


AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

**CIRCULAR**

AMSCE/ECE/AUDIT/ CIRCULAR/001/2021-22

17.12.2021

It is hereby informed to all the faculty members that, there will be a follow up meeting of AAA Audit to discuss the Action Taken for the Odd Semester 2021-2022 in 'IQAC' on **22/12/2021** at 04.00 P.M. Hence all the faculty members are asked to attend the meeting without fail.

  
17/12/21  
Dr. A.S. Salma Banu

Head - Electronics and Communication Engineering

Dr. A. S. SALMA BANU, B.E., M.E., Ph.D.,  
Associate Professor & Head of the Department  
Department of Electronics and Communication Engineering  
Aalim Muhammed Salegh College of Engineering  
Muthapudupet Avadi - IAF Chennai - 600055

Copy To:

Principal

File - Faculty In-charge

Circulate to all Faculty members

Circulate to all Auditing Committee members

IQAC file

Department file

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING  
AVADI - IAF, MUTHAPUDUPE  
CHENNAI 600 055

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
IAF AVADI, CHENNAI - 600 055**

**MINUTES OF MEETING**

<b>AGENDA</b>	Academic and Administrative Audit – Action Taken Report		
<b>DATE &amp; TIME</b>	22/12/2021 at 04.00 P.M	<b>DEPARTMENT</b>	Electronics and Communication Engineering
<b>PREPARED BY</b>	Asst. Prof. M.S.Rajan	<b>No of Pages</b>	<b>VENUE</b>
		03	

**1.Meeting Objectives**

To conduct follow up meeting of AAA Audit for ODD Semester 2021-2022

**2.Members Present**

Prof. Dr. S. Sathish – Principal  
 Prof. Dr. A.S. Salma Banu – Head / ECE  
 Er. M.S.Rajan, Assistant Professor/EEE – Auditor  
 Er. M.F.Nazeer Ahmed, Assistant Professor/Civil Engineering – Auditor  
 Er. A. Mohammed Mydeen, AP/ECE  
 Er. A. Duraibabu, AP/ECE  
 Er. S. Jone Rosy, AP/ECE  
 Er. M. Syed Mustafaa, AP/ECE  
 Er. M. Sathish, AP/ECE  
 Er. P.Kalima Benazir, AP/ECE  
 Er. M.T.M. Kader Sahib Maricar, AP/ECE

**3.Criteria, Observations, Suggestions and Action Taken**

<b>Criteria</b>	<b>Observations and Suggestions given by Audit committee</b>	<b>Action Taken</b>
<b>Schedule &amp; Plan</b>	Master Time Table is missing in Industrial Safety course file.	Verified that the Master Time Table has been added.
<b>Continuous Internal Assessment</b>	In Embedded Real Time Systems (ERT) course file, assignment Question is not included.	Verified that the assignment Question is included in Embedded Real Time Systems (ERT) course files
<b>Remedial Action Plan</b>	Good, but slow learners name list is not found in Signals and Systems (SS) course file	Slow learners name list is added in Signals and Systems (SS) course file



<b>Performance Enhancement Measures</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Course Material</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Preventive action and execution plan for pre &amp; post Continuous Internal Assessment (CIA)</b>	Pre-plan – to train based on repeated University Questions  Post-plan - to conduct class test for slow Learners,	The pre and post execution plans were executed and verified.  The train data has been compiled and class test details were added.
<b>Project Planning and Implementation</b>	All the Quality Metrics were followed up.	No correction required.
<b>Internal Training and Monitoring</b>	All the Quality Metrics were followed up.	No correction required.
<b>Laboratory Stock Updated Report</b>	All the metrics and Standard Operation Procedures (SOPs) were adhered.	No correction required.
<b>Laboratory Course File status and Manual Availability and Updated Status</b>	All Laboratory course files were updated as per the requirements. Updated lab manual displayed.	No correction required.
<b>Laboratory Experiments Completion status.</b>	All experiments from the required number of batches were completed.	No correction required.
<b>Conclusion</b>	The meeting ended with thanks.	

