

6.5.3 Average number of quality initiatives by IQAC per year for promoting quality culture (3)

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from – to)	Number of participants
2017-18	Optimization Techniques in Power Systems Restructuring	23.3.2018	23.3.2018 & 24.9.2018	60
2017-18	Embedded Systems	22.7.2018	22.7.2018	120
2017-18	PLC & SCADA	24.9.2017	24.9.2017 & 25.9.2017	120
2017-18	Role of HR in Digital Era	12/23/2017	12/23/2017	50
2017-18	Zorbing '18 Intra Departmental Meet	3/28/2018	3/28/2018	120
2017-18	Two days workshop on Android Application development and its job opportunities	19-01-2018 & 20-01-18	19-01-2018 & 20-01-18	90
2017-18	Two days workshop and hands on training and enterprise application and development on cloud	27-09-2017 & 28-09-2017	27-09-2017 & 28-09-2017	80
2017-18	One day Workshop on Total Station	16/09/2017	16/09/2017	70
2017-18	One day Seminar on Field applications and Functions of Paint & water proofers	24/08/2017	24/08/2017	70
2017-18	Security Training for seafareres with designated security duties, MSEC KilaKarai	5/4/2018	05-04-18 to 06-04-18	74
2017-18	Multi model transportation, MSEC KilaKarai	21-08-18	21-08-18 to 21-08-18	50
2017-18	One day Workshop on Design renovate 2020	14/02/2018	14/02/2018	75
2017-18	One day seminar on CHEMOSPHERE 2K18	31-01-2018	31-01-2018	70
2016-17	E-CAD	27.2.2016	27.2.2016	60
2016-17	Guest Lecturer on Emotional Intelligence	2/21/2017	2/21/2017	60
2016-17	Entrepreneurship Awareness Camp	3/25/2017	3/25/2017	150
2016-17	Workshop on Application of SPSS	4/12/2017	4/12/2017	70

2016-17	Guest Lecurer on Are You an Entrepreneur?	9/24/2016	9/24/2016	70
2016-17	Techwar 2017 Symposiyum	3/18/2017	3/18/2017	120
2016-17	Workshop on Soft Leadership	2/27/2016	2/27/2016	90
2016-17	One day Seminar on Job oppurtunities in Civil Engineering	6/4/2017	6/4/2017	90
2016-17	One day Seminar on Need for Infrasturcture development	13/02/2017	13/02/2017	80
2016-17	One day Seminar on Construction Management	20/09/2016	20/09/2016	70
2016-17	One day Seminar on Manufacturing of Bricks	15/07/2016	15/07/2016	90
2016-17	One day Seminar on Interior design	11/11/2016	11/11/2016	50
2016-17	One day Seminar on Real Estate valuation	10/10/2016	10/10/2016	60
2016-17	One day workshop on Internet of things (IOT)	27 to 28/03/2017	27 to 28/03/2017	100
2016-17	Security Training for seafareres with designated security duties	4/4/2017	04-04-17 to 05-04-17	59
2016-17	Maritime english and maritime employability	17-08-17	17-08-17	59
2016-17	Empowerment and Employability	28-11-2017	28-11-17 to 28-11-17	59
2016-17	National Level Technical Symposium (intXpo'17)	17/03/2017	17/03/2017	80
2016-17	INSPIRE Science Camp	26 to 30/9/2016	26 to 30/9/2016	120
2016-17	One day Seminar on "Employability skills for Engineers"	24/09/2016	24/09/2016	90
2016-17	Techwar 2017 Symposiyum	3/18/2017	3/18/2017	120
2016-17	One day seminar on CHEMOSPHERE-2K16	10/9/2016	10/9/2016	80
2016-17	National Level Technical Symposium (intXpo'17)	17/03/2017	17/03/2017	250

2016-17	National Level Technical Symposium (intXpo'16)	10/3/2016	10/3/2016	250
2016-17	One day Intra -dept Symposium	20/4/2016	20/4/2016	80
2016-17	One day Seminar on Job oppurtunities in Civil Engineering	6/4/2017	6/4/2017	60
2016-17	One day Seminar on Need for Infrasturcture development	13/02/2017	13/02/2017	60
2016-17	One day Seminar on Construction Management	20/09/2016	20/09/2016	75
2016-17	One day Seminar on Manufacturing of Bricks	15/07/2016	15/07/2016	65
2016-17	One day Seminar on Interior design	11/11/2016	11/11/2016	120
2016-17	One day Seminar on Real Estate valuation	10/10/2016	10/10/2016	60
2016-17	INSPIRE Science Camp	26 to 30/9/2016	26 to 30/9/2016	50
2016-17	One day workshop on Internet of things (IOT)	27 to 28/03/2017	27 to 28/03/2017	100
2016-17	One day workshop on Bio Medical Instrumentation	4/4/2016	4/4/2016	110
2016-17	Security Training for seafareres with designated security duties, MSEC KilaKarai	4/4/2017	04-04-17 to 05-04-17	59
2016-17	Maritime english and maritime employability, MSEC KilaKarai	17-08-17	17-08-17	59
2016-17	INSPIRE Science Camp	26 to 30/9/2016	26 to 30/9/2016	120
2016-17	One day Seminar on "Employability skills for Engineers"	24/09/2016	24/09/2016	70
2016-17	One day seminar on CHEMOSPHERE-2K16	10/9/2016	10/9/2016	70
2015-16	Advancement in Automotive technology	13.2.2015	13.2.2015	120
2015-16	Retro trends in Conventional Power Plants	10.9.2015	10.9.2015	120
2015-16	Perspectives of Energy Conservation	9.10.2015	9.10.2015	120

2015-16	Workshop on Financial Planning for Yong Investors	4/2/2016	4/2/2016	60
2015-16	Finanacial Inclusions in India	3/5/2016	3/5/2016	60
2015-16	Workshop on Soft Leadership	2/27/2016	2/27/2016	75
2015-16	Embedded Life Interests	9/12/2015	9/12/2015	65
2015-16	National level conference on information security and privacy	4/2/2016	4/2/2016	110
2015-16	One day Workshop on Finite Element Method Applications in Engineering	19/03/2016	19/03/16	115
2015-16	NCITES/REVOTECH'15	13.03.2015/25.03.2015	13.03.2015/25.03.2015	45
2015-16	Gest Lecture on Need of the Hour	4/18/2015	4/18/2015	120
2015-16	Workshop on Tally	2/28/2015	2/28/2015	150
2015-16	Workshop on Application of SPSS	2/10/2015	2/10/2015	60
2015-16	One day Seminar on Recent developments in design and construction technologies	8/4/2016	8/4/2016	70
2015-16	One day Seminar on Project Mangement in Civil Engineering	18/02/2016	18/02/2016	120
2015-16	One day Seminar on Tendering in Construction	19/09/2015	19/09/2015	70
2015-16	One day Seminar on Career Opportunities in Civil Engineering Field	5/8/2015	5/8/2015	100
2015-16	One day Seminar on Motivational speech on Civil Engineering	11/7/2015	11/7/2015	110
2015-16	One day workshop on Bio Medical Instrumentation	4/4/2016	4/4/2016	110
2015-16	One day workshop on E-Cadd	27/02/2016	27/02/2016	120
2015-16	One day seminar on Retro trends in Conventional Power Plants	10/9/2015	10/9/2015	120
2015-16	One day seminar on Perspectives of Energy Conservation	9/10/2015	9/10/2015	120

2015-16	Security Training for seafareres with designated security duties	6/4/2016	06-04-16 to 07-04-16	60
2015-16	Advanced fuel efficient system	17-08-16	17-08-16 to 18-08-16	60
2015-16	National Level Technical Symposium (intXpo'16)	10/3/2016	10/3/2016	70
2015-16	One day Intra -dept Symposium	20/04/2016	20/04/2016	100
2015-16	A Life Skill Development Programme	3/9/2015	3/9/2015	100
2015-16	2 days seminar on Recent development of bio inorganic chemistry in medical field	28 to 29/8/2015	28 to 29/8/2015	200
2015-16	One day Seminar on ISTE & IEI jointly organised Student Chapter Day	20/2/2016	20/2/2016	60
2015-16	One day Seminar on "Entrepreneurship for Young Engineers"	7/3/2016	7/3/2016	70
2015-16	One day Workshop on FEM Applications in Engineering	9/3/2016	9/3/2016	80
2015-16	National level conference on information security and privacy	4/2/2016	4/2/2016	110
2015-16	One day seminar on Design and technology	25/03/2016	25/03/2016	50
2015-16	National Conference on GreenTechnologies for Energy Management-'16	30-03-2016	30-03-2016	120
2015-16	One day seminar on Chemical Engineering Students' Association-2016	20.01.2016	20.01.2016	90
2015-16	One day seminar on CHEMOSPHERE- 2K15	22.08.2015	22.08.2015	56
2015-16	Revolution in Technology'16	04.04.2016	04.04.2016	45
2015-16	A Life Skill Development Programme	3/9/2015	3/9/2015	47
2015-16	One day Seminar on Recent developments in design and construction technologies	8/4/2016	8/4/2016	65
2015-16	One day Seminar on Project Mangement in Civil Engineering	18/02/2016	18/02/2016	120
2015-16	One day Seminar on Tendering in Construction	19/09/2015	19/09/2015	50

2015-16	One day Seminar on Career Opportunities in Civil Engineering Field	5/8/2015	5/8/2015	50
2015-16	One day Seminar on Motivational speech on Civil Engineering	11/7/2015	11/7/2015	60
2015-16	One day Seminar on Large scale sea water reverse osmosis and recent trends in water treatment	8/1/2015	8/1/2015	150
2015-16	2 days seminar on Recent development of bio inorganic chemistry	28 to 29/8/2015	28 to 29/8/2015	70
2015-16	Security Training for seafarers with designated security duties, MSEC KilaKarai	6/4/2016	06-04-16 to 07-04-16	60
2015-16	Advanced fuel efficient system, MSEC KilaKarai	17-08-16	17-08-16 to 18-08-16	60
2015-16	2 days seminar on Recent development of bio inorganic chemistry in medical field	28 to 29/8/2015	28 to 29/8/2015	200
2015-16	One day Seminar on ISTE & IEI jointly organised Student Chapter Day	20/2/2016	20/2/2016	65
2015-16	One day Seminar on "Entrepreneurship for Young Engineers"	7/3/2016	7/3/2016	65
2015-16	One day Workshop on FEM Applications in Engineering	9/3/2016	9/3/2016	120
2015-16	National Conference on Green Technologies for Energy Management-'16	30-03-2016	30-03-2016	60
2015-16	One day seminar on Chemical Engineering Students' Association-2016	20.01.2016	20.01.2016	60
2015-16	One day seminar on CHEMOSPHERE- 2K15	22.08.2015	22.08.2015	75
2014-15	Livewire and intellectual automations	15.7.2014	15.7.2014	60
2014-15	Energy conservation	17.8.2014	17.8.2014	60
2014-15	PLC, SCADA	26.12.2014	26.12.2014 to 31.12.2014	120
2014-15	Guest Lecture on Need of the Hour	4/18/2015	4/18/2015	65
2014-15	Workshop on Tally	2/28/2015	2/28/2015	120
2014-15	Workshop on Application of SPSS	2/10/2015	2/10/2015	120

2014-15	Attitude Decides Altitude	9/20/2014	9/20/2014	60
2014-15	National level conference on technology innovation in computer engineering	4/4/2015	4/4/2015	100
2014-15	TALENTINE 2K15	2/23/2015	2/23/2015	120
2014-15	Two days national level workshop on network security	23-09-2014 & 24-09-2014	23-09-2014 & 24-09-2014	115
2014-15	REVOTECH'14	01.12.2014	01.12.2014	60
2014-15	Attitude Decides Altitude	9/20/2014	9/20/2014	80
2014-15	One day Seminar on Large scale sea water reverse osmosis and recent trends in water treatment	8/1/2015	8/1/2015	120
2014-15	One day Workshop on Condition Assessment of Buildings	1/12/2014	1/12/2014	110
2014-15	One day Workshop on Modernization of Embedded Technology	31/03/2015	31/03/2015	90
2014-15	One day seminar on CMOS Testing Techniques	18/03/2015	18/03/2015	80
2014-15	One day seminar on Advancement in Automotive technology	13/2/2015	13/2/2015	60
2014-15	One day seminar on Energy conservation	17/8/2014	17/8/2014	120
2014-15	Five days workshop on PLC & SCADA	26 to 31/12/2014	26 to 31/12/2014	60
2014-15	One day seminar on Livewire and intellectual automations	15/7/2014	15/7/2014	60
2014-15	Awareness program on costal defence and avenues after graduation	5/2/2015	05-02-15 to 05-02-15	47
2014-15	Advanced of IC engines-Future propulsion sysytem	19-02-15	19-02-15 to 19-02-15	47
2014-15	Security Training for seafareres with designated security duties	7/4/2015	07-04-15 to 08-04-15	47
2014-15	A National Level Technical Symposium (intXpo'15)	20/02/2015	20/02/2015	120
2014-15	One day Intra -dept Symposium	9/3/2015	9/3/2015	110
2014-15	2nd one day national Conference on recent development in advanced materials (RDAM-2014)	5/8/2014	5/8/2014	220
2014-15	Seminar on Success Formula	4/4/2014	4/4/2014	60

2014-15	One day Workshop Finite Element Analysis Package Tools	24/03/2014	24/03/14	80
2014-15	One day Seminar on Application of finite element method for machine tools	21/03/2015	21/03/2015	50
2014-15	National level conference on technology innovation in computer engineering	4/4/2015	4/4/2015	100
2014-15	TALENTINE 2K15	2/23/2015	2/23/2015	120
2014-15	Two days national level workshop on network security	23-09-2014 & 24-09-2014	23-09-2014 & 24-09-2014	115
2014-15	One day Seminar on Mud Architecture	30/03/2015	30/03/2015	80
2014-15	International Conference on Green Technologies for Energy Management-'15	27.03.2015	27.03.2015	90
2014-15	One day seminar on CHEMOSPHERE 2K14	27-Aug-14	27-Aug-14	80
2014-15	National Conference on Innovations in Engineering and Technology for Societal Needs	13.03.2015	13.03.2015	80
2014-15	Revolution in Technology'15	25.03.2015	25.03.2015	110
2014-15	Revolution in Technology'14	01.12.2014	01.12.2014	125
2014-15	A National Level Technical Symposium (intXpo'15)	20/02/2015	20/02/2015	250
2014-15	One day Intra -dept Symposium	9/3/2015	9/3/2015	78
2014-15	One day Workshop on Condition Assessment of Buildings	1/12/2014	1/12/2014	70
2014-15	2nd one day national Conference on recent development in advanced materials (RDAM-2014)	5/8/2014	5/8/2014	67
2014-15	One day Workshop on Modernization of Embedded Technology	31/03/2015	31/03/2015	90
2014-15	One day seminar on CMOS Testing Techniques	18/03/2015	18/03/2015	80
2014-15	Awareness program on costal defence and avenues after graduation, MSEC KilaKarai	5/2/2015	05-02-15 to 05-02-15	47
2014-15	Advanced of IC engines-Future propulsion sysytem, MSEC KilaKarai	19-02-15	19-02-15 to 19-02-15	47
2014-15	Security Training for seafareres with designated security duties, MSEC KilaKarai	7/4/2015	07-04-15 to 08-04-15	47
2014-15	2nd one day national Conference on recent development in advanced materials (RDAM-2014)	5/8/2014	5/8/2014	220
2014-15	One day Seminar on Application of finite element method for machine tools	21/03/2015	21/03/2015	70
2014-15	International Conference on Green Technologies for Energy Management-'15	27.03.2015	27.03.2015	65
2014-15	One day seminar on CHEMOSPHERE 2K14	27-Aug-14	27-Aug-14	65

2013-14	Seminar on Success Formula	4/4/2014	4/4/2014	50
2013-14	workshop	24/03/14	23/04/2014	79
2013-14	REVOTECH'13	18.04.2013	18.04.2013	50
2013-14	One day Workshop on Modernization of Embedded Technology	22/03/2014	22/03/2014	70
2013-14	Employment opportunity in indian navy	14-03-14	14-03-14 to 14-03-14	51
2013-14	ocean weather and maritime operation	24-01-14	24-01-14 to 24-01-14	51
2013-14	Piracy and maritime security	16-04-14	16-04-14 to 17-04-14	51
2013-14	coastal cleaning duties and techniques	17-10-14	17-10-14 to 17-10-14	51
2013-14	one day national conference on recent development in nano materials (RDNM-2013)	14/04/2013	14/04/2013	150
2013-14	One day Workshop on Technical Project Expo	10/3/2014	10/3/2014	45
2013-14	National level Technical Symposium on Deus Ex Machina'13	5/10/2013	5/10/2013	60
2013-14	One day Seminar on Architecture My Journey	15/03/2014	15/03/2014	50
2013-14	two days workshop on modelling and simulation for process engineers	1/27/2014	1/27/2014	70
2013-14	Two days national level conference on recent trends in waste management	8/20/2013	8/20/2013	90
2013-14	two days workshop on process simulators for chemical engineers	6/10/2013	6/10/2013	70
2013-14	Revolution in Technology'13	18.04.2013	18.04.2013	110
2013-14	One day Workshop on Modernization of Embedded Technology	22/03/2014	22/03/2014	70
2013-14	Employment opportunity in indian navy, MSEC KilaKarai	14-03-14	14-03-14 to 14-03-14	51
2013-14	ocean weather and maritime operation, MSEC KilaKarai	24-01-14	24-01-14 to 24-01-14	51
2013-14	Piracy and maritime security , MSEC KilaKarai	16-04-14	16-04-14 to 17-04-14	51
2013-14	coastal cleaning duties and techniques, MSEC KilaKarai	17-10-14	17-10-14 to 17-10-14	51
2013-14	Future Propulsion system, MSEC KilaKarai	28-02-13	28-02-13 to 29-02-13	59

2013-14	Design of smart engines for new merchant ships, MSEC KilaKarai	1/3/2013	1/3/2013 to 2-03-13	59
2013-14	operation of modern tankers, MSEC KilaKarai	12/9/2013	12-09-13 to 13-09-13	59
2013-14	Empowerment and Employability, MSEC KilaKarai	28-11-2017	28-11-17 to 28-11-17	59
2013-14	one day national conference on recent development in nano materials (RDNM-2013)	14/04/2013	14/04/2013	150
2013-14	One day Workshop on Technical Project Expo	10/3/2014	10/3/2014	75
2013-14	National level Technical Symposium on Deus Ex Machina'13	5/10/2013	5/10/2013	65
2013-14	two days workshop on modelling and simulation for process engineers	1/27/2014	1/27/2014	120
2013-14	Two days national level conference on recent trends in waste management	8/20/2013	8/20/2013	70
2013-14	two days workshop on process simulators for chemical engineers	6/10/2013	6/10/2013	70




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF AERONAUTICAL ENGINEERING

19/01/2014

Ref: MSEC/AERO/IQAC/2013-2014/02

Circular

The **Second meeting** of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Odd Semester) is scheduled on **21.01.14**; the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements

The members of IQAC are requested to attend the meeting without fail.

