

## MINUTES OF MEETING

MINUTES OF THE 18th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 03-08-2018 AT 04.00 P.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.

18.1 Considered the 17th IQAC committee meeting held on 02-05-2018.

RESOLVED to confirm the minutes of the 17th meeting of IQAC.

18.2 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.

18.3 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.

18.4 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. Ensure Ban of plastic
3. Conduct Blood Donation Camp
4. Fortify Health/Literacy related awareness
5. Feed knowledge on ill effects of the usage of tobacco/alcohol
6. Make them aware of the consequences of chewing/imbibing pan masala.

18.5 Considered Road map for prevention of ragging.

RESOLVED to devise a strategy for the prevention of ragging inside and outside the college premises.

18.6 Considered the Maintenance of roof tops and portico tops of academic blocks for smooth flow of rain water.

RESOLVED to take precautionary measure for the smooth flow of rain water before every monsoon season.

18.7 Considered the updating of Department Information in the college website.

RESOLVED to validate the updating of Department Information in the college website.

18.8 Considered the Graduation Day held on 19-08-2018.

RESOLVED to plan well and catch up with superfluous measures for the smooth conduct of the Graduation Day, by framing a disciplinary committee to create a pleasant and gracious atmosphere, in the upcoming years.

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



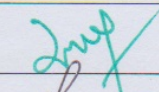
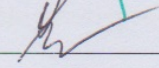
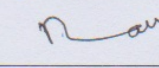
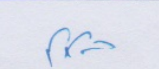
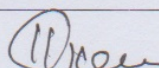
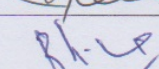
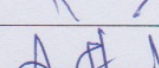
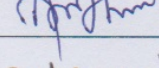
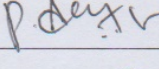
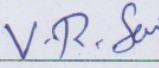
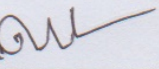
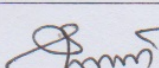
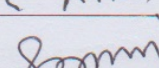
MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI  
18<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Attendance Sheet

Venue: Chairman Cabin

Date: 03-08-2018

Time: 04.00 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