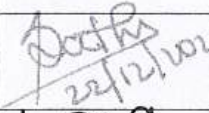
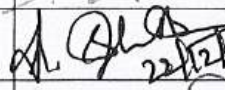
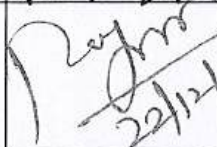
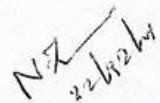
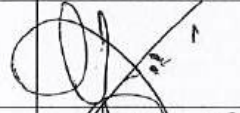
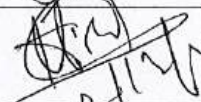
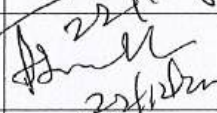
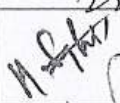
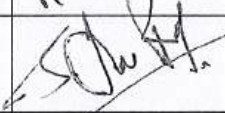
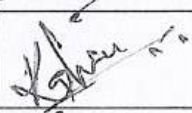
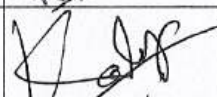
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22/12/21  
**Prepared By**  
M. S. RAJAN  
A P / EEE

*Deethu*  
22/12/2021  
**Principal**  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

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PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING  
Page 2 of 3

**SIGNATURES OF THE MEMBERS PRESENT FOR THE MEETING**

**DATED - 22/12/2021**

Name of the Member	Designation	Category	Signature
Prof. Dr. S. Sathish	Principal	Chairman	 22/12/2021
Dr. A.S. Salma Banu	Head – ECE	Member	 22/12/21
Er. M.S.Rajan	Assistant Professor / EEE (Auditor)	Member	 22/12/21
Er. M.F. Nazeer Ahmed	Assistant Professor / Civil Engineering (Auditor)	Member	 22/12/21
Er. M. Syed Mustafaa	Assistant Professor / ECE	Member	
Er. A. Mohammed Mydeen	Assistant Professor / ECE	Member	 22/12/2021
Er. A. Durai Babu	Assistant Professor / ECE	Member	 22/12/2021
Er. M. Sathish	Assistant Professor / ECE	Member	
Er. S. Jone Rosy	Assistant Professor / ECE	Member	
Er. P.Kalima Benazir	Assistant Professor / ECE	Member	
Er. M.T.M. Kader Sahib Maricar	Assistant Professor / ECE	Member	

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



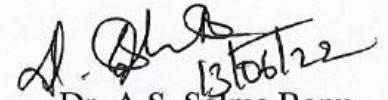
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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

**CIRCULAR**

AMSCE/ECE/CIRCULAR/002/2021-22

13.06.2022

It is hereby informed to all the Faculty Members that, there will be a follow up meeting of AAA Audit to discuss the Action Taken for the Even Semester 2021-2022 in 'IQAC' on 17/06/2022 at 04.00 P.M. Hence all the Faculty Members are asked to attend the meeting without fail.

  
Dr. A.S. Salma Banu

Head - Electronics and Communication Engineering

Principal  
File - Faculty In-charge  
Circulate to all Faculty Members  
Circulate to all Auditing Committee Members  
IQAC File  
Department File

Dr. A. S. SALMA BANU, B.E., M.E., Ph.D.,  
Associate Professor & Head of the Department  
Department of Electronics and Communication Engineering  
Aalim Muhammed Salegh College of Engineering  
Muthapudupet Avadi - IAF Chennai - 600055

  
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**MINUTES OF MEETING**

<b>AGENDA</b>	Academic and Administrative Audit – Action Taken Report		
<b>DATE &amp; TIME</b>	17/06/2022 at 04.00 P.M	<b>DEPARTMENT</b>	Electronics and Communication Engineering
<b>PREPARED BY</b>	Asst. Prof. M.S.Rajan	<b>No of Pages</b>	<b>VENUE</b>
		03	

