Grievance Redressal cell for complaints, Women Empowerment Cell, POSH cell, Anti ragging cell, Anti-Drug cell, Heritage Cell, Incubation cell, Research Cell and Social Outreach cell - NSS in our institution. As Quality initiatives we collect on the activities performed by the cells, measures taken by them and publish on the same in website annually.

In July 2023, the third year students of our Institute adopted a village named Vembedu in Thiruporur district. A seven days camp was organized and the institution contributed by donating books to

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community library, Painting the school walls, crafts activities for school children, Rally to eradicate Plastic, Counsellor talk was arranged, etc as a quality initiative and societal outreach activity.

#### **4. Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.**

We allocate mentor and mentee for the students in MSAJAA. The mentor meets the student four times in a semester and conduct Student mentorship programmes.

We also collect feedbacks from stakeholders -students, faculty, employers and parents every semester. The feedbacks are analysed and action/suggestions to improve the same are proposed and adopted.

We have two Counsellors(Psychatrist) visiting twice in a week to address student & staff concerns.

#### **5. Dissemination of information on various quality parameters of higher education.**

We have set our Vision & Mission as a guide rule for implementation strategies.

The Vision and mission of the institute was revised as per National Education Policy (NEP)2020 for Higher Education. The vision of NEP: Quality higher education must aim to develop good, thoughtful, well-rounded and creative individuals. Also, focus on academic credits earned by students to take courses as per their vocational, professional or intellectual requirement in addition to giving flexibility of suitable exit and re-entry points.

##### **Vision:**

Our academy envisions a holistic environment that fosters creative learning, emphasizes critical thinking skills for problem solving while presenting a multitude of opportunities for innovation and sustainability through the design of built environments.

We believe in a deep rooted understanding of the 3 'C's - *context, climate & culture* while aspiring for and setting global standards of excellence in architecture. We wish to inculcate a professional work ethic through a collaborative work culture and harness the potential of every individual towards being social change makers as well as global leaders of tomorrow. We aspire to create a resilient community of sensitive and sensible thinkers while bridging the gap between academia and practice. In our common future, lies the magnitude of possibilities for our entire fraternity.

##### **Mission:**

- To facilitate self directed learning through a well structured pedagogy
- To focus on skill refinement and technical proficiency in architectural education
- To adopt emerging technologies for design exploration in the academy and beyond
- To create an ecosystem of research, innovation and entrepreneurship
- To engage in academic collaborative ventures and establish industry partnerships for capacity building in architecture
- To become a hub for idea incubation with the motto- "*explore, experiment & exhibit*"

  
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## **6. Organization of intra and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles.**

Workshops on Bamboo and Brick construction, mud and ceramic works were conducted for students of different batches every year as a student centric methodology for learning in the institution.

Teaching Faculties have attended workshops on Universal Human Values conducted by AICTE. The objective was to orient faculty and mentors for incorporating UHV in education.

Design orientation talks by experts Ar.Pramod Balakrishnan, Ar.Ranjan Daniel, Ar.Vennila, Ar.Shripal Munshi were conducted for the benefit of final year Thesis students to enhance quality in design.

We have also conducted retrofitting and adaptive reuse workshops in association with INTACH by our M.Arch Conservation team in Jan 2023. Expert talks on HVAC systems, Structural systems as a part of curriculum was gain practical knowledge on the same.

Activities orienting to Documentary screening on Environmental awareness and talks on mental health awareness were conducted for students.

Poster design competitions were held for “World Human Rights day”.

We publish the info about the workshops/seminars by other HEI’s on the IQAC notice board.

## **7. Documentation of various programmes/activities leading to quality improvement**

We have the process of creating/documenting on the programmes/activities with Circular, Geo-tagged Photographs, Participants list and Attendance sheet, Details of the event, Recording Minutes of the meeting and circulating the same and prepare Action taken report based on the feedbacks collected..

The FDP/Workshops attended by the Teaching and Non-Teaching Faculty are recorded in the form of list and certificates by IQAC

## **8. Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.**

The IQAC cell acts the nodal agency in promoting quality sustenance in the Institute.

## **9. Periodical conduct of Academic and Administrative Audits along with their follow-up activities.**

Followed from Ac.Yr 2021-22. We have conducted Academic Audit for Academic Year 2021-22 in May 2023. Academic Audit for the year 2022-23 is scheduled in October 2023. Internal Audits for Library and Finance are planned to be conducted for this year.

## **10. Implementation of e-governance for administrative purposes.**

We are using Mastersoft Cloud as ERP software for e-governance.

- Recording of Attendance for Student and Faculty
- Class schedule uploaded for every semester and conduct of classes are regularly monitored.
- Leave application, permission, In/Out, Fee collection are recorded through biometric & ERP portal.



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

by Dr. Prof. Thiyagarajan

Conducted on 17<sup>th</sup> October, 2023.

The meeting was conducted to review the data collected for the past five years (2018 – 2023) and to appraise the progress for the SSR, NAAC. The discussion led to valuable suggestions for the Team heads to incorporate in each criterion of NAAC.

#### Agenda

Verify & Validation of the following Documents

1. IIQA
2. Executive Summary
3. SWOC
4. Criteria wise summary
5. Profile
6. Extended Profile
7. QIF- SSR, Criteria wise
8. Best Practices-1
9. Best Practices-2
10. Institutional Distinctiveness
11. Conclusion

#### Schedule:

09.30 AM - 10.30 AM	IIQA, Executive Summary, SWOC, Profile, Extended Profile By NAAC Coordinator & NAAC Coordinator i/c
10.30 AM – 10.45 AM	Tea Break followed by discussion on QIF
10.45 AM – 11.15 AM	Criterion 1 & Team Ar.Yagapriya & Ar.Anbarasi
11.15 AM – 12.00 PM	Criterion 2 & Team Ar.Sathish Kumar, Ar.Janani & Ar.Barathi
12.00 PM – 12.30 PM	Criterion 3 & Team Ar.Vandana Balakrishnan & Ar.Hawa Nachiya
01.00 PM – 01.45 PM	Lunch
01.45 PM – 02.15 PM	Criterion 4 & Team Ar.Manimegalai & Er.Prakash
02.15 PM – 02.45 PM	Criterion 5 & Team Ar.Pallavi & Ar.Angelin Shinola
02.45 PM – 03.15 PM	Criterion 6 & Team Ar.Sheeba & IQAC Team
03.15 PM – 03.45 PM	Criterion 7 & Team (Includes BP 1 & 2, Institutional Distinctiveness) Ar.Shilpa Das
03.45 PM – 04.00 PM	Conclusion by IQAC & NAAC Coordinator

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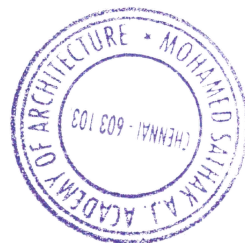


Discussions & Suggestions to include:

IIQA – Institutional Information for Quality Assessment			
S.No	COMMENTS	TIMELINE	
1-5	No changes	Action to be taken by the respective team members and updated by the next review.	
6	Replace the existing phone number with the Head of the institution- Director's contact number. Registered Email : director@msajaa.com Alternate Email : admin@msajaa.com		
7	Alternative number to be updated. Replace the existing phone number with the Principal's contact number. Alternative email to be IQAC e- mail id.		
8	Website url to end with ".edu"		
9	Years of graduation to be updated to 2022 & 2023.		
10-11	No changes		
12	<ul style="list-style-type: none"><li>- Check the attachment. Hyperlink to be embedded.</li><li>- All affiliation documents of COA and AU to be attached in one file</li></ul>		
13-17	No changes		
18	Check the attachment. Hyperlink to be embedded.		
19	No changes		
20	UG & PG specializations to be mentioned.		
21	Affiliation status to be mentioned as Provisional.		
22-24	Present data of teaching, non-teaching and student number on roll to be updated for the applying academic year(2023)		
25	<ul style="list-style-type: none"><li>- Include POSH.</li><li>- Add links to all cells &amp; committees.</li></ul>		
26	Date of IQAC formation to be updated as 22.12.2021		
27	<ul style="list-style-type: none"><li>- URL to be added.</li><li>- RTI in website to be updated and launched.</li></ul>		
28	All link to be embedded.		
29			
30	AU and COA compliance letter to be attested by Director/ Principal and uploaded.		
31	Update the date of paying fees.		
Executive Summary			
Introductory Note	<ul style="list-style-type: none"><li>- Subheadings to be refined as follows:<ol style="list-style-type: none"><li>Trust</li><li>MSAJAA</li><li>Programs/ Curriculum offered</li><li>Faculty</li><li>Infrastructure</li><li>Student Progression</li><li>Milestones (UP/PG/Faculty, Student, Institutional achievements, Entrepreneurship)</li></ol></li><li>- Hierarchy to be maintained such as Lab, studio, library, auditorium, sport facilities, canteen in sequence.</li></ul>		Action to be taken by the respective team members and updated by the next review
Criterion	C1:		

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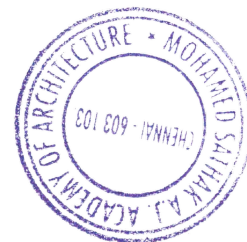
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wise summary	<ul style="list-style-type: none"><li>- Add OBE implementation.</li><li>- Mention PO, CO, PSO is well defined in the curriculum and dissemination among the students to follow OBE.</li><li>- Number of courses in PG, UG, and value added courses, online course, employability enhancement course, self-learning, and internship to be added. (Add pie chart with % )</li></ul> <p>C2:</p> <ul style="list-style-type: none"><li>- % of post graduated and PhD in number to be mentioned</li><li>- Student faculty ration to be listed first.</li><li>- Retention % of faculty to be mentioned.</li><li>- Faculty progression -FDPs, creative learning measures.</li><li>- Student and computer ratio</li><li>- Curriculum design (from university), evaluation in q. paper (from university)- mention implementing OBE in teaching learning in MSAJAA (include experiential learning, project based, peer, participatory learning)</li><li>- How teaching utilized IT facility, Google classroom based LMS.</li><li>- Automation in internal evaluation- (internally) Master Soft &amp; AU portal (university mandatory requirement)</li></ul> <p>C3:</p> <ul style="list-style-type: none"><li>- Mention the initiatives taken to promote research.</li><li>- Add the funded project by staff- Agency and approved amount. (faculty name need not be mentioned)</li><li>- Patent filled by Staff.</li><li>- MOU related to research.</li></ul> <p>C4:</p> <ul style="list-style-type: none"><li>- Follow the hierarchy – Academic related, co-curricular &amp; extra-curricular, IT Infrastructure.</li><li>- Mention the number of studios, seminar rooms, classrooms, computer lab, auditorium, library, hostel</li><li>- Library details about Shodh Ganga/ Shodh Sindhu.</li><li>- IT infrastructure – computer ratio.</li><li>- Internet speed to be 0.5 Gbps minimally.</li></ul> <p>C5:</p> <ul style="list-style-type: none"><li>- Include scholarships, skill development, co-curricular activities, involvement in the management of the academy- class committee, student council- workshops, personality development, society activities, grievance Redressal cell, anti ragging, POSH, hostel committee representative, NSS, induction program.</li></ul> <p>C6:</p> <ul style="list-style-type: none"><li>- E-governance to be mentioned.</li><li>- Hierarchical roles and responsibilities to be addressed.</li></ul> <p>C7:</p> <ul style="list-style-type: none"><li>- Core values to be added ( check AU SSR)</li><li>- Best practices to be briefed.</li></ul>
SWOC	<ul style="list-style-type: none"><li>- <b>STRENGTH:</b> consolidate and modify information to 6-8 points. Include uniqueness, consultancy, alumni scholarships/faculty, R&amp;D</li></ul>

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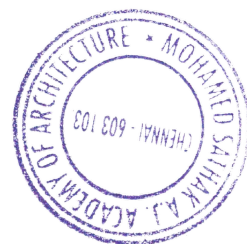


	<ul style="list-style-type: none"> <li>- <b>WEAKNESS:</b> use words like inadequate, constraints. Limit to 5 points.               <ul style="list-style-type: none"> <li>a) Location far</li> <li>b) PhD to be increased.</li> <li>c) Consultancy &amp; Research (Lack of funds) to be enhanced.</li> <li>d) Student learning -online courses</li> </ul> </li> <li>- <b>OPPORTUNITY:</b> emphasize utilizing the existing facilities.               <ul style="list-style-type: none"> <li>a. Add internal revenue generation.</li> <li>b. Collaborate with AU to strengthen research.</li> <li>c. Expertise of Director to be included (exec.-COA &amp; joint sec of IIA)</li> <li>d. Institutional membership in IIA an INTACH</li> </ul> </li> <li>- <b>CHALLENGES:</b> <ul style="list-style-type: none"> <li>a. Recruiting PhD holders as faculty.</li> <li>b. Being a minority institution filling student admission based on the sanctioned intake.</li> </ul> </li> </ul>	
<b>Profile of the College</b>		
1	Name: Of – of Website: remove hyperlink	
2-9	No changes	
10	Campus Area & Built up Area to be checked and verified.	
11-13	No changes	
14-18	Check and Verify the data provided.	
19	Fill the necessary data.	
20	Use Not applicable-NA	
21	Date of Establishment of IQAC: 22.12.2021	
22	Use Not applicable-NA	
2(a)	Institutional Preparedness for NEP to be discussed	
<b>Extended Profile</b>		
1.1-2.2	Check and Verify the data provided.	
3.1	Institutional Data- View Document not shown	
<b>CRITERIA 1- Curricular Planning and Implementation</b>		
<b>KI</b>	<b>COMMENTS</b>	<b>TIMELINE</b>
General instruction	Follow SSR Format and incorporate the suggestions provided.	
1.1.1	Include Masters in curriculum details and system of internal assessment. <ul style="list-style-type: none"> <li>- Add flowchart for regulatory bodies, stakeholders and board of studies.</li> <li>- Add regional need and nation's need in subjects.</li> <li>- OBE based learning – PEO, PO, CO, PSO &amp; mapping to be included.(Refer AU SSR)</li> <li>- Combine both curriculums for the Programs based tabulation figure.</li> <li>- Minimize the number of words in the description.</li> </ul>	Action to be taken by the respective team members and updated by the next review
1.2.1.1	Fill the number at the end of the sentence as per SSR template.	
1.2.2	Tabulation to be filled; Check with students for software certificate courses & other. Add the number of courses students have attended over the years.	