Venue : AERO LAB

Copy to:

- The Principal, - For kind information
- All IQAC members
- Department Notice board
- The file

HOD / AERO

S.No.	Name of the Member	Position	Signature
1.	Prof.M.Rasheed Khan	HOD / Chairman	
2.	Mr.N.Nagarajeswaran (Senior Faculty)	Member	
3.	Mr.J.R.Jones Arunraj (Senior Faculty)	Member	
4.	Mr.Rama Raj (Faculty)	Member	
5	Mr.M.Manikandan Faculty.	Member	
5.	Mr.S. Karuppiah (Non- Teaching)	Member	
6.	R.Premalatha (III Year Aero)	Member	
7.	R.Charles Clinton (IV Year Aero)	Member	
8.	M.Sasi Kumar (II Year Aero)	Member	
11	Mrs. M.Vijaya (Mother of M.Sasi Kumar)	Member	
12	Mr. V.Purusothaman (Alumini)	Member	


HOD / AERO

19/01/2014

Ref: MSEC/AERO/IQAC/2015-2016/02

From

M.Rasheed Khan
Chairman- IQAC,
Department of Aeronautical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. M.Vijaya
M/O Sasi Kumar. M (II AERO),
R.S.Mangalam.
Ramanathapuram Dist

Dear Sir,

Sub: Invitation for meeting of IQAC - reg.,

The **Second meeting** of Internal Quality Assurance Cell (**IQAC**) for the academic year 2013-2014 (Odd Semester) is scheduled on **21.04.2014**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements

The **venue** of the meeting is **AERO LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[H.O.D/AERO]

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF AERONAUTICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 19.01.2014

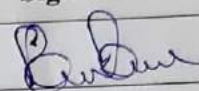
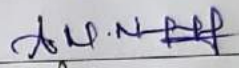
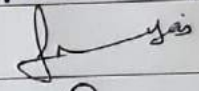
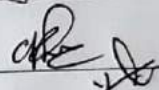
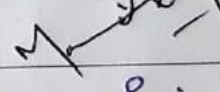
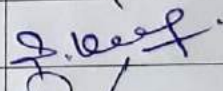
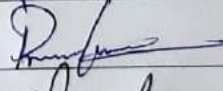
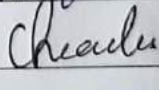
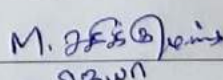
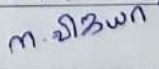
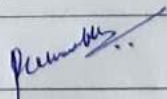
Time: 11.00 AM

Venue: AERO Lab

Academic Year: 2013-2014 (Odd)

Chairman: Mr.M.Rasheed Khan

Professor and Head/AERO

S.No.	Name of the Member	Position	Signature
1.	Prof.M.Rasheed Khan	HOD / Chairman	
2.	Mr.N.Nagarajeswaran (Senior Faculty)	Member	
3.	Mr.J.R.Jones Arunraj (Senior Faculty)	Member	
4.	Mr.Rama Raj (Faculty)	Member	
5.	Mr.M.Manikandan Faculty.	Member	
6.	Mr.S. Karuppiah (Non- Teaching)	Member	
7.	R.Premalatha (III Year Aero)	Member	
8.	R.Charles Clinton (IV Year Aero)	Member	
11	M.Sasi Kumar (II Year Aero)	Member	
12	Mrs. M.Vijaya (Mother of M.Sasi Kumar)	Member	
	Mr. V.Purusothaman (Alumini)	Member	


HOD/AERO

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF AERONAUTICAL ENGINEERING

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate atleast their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students. For that purpose, using of LCD projector.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover atleast 1 ½ units, II Internal test can cover atleast 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
4. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis. Time for special classes from 04.15 P.M. to 05.30 P.M.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical workshop planned to conduct in the

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI.
DEPARTMENT OF AERONAUTICAL ENGINEERING

20.01.2014

Ref: MSEC/AERO/IQAC/2013-2014/02

Action Taken Report on Minutes of Meeting dated 19.01.2014

Item	Points discussed	Action Taken
1	Students attendance and grievances	The attendance of the students will be monitored by the concerned class advisors. The weekly and monthly attendance status of the students will be sent to their parents. Disciplinary committee is formed to monitor the late comers for morning and afternoon session
2	Current affairs	Three internal tests is scheduled and mentioned in department academic calendar. Separate study hour is added to make the students prepare for the exams.
3	Internal Exams	As per the academic calendar.
4	Slow learners coaching class and schedule	Slow learners coaching classes will be scheduled after regular class hours.
5	Technical events like workshop , seminars and expert lecture	Workshop titled "Recent trends in FEM tool package" will be held on 24.03.2014.
6	Projects	Faculty members are insisted by HoD to send R&D project proposals to Government funding agencies like DRDO, DST,etc.
7	Industrial visits, Implant training and Internship	Industrial visits will be arranged for the third year students to visit industries in Bangalore. The class advisors are informed to motivate their students to identify companies to undergo implant training
8	Placements	Placement cell planned to conduct Placement, in the core related fields.


HOD / AERO

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF AERONAUTICAL ENGINEERING

11/02/2016

Ref: MSEC/AERO/IQAC/2015-2016/10

Circular

The tenth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on 12.02.16; the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like workshop, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements

The members of IQAC are requested to attend the meeting without fail.

Venue : AERO FINAL YEAR CLASS ROOM

Copy to:

- The Principal, - For kind information
- All IQAC members
- Department Notice board
- The file



HOD / AERO

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF AERONAUTICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 12.02.2016

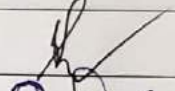
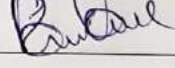
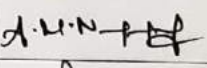
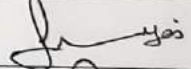

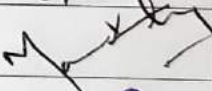
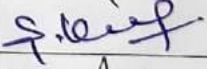

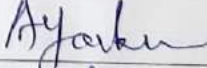
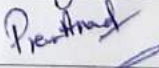

Time: 03.00 PM

Venue: AERO FINAL YEAR CLASS ROOM

Academic Year: 2015-2016 (Odd)

Chairman: Mr.N.I.Haroon Rashid.

Professor and Head/AERO

S.No.	Name of the Member	Position	Signature
1.	Prof.N.I.Haroon Rashid	HOD / Chairman	
2.	Prof.M.Rasheed Khan	Member	
3.	Mr.N.Nagarajeswaran (Senior Faculty)	Member	
4.	Mr.J.R.Jones Arunraj (Senior Faculty)	Member	
5.	Mr.Rama Raj (Faculty)	Member	
6.	Mr.M.Manikandan Faculty	Member	
7.	Mr.S. Karuppiah (Non- Teaching)	Member	
8.	P.varatha Raj (III year student)	Member	
9.	S.Ayoob Khan (II year student)	Member	
10.	P.R.Prem Anand (IV year student)	Member	
11.	S.ArunVinthan (Alumini)	Member	


HOD/AERO

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF AERONAUTICAL ENGINEERING

Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Industrial visits, Implant training and Internship
7. Placements

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time
2. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover atleast 1 ½ units, II Internal test can cover atleast 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers. Result analysis of Unit test meeting will be held, with Principal, as per the schedule prepared by the exam cell.
3. **Slow learners coaching class:** Slow learners are identified based on the internal exams. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis. Time for special classes from 04.15 P.M. to 05.30 P.M. In addition to above mentioned time, faculties are also instructed to using the laboratory periods for tutorial purpose.
4. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical workshop planned to conduct in the month

of March 2016. He also assured that atleast an Academic expert will be brought to address and motivate the students.

We have planned to conduct one day work shop in the month of March 2016.

Dr.R.Azad Ahamed, Head of the Department, Aeronautical Engineering, KCG college of Technology, Chennai. Manager will give speech, on 19.03.2016; Topic of speech is "Modern Trends in Field of Finite Element Method".

5. **Projects:** The senior faculty members are assigned some batch of final year students for guiding their projects. Students should utilize their laboratory facilities.
6. **Industrial visits/ In-plant training:** The Chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
7. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews.



PRINCIPAL
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KILAKARAI 623 806



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF AERONAUTICAL ENGINEERING

23/07/2018

Ref: MSEC/AERO/IQAC/2017-2018/18

Circular

The 18th meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on **28.07.18**; the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like workshop, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements

The members of IQAC are requested to attend the meeting without fail.

Venue : AERO FINAL YEAR CLASS ROOM

Copy to:

- The Principal, - For kind information
- All IQAC members
- Department Notice board
- The file



HOD / AERO

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF AERONAUTICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 28.07.2018

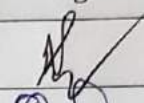
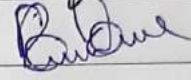
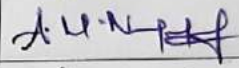


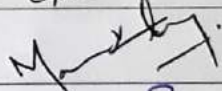
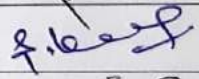
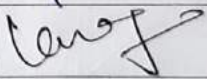
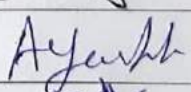
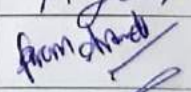
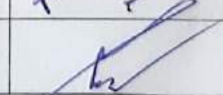
Time: 03.00 PM

Venue: AERO FINAL YEAR CLASS ROOM

Academic Year: 2017-2018 (Odd)

Chairman: Mr.N.I.Haroon Rashid.

Professor and Head/AERO

S.No.	Name of the Member	Position	Signature
1.	Prof.N.I.Haroon Rashid	HOD / Chairman	
2.	Prof.M.Rasheed Khan	Member	
3.	Mr.N.Nagarajeswaran (Senior Faculty)	Member	
4.	Mr.J.R.Jones Arunraj (Senior Faculty)	Member	
5.	Mr.Rama Raj (Faculty)	Member	
6.	Mr.M.Manikandan Faculty	Member	
7.	Mr.S. Karuppiah (Non- Teaching)	Member	
8.	P.varatha Raj (III year student)	Member	
9.	S.Ayoob Khan (II year student)	Member	
10.	P.R.Prem Anand (IV year student)	Member	
11.	S.ArunVinthan (Alumini)	Member	


HOD/AERO

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF AERONAUTICAL ENGINEERING

Minutes of the meeting

1. Students attendance and grievances.
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Parent-Teacher Meeting.
6. Industrial visits, Implant training and Internship
7. On-duty for Sport Activities.

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The students are advised to attend the class by appropriate time
2. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover atleast 1 ½ units, II Internal test can cover atleast 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers. Result analysis of Unit test meeting will be held, with Principal, as per the schedule prepared by the exam cell.
3. **Slow learners coaching class:** Slow learners are identified based on the internal exams. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis. Time for special classes from 04.15 P.M. to 05.30 P.M. In addition to above mentioned time, faculties are also instructed to using the laboratory periods for tutorial purpose.
4. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical workshop planned to conduct in the month of March 2016. He also assured that atleast an Academic expert will be brought to address and motivate the students.

We have planned to conduct one day seminar in the month of August 2018.

Mr. B.Siva Kumar, Scientist/ Engineer-SF, Earth Storable & ISROSENE Analytical Lab, from ISRO Propulsion Complex, Mahendragiri, Tirunelveli.

5. **Parent-Teacher Meeting:** Department have planned to conduct parent-teacher meeting on 13th October 2018. All class teachers are instructed to inform to the parents through phone. All students must attend the meeting.
6. **Industrial visits/ In-plant training:** The Chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
7. **On-duty for sport activities:** Those who are willing to attend any District level or State level Sports meet, will get approval from the Class-Teacher, Head of the Department, Physical Director and Principal. Then only the students are eligible to get On-duty. Otherwise it will be treated as "Absent"


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KILAKARAI 623 806


HOD / AERO





MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



02/01/2018

Ref : MSEC/CSE/IQAC/2017-2018/08

Circular

The Fourth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Even Semester) is scheduled **on 05.01.18** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wi-Fi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize Intra Departmental Meet Zorbing '18

The members of IQAC are requested to attend the meeting without fail.

Venue : CSE Seminar Hall

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file

HOD

Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



Committee Members:

S.No.	Name of the Member	Position
1.	Prof.R.Karthikeyan	HOD / Chairman
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member
5.	Mr.T.Thinesh Kumar (Faculty)	Member
6.	AminathulHafisa H (IV CSE)	Member
7.	Mohamed Mushabbih S (III CSE)	Member
8.	Thayanantha S.B (II CSE)	Member
11	Ms.Imthiysa Begam (Mother of Mr.Abdul Ajees)	Member
12	Mr. Feraz Ahamed (Alumini)	Member

HOD

Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806

Ref : MSEC/CSE/IQAC/2017-2018/08

02/01/18

From

Prof.R.Karthikeyan
Chairman- IQAC,
Department of Computer Science and Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Ms.Imthiyas Begam,
M/O Mr.Abdul Ajees,
Pattinamkathan,
Ramnad

Dear Sir,

Sub: Invitation for Fourth meeting of IQAC - reg.,

The Fourth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Even Semester) is scheduled on **05.01.2018**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize *Intra Departmental meet*

The **venue** of the meeting is **CSE Seminar Hall**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards



[Prof.R.Karthikeyan.]

PROF. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department:
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



IQAC MEETING - ATTENDANCE SHEET

Date : 05.01.2018 **Time** : 11.00 AM
Venue : CSE Seminar Hall **Academic Year** : 2017-2018 (Even)
Chairman : Prof.R.Karthikeyan
Professor and Head/CSE

S.No.	Name of the Member	Position	Signature
1.	Prof.R.Karthikeyan	HOD / Chairman	Ry
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member	Cam
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member	S.fazal
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member	Ram
5.	Mr.T.Thinesh Kumar (Faculty)	Member	T
6.	AminathulHafisa H (IV CSE)	Member	Aminathul
7.	Mohamed Mushabbih S (III CSE)	Member	mohamalin
8.	Thayanantha S.B (II CSE)	Member	Thayanantha
11	Ms.Imthiysa Begam (Mother of Mr.Abdul Ajees)	Member	Imthiysa
12	Mr. Feraz Ahamed (Alumini)	Member	Feraz


HOD

Prof. R. KARTHIKEYAN
Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Intra Departmental Meet

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
4. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.

5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2017-2018. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and Wi-Fi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilization:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically.
11. **Intra Departmental Meet:** Team of faculty members and students discuss about organizing Intra Departmental Meet Zorbing '18 during the fourth week of March.


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MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



03/01/2017

Ref : MSEC/CSE/IQAC/2016-2017/11

Circular

The Fourth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Even Semester) is scheduled on **06.01.17** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wi-Fi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize National level Technical Symposium Techwar 2017.

The members of IQAC are requested to attend the meeting without fail.

Venue : CSE Seminar Hall

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD

Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806

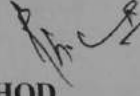


MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



Committee Members:

S.No.	Name of the Member	Position
1.	Prof.R.Karthikeyan	HOD / Chairman
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member
5.	Mr.T.Thinesh Kumar (Faculty)	Member
6.	Sirajudeen.S (IV CSE)	Member
7.	Mohamed Ashik A (III CSE)	Member
8.	Kamalmusafarkani S (II CSE)	Member
11	Ms.Imthiyas Begam, M/O Mr.Abdul Ajees	Member
12	Mr. Feraz Ahamed (Alumini)	Member


HOD

Ref : MSEC/CSE/IQAC/2016-2017/11

03/01/17

From

Prof.R.Karthikeyan
Chairman- IQAC,
Department of Computer Science and Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Ms.Imthiyas Begam,
M/O Mr.Abdul Ajees,
Pattinamkathan,
Ramnad

Dear Sir,

Sub: Invitation for Fourth meeting of IQAC - reg.,

The Fourth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Even Semester) is scheduled on **06.01.2017**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize National level Technical Symposium

The **venue** of the meeting is **CSE Seminar Hall**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.R.Karthikeyan.]



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



IQAC MEETING - ATTENDANCE SHEET

Date : 06.01.2017 **Time** : 11.00 AM
Venue : CSE Seminar Hall **Academic Year** : 2016-2017 (Even)
Chairman : Prof.R.Karthikeyan
Professor and Head/CSE

S.No.	Name of the Member	Position	Signature
1.	Prof.R.Karthikeyan	HOD / Chairman	
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member	
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member	
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member	
5.	Mr.T.Thinesh Kumar (Faculty)	Member	
6.	Sirajudeen.S (IV CSE)	Member	
7.	Mohamed Ashik A (III CSE)	Member	
8.	Kamal Musafarkani S (II CSE)	Member	
11	Ms.Imthiyas Begam, M/O Mr.Abdul Ajees	Member	
12	Mr. Feraz Ahamed (Alumini)	Member	

HOD

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize National level Technical Symposium

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2016-2017. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and Wi-Fi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilization:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically
11. **National level Technical Symposium:** Team of faculty members and students discuss about organizing of National level technical symposium on 18/03/2017.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.

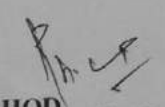


MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



Committee Members:

S.No.	Name of the Member	Position
1.	Prof.R.Karthikeyan	HOD / Chairman
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member
5.	Mr.T.Thinesh Kumar (Faculty)	Member
6.	Bargana M (IV CSE)	Member
7.	Sirajudeen.S (III CSE)	Member
8.	Mohamed Ashik A (II CSE)	Member
11	Mr.Murugesan (Father of Ms.Padma Priya)	Member
12	Mr. Sathish Prabhakar (Alumini)	Member


HOD
Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806

Ref : MSEC/CSE/IQAC/2015-2016/08

01/03/16

From

Prof.R.Karthikeyan
Chairman- IQAC,
Department of Computer Science and Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

S.Murugasan F/O
Padma Priya.M
North Street,
Aruppukottai.