**1.Meeting Objectives**

To conduct follow up meeting of AAA Audit for Even Semester 2021-2022

**2.Members Present**


Prof. Dr. S. Sathish – Principal  
 Prof. Dr. A.S. Salma Banu – Head / ECE  
 Er.D. Zunaithur Rahman,, AP/Civil Engineering - Auditor  
 Er.K. Indumathy, AP/ Civil Engineering – Auditor  
 Er. A. Mohammed Mydeen, AP/ECE  
 Er. A. Duraibabu, AP/ECE  
 Er. S. Jone Rosy, AP/ECE  
 Er. M. Syed Mustafaa, AP/ECE  
 Er. M. Sathish, AP/ECE  
 Er. B.Nadheer Ahmed, AP/ECE  
 Er. M.T.M. Kader Sahib Maricar, AP/ECE  
 Er. M.S.Rajan, Assistant Professor/EEE

**3.Criteria, Observations, Suggestions and Action Taken**

Criteria	Observations and Suggestions given by Audit committee	Action Taken
<b>Schedule &amp; Plan</b>	1. Student name list is kept without the CGPA and Arrears in Electromagnetic Fields course file. 2. In Electronic Circuits II course file, individual Time Table is not included.	1. Verified that the CGPA and Arrears in Electromagnetic Fields course file has been attached. 2. Individual Time Table is included in Electronic Circuits II course file.
<b>Continuous Internal</b>	Good, yet in Communication Theory	Communication Theory course cycle



<b>Assessment</b>	course cycle Test analysis is not done.	Test analysis added.
<b>Remedial Action Plan</b>	In Electromagnetic Fields course file, the slow learners name list is not kept.	Slow learners name list have been attached.
<b>Performance Enhancement Measures</b>	Good, yet in Professional Ethics course file DPT Question Paper is not included.	DPT Question Paper is not included .has been included in Professional Ethics course file.
<b>Course Material</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Preventive action and execution plan for pre &amp; post Continuous Internal Assessment (CIA)</b>	Preplan – prepare important Questions based on Last 5 years Previous year Question Papers.  Post plan - to conduct class test for slow learners.	The pre and post execution plans were executed and verified.  The Question Bank and Class test schedule and marks were compiled and documented.
<b>Project Planning and Implementation</b>	Good, yet Faculty specialization is not mentioned.	The Faculty specialization is included.
<b>Internal Training and Monitoring</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Laboratory Stock Updated Report</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Laboratory Course File status and Manual Availability and Updated Status</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Laboratory Experiments Completion status.</b>	Asll experiments from the required number of batches were completed.	No correction required.
<b>Conclusion</b>	The meeting ended with thanks.	

  
 Prepared By  
 M.S. RAJAN  
 A.P / EEE

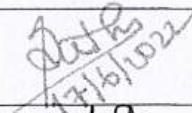
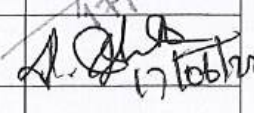

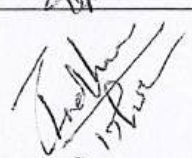
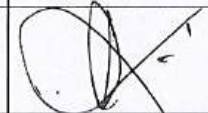
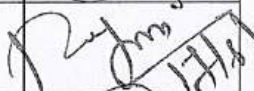
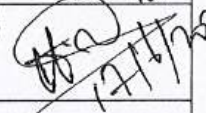
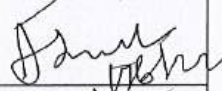

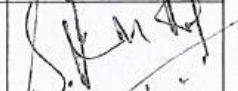
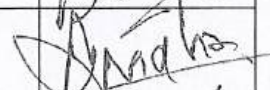

