

MINUTES OF MEETING

MINUTES OF THE 5th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 10-11-2014 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.

5.1 Considered the 6th IQAC committee meeting held on 07-02-2015

5.2 Considered the academic activities of the College.

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

5.2 Considered to review the separate window created in the College Website with necessary contents and its status of updation.

RESOLVED to record the review the separate window in institutional website and its updation.

5.3. Considered to allot the vacation slot for faculty members

RESOLVED to record the allotment of vacation slot, getting consent with concerned H.O.D's



5.4 Considered the effective usage of NPTEL facility.

RESOLVED to emphasize the importance of NPTEL facility among student community to use it effectively.

5.5 Considered the remedial classes.

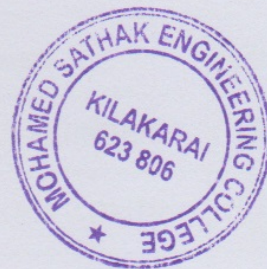
RESOLVED to conduct remedial classes for the students those who sustain arrears. It was also discussed with the Hods to bring in suggestions for the improvement of the students' performance in the examinations.

5.6 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 Jahabar, 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



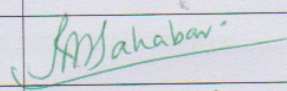
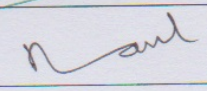

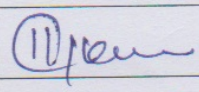
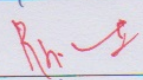
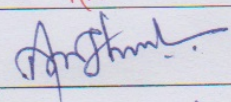
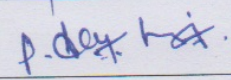
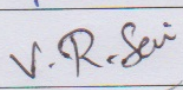
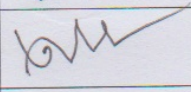
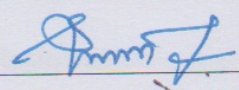
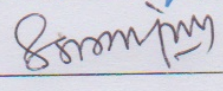
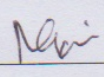
MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
5th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Attendance Sheet

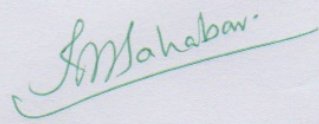
Venue: Chairman Cabin

Date: 10-11-2014

Time: 02.30 P.M.

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


IQAC CO-ORDINATOR


PRINCIPAL