

MINUTES OF MEETING

MINUTES OF THE 8th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 03-08-2015 AT 01.30 P.M. IN THE CHAIRMAN CABIN.

Dr.D.Alagia Meenal, 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.

8.1 Considered the 9th IQAC committee meeting held on 21-11-2015.

RESOLVED to confirm the minutes of the 7th meeting of IQAC.

8.2 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.

8.3 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.

8.4 Considered the academic activities of the College.

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



8.5.Considered the Format of various reports to be submitted periodically.

RESOLVED to record the review of reports of departments.

8.6.Considered the review on academic activities of the College.

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

Dr.D.Alagia Meenal, 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.



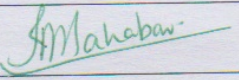
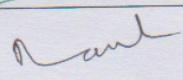
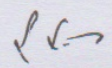
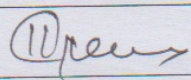
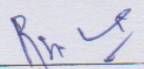
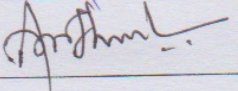
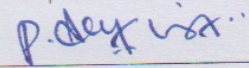
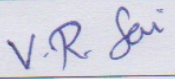
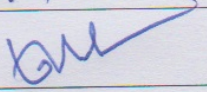
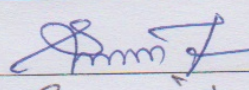
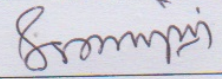
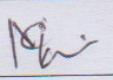
MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
8th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

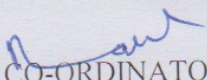
Attendance Sheet

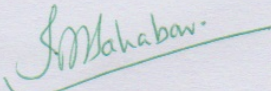
Venue: Chairman Cabin

Date: 03-08-2015

Time: 01.30 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