  
 Principal

PRINCIPAL  
 AALIM MUHAMMED SALEGH  
 COLLEGE OF ENGINEERING

  
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 AALIM MUHAMMED SALEGH  
 COLLEGE OF ENGINEERING

**SIGNATURES OF THE MEMBERS PRESENT FOR THE MEETING**

**DATED - 17/06/2022**

Name of the Member	Designation	Category	Signature
Prof. Dr. S. Sathish	Principal	Chairman	 17/6/2022
Dr. A.S. Salma Banu	Head – ECE	Member	 17/6/2022
Er.D. Zunaithur Rahman	Assistant Professor / Civil Engineering (Auditor)	Member	 17/6/2022
Er.K. Indumathy	Assistant Professor / Civil Engineering (Auditor)	Member	 17/6/2022
Er. M. Syed Mustafaa	Assistant Professor / ECE	Member	
Er. M.S.Rajan	Assistant Professor / EEE	Member	 17/6/2022
Er. A. Mohammed Mydeen	Assistant Professor / ECE	Member	 17/6/2022
Er. A. Durai Babu	Assistant Professor / ECE	Member	 17/6/2022
Er. M. Sathish	Assistant Professor / ECE	Member	 17/6/2022
Er. S. Jone Rosy	Assistant Professor / ECE	Member	 17/6/2022
Er. B.Nadheer Ahmed	Assistant Professor / ECE	Member	 17/6/2022
Er. M.T.M. Kader Sahib Maricar	Assistant Professor / ECE	Member	 17/6/2022

  
PRINCIPAL  
AALIMUDDIN AHMED SALEGH  
COLLEGE OF ENGINEERING



AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

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AMSCE/ECE/AUDIT/ CIRCULAR/001/2022-23

19.12.2022

It is hereby informed to all the faculty members that, there will be a follow up meeting of AAA Audit to discuss the Action Taken for the Odd Semester 2022-2023 in 'IQAC' on **23/12/2022** at 04.00 P.M. Hence all the faculty members are asked to attend the meeting without fail.



Dr. A.S. Salma Banu

Head - Electronics and Communication Engineering

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File - Faculty In-charge


Circulate to all Faculty members

Circulate to all Auditing Committee members

IQAC file

Department file

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Associate Professor & Head of the Department  
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**MINUTES OF MEETING**

<b>AGENDA</b>	Academic and Administrative Audit – Action Taken Report		
<b>DATE &amp; TIME</b>	23/12/2022 at 04.00 P.M	<b>DEPARTMENT</b>	Electronics and Communication Engineering
<b>PREPARED BY</b>	Asst. Prof. M.S.Rajan	<b>No of Pages</b>	<b>VENUE</b>
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**1.Meeting Objectives**