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**Dr. Ranee Vedamuthu**  
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1.3.1	<ul style="list-style-type: none"> <li>- Sub-heading to be followed as per question.</li> <li>- Restrict the text with minimal words.(Address about, How are we teaching these to students than describing them)</li> <li>- Orient activities and additional information based on questions (Add barrier free and gender-based design: Inclusivity in urban design studios)</li> <li>- Numbers of courses to be mentioned.</li> <li>- Mention the 2 weeks structured induction program with specific topics.</li> </ul>	
1.3.2	KI completed.	
1.4.1	<ul style="list-style-type: none"> <li>- Website updating pending.</li> <li>- Feedback collected through google forms, feedback analysed through Pie charts and graphs, Action taken reports to be generated and impact to be documented.</li> <li>- Feedback impact assessment to be documented.</li> </ul>	

CRITERIA 2- Teaching- Learning and Evaluation		
KI	COMMENTS	TIMELINE
<b>All formats to be followed as per updated SSR.</b>		
2.1.1.1	All deviations from updated SSR to be reworked.	Action to be taken by the respective team members and updated by the next review
2.1.2.1 & 2.1.2.2	Table missing for actual students admitted from the reserved category.	
2.2.1	KI complete.	
2.3.1	Teaching-Learning Process - 500 words description to be added	
2.4.1.1	KI complete	
2.4.2.1	2.4.2.1 Table missing for full time teachers with NET/SET/SLET/Ph.D/D.Sc.	
2.5.1	<ul style="list-style-type: none"> <li>- Add Subheads on Internal Assessment, External Assessment &amp; Grievance Redressal</li> <li>- Address Grievance Redressal and CCM- action taken report.</li> <li>- Include Reforms- CO, PO, blooms taxonomy in the internal level.</li> </ul>	
2.6.1	CO/PO offered by the institution to be displayed in the classroom, library and staff room. Pictorial documentation to be recorded for the same.	
2.7.1	<ul style="list-style-type: none"> <li>- Student data base as per data template to be prepared.</li> <li>- For Student Satisfaction Survey (SSS) make PPT about how it benefits you and send to final year students. (Refer SSS guidelines available on NAAC website)</li> </ul>	
<b>CRITERIA 3 - Research Innovation and Extension</b>		
KI	COMMENTS	TIMELINE
3.1.1	KI to include Grants received.	Action to be taken by the respective team members
3.2.1	- Flowchart prepared is good.	

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	- Outcomes to be included. Detail on the outcomes of each cell. 1. IPR cell- Patents if any? 2. Incubation - Startup's. 3. Innovation – Products.	and updated by the next review
3.2.2	KI complete.	
3.3.1	- Staff who have completed probation to be counted for calculating the publications.	
3.3.2	- No. of teachers can be reduced from 87 to achieve maximum.	
3.4.1	- Add sub-headings for extension activities under NSS and student council; add specific details for every activity like number of volunteers, specific output and location in the description. - Schemes to be added like Unnat Bharat Abhiyan, Janjatiya Gaurav Divas. Refer AU SSR	
3.4.2	- Description to be rewritten with impact on Institution, Faculty, and students. - Identify and add awards - Include award from village Panchayat and Retract.	
3.4.3	KI to increase responses.	
3.5.1	Signature of the Director in all collaboration documents is required.	

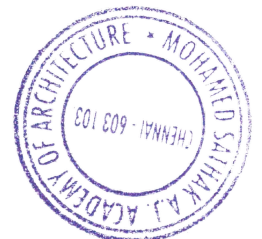
CRITERIA 4- Infrastructure and Learning Process		
KI	COMMENTS	TIMELINE
4.1.1	- Add subheadings for each and add description in detail. Minimize the content. - Include area and capacity of every infrastructure facility (ex. Sport – area and facility). - Add COA infrastructure requirement as annexure.	Action to be taken by the respective team members and updated by the next review
4.1.2	KI to be completed	
4.2.1	- Add description about library digitization- ex. audio visual hall for attending online sessions. - Include pictorial representation for the response. - To purchase plagiarism software for student's project evaluation.	
4.3.1	- Reduce redundancy in description. - Mention the number of Wi-Fi access points, hardware, software installed, count of users and details, computer student ratio etc. - IT policy to be created (refer AU IT policy)	
4.3.2	KI complete	
4.4.1	Year-wise expenditure details to be highlighted.	

CRITERIA 5 - Student support and progression		
KI	COMMENTS	TIMELINE
5.1.1.1	KI to increase responses.	Action to be taken by the respective team members
5.1.2	- Create an index with grouping for the report.	

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	- Photo descriptions to be added.	and updated by the next review
5.1.3	Add details for the years 2018 – 2022 with proof.	
5.1.4	KI complete, to include write up for all the four subheads.	
5.2.1	Collect more evidence for the year 2018.	
5.2.2	KI complete	
5.3.1	2022 data to be added.	
5.3.2	KI to increase responses.	
5.4.1	Write up on Alumni's contribution to the development of Institution to be included.	

