

## MINUTES OF MEETING

MINUTES OF THE 15th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 17-10-2017 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.

15.1 Considered the 13th IQAC committee meeting held on 17-06-2017.

RESOLVED Confirmed the minutes of the 14th meeting of IQAC.

15.2 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, and compliance with norms, standards and guidelines.

15.3 Considered the conduct of tutorial meeting.

RESOLVED to educate their faculty members to conduct tutorial meeting once in a fortnight and maintain record for the same endorsed by the HoDs. It was also discussed to take necessary action, if any lacuna or grievance is found.

15.4 Considered the Graduation Day held on 27-08-2017.

RESOLVED to plan well and catch up with superfluous measures for the smooth conduct of the Graduation Day, by framing a disciplinary committee to create a pleasant and gracious atmosphere, in the upcoming years.





15.5 Considered the MBA and MCA classes.

RESOLVED to run MBA and MCA classes effectively and constructively allowing them to get more exposure to the factors which would fulfil their futuristic vision.

15.6 Considered the conduct of ensuing practical examination.

RESOLVED to conduct the ensuing practical examination candidly and diligently. It was also added to record the details related to attendance, not registered students, discontinuation and issuing of TC methodically to avoid eleventh hour predicament.

15.7 Considered the allotment of slot for project work during the ensuing even semester.

RESOLVED to allot slot for project work including guide, place, centre, closing time etc. for the final year students of UG/PG.

15.8 Considered the R&D activities.

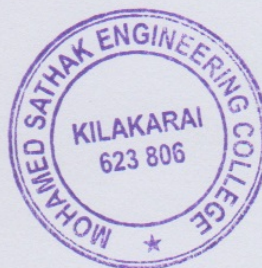
RESOLVED to encourage the faculty members to involve in R&D activities so as to strengthen the knowledge of the self and promote the quality of the institution.

15.9 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





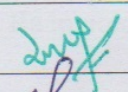
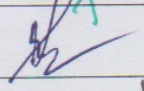
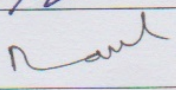

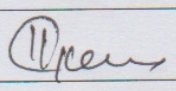
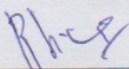
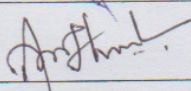
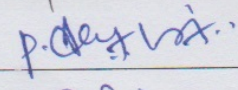
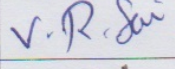
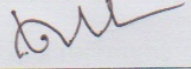
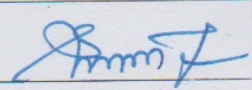
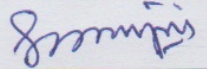

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI  
15<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

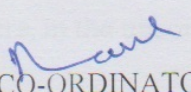
Attendance Sheet

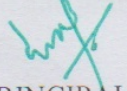
Venue: Chairman Cabin

Date: 17.10-2017

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