To conduct follow up meeting of AAA Audit for ODD Semester 2022-2023

**2.Members Present**

Prof. Dr. S. Sathish – Principal

Prof. Dr. A.S. Salma Banu – Head / ECE

Er. B. Rajalakshmi, Assistant Professor/Civil Engineering – Auditor

Er. M.Sujikannan, Assistant Professor/EEE – Auditor

Er. A. Mohammed Mydeen, AP/ECE

Er. A. Duraibabu, AP/ECE

Er. S. Jone Rosy, AP/ECE

Er. M. Syed Mustafaa, AP/ECE

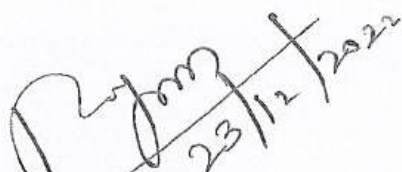
Er. P.Kalima Benazir, AP/ECE

**3.Criteria, Observations, Suggestions and Action Taken**

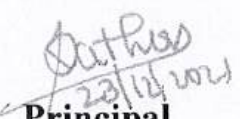
<b>Criteria</b>	<b>Observations and Suggestions given by Audit committee</b>	<b>Action Taken</b>
<b>Schedule &amp; Plan</b>	<ol style="list-style-type: none"> <li>1. Seminar schedule is missing in Signals and Systems course file.</li> <li>2. Schedule of IAT is missing in Digital System Design course file.</li> </ol>	<ol style="list-style-type: none"> <li>1. Verified that the Seminar Schedule has been added.</li> <li>2. Schedule of IAT in Course Digital System Design course file has been added.</li> </ol>
<b>Continuous Internal Assessment</b>	<ol style="list-style-type: none"> <li>1. In Communication Networks (CN) course file, Cycle Test answer key is not included.</li> <li>2. In Digital Communication course file, parent's signature in test paper is missing.</li> <li>3. In Signals and Systems course File, Assignment Question Paper is not included.</li> </ol>	<ol style="list-style-type: none"> <li>1. Verified that the Cycle Test answer key is included in Communication Networks (CN) course file.</li> <li>2. Verified that the parent's signature in test paper is updated in Digital Communication course file,</li> <li>3. Assignment Question Paper is included in Digital Communication course file,</li> </ol>



<b>Remedial Action Plan</b>	Good, yet in Digital Communication (DC) course file, improvement test topics is not mentioned.	Improvement test topic is mentioned in Digital Communication (DC) course file.
<b>Performance Enhancement Measures</b>	In electromagnetic Fields (EMF) course file, tutorial class time table is not included.	Tutorial class time table is included and verified.
<b>Course Material</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Preventive action and execution plan for pre &amp; post Continuous Internal Assessment (CIA)</b>	Preplan – to write class running notes and follow it. Post plan - to conduct class test.	The pre and post execution plans were executed and verified.
<b>Project Planning and Implementation</b>	All the Quality Metrics were followed up.	No correction required.
<b>Internal Training and Monitoring</b>	All the Quality Metrics were followed up.	No correction required.
<b>Laboratory Stock Updated Report</b>	All the metrics and Standard Operation Procedures (SOPs) were adhered.	No correction required.
<b>Laboratory Course File status and Manual Availability and Updated Status</b>	All Laboratory course files were updated as per the requirements. Updated lab manual displayed.	No correction required.
<b>Laboratory Experiments Completion status.</b>	All experiments from the required number of batches were completed.	No correction required.
<b>Conclusion</b>	The meeting ended with thanks.	

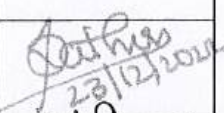
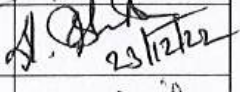
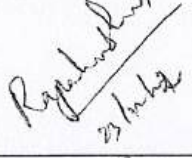
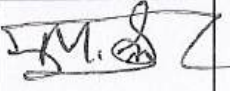



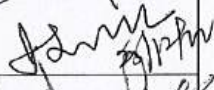

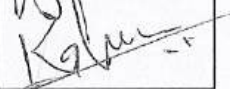
  
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 M. S. RAJAN  
 A-P / EEE


  
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 COLLEGE OF ENGINEERING

**SIGNATURES OF THE MEMBERS PRESENT FOR THE MEETING**

**DATED - 23/12/2022**

Name of the Member	Designation	Category	Signature
Prof. Dr. S. Sathish	Principal	Chairman	 23/12/2022
Dr. A.S. Salma Banu	Head – ECE	Member	 23/12/22
Er. B. Rajalakshmi	Assistant Professor / Civil Engineering (Auditor)	Member	 23/12/22
Er. M. Sujikannan	Assistant Professor / EEE (Auditor)	Member	
Er. M.S.Rajan	Assistant Professor / EEE	Member	 23/12/22
Er. M. Syed Mustafaa	Assistant Professor / ECE	Member	
Er. A. Mohammed Mydeen	Assistant Professor / ECE	Member	 23/12/22
Er. A. Durai Babu	Assistant Professor / ECE	Member	 23/12/22
Er. S. Jone Rosy	Assistant Professor / ECE	Member	
Er. P.Kalima Benazir	Assistant Professor / ECE	Member	