Dear Sir,

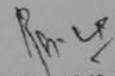
Sub: Invitation for Fifth meeting of IQAC - reg.,

The Fifth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Even Semester) is scheduled on **04.03.2016**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize Two day's national level conference

The **venue** of the meeting is **CSE Seminar Hall**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.R.Karthikeyan.]

Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



IQAC MEETING - ATTENDANCE SHEET

Date : 04.03.2016 **Time** : 11.00 AM
Venue : CSE Seminar Hall **Academic Year** : 2015-2016 (Even)
Chairman : Prof.R.Karthikeyan
Professor and Head/CSE

S.No.	Name of the Member	Position	Signature
1.	Prof.R.Karthikeyan	HOD / Chairman	<i>Rk</i>
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member	<i>Cem</i>
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member	<i>S Faizal</i>
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member	<i>Ram</i>
5.	Mr.T.Thinesh Kumar (Faculty)	Member	<i>Th</i>
6.	Bargana M (IV CSE)	Member	<i>Bargana</i>
7.	Sirajudeen.S (III CSE)	Member	<i>Sirajudeen</i>
8.	Mohamed Ashik A (II CSE)	Member	<i>Mohamed Ashik</i>
11	Mr.Murugesan (Father of Ms.Padma Priya)	Member	<i>Murugesan</i>
12	Mr. Sathish Prabhakar (Alumini)	Member	<i>Sathish</i>

Rk
HOD

Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department:
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
- 11.

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
4. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.

5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and Wi-Fi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilization:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically
11. **National Level Conference:** Team of faculty members and students discuss about organizing of Intra Departmental Meet Zorbing '18 during the fourth week of March.



PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



05/01/2015

Ref : MSEC/CSE/IQAC/2014-2015/11

Circular

The fourth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on **09.01.15** the agenda for the meeting is as follows

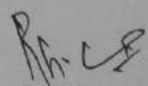
1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wi-Fi facilities after working hours
10. Library utilization after working hours
11. Planning to organize the Intra Departmental Meet TALENTINE 2K15.

The members of IQAC are requested to attend the meeting without fail.

Venue : CSE Seminar Hall

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD
Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai-623806



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



Committee Members:

S.No.	Name of the Member	Position
1.	Prof.R.Karthikeyan	HOD / Chairman
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member
5.	Mr.T.Thinesh Kumar (Faculty)	Member
6.	Fathima Farshana.M (IV CSE)	Member
7.	Sayed Irfana K (III CSE)	Member
8.	Haarini.M (II CSE)	Member
11	S.Murugasan F/O Padma Priya.M	Member
12	Mr. Sathish Prabhakar (Alumini)	Member


HOD

Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department:
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806

Ref : MSEC/CSE/IQAC/2014-2015/11

05/01/15

From

Prof.R.Karthikeyan
Chairman- IQAC,
Department of Computer Science and Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

S.Murugasan F/O
Padma Priya.M
North Street,
Aruppukottai.

Dear Sir,

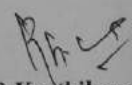
Sub: Invitation for fourth meeting of IQAC - reg.,

The fourth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on **09.01.15**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to organize the Intra Departmental Meet

The **venue** of the meeting is **CSE Seminar Hall**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.R.Karthikeyan.]

Prof. R. KARTHIKEYAN M.E., (Ph.D.),
Head of the Department,
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623806



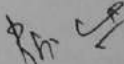
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



IQAC MEETING - ATTENDANCE SHEET

Date : 09.01.2015 Time : 11.00 AM
Venue : CSE Seminar Hall Academic Year : 2014-2015 (Even)
Chairman : Prof.R.Karthikeyan
Professor and Head/CSE

S.No.	Name of the Member	Position	Signature
1.	Prof.R.Karthikeyan	HOD / Chairman	R.K.
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member	Sheik
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member	Shahid
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member	Ram
5.	Mr.T.Thinesh Kumar (Faculty)	Member	Thinesh
6.	Fathima Farshana.M (IV CSE)	Member	Fathima
7.	Sayed Irfana K (III CSE)	Member	Irfana
8.	Haarini.M (II CSE)	Member	Haarini
11	S.Murugasan F/O Padma Priya.M	Member	Murugan
12	Mr. Sathish Prabhakar (Alumini)	Member	Sathish


HOD

Prof. R. KARTHIKEYAN M.E., (Ph.D.)
Head of the Department:
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai - 623 806

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to organize the Intra Departmental Meet

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
4. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will

be conducted during the even semester for the academic year 2014-2015. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.

6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and Wi-Fi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilization:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically
11. **Planning to organize the Intra Departmental Meet:** Team of faculty members and students discuss about the effective organizing of Intra Departmental Meet on 23/02/2015.



PRINCIPAL

**MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.**



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



06/08/2014

Ref : MSEC/CSE/IQAC/2014-2015/08

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Odd Semester) is scheduled **on 11.08.14** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wi-Fi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize Two days national level workshop on network security

The members of IQAC are requested to attend the meeting without fail.

Venue : CSE Seminar Hall

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file

HOD

Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



Committee Members:

S.No.	Name of the Member	Position
1.	Prof.R.Karthikeyan	HOD / Chairman
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member
5.	Mr.T.Thinesh Kumar (Faculty)	Member
6.	Fathima Farshana.M (IV CSE)	Member
7.	Seyed Irfana K (III CSE)	Member
8.	Haarini.M (II CSE)	Member
11	S.Murugasan F/O Padma Priya.M	Member
12	Mr. Sathish Prabhakar (Alumini)	Member


HOD

Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai-623806

Ref : MSEC/CSE/IQAC/2014-2015/08

06/08/14

From

Prof.R.Karthikeyan
Chairman- IQAC,
Department of Computer Science and Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

S.Murugasan F/O
Padma Priya.M
North Street,
Aruppukottai.

Dear Sir,

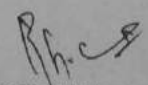
Sub: Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Odd Semester) is scheduled on **11.08.2014**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize Two days national level workshop

The **venue** of the meeting is **CSE Seminar Hall**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.R.Karthikeyan.]

Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



IQAC MEETING - ATTENDANCE SHEET

Date : 11.08.2014 **Time** : 11.00 AM
Venue : CSE Seminar Hall **Academic Year** : 2014-2015 (Odd)
Chairman : Prof.R.Karthikeyan
Professor and Head/CSE

S.No.	Name of the Member	Position	Signature
1.	Prof.R.Karthikeyan	HOD / Chairman	<i>R.Karthikeyan</i>
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member	<i>Ceyl.</i>
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member	<i>S.Faizal</i>
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member	<i>Ramamoorthi</i>
5.	Mr.T.Thinesh Kumar (Faculty)	Member	<i>Thinesh</i>
6.	Fathima Farshana.M (IV CSE)	Member	<i>fathima</i>
7.	Sayed Irfana K (III CSE)	Member	<i>Irfana</i>
8.	Haarini.M (II CSE)	Member	<i>Haarini</i>
11	S.Murugasan F/O Padma Priya.M	Member	<i>murugan</i>
12	Mr. Sathish Prabhakar (Alumini)	Member	<i>Sathish</i>

R.Karthikeyan
HOD

Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai-623806.

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to organize national level workshop

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
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- 4. Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
- 5. Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will

be conducted during the even semester for the academic year 2014-2015. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.

6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and Wi-Fi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilization:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically
11. **National Level workshop:** Team of faculty members and students discuss about the effective organizing of national level workshop during the fourth week of September.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



09/03/2015

Ref : MSEC/CSE/IQAC/2014-2015/12

Circular

The Fifth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on 12.03.15 the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wi-Fi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize Two day's national level conference on technology innovation in computer engineering.

The members of IQAC are requested to attend the meeting without fail.

Venue : CSE Seminar Hall

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD

Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College
Kilakarai-623806.



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING



Committee Members:

S.No.	Name of the Member	Position
1.	Prof.R.Karthikeyan	HOD / Chairman
2.	Mr.T.Sheik Yousuf (Senior Faculty)	Member
3.	Mr.S.Faizal Mukthar Hussain (Senior Faculty)	Member
4.	Mr.S.Ramamoorthi (Senior Faculty)	Member
5.	Mr.T.Thinesh Kumar (Faculty)	Member
6.	Fathima Farshana.M (IV CSE)	Member
7.	Seyed Irfana K (III CSE)	Member
8.	Haarini.M (II CSE)	Member
11	S.Murugasan F/O Padma Priya.M	Member
12	Mr. Sathish Prabhakar (Alumini)	Member


HOD

Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Ref : MSEC/CSE/IQAC/2014-2015/12

09/03/15

From

Prof.R.Karthikeyan
Chairman- IQAC,
Department of Computer Science and Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

S.Murugasan F/O
Padma Priya.M
North Street,
Aruppukottai.

Dear Sir,

Sub: Invitation for Fifth meeting of IQAC - reg.,

The Fifth meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on **12.03.2015**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours
11. Planning to Organize Two day's national level conference.

The **venue** of the meeting is **CSE Seminar Hall**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.R.Karthikeyan.]

Head of the Department
Computer Science and Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours.
11. Planning to Organize Two day's national level conference on technology innovation in computer engineering

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
4. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.

5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2014-2015. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and Wi-Fi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilization:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically.
11. **National Level Conference:** Team of faculty members and students discuss about organizing of National level conference on technology innovation in computer engineering during the first week of April.



A handwritten signature in black ink, appearing to be "S. Sathak", written over a horizontal line.

PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806



MOHAMED SATHAK ENGINEERING COLLEGE,
KILAKARAI – 623 806.

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

IV YEAR EEE 2017-2018 (EVEN SEMESTER)

MINUTES OF CLASS COMMITTEE MEETING HELD ON 10.01.18

The minutes of first class committee meeting for IV year EEE was held on **10.01.18** for the academic year 2017-2018 (Even Semester).

Chairperson: S.Chitra Devi ASP/EEE

Class in-charges: S.Boobalan AP/EEE, N. Ahamed Hussain Asif AP/EEE

The following points were discussed for the improvement of students.

1. Discussed about the syllabus coverage. **All the staff were teaching II unit.**
2. Difficulty in understanding of each subject was discussed.
3. Decided to conduct pre-unit tests between the unit tests.
4. Counseling of students was discussed.
5. **We are discussed and plan to conduct the program "Optimization Techniques in Power Systems Restructuring" on 23.3.2018**

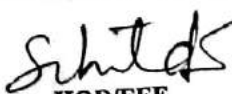
Students Attended:

1. ABDUL KAFOOR S
2. DHINESH KUMAR M
3. MOHAMED AZHARUDEEN S
4. MUHUSEEN ALI A
5. VINOBA V
6. KALIRAJAN

Subject Handling Staff

S. No	Subject Code & Name	Staff Name
1	EE6801 - Electrical Energy Generation, Utilization & Conservation (EEGUC)	Mr.S.Lakshmi Kanthan Bharathi
2	EE6009 - Power Electronics For Renewable Energy Systems (PERES)	Mr.N.Ahamed Hussain Asif
3	GE6757 - Total Quality Management (TQM)	Mrs.T.Shanmuga Priya


CLASS IN-CHARGE


HOD/EEE



MOHAMED SATHAK ENGINEERING COLLEGE
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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING
Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)
MINUTES OF CLASS COMMITTEE MEETING

The following points were discussed in the First class committee meeting for Third year EEE held on 13.07.2018 (Friday) at EEE HOD room at 12.45 PM.

1. Discussed about the syllabus coverage. All are completed one and half Units.
2. We are discussed and plan to conduct the program "Embedded Systems" on 22.7.2018
3. To allow the Seminar and Symposium for our Students beneficial.
4. Discussed about Misbehavior students. Misbehavior students are separated and sitting in front benches.

Subjects handling staff:

S.No	Subject Code	Subject Name	Faculty Name	Signature
1	EE6501	Power System Analysis (PSA)	Mrs.A.Usha	
2	EE6502	Microprocessor And Microcontroller (MPMC)	Dr.S.Boobaban	
3	ME6701	Power Plant Engineering (PPE)	Mr.N.Ahamed Hussain Asif	
4	EE6503	Power Electronics (PE)	Mrs.R.Niraimathi & Mrs.P.Radha	
5	EE6504	Electrical Machines - II (EM II)	Mr.S.Syed Mustafa Gani	
6	IC6501	Control Systems (CS)	Mrs. P.Sujitha	

Students attended:

- 1.Aiswarya S.V
- 2.Gokilavanitha S
- 3.Vinola Rani A
- 4.Shalini S
5. Vijayaraj M
- 6.Rafiutheen Mohamed I
- 7.Ahif Javith B
- 8.Mohamed Arif A

Class incharges
[A.Manjula]
[P.Veeramanikandan]

HOD/EEE

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MOHAMED SATHAK ENGINEERING COLLEGE,
KILAKARAI – 623 806.



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)
IV YEAR EEE 2017-2018 (ODD SEMESTER)

MINUTES OF CLASS COMMITTEE MEETING HELD ON 21.08.17

The minutes of first class committee meeting for II year EEE was held on 21.08.17 for the academic year 2017-2018 (Odd Semester).

Chairperson: S.Chitra Devi ASP/EEE

Class in-charges: S.Boobalan AP/EEE, N. Ahamed Hussain Asif AP/EEE

The following points were discussed for the improvement of students.

1. Discussed about the syllabus coverage. All the staff were teaching III unit.
2. Difficulty in understanding of each subject was discussed.
3. Decided to conduct pre-unit tests between the unit tests.
4. We are discussed and plan to conduct the program "PLC & SCADA" on 24.9.2017
5. HOD asked the staff to conduct retest those who are fail in their corresponding papers.

Students Attended:

1. ABDUL KAFOOR S
2. DHINESH KUMAR M
3. MOHAMED AZHARUDEEN S
4. MUHUSEEN ALI A
5. VINOBA V
6. KALIRAJAN

Subject Handling Staff

Sl. No	Subject Code & Name	Staff Name
1	EE6701 - High Voltage Engineering (HVE)	Mr.S.Syed Mustafa Gani
2	EE6702 - Protection and Switchgear (PSG)	Mr.S.Lakshmi Kanthan Bharathi
3	EE6703 - Special Electrical Machines (SEM)	Mrs.T.Shanmuga Priya
4	MG6851 - Principle of Management (POM)	Mr.S.Boobalan
5	EE6004 - Flexible AC Transmission Systems (FACTS)	Mr.N.Ahamed Hussain Asif
6	EE6008 - Microcontroller based System Design (MCBSD)	Mrs.M.Sarojini Devi


CLASS IN-CHARGE
(N. ASIF)


22-8-17
HOD/EEE



**MOHAMED SATHAK ENGINEERING COLLEGE,
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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)
III YEAR EEE 2016-2017 (EVEN SEMESTER)

MINUTES OF CLASS COMMITTEE MEETING HELD ON 20.02.17

The minutes of second class committee meeting for III year EEE was held on 20.02.17 for the academic year 2016-2017 (Even Semester).

Chairperson: S.Chitra Devi ASP/EEE

Class in-charges: S.Boobalan AP/EEE, N. Ahamed Hussain Asif AP/EEE

The following points were discussed for the improvement of students.

1. Discussed about the syllabus coverage. All the staff were teaching III unit.
2. Difficulty in understanding of each subject was discussed.
3. HOD asked the staff to encourage the students to participate in symposium, conference & workshop etc.
4. We are discussed and plan to conduct the program "PLC & SCADA" on 28.7.2017

Students Attended:

1. ABDUL KAFOOR S
2. DHINESH KUMAR M
3. MOHAMED AZHARUDEEN S
4. MUHUSEEN ALI A
5. VINOBA V
6. KALIRAJAN

Subject Handling Staff

S. No	Subject Code & Name		Staff Name
1	EC6651	Communication Engineering	Mr. S.Boobalan
2	EE6601	Solid State Drives	Mrs. M.Sarojini Devi
3	EE6602	Embedded Systems	Mrs. R.Niraimathi
4	EE6603	Power System Operation and Control	Mr. S.Syed Mustafa Gani
5	EE6604	Design of Electrical Machines	Mrs. A.Manjula
6	EE6002	Power System Transients	Mrs. P.Radha


CLASS IN-CHARGE


HOD/EEE


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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)
II YEAR EEE 2015-2016 (EVEN SEMESTER)

MINUTES OF CLASS COMMITTEE MEETING HELD ON 17.02.16

The minutes of first class committee meeting for II year EEE was held on **17.02.16** for the academic year 2015-2016 (Even Semester).

Class in-charges: S.Boobalan AP/EEE, N. Ahamed Hussain Asif AP/EEE

The following points were discussed for the improvement of students.

1. Discussed about the syllabus coverage. All the staff were teaching II unit.
2. Difficulty in understanding of each subject was discussed.
3. Decided to conduct pre-unit tests between the unit tests.
4. **We are discussed and plan to conduct the program "E-CADD" on 27.2.2016**
5. HOD asked the staff to provide video lecture to the students for their respective subject.

Students Attended:

1. ABDUL KAFOOR S
2. DHINESH KUMAR M
3. MOHAMED AZHARUDEEN S
4. MUHUSEEN ALI A
5. VINOBA V
6. KALIRAJAN

Subject Handling Staff

Sl. No	Subject Code	Subject Name	Staff Name
1	MA6459	Numerical Methods (Maths)	Mr. P.Chinnaraj
2	EE6401	Electrical Machines - I (EM-I)	Mrs.T.Shanmugapriya
3	CS6456	Object Oriented Programming (OOP)	Mrs.Samundeeswari
4	EE6402	Transmission and Distribution (T&D)	Mrs.A.Usha
5	EE6403	Discrete Time Systems and Signal Processing (DSP)	Mr.S.Syed Mustafa Gani
6	EE6404	Measurements and Instrumentation (MI)	Mrs.S.Chitra Devi


CLASS IN-CHARGE


HOD/EEE


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MOHAMEDSATHAKENGINNERINGCOLLEGE
KILAKARAI – 623 806.
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

IV YEAR EEE 2014-2015(EVEN SEMESTER)
Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)
MINUTES OF CLASS COMMITTEE MEETING HELD ON 23.1.15

The minutes of first class committee meeting for IV year EEE was held on 23.1.15 for the academic year 2014-2015(even semester).

Chair person: R.Niraimathi

Class in-charge: M.Sarojinidevi and T.Shanmugapriya

The following points were discussed for the improvement of students.

