

MINUTES OF MEETING

MINUTES OF THE 13th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 01-03-2017 AT 11.30 A.M. IN THE CHAIRMAN CABIN.

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 points in the agenda were taken for discussion one by one.

13.1 Considered the 12th IQAC committee meeting held on 23-11-2016.

RESOLVED Confirmed the minutes of the 12th meeting of IQAC.

13.2 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.

13.3 Considered the celebration of International Women's Day, Farewell Day, Sports Day and Hostel Day at our institute.

RESOLVED to plan well to celebrate International Women's Day on 7th and 8th of March 2017 in association with Women Empowerment Cell, Farewell Day on 10th, Sports Day on 11th and Hostel Day on 12th of March 2017. Further it was also discussed regarding the mobilization of Chief Guests for the same.



13.4 Considered the Department Association Activities.

RESOLVED to conduct Symposium, Workshops, Seminars and Conferences periodically paving the way for knowledge dissemination and also to meet out social needs.

13.5 Considered the NSS and YRC activities.

RESOLVED to increase the number of activities pertaining to NSS and YRC promoting social welfare and awareness among student members.

13.6 Considered the Anna University Affiliation process for the academic year 2017-18.

RESOLVED to get ready the files and supporting documents to get continuation of affiliation from Anna University for the academic year 2017-18.

13.7 Considered the maintenance of lab equipments.

RESOLVED to periodically monitor the maintenance and calibration of lab equipments.

13.8 Considered the conduct of Academic Council Meeting.

RESOLVED to plan well for the smooth conduct of the Academic Council Meeting which would be held during the second week of April – 2017.

13.9 Considered the conduct of External Academic Audit.

RESOLVED to plan and get ready the files pertinent to External Academic Audit which would be held during the third week of April – 2017 and to complete the internal academic audit before external audit.

13.10 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

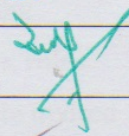
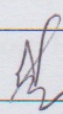
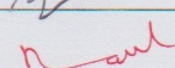

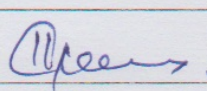
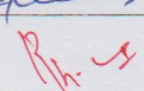
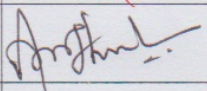
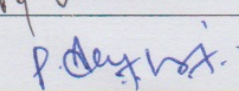
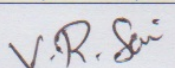
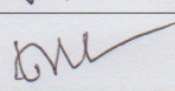
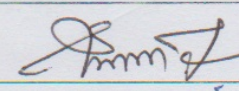
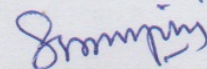
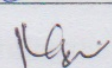
13th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

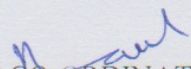
Attendance Sheet

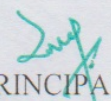
Venue: Chairman Cabin

Date: 01-03-2017

Time: 11.30 A.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