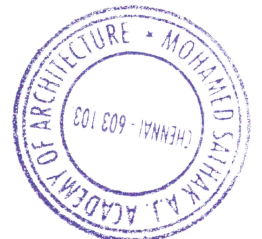
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CRITERIA 6- Governance, Leadership and Management		
KI	COMMENTS	TIMELINE
6.1.1	<ul style="list-style-type: none"><li>- Add sub-divisions for the write-ups.</li><li>- NEP based write up to be modified: Multi disciplinary &amp; inter-disciplinary, skill development, IQAS, UHV, celebrating Indian festivals, proposals and online classes.</li><li>- Sustainable growth to be mentioned separately.</li><li>- Organogram to be attached in the SSR.</li><li>- HOD's department Meeting minutes to be added to additional documents.</li><li>- Readability to be increased in the roadmap chart.</li><li>- Academic, research &amp; innovation, extension and outreach hierarchy to be followed.</li></ul>	Action to be taken by the respective team members and updated by the next review
6.2	<ul style="list-style-type: none"><li>- Structuring and functioning of committees to be added.</li><li>- Implementation plan to be added.</li><li>- Add minutes for all committees with links.</li></ul>	
6.2.2	Elaborate on the 4 sub-headings mentioning features.	
6.3.1	<ul style="list-style-type: none"><li>- Appraisal form - 360 degree feedback- AICTE APA score to be collected for all staff. Confidential form for non teaching staff from heads.</li><li>- Festival loan and vehicle loan to be initiated.</li><li>- Awards and recognition for staff from college/elsewhere to be identified and documented.</li><li>- Staff and ward recognition in admission and other institutional activities.</li></ul>	
6.3.2	Professional body membership to be obtained for the current year.	
6.4	<ul style="list-style-type: none"><li>- Include strategies for<ol style="list-style-type: none"><li>1. Mobilization of funds</li><li>2. Optimal utilization</li><li>3. Funds from other sources</li></ol></li><li>- 500 words description to be added.</li></ul>	
6.5.1	<ul style="list-style-type: none"><li>- Institutionalizing quality assurance processes</li><li>- Quality standard: benchmarks (ex. Placement 60%, publication -5)</li><li>- Quality procedure: student feedback, analysis.</li><li>- Policy creation: scholarship policy, green policy,</li><li>- Audits: academic, energy, green, environmental, administrative, library etc.</li></ul>	

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	<ul style="list-style-type: none"> <li>- Ranking framework to be added- NIRF</li> <li>- Internalization of quality – R&amp;D, innovations</li> <li>- Training and workshops – NAAC, NIRF, etc</li> </ul>	
6.5.2	<ul style="list-style-type: none"> <li>- NIRF link to be uploaded – proof</li> <li>- Write-up to be added for each sub-division.</li> </ul>	

CRITERIA 7- Institutional Values and Best Practices		
KI	COMMENTS	TIMELINE
7.1.1	Gender sensitizing terminology to be used in the description.	Action to be taken by the respective team members and updated by the next review
7.1.2	<ul style="list-style-type: none"> <li>- Add write-up for all headings.</li> <li>- Rework on the water calculations for previous years.</li> </ul>	
7.1.3	Periodic auditing to be mentioned along with cost saved. Attach proof.	
7.1.4	Add captions for all events conducted.	
7.2.1	Best practice 1: skill will – find related to the course. Sample shown to be changed.	
7.3.1	KI completed.	

Ar. Sheeba J

IQAC Co-ordinator

Dr. Raneel Vadamuthu

IQAC Chairperson

Dr. Raneel Vadamuthu

Director

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Meeting called by:		
Ar. Sheeba J		IQAC Co-ordinator
Meeting attended by:		
1.	Dr.Ranee Vedamuthu	Director, IQAC Chairperson
2.	Ar. Mohamed Idris	Principal
3.	Prof. Sathishkumar	NAAC coordinator, HOD administration
4.	Ar. Vandana Balakrishnan	Professor, HOD academics
5.	Ar. Shanmugavalli K R	Professor
6.	Ar.Anbarasi	Associate Professor
7.	Ar. Yagapriya S	Associate Professor
8.	Ar. Janani S	Associate Professor
9.	Ar. Pallavi Damodharan	Associate Professor
10.	Ar. Manimegalai	Associate Professor
11.	Ar. Barathi	Associate Professor
12.	Ar. Aathirai	Assistant Professor
13.	Ar. Ancelin	Assistant Professor
14.	Ar. Pavai R	Assistant Professor
15.	Ar.T. Jenita	Assistant Professor
16.	Ar. Sindhu Mohan	Assistant Professor
17.	Ar. Priti G	Assistant Professor
18.	Ar. Shilpa Das	Assistant Professor
19.	Er. Durga	Assistant Professor
20.	Ar. Shyamala B. Subramanian	Assistant Professor
21.	Ar. Pavithra	Assistant Professor
22.	Ar. Gayathri B	Assistant Professor
23.	Mr. Nehru	Librarian
24.	Mr. Kannan	PA to Dean
25.	Mrs. Revathy	Office Assistant
Leave of Absence:		
1	Ar. Gayathri S	Assistant Professor
2	Ar. Shakthi K	Assistant Professor
3	Ar. Zulfia	Assistant Professor
4	Ar. Vashni Livingston	Assistant Professor
5	Ar. Hawa Nachiya	Assistant Professor
6	Ar. Ranjani	Assistant Professor
7	Artist Jagadesh	Assistant Professor
8	Mrs. Ayisha Rahman	Assistant Professor
9	Mr. Shahul	Lab assistance
10	Mr. Jagesh	System – head
11	Mr. Abith Basha	Accountant

Dr. Ranee Vedamuthu  
Director

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## Minutes of the IQAC Meeting – Fourth internal review meeting of SSR (NAAC)

Conducted from 12<sup>th</sup> to 15<sup>th</sup> December, 2023.

The meeting was conducted to review the data collected for the past five years (2018 – 2023) and to appraise the progress for the SSR, NAAC. The discussion led to valuable suggestions for the Team heads to incorporate in each criterion of NAAC.

### Schedule of review:

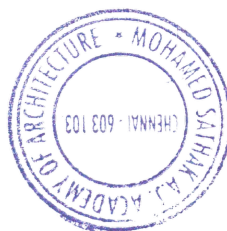
12.12.23	Criteria 1	Criteria 3
13.12.23	Criteria 4	Criteria 5
14.12.23	Criteria 6	Criteria 7
15.12.23	Criteria 2	

### Discussions:

#### General Instructions to all Criterion:

1. All text to be in Times New Roman size 12.
2. All years to be revised from recent to old 2022-23, 2021-22, 2020-21, 2019-20 & 2018-19
3. Report format sent by IQAC to be followed; reference file is attached.
4. "Programme" to be used instead of program in all files.
5. All support documents such as reports, registers, MOM, ATR to be maintained periodically.
6. Mention diagram/figure number and caption ex. C2.3.1- Teaching and learning.
7. Bullet points to be replaced by lower case roman numbers within brackets. (i)
8. The terms "we", "our", "I", to be replaced by MSAJAA/institute/institution.