1. Sixth semester University Exam result was discussed. The results in most of the subjects were above 80% and 90%.
2. The students were asked to put revaluation.
3. Discussed about the syllabus coverage. All the staff were teaching II unit.
4. Difficulty in understanding of each subject was discussed.
5. Decided to conduct more class tests between the unit tests.
6. **We are discussed and plan to conduct the program "Advancement in Automotive technology" on 13.2.2015**

Students Attended:

1. Hameed Abdul kader
2. ShafeeqAhamed
3. Vignesh
4. Udaiyappan
5. Sabarisrisubhashini
6. NasrinFathima

Subject Handling Staff

S.NO	SUB.CODE	SUBJECT NAME	STAFF NAME
1.	EE2451	ELECTRICAL ENERGY GENERATION, UTILISATION AND CONSERVATION	S.LAKSHMI KANTHAN BHARATHI
2.	EE2028	POWER QUALITY	M.SAROJINI DEVI
3.	EE2036	FLEXIBLE AC TRANSMISSION SYSTEMS	P.RADHA


CLASS IN-CHARGE


HOD/EEE


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MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI – 623 806.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

IV YEAR EEE 2015-2016(ODD SEMESTER)

MINUTES OF CLASS COMMITTEE MEETING HELD ON 06.07.15

Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

The minutes of first class committee meeting for IV year EEE was held on **06.07.15** for the academic year 2015-2016(odd semester).

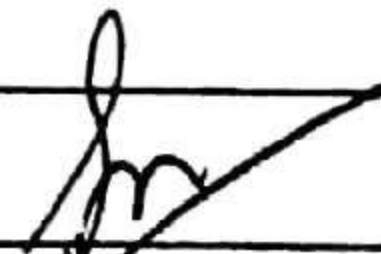
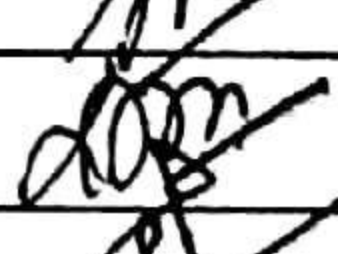
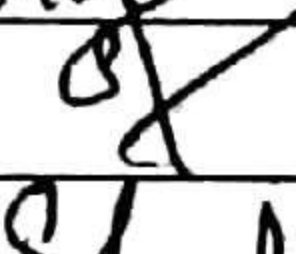


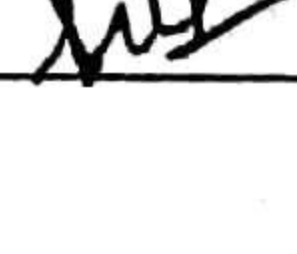
Class incharges: S.Syed Musthafa Gani Ms.P.Radha

The following points were discussed for the improvement of students.

1. Discussed about the syllabus coverage. All the staff were Completed the first unit.
2. Difficulty in understanding of each subject was discussed.
3. **We are discussed and plan to conduct the program**
"Retro trends in Conventional Power Plants" on 10.9.2015
4. Counseling of students was discussed.
5. HOD asked the staff to provide video lecture to the students for their respective subject.

Students Attended:

- 1) Mohamed Fayas
- 2) Mohamed Basith
- 3) Anand Raj
- 4) Shalini
- 5) Manikandan
- 6) Ragupathy

S.NO	SUBJECT CODE	SUBJECT NAME	STAFF NAME	SIGNATURE
1	EE2401	POWER SYSTEM OPERATION AND CONTROL	Ms.A.MANJULA	
2	EE2402	POWER SYSTEM PROTECTION AND SWITCH GEAR	Mr.L.K.Bharathi	
3	EE2403	SPECIAL ELECTRICAL MACHINES	Ms.T.Shanmuga Priya	
4	MG2351	PRINCIPLES OF MANAGEMENT	Ms.C.Shalini	
5	EI2311	BIOMEDICAL INSTRUMENTATION	Mr.S.Syed Musthafa Gani	
6	CS2311	OPERATING SYSTEMS	Ms.Haji Nisath	


CLASS INCHARGE


HOD/EEE


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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

II YEAR EEE 2015-2016(ODD SEMESTER)

MINUTES OF CLASS COMMITTEE MEETING HELD ON 13.8.2015

The minutes of first class committee meeting for II year EEE was held on **13.8.2015** for the academic year 2015-2016(odd semester).

Class in-charges: S.Boobalan AP/EEE, N. Ahamed Hussain Asif AP/EEE

The following points were discussed for the improvement of students.

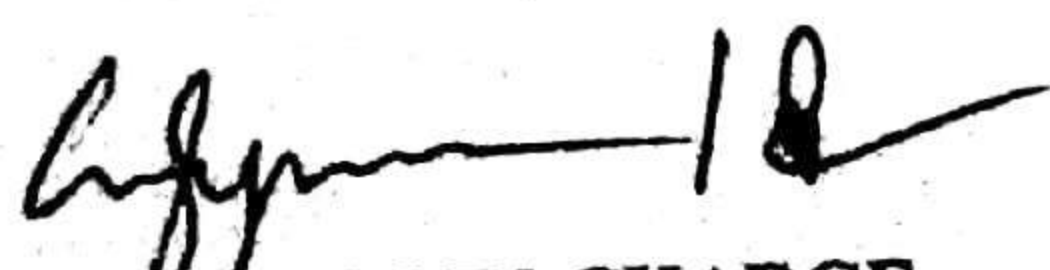
1. First unit test results were discussed. The results in most of the subjects were above 80%.
2. Discussed about the syllabus coverage. All the staff were teaching II unit.
3. Difficulty in understanding of each subject was discussed.
4. **Decided to conduct "Perspectives of Energy Conservation" on 9.10.2015**
5. Counseling of students was discussed.
6. HOD asked the staff to provide video lecture to the students for their respective subject.

Students Attended:

1. ABDUL BASITH S
2. DURAIPANDI S
3. MANOJ KISHORENATH K.P
4. HUSSAIN SUHAIL M.A.M
5. GAYATHRI K.P
6. ARUL DEVASAHAYAM

Subject Handling Staff

Sl.No	Subject Code	Subject Name	Staff Name
1	MA6351	Transforms and Partial Differential Equations (Maths)	Mrs.Rajam
2	EE6301	Digital Logic Circuits (DLC)	Mrs.P.Radha
3	EE6302	Electromagnetic Theory (EMT)	Mrs.A.Manjula
4	GE6351	Environmental Science and Engineering (EVS)	Mr.Ahamed Hussain Asif
5	EC6202	Electronic Devices and Circuits (EDC)	Mr.S.Venkatappan
6	EE6303	Linear Integrated Circuits and Applications (LIC)	Mr.S.Boobalan


CLASS IN-CHARGE


HOD/EEE


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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

CLASS COMMITTEE MEETING HELD ON 10.10.14

MINUTES OF CLASS COMMITTEE MEETING

The following points are discussed for student improvement:

1. All the staffs were requested to collect the student's bio data.
2. Students discipline during individual class hours was discussed.
3. Syllabus coverage in each subject was discussed.
4. Improvement in attendance percentage of students was verified.
5. Difficulty in understanding of each subject was discussed.
6. Conduction of class test in every day first hour was discussed
7. We are discussed and plan to conduct the program "PLC, SCADA" on 26.12.2014

Subjects handling staff:

S.N O	SUBJECT CODE	SUBJECT NAME	STAFF NAME
1	EE2301	POWER ELECTRONICS	MS.R.NIRAIMATHI
2	EE2302	ELECTRICAL MACHINES II	MR.S.LAKSHMI KANTHAN BHARATHI
3	EE2303	TRANSMISSION DISTRIBUTION	MS.A.USA
4	EC2311	COMMUNICATION ENGINEERING	MS.A.RISWANA BEGAM
5	EC2314	DIGITAL SIGNAL PROCESSING	S.SYED MUSTHAFA GANI
6	CS2301	OBJECT ORIENTED PROGRAMMING	MS.S.KARTHIYAYINI

Students attended:

1. Mohamed Basith
2. K. Ajith
3. M. Ananad Raj
4. M. Muthukumar
5. Preethi
6. Swetha


CLASS INCHARGE


HOD/EEE



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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING
Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)
MINUTES OF CLASS COMMITTEE MEETING

The following points were discussed in the class committee meeting held on 25/07/2014 (Friday) at IV year EEE class room.

Chair person: R.Niraimathi

Class in-charge: M.Sarojinidevi and T.Shanmugapriya

- 1) Discussed about the syllabus coverage.
- 2) Difficulty in understanding of each subject was discussed.
- 3) Unit test -I result analysis was discussed.
- 4) Discussed about Utilizing the Department Library.
- 5) Students asked the staff to use only Black Markers for writing in the white board.
- 6) Students requested to change the chairs used for seating.
- 7) **We are discussed and plan to conduct the program "Energy conservation" on 17.8.2014**

Students Attended:

1. Hameed Abdul kader
2. Shafeeq Ahamed
3. Vignesh
4. Udaiyappan
5. Sabarisrisubhashini
6. Nasrin Fathima

SUBJECT HANDLING STAFF

S.NO	SUB.CODE	SUBJECT NAME	STAFF NAME
1.	EE2401	POWER SYSTEM OPERATION AND CONTROL	S.LAKSHMI KANTHAN BHARATHI
2.	EE2402	PROTECTION AND SWITCHGEAR	S.VENKATAPPAN
3.	EE2403	SPECIAL ELECTRICAL MACHINES	P.VEERAMANIKANDAN
4.	MG2351	PRINCIPLES OF MANAGEMENT	SHALINI
5.	CS2411	OPERATING SYSTEMS	K.MAKESH
6.	EI2311	BIOMEDICAL INSTRUMENTATION	M.SAROJINI DEVI

CLASS IN-CHARGE

HOD/EEE

PRINCIPAL

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

19/06/2018

Ref : MSEC/IT/IQAC/2018-2019/01

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019 (Odd Semester) is scheduled on 26.06.18. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Higher studies
11. Placements
12. Internet and Wifi facilities after working hours
13. Library utilization after working hours


The members of IQAC are requested to attend the meeting without fail.

Venue : NETWORKLAB/IT DEPARTMENT

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board
4. The file


PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.


HOD/IT

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF INFORMATION TECHNOLOGY

Ref:MSEC/IT/IQAC/2018-2019/04

26.06.2018

The first IQAC meeting for the academic year 2018-2019 oddsemester was held on 26.06.2018. The following members were present for the meeting

Chairman

Mr.M.Vijayaraj,
HOD/IT,
MOHAMED SATHAK ENGINEERING COLLEGE,
Kilakarai.

Members

1. Prof.M.Vijayaraj	HOD / Chairman
2. Ms.M.Seeni Syed Raviyathu Ammal	Member
3. (Senior Faculty)	
4. Ms.K.Samundeeswari (Senior Faculty)	Member
5. Ms.S.M.Haji Nishath (Senior Faculty)	Member
6. MS.S.Thivya (Non- Teaching)	Member
7. Ilakkiya M (IV Year IT)	Member
8. N.Maeruf Farzana (IV Year IT)	Member
9. Solaikumar R (II Year IT)	Member
10. Arthi S (III Year IT)	Member
11. Suba Shree (II Year IT)	Member
12. Mrs. Rajathi M (Mother of Ilakkiya M)	Member
13. Mr. Mohamed Ismail (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Entrepreneurship Orientation Programs (EOP)
11. Higher studies
12. Placements
13. Internet and Wifi facilities after working hours
14. Library utilization after working hours

1. Students' attendance and grievances: The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.

2. Current affairs: The faculties are advised to allocate atleast their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.

3. Internal Exams: Internal exams are conducted to improve the performance of the students. I Internal test can cover atleast 1 ½ units, II Internal test can cover atleast 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of questionpapers.

4. Slow learners coaching class: Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.

5. Value added programmes : The demand and need of the industry is studied from the alumni and value added programmes are suggested to close the gap between academia

and industry. The chairman conveyed that the technical training will be given to the students after a discussion with the Corporate Relation Cell.

6. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that atleast an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
7. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
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10. **Entrepreneurship Orientation Programs (EOP):** The final year students suggested that unemployment is the greatest issue in this century, to minimize that the students should be motivated to start their own business in their core fields so that they become entrepreneurs. So the chairman assured to conduct such sort of programs related to EOP.
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13. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.

Library Utilisation: The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically.

S.No.	Name of the Member	Position	Signature
1.	Prof. M. V. Vijayaraj	HOD / Chairman	<i>[Signature]</i>
2.	Ms. M. Seen. Syd Ravithur (Senior Faculty)	Member	<i>[Signature]</i>
3.	Ms. K. Saminudasa (Senior Faculty)	Member	<i>[Signature]</i>
4.	Ms. G. M. Fajj Mitha (Senior Faculty)	Member	<i>[Signature]</i>
5.	Ms. S. Dhivya (Non-Teaching)	Member	<i>[Signature]</i>
6.	Sona S (III Year)	Member	<i>[Signature]</i>
7.	Navaneetha Krishnan V (IV Year)	Member	<i>[Signature]</i>
8.	Aswin Kumar G (II Year)	Member	<i>[Signature]</i>
9.	Palanikumar P (III Year)	Member	<i>[Signature]</i>
10.	Shivani R (III Year)	Member	<i>[Signature]</i>
11.	Mrs. R. Bhavani (Mother of Shivani. R)	Member	<i>[Signature]</i>
12.	Mr. Mohamed Ismail (Alumni)	Member	<i>[Signature]</i>

~~HOD~~

Copy to:

1. The Principal,
2. All IQAC members


PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
202 8045

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF INFORMATION TECHNOLOGY

19/06/2014

Ref :MSEC/IT/IQAC/2014-2015/01

Circular

The first meeting of Internal Quality Assurance Cell(IQAC) for the academic year **2014-2015** (Odd Semester) is scheduled **on 26.06.14**.The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. **Technical events like symposia, seminars and expert lecture**
7. Projects
8. Consultancy / R&D projects
9. To conduct One Day National Level Technical Symposium in the first week of March.
10. Industrial visits, Implant training and Internship
11. Higher studies
12. Placements
13. Internet and Wifi facilities after working hours
14. Library utilization after working hours
15. Proposal to conduct National Conference during the second week of March.

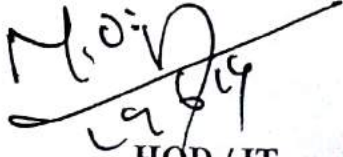
The members of IQAC are requested to attend the meeting without fail.

Venue : NETWORK LAB/IT DEPARTMENT

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board
4. The file


PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.


HOD / IT

Ref :MSEC/IT/IQAC/2015-2016/01

Circular

The first meeting of Internal Quality Assurance Cell(IQAC) for the academic year 2015-2016 (Odd Semester) is scheduled on 26.06.15. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Proposal to conduct one day Technical Symposium
10. Industrial visits, Implant training and Internship
11. Higher studies
12. Placements
13. Internet and Wifi facilities after working hours
14. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : NETWORK LAB/IT DEPARTMENT

Copy to:

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3. Department Notice board
4. The file



PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.



19/06/15
HOD/IT

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF INFORMATION TECHNOLOGY

19/06/2016

Ref :MSEC/IT/IQAC/2016-2017/01

Circular

The first meeting of Internal Quality Assurance Cell(IQAC) for the academic year 2016-2017 (Odd Semester) is scheduled on **26.06.16**.The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. One day National level Symposium.
10. Industrial visits, Implant training and Internship
11. Higher studies
12. Placements
13. Internet and Wifi facilities after working hours
14. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

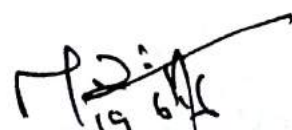
Venue : NETWORK LAB/IT DEPARTMENT

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board
4. The file



PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF INFORMATION TECHNOLOGY

Ref :MSEC/IT/IQAC/2016-2017/04

26.06.2016

The first IQAC meeting for the academic year 2016-2017 odd semester was held on 26.06.2017. The following members were present for the meeting

Chairman

Mr.M.Vijayaraj,
HOD/IT,

MOHAMED SATHAK ENGINEERING COLLEGE,
Kilakarai.

Members

	HOD / Chairman
1. Prof.M.Vijayaraj	
2. Ms.M.Seeni Syed Raviyathu Ammal	Member
3. (Senior Faculty)	
4. Ms.K.Samundeeswari (Senior Faculty)	Member
5. Ms.S.M.Haji Nishath (Senior Faculty)	Member
6. MS.S.Thivya (Non- Teaching)	Member
7. Ilakkiya M (II Year IT)	Member
8. N.Maeruf Farzana (II Year IT)	Member
9. Karthi.S (III Year IT)	Member
10. Kavipriya M (IV Year IT)	Member
11. Vishnu Prasath (IV Year IT)	Member
12. Mr. Murugan M (Father of Kavipriya)	Member
13. Mr. Mohamed Ismail (Alumni)	Member

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Entrepreneurship Orientation Programs (EOP)
11. Higher studies
12. Placements
13. Internet and Wifi facilities after working hours
14. Library utilization after working hours

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate atleast their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover atleast 1 ½ units, II Internal test can cover atleast 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of questionpapers.
4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Value added programmes :** The demand and need of the industry is studied from the alumni and value added programmes are suggested to close the gap between academia

and industry. The chairman requested that the technical training will be given to the students after a discussion with the Corporate Industrial cell.

9. Technical training: The students should interact with industry people for technological training. The chairman informed that technical training, internships and apprenticeship will be conducted during the even semester for the academic year 2014-2015. He also requested that interest in industrial aspect will be brought to students and make them the students' motivation regarding life and technological techniques in their surroundings.

10. Projects: The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutions.

11. Consultancy & R&D projects: The research centers and funding agencies are encouraged under the guidance of the chairman to enable the students to get financial and technical assistance to complete their projects. The chairman suggested that the students will empower the students to explore the recent advancements in recent scientific.

12. Industrial visits/ In-plant training: The chairman and the faculty members informed that the students will be taken for industrial visits, Ashwari and Technical projects every academic year to know about the technologies used in industries. The students will be encouraged to undergo in-plant training and internship during their industrial visits.



13. Entrepreneurship Orientation Programme (EOP): The chairman requested that unemployment is the greatest issue in this century, to minimize that the students should be motivated to start their own business in their own fields so that they become entrepreneurs. So the chairman assured to conduct such sort of programme related to EOP.

