

## MINUTES OF MEETING

MINUTES OF THE 16th IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 10-02-2018 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.

16.1 Considered the 15th IQAC committee meeting held on 17-10-2017.

RESOLVED to confirm the minutes of the 15th meeting of IQAC.

16.2 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.

16.3 Considered the remedial classes.

RESOLVED to conduct remedial classes for the students those who sustain arrears, especially Engineering Mathematics - III. It was also discussed with the HoDs to bring in suggestions for the improvement of the students' performance in the examinations.





16.4 Considered the communication to parents.

RESOLVED to communicate the parents regarding their offspring's' irregularity to the classes, if any, and counsel them in time to travel on a right track. It was also emphasised to maintain the records of the same for future reference.

16.5 Considered the results in the semester end examinations.

RESOLVED to take extra effort to bring better results in the semester end examinations and also to devise some effective strategies to bring down number of arrears.

16.6 Considered the arrangements and framing of disciplinary committee for the smooth conduct of Sports Day.

RESOLVED to make arrangements and frame disciplinary committee for the smooth conduct of, Sports Day

16.7 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





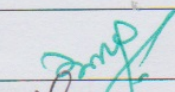
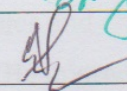
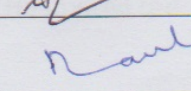
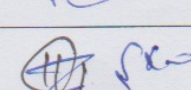
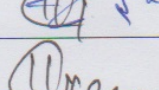
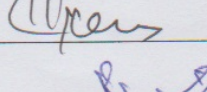
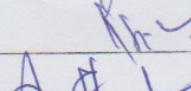
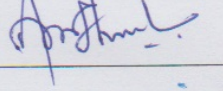
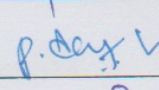
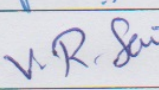
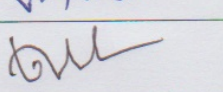
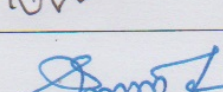
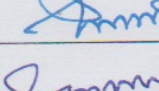
MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI  
16<sup>th</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Attendance Sheet

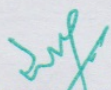
Venue: Chairman Cabin

Date: 10-02-2018

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