CRITERIA 1- Curricular Planning and Implementation		
KI	COMMENTS	TIMELINE
1.1.1	<ul style="list-style-type: none"><li>- CBCS is an existing system – redefine write-up based on refined objectives in 2017 &amp; 2021 regulation.</li><li>- Curriculum embracing needs to be edited.</li><li>- Academic council – Societies and Experts to be added.</li><li>- Check Anna university file for Syndicate composition to check mentioning of Registrar.</li><li>- Flowchart on OBE<ul style="list-style-type: none"><li>- AU vision mission and institutional vision mission to be incorporated.</li></ul></li></ul>	



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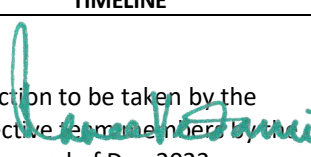
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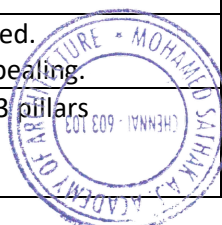
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1.1.1	<ul style="list-style-type: none"> <li>- To include               <ul style="list-style-type: none"> <li>- PO1- PO8 (R-17)</li> <li>- PO1-PO12 (R-21)</li> <li>- Only PEO to be mentioned (no PSO mentioned in the syllabus)</li> <li>- PSO of MSAJAA to be incorporated – tackle specific issues.</li> </ul> </li> <li>- Flowchart of attributes to be realigned.</li> <li>- Comparison diagram to be redefined.</li> <li>- 2013 regulation to be attached as an additional file.</li> </ul>	Action to be taken by the respective team members by the end of Dec-2023
1.2.1		
1.2.2	<i>No points achieved out of 30</i>	
1.3.1	UHV file to be refined as per format, photographs to be realigned and attached with headers – Ar. Shilpa	
1.3.2	KI completed	
1.4.1	<ul style="list-style-type: none"> <li>- ATR to be submitted as report</li> <li>- Issue impact to be included for Aug 2021- Jan 2022 student's feedback.</li> <li>- Check format for the feedback forms.</li> </ul>	

CRITERIA 2- Teaching- Learning and Evaluation		
KI	COMMENTS	TIMELINE
2.1.1.1	Format to be followed as per SSR. No modifications to be made.	Action to be taken by the respective team members by the end of Dec-2023
2.1.2	2.1.2.1 Table missing for actual students admitted from the reserved category.	
2.2.1	KI complete.	
2.3	Write up to be added for the teaching learning process.	
2.4.1.1	KI complete	
2.4.2.1	2.4.2.1 Table missing for full time teachers with NET/SET/SLET/Ph.D/D.Sc	
2.5.1	<ul style="list-style-type: none"> <li>- Add grievance redressal and CCM- action taken report.</li> <li>- Include Reforms- CO, PO, bloom's taxonomy in the internal level.</li> </ul>	
2.6.1	CO/PO offered by the institution to be displayed in the classroom, library and staff room. Pictorial documentation to be recorded.	
2.7.1	Student database prepared.	

CRITERIA 3 - Research Innovation and Extension		
KI	COMMENTS	TIMELINE
3.1.1	Dr. Ranees's grant proof to be attached.	Action to be taken by the respective team members by the end of Dec-2023  <b>Dr. Ranees Vedamuthu</b> Director
3.2.1	Monochrome to be used for the tables used. <ul style="list-style-type: none"> <li>- Flowchart to be made visually appealing.</li> </ul>	
3.2.2	<ul style="list-style-type: none"> <li>- Elaborate and add proofs for the 3 pillars mentioned.</li> <li>- Format for all pillars to be similar.</li> </ul>	







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3.3.1	Journals, conference publications and book chapter publications to be added for Ar. Shanmugavalli & Dr. Raneer	
3.3.2		
3.4.1	<ul style="list-style-type: none"><li>- Add dates, place and numbers for all events and activities.</li><li>- Add the number of computers donated to the school.</li><li>- Art as a learning tool to be documented and updated on website.</li></ul>	
3.4.2	<ul style="list-style-type: none"><li>- Text to be rewritten.</li><li>- Blood donation appreciation to be added.</li></ul>	
3.4.3	<ul style="list-style-type: none"><li>- Updated SSR text to be written.</li><li>- Emphasize on the resource person for any collaborations taken up.</li></ul>	
3.5.1	<ul style="list-style-type: none"><li>- Template to be updated as per Revised format as on 20/07/23</li></ul>	

## CRITERIA 4- Infrastructure and Learning Process

KI	COMMENTS	TIMELINE
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4.1.1	<p>(a) Teaching-learning</p> <ul style="list-style-type: none"><li>- All lab equipment to be checked for condition and improvements (climatology, photography, material etc.)</li><li>- Avoid description.</li><li>- Create table with specific facilities, quantity, area etc.</li><li>- Add library in the diagram.<ul style="list-style-type: none"><li>o Library to include volumes, books, journals etc.</li><li>o name the diagrams.</li></ul></li><li>- Avoid description on smart classroom and internet bandwidth in (a)</li></ul> <p>(b) ICT enabled facilities &amp; LMS</p> <ul style="list-style-type: none"><li>- Description on smart classroom and internet bandwidth to be written.</li><li>- LMS to incorporate google classroom, ERP, Jamboard etc.</li><li>- WiFi facilities for smart classrooms, crit hall, staff rooms and auditorium to be initiated- Mr.Jagesh to follow.</li><li>- Name Board to be printed and fixed.</li><li>- No specific rooms to be mentioned for NASA and trophies.</li><li>- Mention only facilities for sports not on activities.</li><li>- Additional links to include<ul style="list-style-type: none"><li>- Plan document.</li><li>- Places for cultural activity like OAT, lobby etc. along with geo-tagged photos of the same to be supported.</li><li>- Shared facilities like health facilities, banking, dining, parking photos to be supported.</li><li>- STP for hostel and water facility on campus (RO, Water tank, sprinklers etc.) to be documented as description and photos.</li><li>- Library and Lab's reprography section to be emphasized.</li></ul></li></ul>	Action to be taken by the respective team members by the end of Dec-2023
4.1.2	Expenses to create bills to be clarified and finalized with Mr.Basha	



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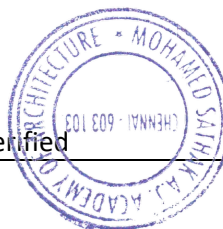
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4.2.1	<ul style="list-style-type: none"> <li>- Add a table with volumes and titles, books, journals national/international, e-journal.</li> <li>- Insert table for softwares (yearwise)</li> <li>- RBSI to be downloaded.</li> <li>- Archival of student works documentation to be retained in the library.</li> <li>- Projects from architects -K.T.Ravindran, Habeeb Khan, Vijayaram, Kapil Chitale, Sriram Ganapathy etc. to be added as resources for the library.</li> <li>- Faculty and student awards for maximum footfall to be presented henceforth.</li> </ul>	
4.3.1	<ul style="list-style-type: none"> <li>- Check the internet bandwidth required.(available: 1gbps)-Mr. Jagesh to follow.</li> <li>- New systems on i7 configurations for lab utilization.</li> <li>- Autodesk software package to be listed in detail.</li> <li>- Softwares required for UG and PG to be listed separately.</li> <li>- How the students benefit from IT facilities(use of softwares) to be added in description.</li> <li>- ERP login for students - Mr.Jagesh to follow.</li> <li>- Utilization of crit hall with internet facilities - collaborative classes/lectures to be added in description.</li> </ul>	
4.3.2	Verify and check the number of student computer ratios.	
4.4.1	Expenses to create bills to be clarified and finalized with Mr.Basha	

