

## MINUTES OF MEETING

MINUTES OF THE 1st IQAC (INTERNAL QUALITY ASSURANCE CELL) MEETING OF MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI, HELD ON 07-10-2013, AT 02.30 P.M. IN THE CHAIRMAN CABIN.

Dr.J.Mohamed Jahabar, 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.

1.1 Considered the composition of IQAC committee and approval of composition by the Statutory Committees.

RESOLVED to record the approval of composition of IQAC – Internal Quality Assurance Cell Committee Statutory Committee (Governing Body and Academic Council) of the College be noted.

1.2 Considered the periodicity of the committee, frequency and quorum of the committee. RESOLVED to record that the committee shall be for a period of two academic year with effect from 01-07-2013 and the meeting will be held quarterly. The quorum required for the meeting is two third of the total number of members.

1.3 Considered the separate window created in the College Website with necessary contents.

RESOLVED to record the window and its contents in connection with IQAC.

1.4. Considered the Plan of Action of the IQAC for the academic year 2013-14.

RESOLVED to record the Plan of Action of the IQAC for the academic year 2013-14.





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

RESOLVED to approve formats of various reports and its periodicity. Further, resolved to host the IQAC formats on institutional website.

1.6 Considered the academic activities of the College.

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

1.7 .Considered the activities of the Statutory and Non-Statutory committee.

RESOLVED to record the activities of the Statutory and Non-Statutory committees of the college and its compliance with the requirements.

Dr.J.Mohamed Jahabar, 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





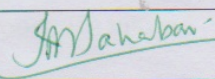
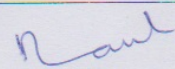
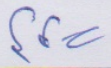
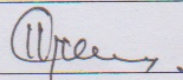
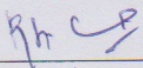
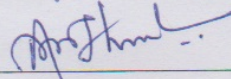
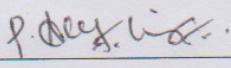
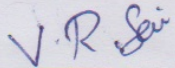
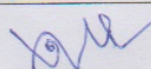
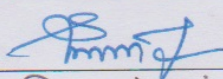
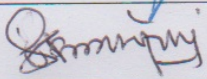

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI  
1<sup>st</sup> MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Attendance Sheet

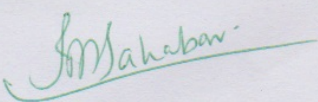
Venue: Chairman Cabin

Date: 07-10-2013

Time: 02.30 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