



**MOHAMED SATHAK**  
**ENGINEERING COLLEGE**  
KILAKARAI, RAMANATHAPURAM DIST.  
Approved by AICTE, COA New Delhi, DGS Mumbai, Affiliated to Anna University, Chennai.  
(Sponsored by Mohamed Sathak Trust, Chennai - 06.)



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MSEC / IQAC / 2022-23 / 003

DATE: 07.03.2023

### MINUTES OF MEETING

MINUTES OF THE 31<sup>st</sup> IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 06-03-2023 AT 02.30 P.M. IN THE PRINCIPALS CHAMBER.

Dr. R. SENTHIL KUMAR, Principal and 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 new members and explain the responsibilities of IQAC to share their views.

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

*Considered the 30<sup>th</sup> IQAC committee meeting held on 05-01-2023.*

RESOLVED to confirm the minutes of the 30<sup>th</sup> meeting of IQAC.

*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.

*Considered the MoUs (Memorandum of Understanding) with industries.*

RESOLVED to sign more number of MoUs with industries to promote the quality of education.



*Considered the clarifications sought by NAAC and the uploading of the same.*

RESOLVED to spell out the clarifications sought by NAAC and the uploading of the same  
Also, it was insisted to get ready the evidential documents to be submitted to the Peer Team during their visit to our Institution.

*Considered the Anna University Affiliation process for the academic year 2023-24.*

RESOLVED to get ready the files and supporting documents to get continuation of affiliation from Anna University for the academic year 2023-24.

*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.

*Considered the action plan for CSE Dept. Advisory Board (DAB) meeting held on 01-02-2023,*

Further the council has been verified and grant approval for the revised Vision and Mission of the department and PEO's of the department suggested in DAB.

Prof. M. Mohamed Rafi, Secretary & Co-coordinator-IQAC solicited the continued support of the members for sharing their rich knowledge and wide experience for furthering the mission of the IQAC.

Dr. R. Senthil Kumar, Principal and 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.

  
IQAC- COORDINATOR

  
PRINCIPAL



PRINCIPAL  
MOHAMED SATHAK ENGINEERING COLLEGE  
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