CRITERIA 5 - Student support and progression		
KI	COMMENTS	TIMELINE
	Description for all QnM to be written (<5 lines)	
5.1.1.1	Hostel fee consideration to be included for freeships. Check with the admission team and students.	Action to be taken by the respective team members by the end of Dec-2023
5.1.2	Report with photographs on programmes/activities conducted for this metric to be attached. Check SOP.	
5.1.3	Clarification with Prof. Thyagarajan required for the data provided.	
5.1.4	<ul style="list-style-type: none"> <li>- Proof for implementation of guidelines to be supported.</li> <li>- Proof with respect to organization wide awareness and undertakings through online/ offline to be supported.</li> <li>- Annual report of the committee monitoring the activities and number of grievances to be supported.</li> </ul>	
5.2.1		
5.2.2		
5.3.1		
5.3.2	Support documents to be checked and verified	



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5.4.1	<ul style="list-style-type: none"><li>- Students registered under Alumni association to be recorded year-wise in a register following from the year of implementation.</li><li>- Executive committee meeting and annual general meeting conducted and its involvement in the institute to be supported.</li><li>- Annual membership fee to be revised to Rs.1500 from 2024.</li><li>- Annual report for Alumni along with finance statements to be supported.</li><li>- Alumni participation in sports for the year 2022-23 to be supported as proof.</li></ul>	
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CRITERIA 6- Governance, Leadership and Management		
KI	COMMENTS	TIMELINE
6.1.1	<p>Writeup revisions for the KI to be made as suggested</p> <ul style="list-style-type: none"><li>- Academic policy to be prepared</li><li>- Research to be renamed as Research and Publication cell and objectives to be renamed for the same</li><li>- Sustained growth approaches<ul style="list-style-type: none"><li>o Research and publication cell</li><li>o Collaborations national/ international</li><li>o Heritage cell</li><li>o Interdisciplinary/ interdisciplinary cell</li></ul></li><li>- Revisions in the diagram<ul style="list-style-type: none"><li>o Remove OBE.</li><li>o Rephrase celebrations to observance of national/ international days.</li><li>o Social and environmental responsibilities to be renamed as Social outreach and awareness.</li><li>o Students' achievement through OBE to be mentioned as impact.</li><li>o Trust to be mentioned in decentralization and participation.</li><li>o Institutional governance attainment through CCM, mentor mentee to be included.</li></ul></li></ul>	<p>Action to be taken by the respective team members by the end of Dec-2023</p>



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Director

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Egattur, Chennai - 603 103.



# MOHAMED SATHAK A.J. ACADEMY OF ARCHITECTURE

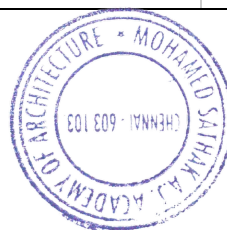
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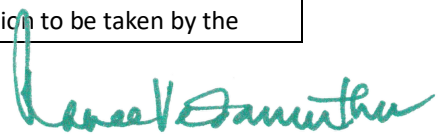
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6.2	<ul style="list-style-type: none"> <li>- Current status and action taken plan to be separately written for all perspective plan.</li> <li>- Industrial and Institutional membership to be mentioned</li> <li>- Workshops to have names of resource persons. Include Glass Academy FDP</li> <li>- Symposium to be revised as Intercollegiate State Level Architectural Symposium</li> <li>- E-Governance: Add Staff and student login</li> <li>- Technology upgradation: Action Plan- Internship for faculty, Exchange programmes with credit transfer.</li> </ul>	
6.2.2	Institutional implementation - support documents check & Verify.	
6.3.1	<ul style="list-style-type: none"> <li>- Career development/progression: PhD, Research grants for faculty, consultancy, etc.</li> <li>- Health card for faculty, Anti-drug pledge</li> <li>- POSH policy to be made, system to address issues.</li> <li>- Faculty personal upgradation: Group sessions for faculty members by counselors.</li> <li>- Awards &amp; Recognitions: Recognitions through management to be recorded.</li> </ul>	
6.3.2.1	Financial support for Architectural Study Workshop to be included.	
6.4	<ul style="list-style-type: none"> <li>- Institutional Audit Report available.</li> <li>- Mobilizing of funds(government/non-government) -Nil</li> </ul>	
6.5.1	<p>To include</p> <ul style="list-style-type: none"> <li>- Quality improvement under two HOD's.</li> <li>- Design thinking Workshops across years. Thesis-Ar.Vennila, Ar.Pramod Balakrishnan, Ar.Ranjan Daniel, Ar.Sarath Chandrakanth</li> <li>- Academic Audit report of first year foundational studio by Prof.Manoj Mathur</li> <li>- UD Studio - Ms.Laura</li> <li>- NAAC for Quality improvement</li> </ul>	
6.5.2	<ul style="list-style-type: none"> <li>- Collaborative quality initiatives with other institution to include Ar.Sucharita, Prof.Habeeb Khan, Prof.K.T.Ravindran</li> <li>- IQAC - NAAC workshop with Mt.Zion College</li> <li>- Library Audit files - Ar.Zulfia</li> </ul>	

CRITERIA 7- Institutional Values and Best Practices		
KI	COMMENTS	TIMELINE
7.1.1	Writeup	Action to be taken by the



  
**Dr. Ranees Vadamuthu**  
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7.1.2	<b>Facilities and Initiatives on Energy:</b> <ul style="list-style-type: none"><li>- LED Solar lights to be installed.</li><li>- Waste Segregation proofs to be supported.</li><li>- Water conservation facilities and initiatives to be provided.</li><li>- Green campus infrastructure</li><li>- Disabled-friendly, barrier free environment proofs to be supported.</li></ul>	respective team members by the end of Dec-2023
7.1.3	<b>Energy Conservation Measures:</b> <ul style="list-style-type: none"><li>- Recommendations from the Green Audit Report to be implemented.</li><li>- Clean &amp; Green campus- Waste segregation bins to be installed in all floors.</li><li>- Environmental promotion &amp; sustainability activities beyond the campus with geo-tagged photographs to be added.</li></ul>	
7.1.4	<ul style="list-style-type: none"><li>- Writeup on the Institutional initiatives at Academic level &amp; Studio level to be highlighted.</li><li>- Write on the planning of the built environment and then on the specific.</li><li>- Tobacco-free campus to be disclosed in College Entrance &amp; Lobby.</li></ul> <b>Inclusive environment:</b> <ul style="list-style-type: none"><li>- University link to be provided. Write up on the institute's initiatives/measures on university policy to be included.</li><li>- Include Constitutional obligations.</li><li>- Social responsibility of Architects through courses should be added.(Mandatory course II R-2021)</li></ul>	
7.2.1	<b>Best Practices to be revised:</b> <ul style="list-style-type: none"><li>- "Skill-will" as Participative learning &amp;</li><li>- "Collaborative Curve" on Teaching-learning to be replaced by "Mentorship"</li></ul>	
7.3.1	<b>Institutional Distinctiveness:</b> <ul style="list-style-type: none"><li>- Writeup on Heritage to be revised.</li><li>- Heritage activities carried out by the Institute under expertise of eminent professionals to be emphasized.</li><li>- Monograph &amp; Documentation to be included.</li></ul>	



