



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



Lr. No. MSEC/AAC-2022-23

Date: 3.6.22

### ACADEMIC ADVISORY COMMITTEE

#### OBJECTIVE:

AAC is constituted at institute level, responsible for regulating and implementing different academic activities. It provides guidance & support in improving and implementation of curriculum at institute level. The committee supervises the teaching learning process on regular basis.

#### ASSOCIATED ACTIVITIES AND FUNCTIONS

- Finalization of workload, lab distributions and framing of regular time tables.
- Review of academic activity, attendance, student feedback analysis with class teachers.
- Monitoring the progress of teaching and learning as per the prescribed syllabus.
- Preparation of academic calendar.
- Identifying speakers and organizing guest lectures.
- Identification of course and framing of syllabi for certificate courses for skill development.
- Initiate innovative practices in teaching and learning

| Name                    | Position         | Present Designation |
|-------------------------|------------------|---------------------|
| Dr. Mohamed Yousuf S.M  | Chairman         | Chairman            |
| Mrs. Sharmila S.M.H     | Member Secretary | Secretary           |
| Mr. Hamid Ibrahim P R L | Others- Director | Director            |
| Dr. Mohamed Sheriff N   | Member Secretary | Principal           |
| Dr. Alagia Meenal D     | Member Secretary | Academic Head       |

Tenure of Members: 3 years

Frequency of meeting: Periodically

*Handwritten signature*  
IQAC Co-ordinator  
Mohamed Sathak Engineering College,  
Kilakarai-623 806.



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PRINCIPAL  
MOHAMED SATHAK ENGINEERING COLLEGE  
KILAKARAI-623 806.