14. Higher studies: Chairman addressed the real need and kind of growing higher studies. He said that free IAS coaching is given to the students during semester. The students asked for technical training classes in the campus to attend entrance examinations for higher studies like GATE, TANCET, TOEFL, IELTS by their own departments having members to have more response.

15. Placements: The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.

16. Internet and wifi facilities: The senior faculty members informed the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.

14. Library Utilization: The Librarian will assist the students to use the library facilities effectively. The students should refer the relevant books and materials judiciously to achieve their objectives.

S.No.	Name of the Member	Position	Signature
1.	Prof. M. Vignesh	HOD / Chairman	
2.	Mr. M. Venu. Jyoti. Narayanan (General Secretary)	Member	
3.	Mr. A. Kumaraswamy (General Secretary)	Member	
4.	Mr. S. A. Jini. Vignesh (General Secretary)	Member	
5.	MS. S. Janya (Non-Teaching)	Member	
6.	Manjya M (II Year III)	Member	
7.	K. Maheshwaran (II Year III)	Member	
8.	Harini S (II Year III)	Member	
9.	Haranya M (II Year III)	Member	
10.	Rajini Prasad (IV Year III)	Member	
11.	Mr. Manjya M (Father of Haranya)	Member	
12.	Mr. Mohammed Ismail (Alumni)	Member	


HOD

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2. All UDC members
3. Department Notice Board
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MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF INFORMATION TECHNOLOGY

21/06/2017

Ref: MSEC/IT/IQAC/2017-2018/01

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018 (Odd Semester) is scheduled on 21.06.17. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Proposal to conduct one day Technical Symposium
10. Industrial visits, Implant training and Internship
11. Higher studies
12. Placements
13. Internet and Wifi facilities after working hours
14. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : NETWORK LAB/IT DEPARTMENT

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board
4. The file

PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.

HOD / IT
21/6/17

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF INFORMATION TECHNOLOGY

Ref :MSEC/IT/IQAC/2017-2018/04

02.07.2017

The first IQAC meeting for the academic year 2017-2018 odd semester was held on 21.06.2017. The following members were present for the meeting

Chairman

Mr.M.Vijayaraj,
HOD/IT,
MOHAMED SATHAK ENGINEERING COLLEGE,
Kilakarai.

Members

1. Prof.M.Vijayaraj	HOD / Chairman
2. Ms.M.Seeni Syed Raviyathu Ammal	Member
3. (Senior Faculty)	
4. Ms.K.Samundeeswari (Senior Faculty)	Member
5. Ms.S.M.Haji Nishath (Senior Faculty)	Member
6. MS.S.Thivya (Non- Teaching)	Member
7. S.Mohamed Imran (IV Year IT)	Member
8. Ilakkiya M (III Year IT)	Member
9. Solaikumar R (II Year IT)	Member
10. Arthi S (II Year IT)	Member
11. Vinothini (IV Year IT)	Member
12. Mr.Sivakumar.S (Father of Arthi S)	Member
13. Mr. Mohamed Ismail (Alumni)	Member

Minutes of the meeting

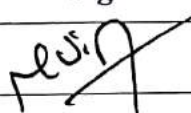
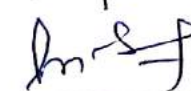
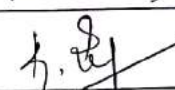

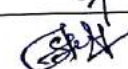

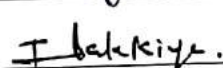
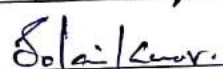
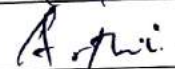
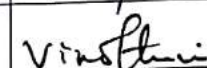
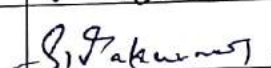
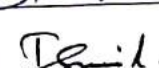
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S.No.	Name of the Member	Position	Signature
1.	Prof.M.Vijayaraj	HOD / Chairman	
2.	Ms.M.Seeni Syed Raviyathu Ammal (Senior Faculty)	Member	
3.	Ms.K.Samundeeswari (Senior Faculty)	Member	
4.	Ms.A.Ruba (Senior Faculty)	Member	
5.	MS.S.Thivya (Non- Teaching)	Member	
6.	S.Mohamed Imran (IV Year IT)	Member	
7.	Ilakkiya M (III Year IT)	Member	
8.	Solaikumar R (II Year IT)	Member	
9.	Arthi S (II Year IT)	Member	
10.	Vinothini (IV Year IT)	Member	
11.	MrSivakumar.S (Father of Arthi S)	Member	
12.	Mr. Mohamed Ismail (Alumni)	Member	


HOD.

Copy to:

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2. All IQAC members
3. Department Notice board
4. The File


PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806



P

DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE

11/11/2017

Ref :MSEC/MBA/IQAC/2017-2018/01

Circular

The meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year **2017-2018** (Odd Semester) is scheduled on **13.11.2017 (AN)** The agenda for the meeting are as follows

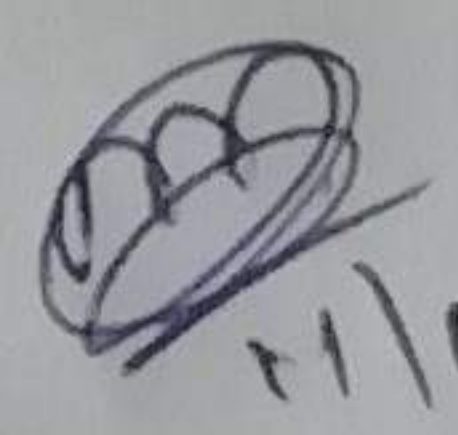
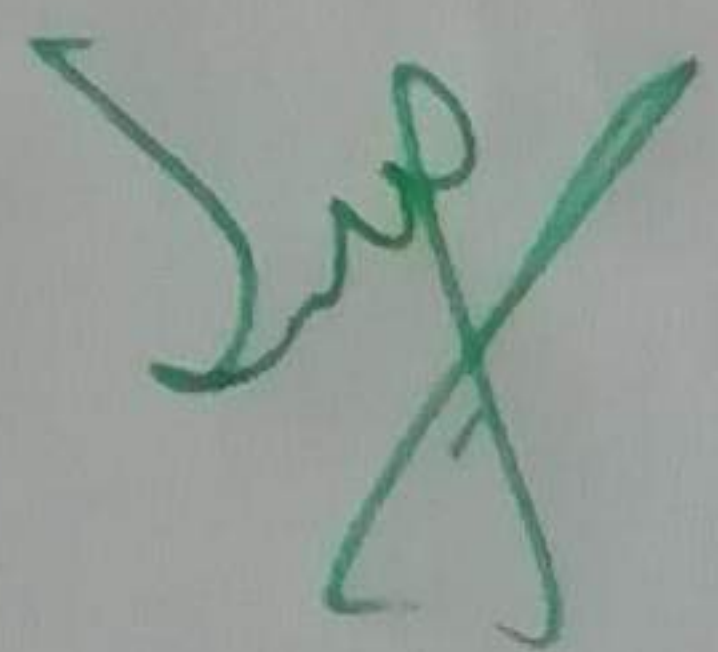
- Discussion about staff leave.
- Practical Exam Schedule.
- Discussion about II Internal Test for I year MBA
- Discussion about Inter Disciplinary action.
- **To conduct a Guest Lecture Human Resource Practices**
- Final Year MBA Student database.

The members of IQAC are requested to attend the meeting without fail.

Venue : MBA DEPARTMENT LIBRARY

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board


11/11/2017

HOD - MBA



**DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806**



IQAC - MINUTES OF MEETING

Date : 13.11.2017

Venue : Department Library - MBA

Time : 03.30 PM to 4.30 PM

Meeting conducted by : Mr. M. Abbas Malik, HOD - MBA

Minutes of conclusion/decisions/resolution taken:

- 1 year coordinator has to ensure that all the I MBA students are provided with Library token.
- All the staff are asked to extend their cooperation for the forthcoming year admissions.
- Project Coordinator for II MBA will be Mr. A. Kumar.
- Revision class for I MBA is scheduled from 11.12.2017 to 16.12.2017 and Model Exam is scheduled from 18.12.2017 to 26.12.2017.
- Anna University Exam for the I MBA commences on 02.01.2018
- The following subjects are allotted to the staff members for the Even Semester 2016-2017 Academic year.

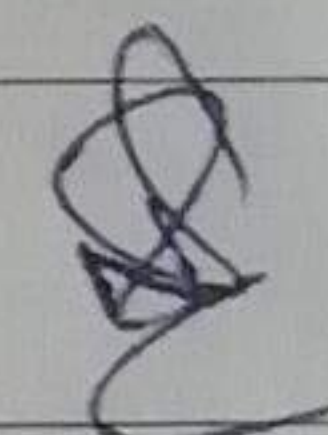
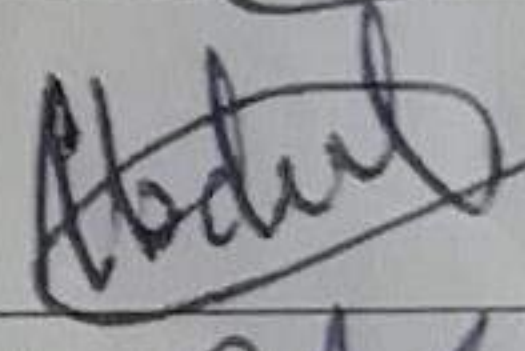
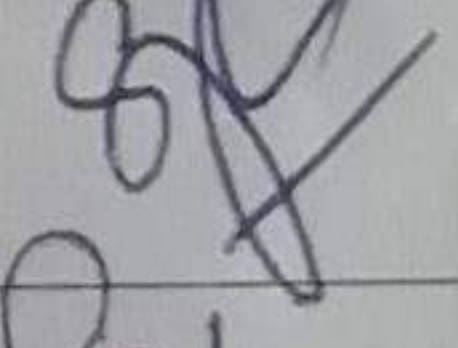
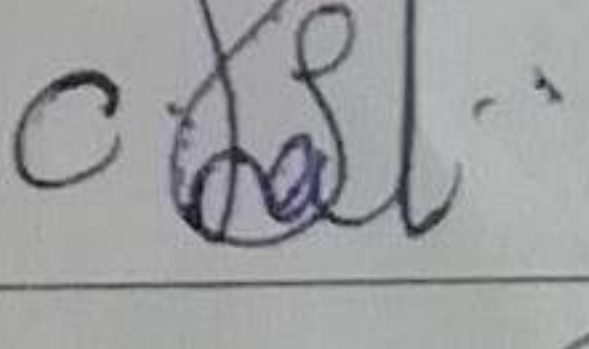
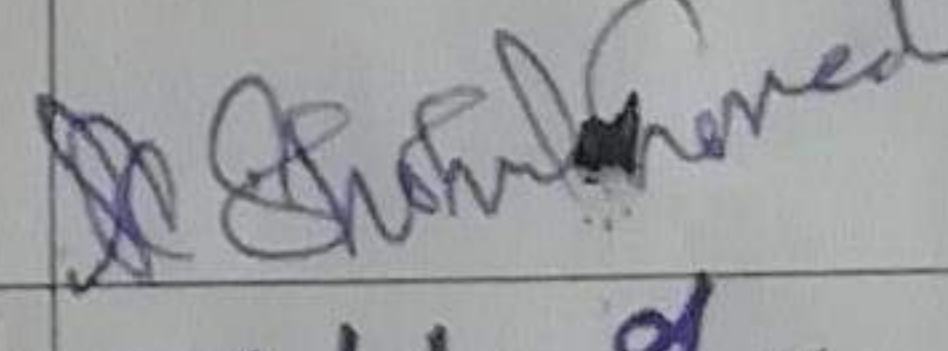
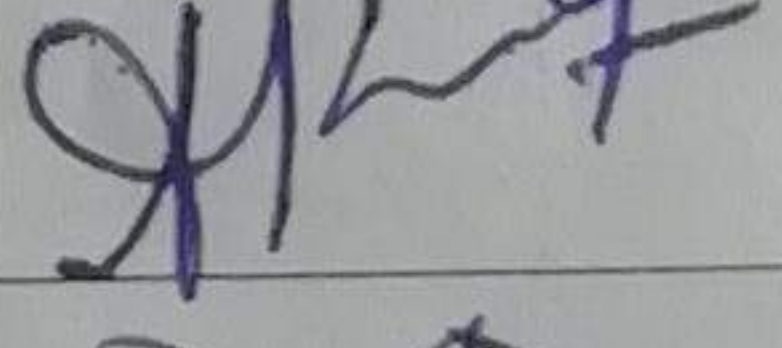
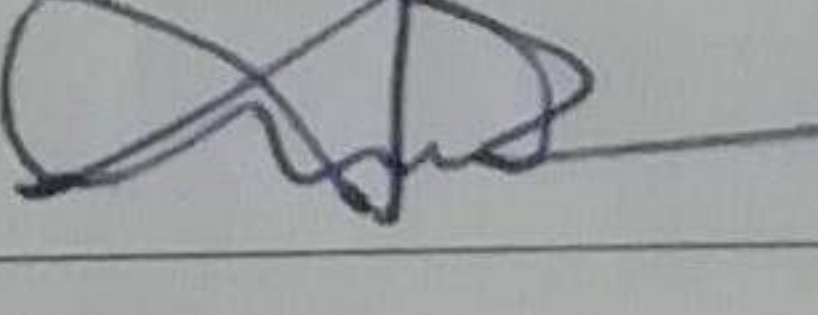
S.NO.	NAME OF THE FACULTY	SUBJECT ALLOTTED	COURSE / BRANCH
1.	Mr. M. Abbas Malik	Financial Management	I MBA
		Creativity and Innovation	II MBA
2.	Dr. N. Shankar	Business Research Methods	I MBA
		Engineering Economics	IV MECH A
3.	Dr. A. Abdul Brosekhan	Marketing Management	I MBA
		Engineering Economics	IV MECH B
4.	Ms. S. Santhana Jeyalakshmi	Business Ethics and CSR and Governance	II MBA
		Data Analysis and Business Modeling (LAB)	I MBA
		Professional Ethics in Engineering	IV ECE
5.	Ms. C. Shalini	International Business Management	II MBA
		Principles of Management	III ECE
6.	Mr. M. Shahul Hameed	Human Resource Management	I MBA
		Total Quality Management	IV ECE
7.	Mr. A. Kumar	Operations Management	I MBA
		Principles of Management	III MECH B
8.	Mr. A. Mohamed Naimudeen	Informations Management	I MBA
		Principles of Management	III MECH A

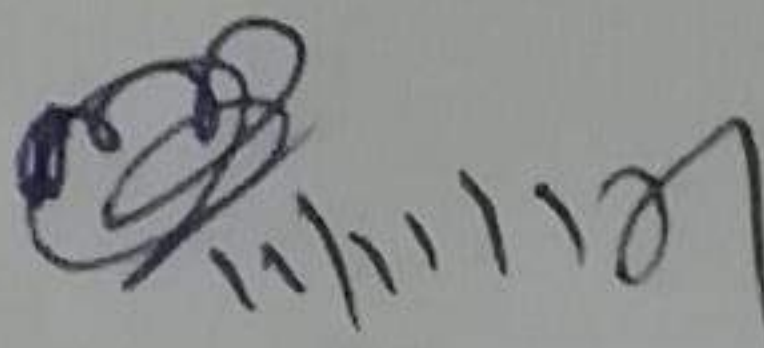
- We are planning to conduct a one day guest lecture on Human Resource on 3rd week of December 2017.

The Following are the responsibilities of the staff

Coordinator	-	Dr. N. Shankar
Stage & Seating arrangement	-	Dr. A. Abdul Brosekhan
Refreshment	-	Mr. M. Shahul Hameed & Mr. A. Mohamed Naimudeen
Reception	-	Ms. C. Shalini
Invitation & Flex	-	Mr. A. Kumar
Compering	-	Ms. S. Santhana Jeyalakshmi

Signature of the Faculty Members

S. No	Name of the Faculty	Position	Signature
1	Dr. N. Shankar	Member	
2	Dr. A. Abdul Brosekhan	Member	
3	Ms. S. Santhana Jeyalakshmi	Member	
4	Ms. C. Shalini	Member	
5	Mr. M. Shahul Hameed	Member	
6	Mr. A. Kumar	Member	
7	Mr. A. Mohamed Naimudeen	Member	


HOD - MBA


PRINCIPAL

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MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.

DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE

16/03/2017

Ref :MSEC/MBA/IQAC/2016-2017/01

Circular

The meeting of Internal Quality Assurance Cell(IQAC) for the academic year 2016-2017 (Even Semester) is scheduled on 17.03.2017 (AN) The agenda for the meeting are as follows

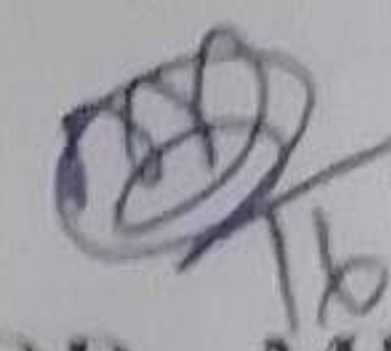
- Discussion about staff leave.
- Practical Exam Schedule.
- Discussion about Project Viva Voce for II MBA.
- Discussion about II Internal Test for I year MBA
- To conduct Entrepreneurship Development Camp
- To frame Committee for EAC Programme
- To conduct Workshop on SPSS and Tally
- Final Year MBA Student database.
- Preparation of Prospectus.

The members of IQAC are requested to attend the meeting without fail.

