

Statutory Declaration under
Section 4(1)(b) of the RTI Act 2005



MOHAMED SATHAK ENGINEERING COLLEGE

(Approved by Anna University, Chennai, AICTE, COA and DGS)

ECR Road , Mayakulam Panchayat , kilakarai

Ramanathapuram- 623 806

www.msec.org.in

Address of the Institute

Name of the College : MOHAMED SATHAK ENGINEERING COLLEGE
Address : ECR Road , Mayakulam Panchayat , kilakarai
Ramanathapuram- 623 806
Contact No : +91 8939015015, +91 7299259800
Fax No. : +91 4567-245344
Email ID : principal@msec.org.in

About the Institute:

The Mohamed Sathak Engineering College, started in the year 1984 is situated in a picturesque environment at Kilakarai, Mayakulam Panchayat, Ramanathapuram District, Tamilnadu. The Mohamed Sathak Trust is a charitable and educational organization established in 1973 Registered under Societies Registration Act by the Philanthropic Mohamed Sathak Family of Kilakarai, Ramnad District, Tamilnadu.

The founder Chairman Late Alhaj S.M. Ahamed Jalaluddin, was the binding force behind the establishment of a trust for the charitable and educational needs of the poor and downtrodden people. The other founder members of the trust apart from Late S.M. Ahamed Jalaluddin are as follows:

Alhaj. Dr. S.M. Dastagir – Former Executive Director

Alhaj Dr.S.M.Hamid Abdul Quadir- Former Chairman

Alhaj. S.M. Kabeer – Former Correspondent

Present Trustees are .

Alhaj S.M. Mohamed Yousuf – Chairman

Hajiyani.S.M.H . Sharmila- Secretary

Our aim is to promote the Technical, Scientific, Medical and Management Education and training of personnel to meet the Technical and Managerial needs of the country. It endeavors to spread technical and management education at all levels of society, in particular among the rural and backward communities. First, the trust have started to give scholarship to the poor backward class students from 1973. Afterwards, it has started the Institutions.

Name of the Institution	Year of Establishment	Location
Mohamed Sathak Polytechnic College	1980	Kilakarai
Mohamed Sathak Engineering College	1984	Kilakarai
Syed Hameedha Arts & Science College	2000	Kilakarai
Mohamed Sathak Dasthagir Matriculation School	2011	Ramnad
Mohamed Sathak Dasthagir Teacher Training college	2012	Ramnad
Syed Hammedha Arabic College	2000	Kilakarai
Mohamed Sathak ITI	1992	Kilakarai
Mohamed Sathak A.J Engineering College	2001	Chennai
Mohamed Sathak A.J College of Nursing	2000	Chennai
Mohamed Sathak A.J College of Pharmacy	1997	Chennai
Mohamed Sathak A.J College of Physiotherapy	2001	Chennai
Mohamed Sathak Kabeer Public School	2017	Ramnad
Mohamed Sathak Hamid College for Art & Science for	2018	Ramnad
Mohamed Sathak Teacher Training College	2005	Chennai
Mohamed Sathak A.J. Academy of Architecture	2012	Chennai
Mohamed Sathak Matric . Hr. Sec School	2000	Chennai
SITECH Sathak Institute Of Information	1995	Chennai
SITECH	1995	Ramnad
Mohamed Sathak college of Arts & Science	1995	Chennai

The institution has established Research centre sponsored by DST For Cancer Treatment, research and entrepreneurial activities. The Institution has created the right environment for promoting entrepreneurship among students through layer learning by doing projects from first year onwards. The students are given complete flexibility and freedom to improve their performance. The Institution promotes measures for Institutional functioning towards continuous quality enhancement through the Best Practices.

VISION

To permeate higher and quality education with value added engineering, technology and management programs to this part of the fore shaken rural areas providing all facility available in modern cities and nurture the youths with international competencies and exemplary level of employability even under highly competitive environments.

MISSION

To mobilize the resources and equip the institution with men and materials of excellence. To see that the college becomes pivotal center of service to the rural society with the latest technology without disturbing their legacy of regional cultural values. To develop the college to become a deemed university at the earliest with facilities for the advanced research and development programs on par with international standard. To invite international universities.

Core Values of MSEC

- Excellence : Commitment to continuous improvement and innovation in Teaching, Learning, research and extension
- Ethics : Pledge to honesty, integrity, mutual respect, transparency and accountability
- Diversity : Respect to all aspects of diversity
- Student First : Student centric planning and development
- Collaboration : Stakeholder partnership for holistic institutional development and synergistic growth

OBJECTIVES

1. Develop a campus which promotes higher learning and research.
2. Recruit and retain a diverse faculty of outstanding teacher-scholars with principles and discipline.
3. Promote industry – institute interactions
4. Expose students to leading Industries and Corporate Houses.
5. Foster a harmonious, cordial and tripartite relationship among the Management, faculty and students for their respective growth and for establishing a congenial academic environment in the College.

Working hours of the office:

Monday to Saturday:

For office : 09:00 AM to 04:00 PM

Lunch Time : 12.40 PM to 01.30 PM

Visiting hours for Public : 9:30 AM to 4:00 PM of every working day.

