

MINUTES OF MEETING

MINUTES OF THE 11th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 22-06-2016 AT 02.00 P.M. IN THE CONFERENCE HALL.

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.

11.1 Considered the 10th IQAC committee meeting held on 16-02-2016.

RESOLVED Confirmed the minutes of the 10th meeting of IQAC.

11.2 Considered the academic activities of the College.

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

11.3 Considered the procurement of text books.

RESOLVED to procure text books to the institute library suiting First Year students.

11.4 Considered the question bank preparation.

RESOLVED to prepare question papers unit wise so as to create question bank which will be used to set impartial question paper for the unit tests and model exams and submit the same to the concerned HoDs.



11.5 Considered the updating of college website.

RESOLVED to look into the college website and share information regarding their departments, if any, to the HoD of MCA for updating. Also, educated to respond to the email communication promptly and instantaneously.

11.6 Considered the periodical maintenance of Drinking Water (RO) units.

RESOLVED to maintain periodically the Drinking Water (RO) units to provide better decontamination system.

11.7 Considered the regular and periodical maintenance of Civil Structures including painting/Lime washing.

RESOLVED to maintain the inevitability of good appearance.

11.8 Considered the increase of number of college bus trips to carry students to Kilakarai town, who leave for the day after working hours, due to Library/Sports activity.

RESOLVED to augment the number of frequency of college buses.

11.9 Considered the activities of the Statutory and Non-statutory committee.

RESOLVED to commend the activities of the Statutory and Non-statutory committees of the college and its compliance with the requirements.

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.J.Mohamed Jahubar, **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.



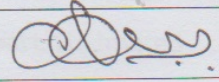
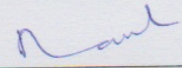
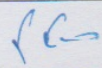
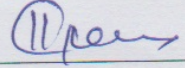
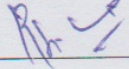
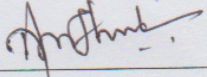
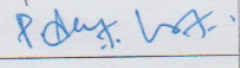
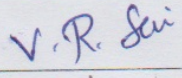
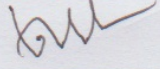
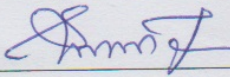
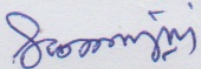
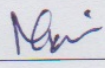
MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
11th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

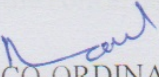
Attendance Sheet

Venue: Conference Hall

Date: 22-06-2016

Time: 02.00 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