

MINUTES OF MEETING

MINUTES OF THE 14th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 17-06-2017 AT 12.30 P.M. IN THE CHAIRMAN CABIN.

Dr.J.ABBAS MOHIDEEN, 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 points in the agenda were taken for discussion one by one.

14.1 Considered the 13th IQAC committee meeting held on 01-03-2017.

RESOLVED Confirmed the minutes of the 13th meeting of IQAC.

14.2 Considered the academic activities of the College.

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

14.3 Considered the SMS way of communication to parents.

RESOLVED to update the contact numbers of parents in the database to make the SMS way of communication more effective and put in the picture to provide details regarding the academic activities/schedule to the concerned authority to avoid confusion in understanding the mode clearly to the parents.

14.4 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 MCA who is responsible for the above mentioned action through the concerned HoDs.

14.5 Considered the admission guidance to aspirants for UG/PG during the academic year 2017-18.

RESOLVED to guide the faculty members to formulate some strategy on admission guidance to aspirants for UG/PG – 2017-18.

14.6. Considered the updating of college website.

RESOLVED to look into the college website and share information regarding their departments, if any, to the HoD of MCA for updating. Also, educated to respond to the email communication promptly and instantaneously.

14.9 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.

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.

Dr.J.Abbas Mohideen, 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



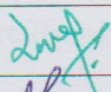
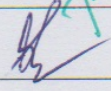
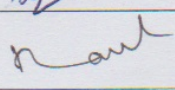
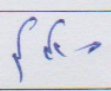
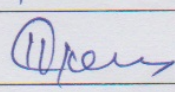
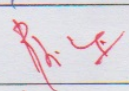
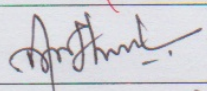
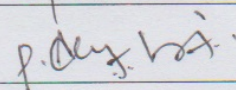
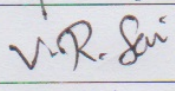
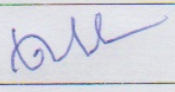
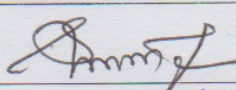
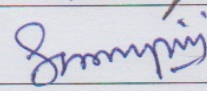
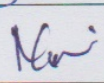
MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
14th MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Attendance Sheet

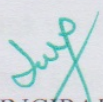
Venue: Chairman Cabin

Date: 17-06-2017

Time: 12.30 P.M.

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


IQAC CO-ORDINATOR


PRINCIPAL