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<b>Meeting called by:</b>		
Ar. Sheeba J		IQAC Co-ordinator
<b>Meeting attended by:</b>		
<b>12.12.2023 - 15.12.2023</b>		
1.	Dr.Ranee Vedamuthu	Director
2.	Prof. Mohamed Idris	Principal
3.	Ar. Sheeba J	IQAC Co-ordinator
4.	Ar. T.Jenita	Assistant Professor - IQAC
5.	Ar.Pavai R	Assistant Professor - IQAC
6.	Prof. Sathishkumar	HOD - Administration
7.	Prof. Vandana Balakrishnan	HOD - Academics
8.	Dr. Shanmugavalli K.R	Professor
9.	Ar. Janani S	Associate Professor
10.	Ar. Yagapriya S	Associate Professor
11.	Ar. Pallavi Damodhara	Associate Professor
12.	Ar. Manimegalai	Associate Professor
13.	Ar. Gayathri.B	Assistant Professor
14.	Ar. Aathirai	Assistant Professor
15.	Ar. Ancelin	Assistant Professor
16.	Ar. Hawa	Assistant Professor
17.	Ar. Pavithra	Assistant Professor
18.	Ar. Sindhu Mohan	Assistant Professor
19.	Er. Prakash	Assistant Professor
20.	Ar. Priti G	Assistant Professor
21.	Ar. Shilpa Das	Assistant Professor
22.	Er.Durga	Assistant Professor
23.	Ar.Zulfia	Assistant Professor
24.	Ms.Ayisha	Assistant Professor
25.	Ar.Shyamala	Assistant Professor
26.	Ar.Angelin Shinola	Assistant Professor
27.	Mr.Nehru	Librarian
28.	Mr. Kannan	Admin
29.	Ms.Revathy	Admin
30.	Mr.Jagesh	System Admin



*Ranee Vedamuthu*

**Dr. Ranee Vedamuthu**  
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## Minutes of the IQAC Meeting – Fourth internal review meeting of SSR (NAAC)

Conducted from 30<sup>th</sup> Jan, 2024 to 5<sup>th</sup> Feb, 2024.

The meeting was conducted to review the data collected for the past five years (2018 – 2023) and to appraise the progress for the SSR, NAAC. The discussion led to valuable suggestions for the Team heads to incorporate in each criterion of NAAC.

### Schedule of review:

30.01.24	Criteria 1	Criteria 3
	Criteria 4	
02.02.24	Criteria 5	Criteria 6
05.02.24	Criteria 7	Criteria 2

### Discussions:

#### General Instructions to all Criteria:

1. All text to be in Times New Roman size 12.
2. All years to be revised from recent to old 2022-23, 2021-22, 2020-21, 2019-20 & 2018-19
3. Report format sent by IQAC to be followed; reference file is attached.
4. "Programme" to be used instead of program in all files.
5. All support documents such as reports, registers, MOM, ATR to be maintained periodically.
6. Mention diagram/figure number and caption ex. C2.3.1- Teaching and learning.
7. Bullet points to be replaced by lower case roman numbers within brackets. (i)
8. The terms "we", "our", "I", to be replaced by MSAJAA/institute/institution.
9. "Academy" to be used instead of school in all files.
10. "Course" to be used instead of subject in all files.



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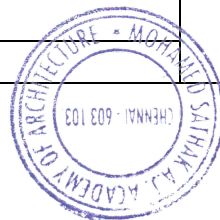
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CRITERIA 1- Curricular Planning and Implementation		
KI	COMMENTS	TIMELINE
C1	All KI completed	
	Figure numbers to be sequential as per the key indicator. E.g:1.1.1, 1.2.1....	Action to be taken by the respective team members before 15 <sup>th</sup> Feb 2024
	Seal and sign by Director to be added in all the final documents.	
	Action plan for the feedback forms to be incorporated and signed by Director.	
	Action taken report (ATR) on the feedback to be made available on institutional website.	

CRITERIA 2- Teaching- Learning and Evaluation		
KI	COMMENTS	TIMELINE
2.1	KI completed.	Action to be taken by the respective team members before 15 <sup>th</sup> Feb 2024
2.2	KI completed.	
2.3	Qualitative metric approved.	
2.4.1	No. of sanctioned intake and availability of full-time teachers to be re-checked and verified. (Only full-time teachers with salary to be shown). UG – 39, PG – 4 (UG+PG=43)	
2.4.2	KI completed.	
2.5	Qualitative metric revised in the review meeting.	
2.6.1	<ol style="list-style-type: none"><li>1. Remove BOS.</li><li>2. R2021 is missing in PSO's</li><li>3. CO's, PO's and PSO's should be as per Anna University.</li><li>4. Mechanism of communication table to be revised.<ul style="list-style-type: none"><li>• Publish AU website and link</li><li>• Remove induction programme</li><li>• "Display of information" to be replaced instead of posters.</li></ul></li><li>5. Add PEO's, PSO's if any.</li></ol>	
2.6.2	<ul style="list-style-type: none"><li>• CO-PO attainment to be specified for which year/ semester.</li><li>• For R2021 continuous internal assessment (CIA) should be Assignments/ Test/ Model exam.</li><li>• Take proportionate sample for CO-PO attainment.</li></ul>	
2.6.3	Final year students appeared and passing data to be re-checked as per the proforma.	
2.7.1	KI Completed.	



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CRITERIA 3 - Research Innovation and Extension		
KI	COMMENTS	TIMELINE
C3	Dr. Raneer and Ar.Aathirai's grant proof to be attached.	Action to be taken by the respective team members before 15 <sup>th</sup> Feb 2024
	Revise flow chart in blue grey format.	
	All qualitative metrics to be corrected.	
	Reports to be re-checked if it is properly compiled.	
	Policy from Mohamed Sathak trust stating the consultancy having participation of faculty.	
3.2.2	Data to be checked along with ECC.	
3.4	- For NSS blood donation drive a certificate mentioning the number of students and units of blood donated to be included. - Add INTACH grant as extension activity. - In awards and recognition add Prof. Haris as honorary doctorate.	
3.5	For UD collaboration with SPA, Delhi add list of teams and proposal sheets.	

