

MINUTES OF MEETING

MINUTES OF THE 12th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 23-11-2016 AT 02.00 P.M. IN THE CONFERENCE HALL.

Dr.J.ABBAS MOHIDEEN, 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.

12.1 Considered the 11th IQAC committee meeting held on 21-06-2016.

RESOLVED Confirmed the minutes of the 11th meeting of IQAC.

12.2 Considered the academic activities of the College.

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

12.3 Considered the NPTEL classes pertaining to utility.

RESOLVED to make use of the NPTEL classes periodically for the betterment of the students in enriching their knowledge.

12.4 Considered the SMS way of communication to parents and also to insist them to inform the HoDs whenever their contact number changes.

RESOLVED to ensure the contact numbers of the parents and enter in the database so as to make them receive the SMS communication regarding their wards' academic performance and also to update as and when parents change contact numbers.



12.5 Considered the updating of the College Website.

RESOLVED to furnish necessary details regularly to the System Administrator for updating the College Website.

12.6 Considered the shunning of mistakes in the certificates in future by verifying the list with DOTE approved list of students.

RESOLVED to verify the details of the students in the approved list of DOTE, in order to evade mistakes in the certificates in future.

12.7 Considered the fetching of Research Grants from various funding agencies.

RESOLVED to take extra effort to fetch Research Grants from various funding agencies, so as to enrich the quality and strength of the departments. Further, it was also discussed to motivate the faculty members, research scholars and students to involve in Grant fetching activities.

12.8 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.Abbas Mohideen, 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.



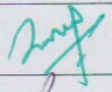
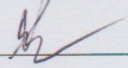
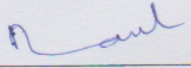

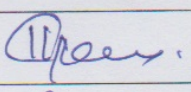
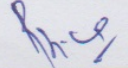
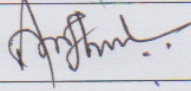
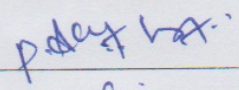
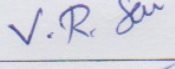
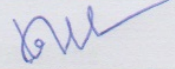
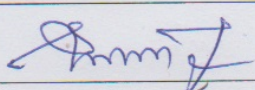
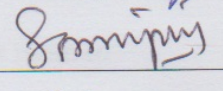
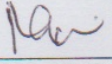
MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
12th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

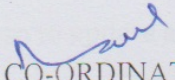
Attendance Sheet

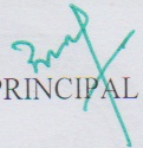
Venue: Conference Hall

Date: 23-11-2016

Time: 02.00 P.M.

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


IQAC CO-ORDINATOR


PRINCIPAL