Sundays and 2nd Saturdays are Holidays.

Contact Information:

Name of the Faculty	Designation	Mobile No.	EmailID
Dr. J.Abbas Mohaideen	Principal	8939015015	principal@msec.org.in
Dr. J.Mohamed Jahabar	Dean Academics	96003776706	dean@msec.org.in
Dr. Alagiya Meenal	Vice Principal	9443004367	Meenap64@yahoo.com
Dr.Boobalan	HOD/EEE	9566745589	Csbhupalan@gmail.com
Dr.Jeyaseelan	Prof. /Mech	9442022161	Cj_seeelan@yahoo.co.in
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Mr. V.Mayilvelnathan	HOD/MECH	9965504111	Nathan_512@yahoo.com

DUTIES AND RESPONSIBILITIES

PRINCIPAL

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

The responsibilities of the Principal are:

- To ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institution are duly observed and implemented.
- To exercise general control over the affairs of the Institution and be responsible for implementation of recommendations of the various committees of the Institution, in consultation with the Special Officer.
- To convene meetings of the various bodies of the Institution.
- To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institution.
- To apply to AICTE (for extension of approval, sanction of new programs and courses and variation in intake)
- To apply for accreditation to different agencies like NBA, NAAC etc
- To correspond with Social Welfare Department (for submission of scholarship applications for students of MSEC), and all other relevant Govt. offices (like office of the District Collector for attending meetings on anti-ragging).
- To send statistical data to State Government and University Grants Commission and AICTE, New Delhi etc. and other apex agencies.
- To conduct internal and other examinations including Model, Revision and University Examinations..

- To ensure and receive all Department budget proposals for the next academic year in the prescribed format by 15th January of every calendar year. Taking into consideration the central requirements and those of various Departments in the form of operational budget, maintenance budget and developmental budget, prepare consolidated budget proposal for the approval of Governing Body.
- To maintain student discipline and orderly functioning of MSEC and for taking all the decisions in this regard with the help of the disciplinary committee.
- To inculcate discipline, decency, decorum and dignity among the faculty and staff of MSEC.
- To be responsible for the general amenities and arrangements for students and employees of MSEC.
- To assist the Special Officer in faculty recruitment.
- In the absence of the Principal, his duties will be entrusted to any Professor, as per the instructions of the Special Officer.
- Any other work assigned by the Chairman/Special Officer connected with the development of MSEC.

DEAN (ACADEMICS)

He shall be responsible for the following:

- To implement innovative methods in teaching, learning and evaluation.
- To prepare Academic regulations and Calendar containing all details (including holidays) for the approval of the Academic Council.
- To coordinate curriculum design and updating the syllabus.
- To prepare year-plan for organizing Seminars/Guest lectures/Expert lectures/Add-on courses/Student Paper contests/Exhibitions/Workshops/FDPs in consultation with HoDs and to monitor proper execution of the programs.
- To monitor progress of students, including attendance, performance in all the examinations etc and advice Principal on taking appropriate action.
- To verify the course files and counsel the faculty as a member of the Committee on Faculty Development.

- To monitor and apprise the Principal regarding the execution of the academic practices of all the departments.
- To assist the Principal in applying to AICTE (for extension of approval, sanction of new programs and courses and variation in intake).
- To review the proposals (SDP, FDP, MODROB, Seminar Grant etc) sending to funding agencies such as AICTE, UGC relating to faculty and student development.
- Any other work assigned by the Management / Principal from time to time.

HEAD OF THE DEPARTMENT

HOD of any department shall report to the Principal regarding the various activities and take his guidance and advice, in all academic matters. HOD is solely responsible in all aspects to run the department democratically, giving leadership and direction and monitor and control progress of his department. HOD is responsible for:

- Planning for department operational, maintenance and development budgets and submit reports to GC for approval in consultation with Deans and Principal.
- Conducting DDC meetings for academic/laboratory development once a year.
- Conducting DAC meetings once a semester to discuss matters of academic interest.
- Submitting performance appraisals of faculty and staff.
- Preparing and submitting the departmental annual report to Principal.
- Assigning teaching schedules and workloads to all faculty and staff.
- Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding.
 - Academic planning & development
 - Maintenance and up-keeping
 - Examinations
 - Association activities
 - Organizing industrial tours / visits
 - Counseling Students
 - Training & Placement activities
 - Co and Extracurricular works
 - Research and project works
 - Entrepreneur awareness
 - Alumni contacts and others
 - Library books, Journals, relevant to department
 - Organizing expert lectures, add-on courses

Monitoring of faculty discharging their academic and other duties mainly in

- Preparing of lesson plans & course work schedules
- Encouraging to enhance new skills and techniques
- Displaying students attendance, internal marks, lab, performance, results
- Intimating Parents in critical cases
- Obtaining faculty feedback and offering necessary counseling
- Appraising the faculty, students and parents about MSEC's mission and goals
- Maintaining constant rapport with faculty and students
- Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
- Improving qualifications
- Overseeing the general maintenance of classrooms, Labs, Library etc.