

## MINUTES OF MEETING

MINUTES OF THE 10th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 16-02-2016 AT 03.30 P.M. IN THE PRINCIPAL CABIN.

Dr.D.Alagia Meenal, Chairman-IQAC, welcomed the members of the IQAC Committee members. Prof M.Mohamed Rafi, Secretary & Co-ordinator, IQAC, presided over the meeting. He briefed the Goals, Objectives, Strategy, Functions, Benefits, Follow-ups, roles and responsibilities of members of the institution and also presented the report. He invited the members to share their views.

The items in the agenda were taken for discussion one by one.

10.1 Considered the 10th IQAC committee meeting held on 22-06-2016.

RESOLVED Confirmed the minutes of the 09th meeting of IQAC.

10.2 Considered the plan of action for Department Association activities.

RESOLVED to register the plan of action for Department Association activities and instructed the HoDs to plan in such a way that the overlapping of activities do not occur in the interdepartment level.

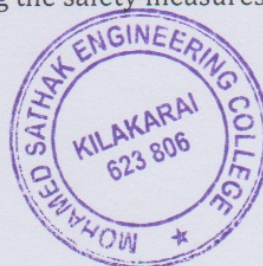
10.3 Considered the SMS way of informing parents regarding attendance, marks, performance etc.

RESOLVED to survey vendors to meet out the requirement so as to implement the system at the earliest.

10.4 Considered the Blue Print of activities of NSS and YRC.

RESOLVED to increase the number of rallies to:

1. Create awareness among surface transport users regarding the safety measures
2. Conduct Blood Donation Camp





3. Fortify Health/Literacy related awareness

4. Make them aware of the consequences of chewing/imbibing pan masala.

10.5 Considered the Format of various reports to be submitted periodically.

RESOLVED to record the review of reports of departments.

10.6 Considered the review on academic activities of the College.

RESOLVED to record the review on the academic activities like Teaching-Learning process, admission criteria, communication from various academic agencies, compliance with norms, standards and guidelines.

Prof M.Mohamed Rafi, Secretary & Co-ordinator -IQAC solicited the continued support of the members for sharing their rich knowledge and wide experience for furthering the mission of the IQAC.

Dr.D.Alagia Meenal, Chairman, IQAC, proposed the vote of thanks to all the members of the IQAC Committee and expressed gratitude for their sustained involvement and for making the meeting a grand success





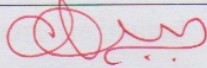

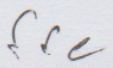
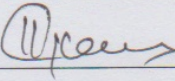
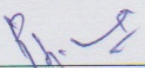
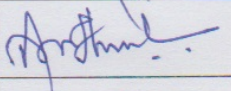
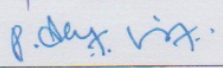
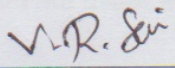
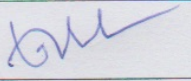
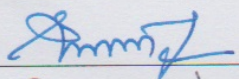
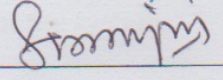

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI  
10<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

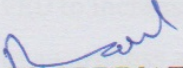
Attendance Sheet

Venue: Principal Cabin

Date: 16-02-2016

Time: 03.30 P.M.

Sl. No.	Name	Designation	Signature
1	Dr. D.ALAGIA MEENAL	PRINCIPAL	
2	Prof. MOHAMED RAFI M	HOD/MCA	
3	Prof. SHEIK FAREED S	HOD/DASH	
4	Prof. PEER OLI H	HOD(I/C)/ECE	
5	Prof. KARTHIKEYAN R	HOD/CSE	
6	Prof. MUTHUVEL A	AP/ECE	
7	Prof. ABBAS KIYASUDEEN P	AP/MECH	
8	Prof. SATHISH KUMAR V R	AP/CSE	
09	MR. NAGARAJAN K	Advocate	
10	Mr. BALA SUBRAMANIAN S	SITE ENGINEER	
11	Mr. SULTHAN ALAUDEEN A	SYSTEM ADMIN	
12	Mr. MANIKANDAN K S	WEB DESIGNER	

  
IQAC CO-ORDINATOR

  
PRINCIPAL