CRITERIA 4- Infrastructure and Learning Process		
KI	COMMENTS	TIMELINE
C4	Figure numbers to be sequential as per the key indicator. E.g:4.1.1.1, 4.2.1.....	Action to be taken by the respective team members before 15 <sup>th</sup> Feb 2024
	Complete table on Open source or licensed version for software.	
	Expenditure to be verified with Mr. Basha on Thursday, 8 <sup>th</sup> feb.	
	Specify yoga events conducted in crit hall.	
	Library purchase of books and audited statement to be verified by Mr.Nehru.	
	Download books from Rare book society of India.	
	Check Autodesk software for institutional or student version.	
	Fire wall to be purchased and 80 cameras in the academy to be checked.	
	Estate management committee data to be included from Academic year 2021-22.	
	Minutes to be done for Condemned system by Ar.Shilpa.	
	All bills to be scanned and documented.	

CRITERIA 5 - Student support and progression		
KI	COMMENTS	TIMELINE
C5	All proofs should have circular, attendance, posters and attested by HOD.	Action to be taken by the respective team members before 15 <sup>th</sup> Feb 2024
	Photographs of the committee to be added in Grievance addressal	
	Eco deck – i-certificate to be added for no. of student	



  
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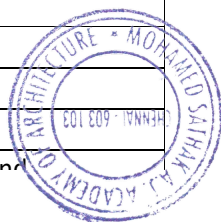
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	Split induction week events and add yoga, dance, art realm etc... as individual event.	
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CRITERIA 6- Governance, Leadership and Management		
KI	COMMENTS	TIMELINE
6.1	<p>NEP:</p> <ul style="list-style-type: none"> <li>Skill development- Check and correct the paragraph.</li> <li>Focus on OBE- to include M.Arch PO's as GA.</li> </ul> <p>In fig 6.1.4</p> <ul style="list-style-type: none"> <li>Academic excellence to be brought on top</li> <li>Heritage cell as no.1 and research cell as no.2.</li> <li>Include Recycling and waste management in social outreach.</li> </ul> <p>In fig 6.1.5 – font size to be increased.</p>	
6.2.1	<p>Perspective plan:</p> <ul style="list-style-type: none"> <li>Taylor's University collab – to include Director's paper presentation, Ph.d thesis review, Dr. Sucharita's workshop on design thinking as action plans.</li> <li>Thennai education – check with C3.</li> <li>Re-order heritage cell and research cell</li> <li>In workshops conducted add detail on Thannal mud workshop and add proof of the same.</li> <li>Alumni – donation center to be revised as endowments and scholarships.</li> <li>IQAC audits – Internal library audit to be included, Green energy audit and audit of technical facility done in 2023.</li> <li>Add renamed and reconstituted proof of research cell in additional links.</li> <li>Other supportive documents – add waste management policy, check for library policy.</li> </ul>	
6.2.2	<p>Administration: Prepare e-governance report or Policy document on e-governance (from trust) by GC. Examination: Receipts of student degree fee to be attached.</p>	Action to be taken by the respective team members before 15 <sup>th</sup> Feb 2024
6.3.1	<ul style="list-style-type: none"> <li>Remove maternity leave, medical leave, paid vacation, day care center, POSH etc from faculty welfare measures.</li> <li>Add avenues for career development.</li> <li>Add revised HR policy doc.</li> </ul>	
6.3.2	<p>No's to be cross checked with the proof. To include financial funds given for teachers – NI tours, rural visits etc</p>	
6.3.3.2	Numbers with proof to be included.	
6.4.1	Re-phrase on the written paragraph	
6.5.1	Re-write the qualitative metric	
6.5.2	Follow-up action taken report for academic and	



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CRITERIA 7- Institutional Values and Best Practices		
KI	COMMENTS	TIMELINE
7.1.1	For gender equity and sensitization, inclusive design: samples of design projects to be supported as proof.	Action to be taken by the respective team members before 15 <sup>th</sup> Feb 2024
7.1.2	Alternative sources of energy: Re-order as academic area, hostel and other areas. Water conservation: To be decided later. Disabled friendly: Toilet to be built.	
7.1.3	Beyond the campus: Activities to be identified.	
7.1.4	Martyr's day – untouchability pledge with photographs to be included. Remove general statements. Incorporate faculty trained in UHV and then the training of students. Organ donation drive to be done by NSS Booklet which lists the blood group of all the students and staffs to be prepared by NSS coordinator.	
7.2.1	"Unlocking potential" as best practice 1 achieving through Academic proficiency and Personality development. <ul style="list-style-type: none"> <li>Cognition through collaboration to be re-written.</li> <li>Write-up should include where and how the communication is interpreted.</li> <li>Mention NEP affront and how you imbibe this.</li> <li>Add proof wherever needed.</li> </ul> Mentorship as a best practice to include curriculum enrichments, counselors, visiting faculty as mentors. <ul style="list-style-type: none"> <li>Write-up to be discussed.</li> </ul>	
7.3	-Group the activities collaborated with INTACH, CPRI, Prakriti foundation etc.. as our uniqueness. <ul style="list-style-type: none"> <li>To add documentation, heritage walks and talks on heritage.</li> </ul> NEP to be re-written with traditional knowledge system (TKS) and Indian knowledge system (IKS) <ul style="list-style-type: none"> <li>Focus on tamil culture, tangibles and intangibles, highlighting the cultural heritage of Tamil Nadu to be included.</li> </ul> Re-constitution of heritage cell in 2023 to be added as proof. Relative documents for the above to be supported.	

*Ar. Sheeba J*  
13/2/24

Ar. Sheeba J  
IQAC Co-ordinator

*Dr. Rane V. Vedamuthu*  
13/2/2024

Dr. Rane V. Vedamuthu  
IQAC Chairperson



*Dr. Rane V. Vedamuthu*

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Ar. Sheeba J		IQAC Co-ordinator
<b>Meeting attended by:</b>		
<b>12.12.2023 - 15.12.2023</b>		
1.	Dr.Ranee Vedamuthu	Director
2.	Prof. Mohamed Idris	Principal
3.	Ar. Sheeba J	IQAC Co-ordinator
4.	Ar. T.Jenita	Assistant Professor - IQAC
5.	Ar.Pavai R	Assistant Professor - IQAC
6.	Prof. Sathishkumar	HOD - Administration
7.	Prof. Vandana Balakrishnan	HOD - Academics
8.	Dr. Shanmugavalli K.R	Professor
9.	Ar. Janani S	Associate Professor
10.	Ar. Barathi N S	Associate Professor
11.	Ar. Yagapriya S	Associate Professor
12.	Ar. Manimegalai	Associate Professor
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## Acknowledgement:

RV	Md.I	SK	VB	KRS
ANS	SNB	SJ	DC	JS
YPS	VM	PD	TS	AS
GS	VL	PAV	SM	PR
SD	AJ	HN	SS	GB
PA	DM	JA	KS	ARN
TJ	RP			
<i>Non-teaching staff</i>				
NK	NJ	AB	MR	SH
MN				



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