  
**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
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Page 3 of 3



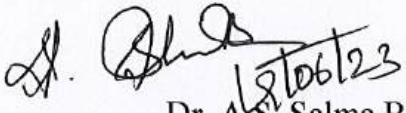
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**CIRCULAR**

AMSCE/ECE/AUDIT/CIRCULAR/002/2022-23

19.06.2023

It is hereby informed to all the Faculty Members that, there will be a follow up meeting of AAA Audit to discuss the Action Taken for the Even Semester 2022-2023 in 'IQAC' on **23/06/2023** at 04.00 P.M. Hence all the Faculty Members are asked to attend the meeting without fail.

  
Dr. A.S. Salma Banu

Head - Electronics and Communication Engineering

Dr. A. S. SALMA BANU, B.E., M.E., Ph.D.,  
Associate Professor & Head of the Department  
Department of Electronics and Communication Engineering  
Aalim Muhammed Salegh College of Engineering  
Muthapudupet Avadi - IAF chennai - 600055

Principal  
File - Faculty In-charge  
Circulate to all Faculty Members  
Circulate to all Auditing Committee Members  
IQAC File  
Department File

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING  
AVADI - IAF, MUTHAPUDUPE  
CHENNAI 600 055

**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING  
IAF AVADI, CHENNAI - 600 055**

**MINUTES OF MEETING**

<b>AGENDA</b>	Academic and Administrative Audit – Action Taken Report		
<b>DATE &amp; TIME</b>	23/06/2023 & 04.00 P.M	<b>DEPARTMENT</b>	Electronics and Communication Engineering
<b>PREPARED BY</b>	Asst. Prof. M.S.Rajan	<b>No of Pages</b>	<b>VENUE</b>
		03	IQAC Chambers

**1.Meeting Objectives**

To conduct follow up meeting of AAA Audit for Even Semester 2022-2023

**2.Members Present**

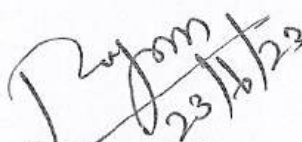
Prof. Dr. N.R. Shanker – Principal  
 Prof. Dr. S. Sathish – Director, IQAC  
 Prof. Dr. A.S. Salma Banu – Head / ECE  
 Dr. N.Prabhakaran, Asso. Prof. /ECE  
 Er.K.Rameez Raja Assistant Professor/EEE – Auditor  
 Er. M.F.Nazeer Ahmed, Assistant Professor/Civil Engineering – Auditor  
 Er. M.S.Rajan, Assistant Professor/EEE  
 Er. A. Mohammed Mydeen, AP/ECE  
 Er. A. Durai Babu, AP/ECE  
 Er. K.Fathima , AP/ECE  
 Er. S. Jone Rosy, AP/ECE  
 Er. D.Eeswar Samhithan, AP/ECE

**3.Criteria, Observations, Suggestions and Action Taken**

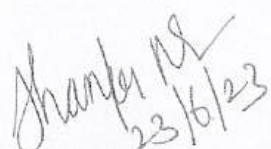
<b>Criteria</b>	<b>Observations and Suggestions given by Audit committee</b>	<b>Action Taken</b>
<b>Schedule &amp; Plan</b>	1. Academic Schedule is not included in Principles of Management course file. 2. Course PO mapping is missing in Wireless Network course file.	1. Verified that the Academic Schedule has been attached. 2. Course PO mapping has been added.
<b>Continuous Internal Assessment</b>	All the Quality Metrics were followed up.	No correction required.



