

## MINUTES OF MEETING

MINUTES OF THE 2<sup>rd</sup> IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 21-01-2014 AT 02.30 P.M. IN THE CHAIRMAN CABIN.

Dr.J.Mohamed Jahabar, 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.

2.1 Considered the 3<sup>th</sup> IQAC committee meeting held on 15-05-2014.

2.2 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 interdepartmental level.

2.3. 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 HoD of concerned department who is responsible for the above mentioned action

2.4 Considered the admission guidance to aspirants for UG/PG during the academic year 2014-15.

RESOLVED to guide the faculty members to formulate some strategy on admission guidance to aspirants for UG/PG - 2014-15.



2.5. Considered the Projects of students - UG/PG.

RESOLVED to stress the projects of students - UG/PG to be of more societal relevance.

2.6. Considered the academic activities of the College.

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

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

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

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.

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



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

Attendance Sheet

Venue: Chairman Cabin

Date: 21-01-2014

Time: 02.30 P.M.

Sl. No.	Name	Designation	Signature
1	Dr. J.MOHAMED JAHABAR	PRINCIPAL	<i>J.M. Jahabar</i>
2	Prof. MOHAMED RAFI M	HOD/MCA	<i>Rafi M</i>
3	Prof. SHEIK FAREED S	HOD/DASH	<i>P. S</i>
4	Prof. PEER OLI H	HOD(I/C)/ECE	<i>Peer Oli H</i>
5	Prof. KARTHIKEYAN R	HOD/CSE	<i>K. R</i>
6	Prof. MUTHUVEL A	AP/ECE	<i>Muthuvel A</i>
7	Prof. ABBAS KIYASUDEEN P	AP/MECH	<i>P. Abbas Kiyasudeen</i>
8	Prof. SATHISH KUMAR V R	AP/CSE	<i>V. R. Sathish</i>
09	MR. NAGARAJAN K	Advocate	<i>Nagarajan K</i>
10	Mr. BALA SUBRAMANIAN S	SITE ENGINEER	<i>Bala Subramanian S</i>
11	Mr. SULTHAN ALAUDEEN A	SYSTEM ADMIN	<i>Sulthan Alaudeen A</i>
12	Mr. MANIKANDAN K S	WEB DESIGNER	<i>Manikandan K S</i>

*Rafi M*  
IQAC CO-ORDINATOR

*J.M. Jahabar*  
PRINCIPAL