<b>Remedial Action Plan</b>	Good, but slow learners name list is not in Digital Signal Processing course file.	Slow learners name list have been attached.
<b>Performance Enhancement Measures</b>	<ol style="list-style-type: none"> <li>In Professional Ethics course file, topics discussed in tutorial class are not included.</li> <li>In Electromagnetic Fields, improvement class timetable is missing.</li> </ol>	<ol style="list-style-type: none"> <li>Topics discussed in Tutorial class have been included.</li> <li>Improvement class timetable has been added.</li> </ol>
<b>Course Material</b>	All Quality measured are adhered and found correct.	No correction required.
<b>Preventive action and execution plan for pre &amp; post Continuous Internal Assessment (CIA)</b>	<p>Preplan – prepared important Questions based on Last 5 years Previous year Question Papers</p> <p>Post plan – to make the students go through the Question banks and conduct class test.</p>	The pre and post execution plans were executed and verified.
<b>Project Planning and Implementation</b>	All the Quality Metrics are followed up.	No correction required.
<b>Internal Training and Monitoring</b>	Good, but in Faculty allocation list, experience of faculty members is not included.	Experiences of Faculty members have been attached.
<b>Laboratory Stock Updated Report</b>	All the metrics and Standard Operation Procedures (SOPs) were adhered.	No correction required.
<b>Laboratory Course File status and Manual Availability and Updated Status</b>	All Laboratory course files were updated as per the requirements. Updated lab manual displayed.	No correction required.
<b>Laboratory Experiments Completion status.</b>	All experiments from the required number of batches were completed.	No correction required.
<b>Conclusion</b>	The meeting ended with thanks.	

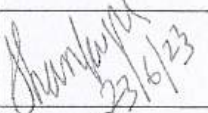
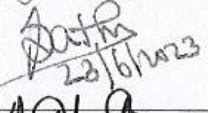
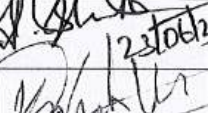
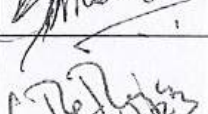
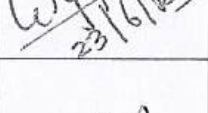
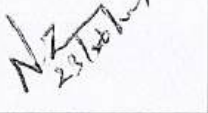
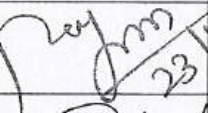
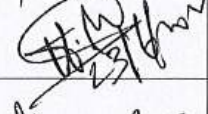
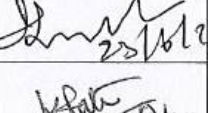

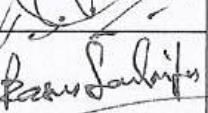

  
 Prepared By  
 M. S. RAJAN  
 A.P/EEE


  
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 AALIM MUHAMMED SALEGH  
 COLLEGE OF ENGINEERING

  
 Principal  
 PRINCIPAL  
 AALIM MUHAMMED SALEGH  
 COLLEGE OF ENGINEERING

**SIGNATURES OF THE MEMBERS PRESENT FOR THE MEETING**

**DATED - 23/06/2023**

Name of the Member	Designation	Category	Signature
Prof. Dr. N.R. Shanker	Principal	Chairman	
Prof. Dr. S. Sathish	Professor / Mechanical Engineering	Director	
Dr. A.S. Salma Banu	Head – ECE	Member	
Dr. N. Prabhakaran	Associate Professor / ECE	Member	
Er.K.Rameez Raja	Assistant Professor / EEE (Auditor)	Member	
Er. M.F. Nazeer Ahmed	Assistant Professor / Civil Engineering (Auditor)	Member	
Er. M.S.Rajan	Assistant Professor / EEE	Member	
Er. A. Mohammed Mydeen	Assistant Professor / ECE	Member	
Er. A. Durai Babu	Assistant Professor / ECE	Member	
Er. K.Fathima	Assistant Professor / ECE	Member	
Er. S. Jone Rosy	Assistant Professor / ECE	Member	
Er. D.Eeswar Samhithan	Assistant Professor / ECE	Member	

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