Venue : MBA DEPARTMENT LIBRARY

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board


16/03/17
HOD - MBA



**DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI – 623 806**



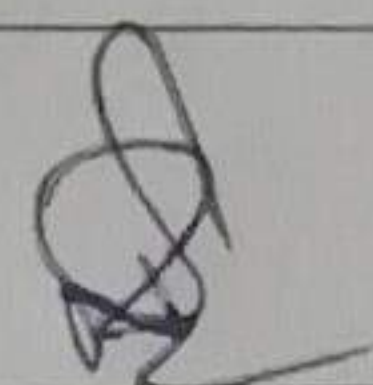
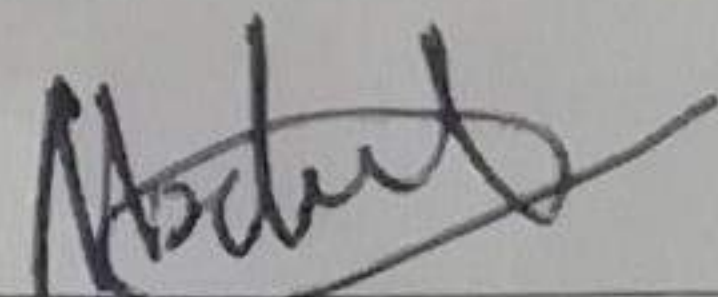
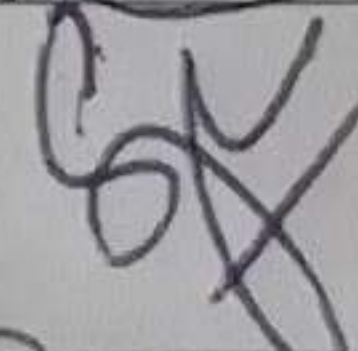
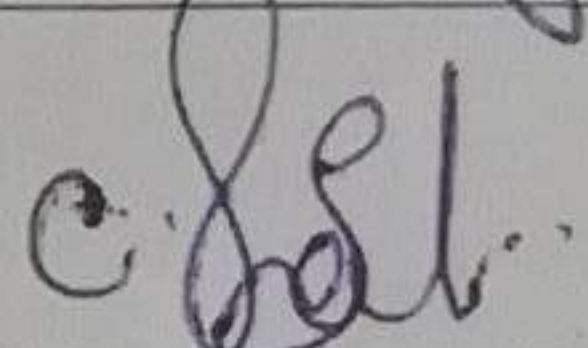
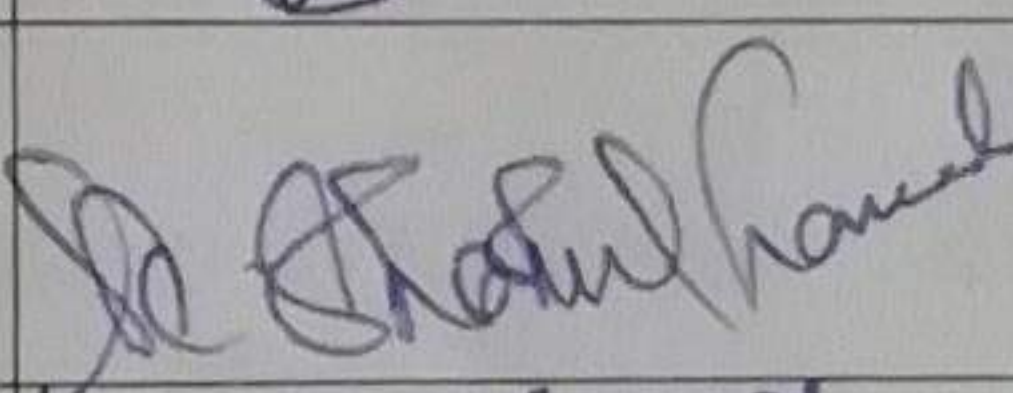
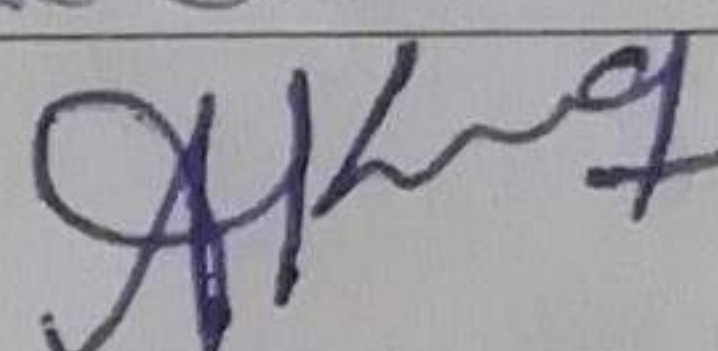
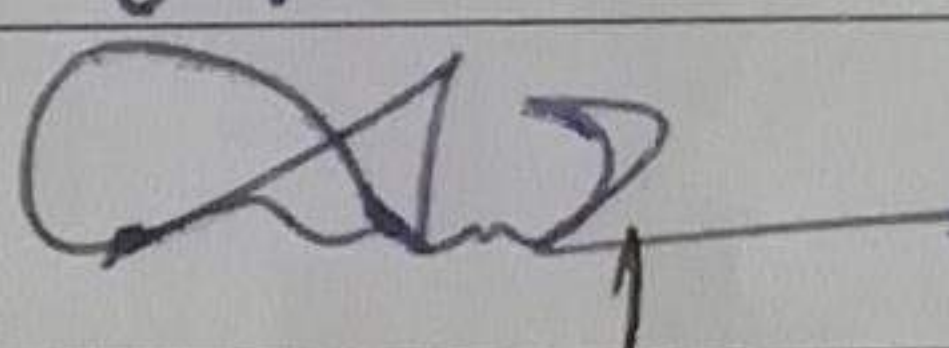
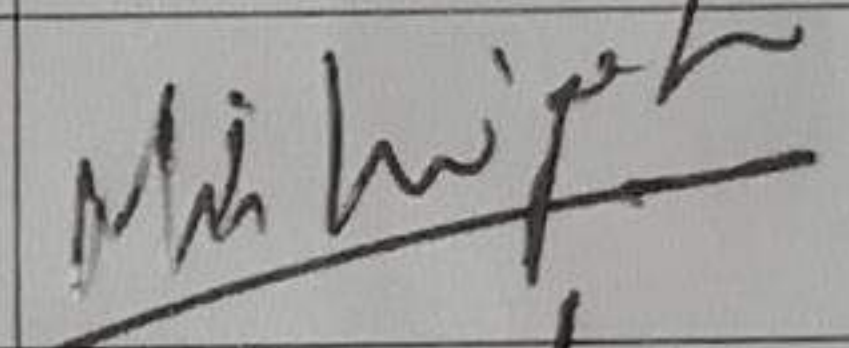
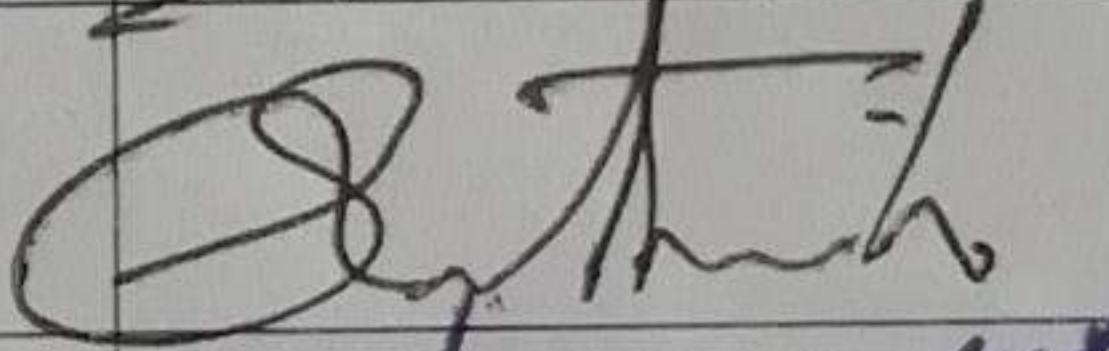
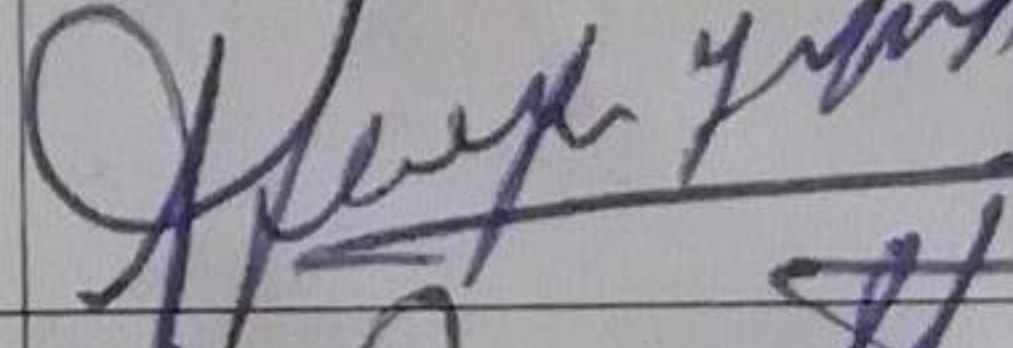
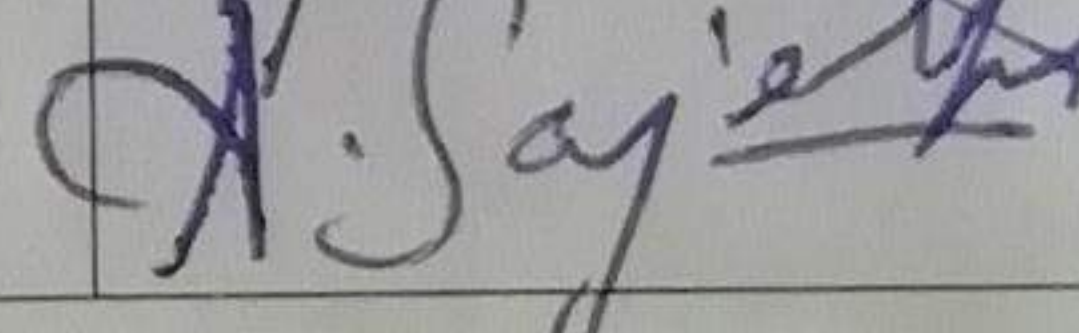
IQAC - MINUTES OF MEETING


Date : 17.03.2017 (AN)
Venue : Department Library - MBA
Time : 03.30 PM to 4.30 PM
Meeting conducted by : Dr. M. Abbas Malik, HOD - MBA

Minutes of conclusion/decisions/resolution taken:

- As per the Principal's circular dated on 13.02.2017, Staff should not take leave without prior permission.
- Data Analysis and Business Modeling Lab Anna University Practical for I MBA is scheduled on 29.04.2017.
- Project Viva Voce for II MBA is scheduled on 29.06.2017.
- II Internal Test for I year will be conducted from 20.03.2017.
- Entrepreneurship Development Camp is proposed to conduct from 23.03.2017 to 25.03.2017 in association with Centre for Entrepreneurship Development, Madurai and sponsored by Department of Science and Technology, New Delhi.
- Committee is formed for EAC Programme for various responsibilities to Staff members.
- Workshop on SPSS and Tally is proposed to conduct in the month of April.
- Photos of II MBA students are to be collected for Degree Certificate purpose.
- Details of Programmes and Achievements for last two years are to be prepared for Prospectus.

Signature of the Faculty Members

S. No	Name of the Faculty	Position	Signature
1	Dr. N. Shankar	Member	
2	Mr. A. Abdul Brosekhan	Member	
3	Mrs. S. Santhana Jeyalakshmi	Member	
4	Ms. C. Shalini	Member	
5	Mr. M. Shahul Hameed	Member	
6	Mr. A. Kumar	Member	
7	Mr. A. Mohamed Naimudeen	Member	
8	Mr. M. Vignesh	Member	
9	Mr, M. Sathish Kumar	Member- Student	
10	Ms.M. Afeefa Yasmin	Member- Student	
11	Ms. J. Aysathu Sanjeetha	Member- Student	


16/03/17
HOD - MBA


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KILAKARAI - 623 806.

DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE

31/08/2015

Ref :MSEC/MBA/IQAC/2015-2016/01

Circular

The meeting of Internal Quality Assurance Cell(IQAC) for the academic year **2015-2016** (Odd Semester) is scheduled **on 01.09.2015 (AN)** The agenda for the meeting are as follows

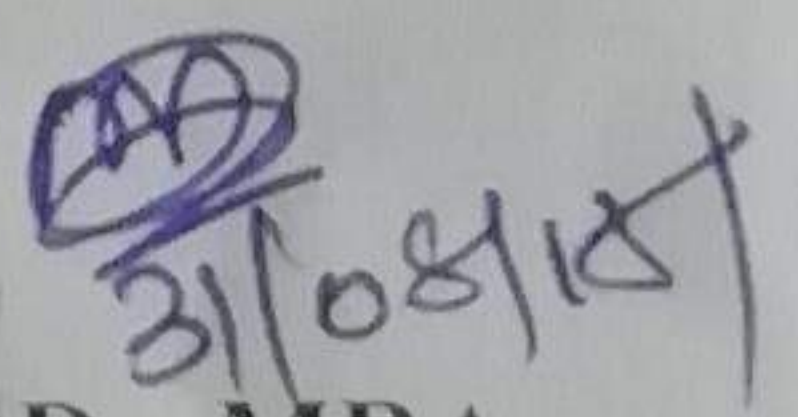
- To Inaugurate GRACE'15 and organize Guest Lecture
- Introduction about Chief Guest.
- Fixing Co-ordinator for the Programme.
- Delegating responsibilities for staff.

The members of IQAC are requested to attend the meeting without fail.

Venue : MBA DEPARTMENT LIBRARY

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board


31/08/15
HOD - MBA



IQAC - MINUTES OF MEETING

Date : 01.09.2015
Venue : Department Library - MBA
Time : 2.40 PM to 3.50 PM
Meeting conducted by : Mr. M. Abbas Malik, HOD - MBA

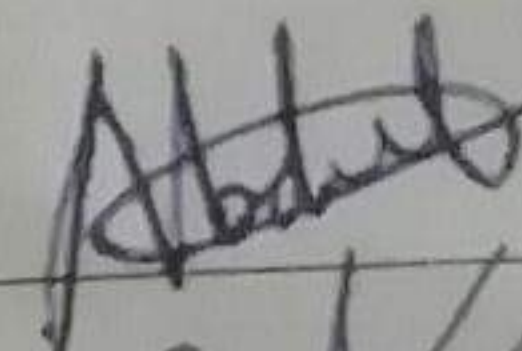
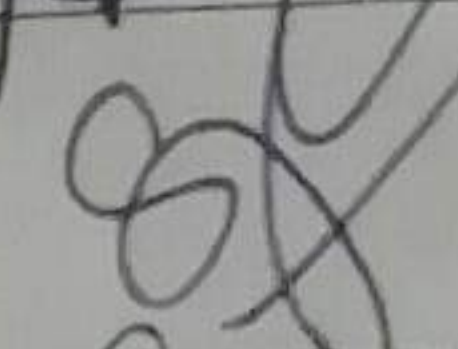
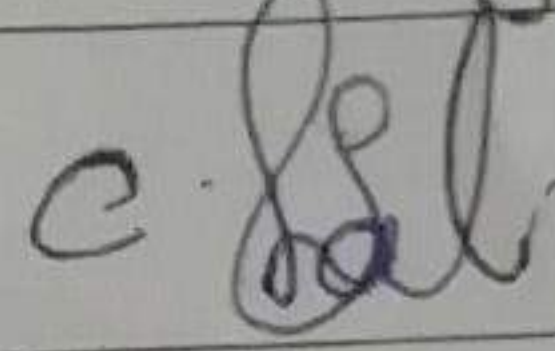
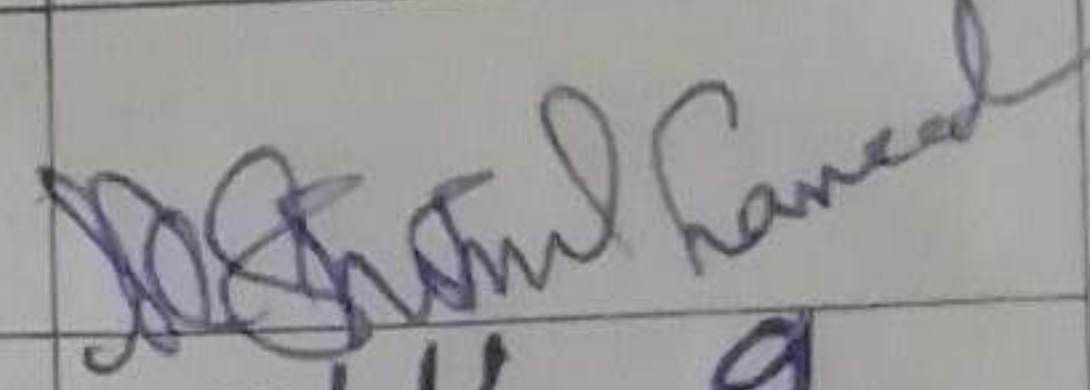
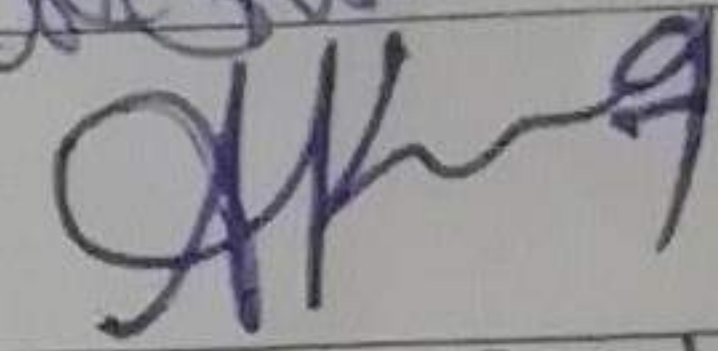
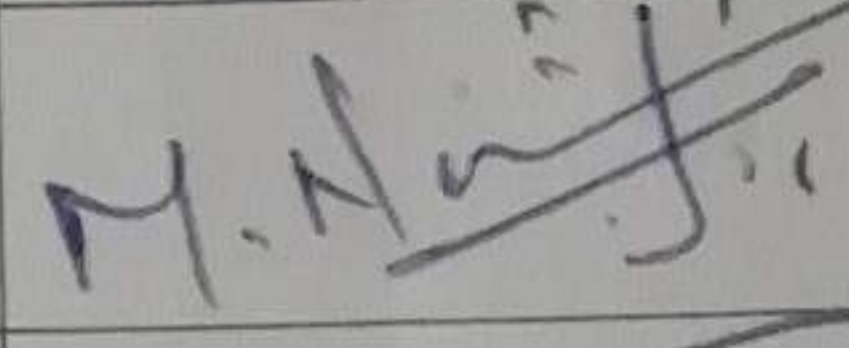
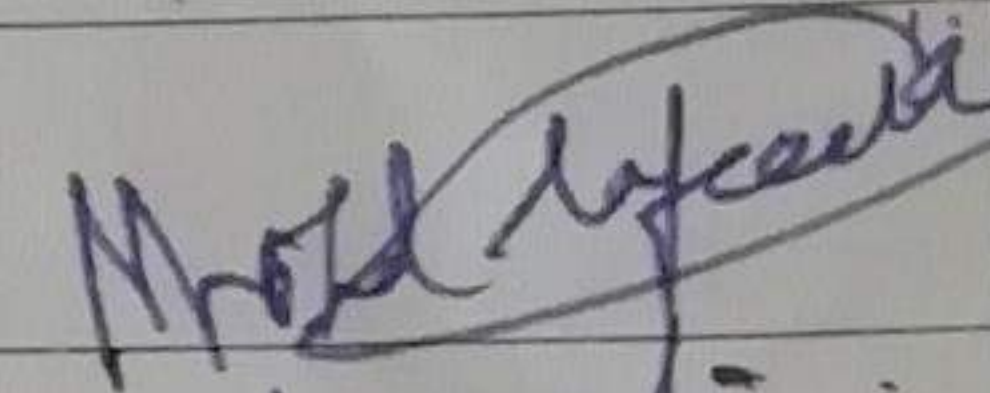
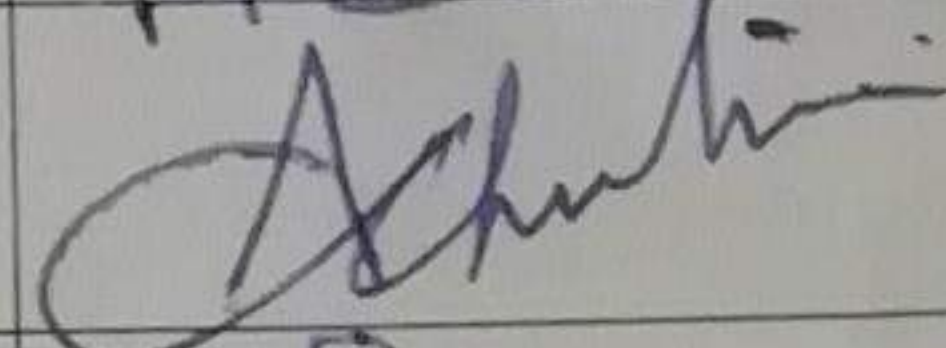
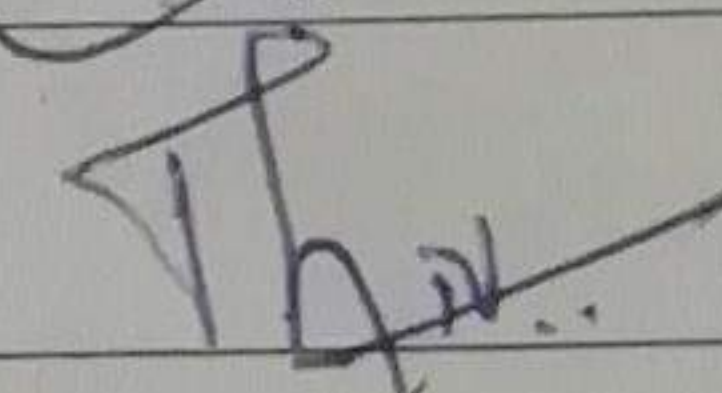
Minutes of conclusion/decisions/resolution taken:


- It is planned to organize GRACE'15 Management Students Association Inauguration and Guest Lecture on "Embedded Life Interests". The Guest Lecture will be sponsored by ISTE.
- The Chief Guest will be Dr. T. Rajendran, Director, RVS KVK Institute of Management Studies, Trichy.
- The Coordinator for the function is Mr. A. Abdul Brosekhan.
- The responsibilities for the Staff members are furnished below

Sl.No	Responsibility	Staff Name
1	Invitaiton and Flex	Mr. A. Kumar
2	Reception and Compeering	Ms. S. Santhana Jeyalakshmi
3	Seating Arrangements	Mr. A. Abdul Brosekhan & Mr. A. Mohamed Hassim
4	Food Arrangement	Mr. M. Shahul Hameed & Dr. N. Shankar
5	Association Games	Mr. P. Suresh & Ms. C. Shalini

Signature of the Faculty Members

S. No	Name of the Faculty	Position	Signature
1	Mr. A. Mohamed Hassim	Member	
2	Dr. N. Shankar	Member	
3	Mr. P. Suresh	Member	

4	Mr. A. Abdul Brose Khan	Member	
5	Mrs. S. Santhana Jeyalakshmi	Member	
6	Ms. C. Shalini	Member	
7	Mr. M. Shahul Hameed	Member	
8	Mr. A. Kumar	Member	
9	Mr. Niana Mohamed Imran Khan	Member - Student	
10	Mr. Mohamed Rafeek	Member - Student	
11	Ms. Achutha	Member - Student	
12	Mr. Thivakar	Member - Student	


31/08/18
HOD-MBA




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D

DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE

09/02/2016

Ref : MSEC/MBA/IQAC/2015-2016/02

Circular

The meeting of Internal Quality Assurance Cell(IQAC) for the academic year 2015-2016 (Even Semester) is scheduled on 10.02.2016 (AN) The agenda for the meeting are as follows

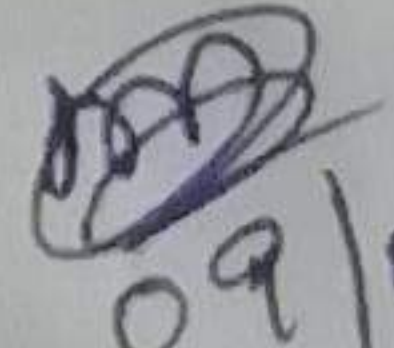
- To organize a one day Workshop
- To organize a one day Guest Lecture.
- Appointment of Coordinator for the Programme.
- Fixing responsibilities for staff
- To organize a one day workshop/Seminar for the Month of April
- Inviting participants from other college

The members of IQAC are requested to attend the meeting without fail.

Venue : MBA DEPARTMENT LIBRARY

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board


09/02/16/
HOD - MBA



IQAC- MINUTES OF MEETING

Date : 10.02.2016
Venue : Department Library - MBA
Time : 2.30 PM to 3.30 PM
Meeting conducted by : Dr. M. Abbas Malik, HOD - MBA

Minutes of conclusion/decisions/resolution taken:


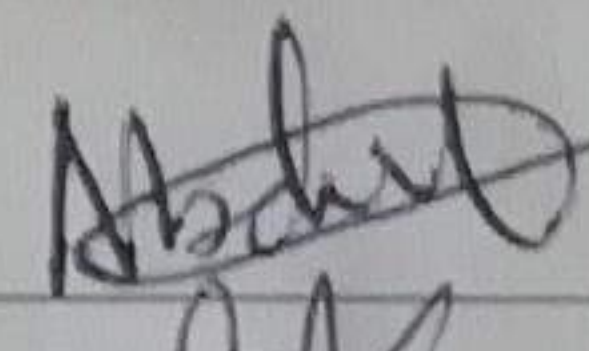
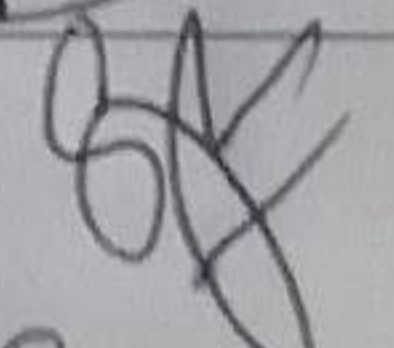
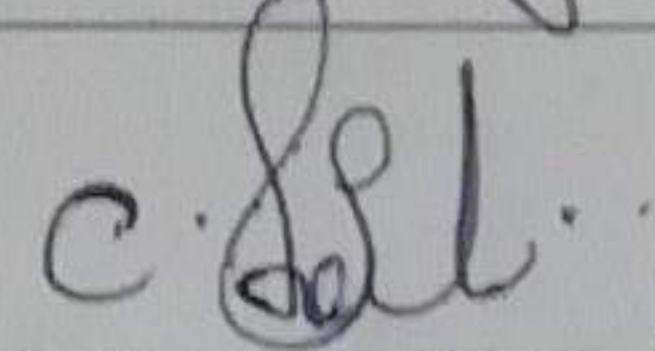
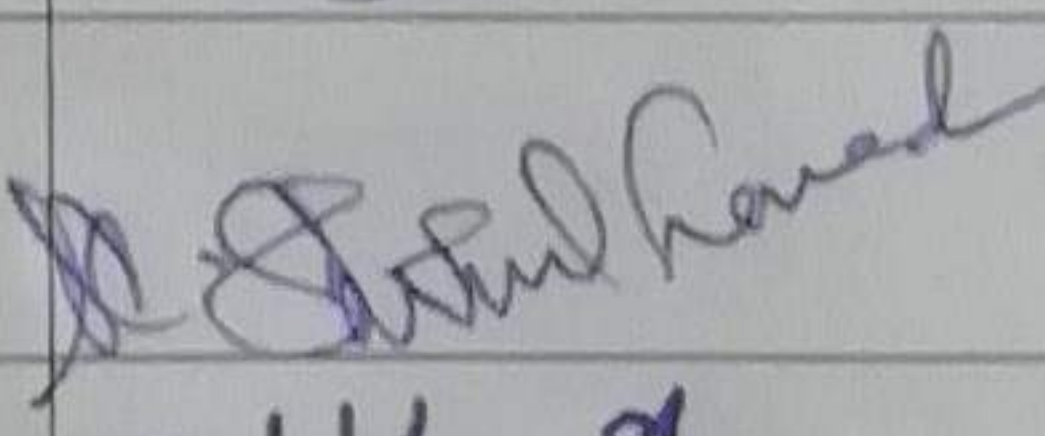
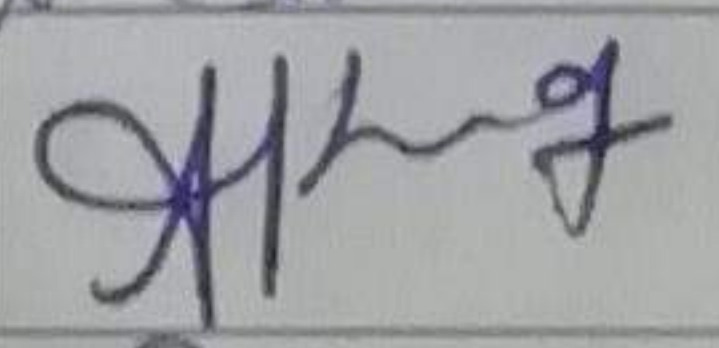
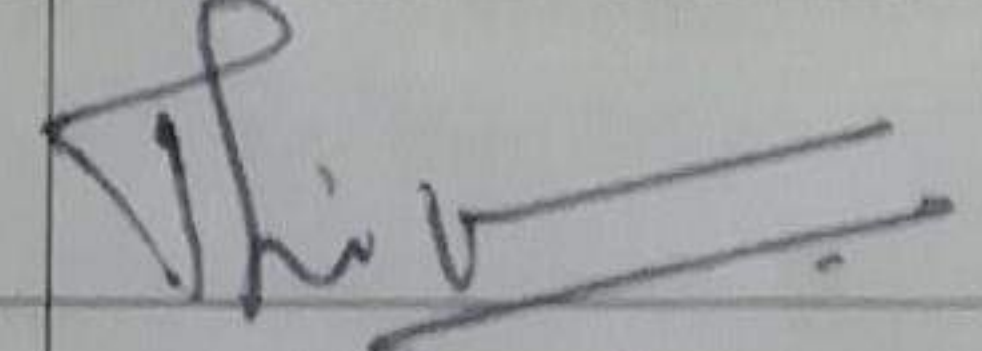
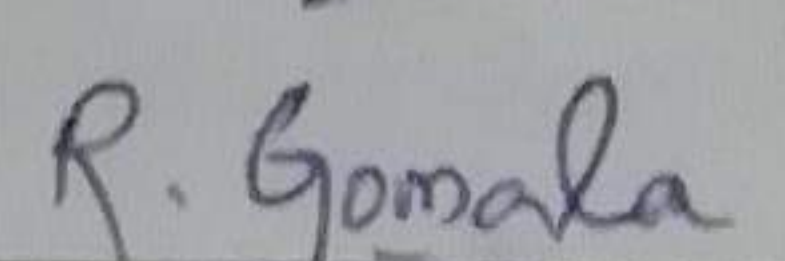
- It is proposed to organize a one day Workshop on Soft Leadership on 27th February 2016.
- It is proposed to organize a one day Guest Lecture on Financial inclusion in India on 5th March 2016.
- Coordinator for the Programme will be Mr. A. Abdul Brosekhan.
- The responsibilities for the Staff has been allocated as follows

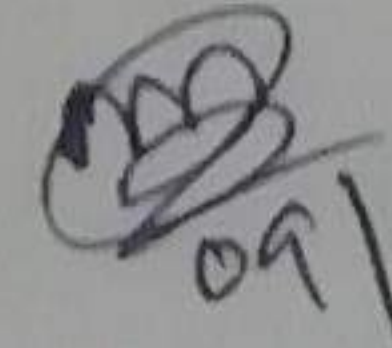
Sl.No	Responsibilities	Staff Incharge
1	Invitation & Flex	Mr. A. Kumar
		Ms. S. Santhana Jeyalakshmi
2	Food & Beverages	Dr. N. Shankar
		Mr. M. Shahul Hameed
3	Compering	Ms. S. Santhana Jeyalakshmi
4	Decoration & Seating Arrangement	Mr. A. Abdul Brosekhan
		Mr. A. Kumar
5	Reception	Ms. C. Shalini
		Mr. A. Kumar

- It is also planned to organize a one day workshop on "Financial Planning for young investors" sponsored by SEBI on 1st week of April.
- Coordinator for the Programme will be Mr. M. Shahul Hameed.
- The students of nearby Arts and Science Colleges and Engineering Colleges are planned to invite.
- The responsibilities for the Staff has been allocated as follows

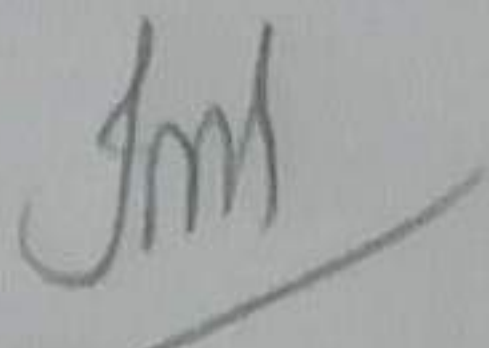
Sl.No	Responsibilities	Staff Incharge
1	Invitation & Flex	Mr. A. Kumar
		Ms. S. Santhana Jeyalakshmi
2	Food & Beverages	Dr. N. Shankar
		Mr. M. Shahul Hameed
3	Compering	Ms. S. Santhana Jeyalakshmi
4	Decoration & Seating Arrangement	Mr. A. Abdul Brosekhan
		Mr. A. Kumar
5	Reception & Registration	Ms. C. Shalini
		Mr. A. Kumar
		Mr. A. Abdul Brosekhan
6	Certificate	Mr. A. Kumar
		Mr. A. Abdul Brosekhan

Signature of the Faculty Members

S. No	Name of the Faculty	Position	Signature
1	Dr. N. Shankar	Member	
2	Mr. A. Abdul Brosekhan	Member	
3	Mrs. S. Santhana Jeyalakshmi	Member	
4	Ms. C. Shalini	Member	
5	Mr. M. Shahul Hameed	Member	
6	Mr. A. Kumar	Member	
7.	Mr. Thivakar	Member- Student	
8.	Ms. R. Gomala	Member- Student	


09/02/16
HOD-MBA




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KILAKARAI - 623 806.

DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE

02/02/2015

Ref : MSEC/MBA/IQAC/2014-2015/02

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015 (Even Semester) is scheduled on 03.02.2015 (AN) The agenda for the meeting are as follows

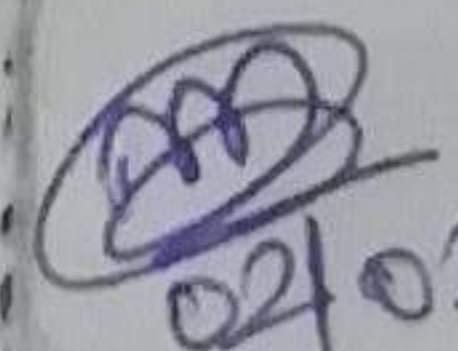
- To organize a Workshop on Tally & SPSS .
- We are planning to conduct a Guest lecture on Time Management.on 2nd week of April.
- Appointing Co-ordinators for the above programmes
- Fixing Chief guest for the two programs

The members of IQAC are requested to attend the meeting without fail.

Venue : MBA DEPARTMENT LIBRARY

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board


02/02/15
HOD - MBA



IQAC - MINUTES OF MEETING

Date : 03.02.2015
Venue : Department Library - MBA
Time : 2.40 PM to 3.50 PM
Meeting conducted by : Mr. M. Abbas Malik, HOD - MBA

Minutes of conclusion/decisions/resolution taken:

- It is planned to organize a Workshop on Tally & SPSS on 1st week of February 2015.
- The Chief Guest will be Dr. K. Senthil, Associate Professor – Chettinad College of Engineering, Karur.
- The Coordinator for the function is Mr. A. Abdul Brosekhan.
- We are planning to conduct a Guest lecture on Time Management on 2nd week of April.
- The responsibilities for the Staff members are furnished below

Sl.No	Responsibility	Staff Name
1	Invitation and Flex	Mr. A. Kumar
2	Reception and Compeering	Ms. S. Santhana Jeyalakshmi
3	Seating Arrangements	Mr. A. Abdul Brosekhan & Mr. A. Mohamed Hassim
4	Food Arrangement	Mr. M. Shahul Hameed & Dr. N. Shankar
5	Association Games	Mr. P. Suresh & Ms. C. Shalini

Signature of the Faculty Members

S. No	Name of the Faculty	Position	Signature
1	Mr. A. Mohamed Hassim	Member	
2	Dr. N. Shankar	Member	
3	Mr. P. Suresh	Member	

4	Mr. A. Abdul Brose Khan	Member	<i>Abdul</i>
5	Mrs. S. Santhana Jeyalakshmi	Member	<i>SJ</i>
6	Ms. C. Shalini	Member	<i>C. Shalini</i>
7	Mr. M. Shahul Hameed	Member	<i>M. Shahul Hameed</i>
8	Mr. A. Kumar	Member	<i>A. Kumar</i>
9	Mr. J. Naina Mohamed Imran Khan	Member - Student	<i>J. Naina</i>
10	Ms. Achutha	Member - Student	<i>Achutha</i>
11	Mr. Thivakar	Member - Student	<i>Thivakar</i>
12	Ms. Gomala	Member - Student	<i>R. Gomala</i>

02/02/18
HOD-MBA



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KILAKARAI - 623 806.

DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE

09/09/2014

Ref : MSEC/MBA/IQAC/2014-2015/01

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015 (Odd Semester) is scheduled on 10.09.2014 (AN) The agenda for the meeting are as follows


- To organize Guest Lecture .
- Deciding Chief guest for the function
- Deciding the coordinator
- Delegating Responsibilities for staff

The members of IQAC are requested to attend the meeting without fail.

Venue : MBA DEPARTMENT LIBRARY

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board


09/09/14
HOD - MBA



DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806



IQAC - MINUTES OF MEETING

Date : 10.09.2014
Venue : Department Library - MBA
Time : 2.40 PM to 3.50 PM
Meeting conducted by : Mr. M. Abbas Malik, HOD - MBA

Minutes of conclusion/decisions/resolution taken:

- It is planned to organize Guest Lecture on "Attitude Decides Altitude".
- The Chief Guest will be Dr. K. Azhagu Sundaram, Principal- OAA MAVMM School of Mgmt.
- The Coordinator for the function is Mr. A. Abdul Brosekhan.
- The responsibilities for the Staff members are furnished below

Sl.No	Responsibility	Staff Name
1	Invitation and Flex	Mr. A. Kumar
2	Reception and Compeering	Ms. S. Santhana Jeyalakshmi
3	Seating Arrangements	Mr. A. Abdul Brosekhan & Mr. A. Mohamed Hassim
4	Food Arrangement	Mr. M. Shahul Hameed & Dr. N. Shankar
5	Association Games	Mr. P. Suresh & Ms. C. Shalini

Signature of the Faculty Members

S. No	Name of the Faculty	Position	Signature
1	Mr. A. Mohamed Hassim	Member	
2	Dr. N. Shankar	Member	
3	Mr. P. Suresh	Member	
4	Mr. A. Abdul Brose Khan	Member	

5	Mrs. S. Santhana Jeyalakshmi	Member	<i>[Signature]</i>
6	Ms. C. Shalini	Member	<i>C. Shalini</i>
7	Mr. M. Shahul Hameed	Member	<i>M. Shahul Hameed</i>
8	Mr. A. Kumar	Member	<i>A. Kumar</i>
9	Mr. Sulthan	Member - Student	<i>Sulthan</i>
10	Mr. K. Ramamoorthy	Member - Student	<i>M. Ramamoorthy</i>
11	Mr. J. Niana Mohamed Imran Khan	Member - Student	<i>J. Niana</i>
12	Mr. Mohamed Rafeek	Member - Student	<i>Mohd Rafeek</i>

[Signature]
09/09/14
HOD-MBA



[Signature]

PRINCIPAL
PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.

DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE

20/03/2014

Ref : MSEC/MBA/IQAC/2013-2014/01

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015 (Even Semester) is scheduled on 21.03.2014 (AN) The agenda for the meeting are as follows

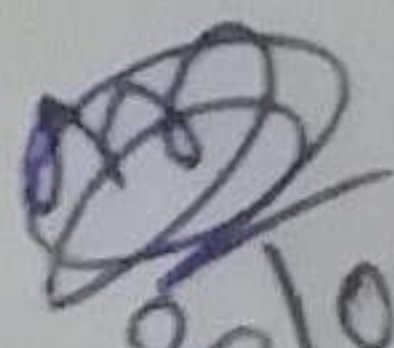
- Dress code for students and staff
- Discipline of Students and Staff members
- To conduct a seminar/workshop for student Motivation.
- Deciding the Class co-ordinators for I and II MBA

The members of IQAC are requested to attend the meeting without fail.

Venue : MBA DEPARTMENT LIBRARY

Copy to:

1. The Principal,
2. All IQAC members
3. Department Notice board


20/03/14
HOD - MBA



DEPARTMENT OF MANAGEMENT STUDIES
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806



IQAC - MINUTES OF MEETING

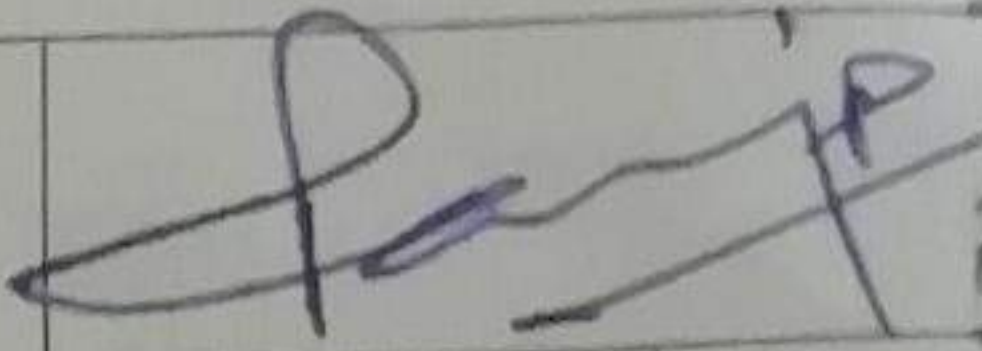
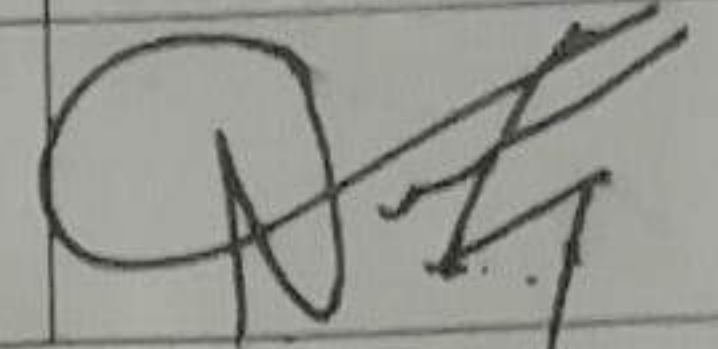
Date : 21.03.2014
Venue : Department Library - MBA
Time : 3.30 PM to 4.40 PM
Meeting conducted by : Mr. M. Abbas Malik, HOD - MBA


Minutes of conclusion/decisions/resolution taken:

- Proper Dress code and Discipline should be followed by the Students and Staff members
- It is planned to conduct a seminar/workshop for student Motivation.
- II year Staff Coordinator is Mr. P. Suresh and I year Staff Coordinator is Mr. A. Abdul Brosekhan.

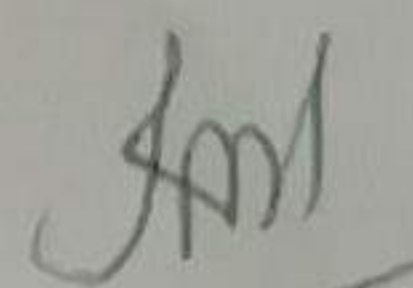
Signature of the Faculty Members

S. No	Name of the Faculty	Position	Signature
1	Mr. A. Mohamed Hassim	Member	
2	Dr. N. Shankar	Member	
3	Mr. P. Suresh	Member	
4	Mr. A. Abdul Brose Khan	Member	
5	Mrs. S. Santhana Jeyalakshmi	Member	
6	Ms. C. Shalini	Member	
7	Dr. J. Robert Edwin Chester	Member	
8	Mrs. Nematious Fernando	Member	
9	Mr. S. Syed Suthan	Member - Student	
10	Mr. M. Ramamoorthy	Member - Student	

11	Mr. S. Praveen Raj	Member – Student	
12	Mr. S. Hawwa Nazaha Nausheen	Member - Student	


20/03/14
HOD-MBA




PRINCIPAL

PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 13/02/2017

Ref: MSEC/MCA/IQAC/2016-2017/04

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year (2016-2017) even semester is scheduled on 15.03.2017. The agenda for the meeting is as follows.

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like seminars and expert lecture
5. Placements
6. National Level Technical Symposium (intXpo'17)

The members of IQAC are requested to attend the meeting without fail.

Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 15/02/2017

Ref: MSEC/MCA/IQAC/2016-2017/04

The IQAC meeting for the academic year 2016-2017 even semester was held on 15.02.2017. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HoD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Mr.M.Sabari Ramachandran (Faculty Advisor)	Member	
6.	Vinoth Kumar T (II Year MCA)	Member	
7.	Gokila Devi M (II Year MCA)	Member	
8.	K.Jenifar Iniya (III Year MCA)	Member	

Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like seminars and expert lecture
5. Placements
6. National Level Technical Symposium (intXpo'17)

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same
2. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
3. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
4. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar and Conference will be conducted during the even semester for the academic year 2016-2017. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
5. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
6. **National Level Technical Symposium (intXpo'17):** We will organize a National Level Technical Symposium "intXpo'17" at the college campus on 17.03.17. **intXpo'17** is a technical convention to expose the intelligence and skills of the students. Over 250 students of various esteemed institution will participate in various events including Paperix (Paper presentation) Brainetics (Quiz), JAM (Just A Minute), and AdZap (Marketing).


HOD/MCA



MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 15/02/2016

Ref: MSEC/MCA/IQAC/2015-2016/04

Circular

The meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year (2015-2016) even semester is scheduled on 17.02.2016. The agenda for the meeting is as follows.

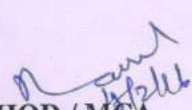
1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Industrial visits, Implant training and Internship
7. Placements
8. National Level Technical Symposium (intXpo'16)
9. One day Intra -dept Technical Symposium

The members of IQAC are requested to attend the meeting without fail.

Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 17/02/2016

Ref: MSEC/MCA/IQAC/2015-2016/04

The IQAC meeting for the academic year 2015-2016 even semester was held on 17.02.2016. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HOD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Ms.K.Ramya (Faculty Advisor)	Member	
6.	A.Maheshwari (II Year MCA)	Member	
7.	S.Vignesh (II Year MCA)	Member	
8.	Pavithra.M (III Year MCA)	Member	

Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
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1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75%

attendance are eligible to attend the end semester examinations. The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.

2. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
3. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
4. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
5. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
6. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
7. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
8. **National Level Technical Symposium (intXpo'16):** We will organize A National Level Technical Symposium "intXpo'16" at the college campus on 10.03.16. **intXpo'16** is a technical convention to expose the intelligence and skills of the students. We take great privilege in inviting the interested participants from various esteemed institution. Over 250 students of various colleges will participate in various events including Paperix (paper presentation) Brainetics (Quiz), Word Hunt, and AdZap (Marketing).
9. **One day Intra -dept Symposium:** We will organize a one day intra college student symposium "intXpo'16" at the college campus on 20.04.16. Over 80 students of our department will participate in various events including Paper Presentation, Movie Making, and Word Hunt.


HOD/MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 17/08/2015

Ref : MSEC/MCA/IQAC/2015-2016/05

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year (2015-2016) odd semester is scheduled on 19.08.2015. The agenda for the meeting is as follows.

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Placements
7. A Life Skill Development Programme

The members of IQAC are requested to attend the meeting without fail.

Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 19.08.2015

Ref: MSEC/MCA/IQAC/2015-2016/05

The IQAC meeting for the academic year 2015-2016 odd semester was held on 19.08.2015. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HoD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Mrs.K.Ramya (Faculty Advisor)	Member	
6.	Shahul Hameed.J (II Year MCA)	Member	
7.	Rajalakshmi S (II Year MCA)	Member	
8.	Mohamed Riyas.M (III Year MCA)	Member	

Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Placements
7. A Life Skill Development Programme

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75%

attendance are eligible to attend the end semester examinations. The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.

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5. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
6. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
7. **A Life Skill Development Programme:** We are planning to conduct a Life Skill Development Programme on 03-09-2015 for our students. The primary objective is to enhance the development of basic life skills, personal competence and skills related to resistance to social influences that promote substance use.


HOD/MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 19/01/2015

Ref: MSEC/MCA/IQAC/2014-2015/04

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year (2014-2015) even semester is scheduled on 21.01.2015. The agenda for the meeting is as follows.

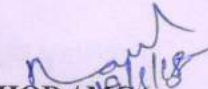
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8. A National Level Technical Symposium
9. One day Intra -dept Symposium

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Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
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3. Department Notice board
4. The file


HOD / MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 21.01.2015

Ref: MSEC/MCA/IQAC/2014-2015/04

The IQAC meeting for the academic year 2014-2015 even semester was held on 21.01.2015. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HoD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Ms.S.Sajithabanu (Faculty Advisor)	Member	
6.	Anwardeen.H (I Year MCA)	Member	
7.	Devi R (II Year MCA)	Member	
8.	Imrankhan. S (III Year MCA)	Member	

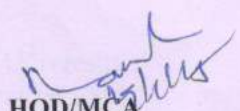
Minutes of the meeting

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5. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
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7. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
8. **A National Level Technical Symposium:** We will organize A National Level Technical Symposium "intXpo'15" at the college campus on 20.02.15. intXpo'15 is a technical convention to expose the intelligence and skills of the students. We take great privilege in inviting the interested participants from various esteemed institution. Over 250 students of various colleges will participate in various events including Code Fest (Project Demo), Brainetics (Quiz), and Word Hunt.
9. **One day Intra -dept Technical Symposium:** We will organize a one day intra college student technical symposium "intXpo'15" at the college campus on 09.03.15. Over 78 students of our department will participate in various events including Paper Presentation, Movie Making, and Poster Presentation.


HOD/MCA

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

18/06/2018

Ref :MSEC/MARINE/IQAC/2018-2019/EVEN

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019(Even Semester) is scheduled **on 19.06.18** The agenda for the meeting is as follows

- ❖ We advised to write class test daily and try to get pass marks in all subjects.
- ❖ We advised to write the test properly without fail.
- ❖ **Planned to Conduct Seminar on Multi model transportation on 21-08-18**
- ❖ **Successfully organized Quality Initiative Program on Empowerment and Employability,28-11-2017**
- ❖ We advised to maintain the attendance properly.
- ❖ We advised to maintain the proper Dress code.
- ❖ They need classes for developing communication skills.

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file



HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	G.ThangaVelu (Senior Faculty)	HOD / Chairman
2.	K.Saravanan (Faculty)	Member
3.	D.Logesh (Faculty)	Member
4.	A.Sankaran (Faculty)	Member
5.	P.Thavarajan (Faculty)	Member
6.	T.VinothKuamar (Faculty)	Member
7.	Sri Ramkmar.S (IV Year)	Member
8.	Arivananthapadiyan.M (III Year)	Member
11	Akash (II Year)	Member
12	Arun KumarA	Students Member
13.	S.Ilango F/O. I.VarunSelva	Parent


H.O.D/ MARINE
HEAD OF DEPT^Y
Marine Engineering
Shameed Sathak Engineering College,
Kilakarai-623806.

Ref :MSEC/MARINE/IQAC/2018-2019/EVEN

18/06/18

From

Prof.G.ThangaVelu
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.S.Ilango
Mavur, Thiruvadanai,Ramnad-623407.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019(Even Semester) is scheduled on **19.06.18**. The agenda for the meeting is as follows

- ❖ We advised to write class test daily and try to get pass marks in all subjects.
- ❖ We advised to write the test properly without fail.
- ❖ **Planned to Conduct Seminar on Multi model transportation on 21-08-18**
- ❖ **Successfully organized Quality Initiative Program on Empowerment and Employability,28-11-2017**
- ❖ We advised to maintain the attendance properly.
- ❖ We advised to maintain the proper Dress code.
- ❖ They need classes for developing communication skills.

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.G.ThangaVelu.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IOAC MEETING - ATTENDANCE SHEET

Date: 19.06.18





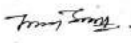




Time: 11.00 AM


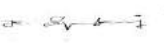
Venue: MARINE HOD ROOM

Academic Year :2018-2019 (Even)

Chairman: Prof.G.ThangaVelu

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	G.ThangaVelu (Senior Faculty)	HOD / Chairman	
2.	K.Saravanan (Faculty)	Member	
3.	D.Logesh (Faculty)	Member	
4.	A.Sankaran (Faculty)	Member	
5.	P.Thavarajan (Faculty)	Member	
6.	T.VinothKuamar (Faculty)	Member	
7.	Sri Ramkmar.S (IV Year)	Member	
8.	Arivananthapadiyan.M (III Year)	Member	
11	Akash (II Year)	Member	

12	Arun KumarA	Students Member	
13.	S.Ilango F/O. I.VarunSelva	Parent	


HOD/ MARINE
HEAD OF DEPT
Marine Engineering
 Mohamed Sathak Engineering College,
 Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref :MSEC/MARINE/IQAC/2018-19/Even

19.06.2018

The first IQAC meeting for the academic year 2018-2019 Even semester was held on 19.06.2018. The following members were present for the meeting

Chairman

Prof.G.ThangaVelu,
 HOD/MARINE,
 Mohamed Sathak Engineering College,
 Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	G.ThangaVelu (Senior Faculty)	HOD / Chairman
2.	K.Saravanan (Faculty)	Member
3.	D.Logesh (Faculty)	Member
4.	A.Sankaran (Faculty)	Member
5.	P.Thavarajan (Faculty)	Member

6.	T.VinothKuamar (Faculty)	Member
7.	Sri Ramkmar.S (IV Year)	Member
8.	Arivananthapadiyan.M (III Year)	Member
11	Akash (II Year)	Member
12	Arun KumarA	Students Member
13.	S.Ilango F/O. I.VarunSelva	Parent

Minutes of the meeting

- ❖ We advised to write class test daily and try to get pass marks in all subjects.
- ❖ We advised to write the test properly without fail.
- ❖ We advised to maintain the attendance properly.
- ❖ **Planned to Conduct Seminar on Multi model transportation on 21-08-18**
- ❖ **Successfully organized Quality Initiative Program on Empowerment and Employability,28-11-2017.**
- ❖ We advised to maintain the proper Dress code.
- ❖ They need classes for developing communication skills.
- ❖ Preparation for internal examinations and to score good marks in all examinations
- ❖ Development of communication skills
- ❖ Securing 100% results in Anna University examinationms
- ❖ Emphasis on physical fitness and discipline
- ❖ Utilization of library for professional and overall development.


HEAD OF DEPT
Marine Engineering
 Mohamed Sathak Engineering College,
 Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
 KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

14/11/2017

Ref : MSEC/MARINE/IQAC/2017-2018/ODD

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Odd Semester) is scheduled **on 14.11.17** The agenda for the meeting is as follows

1. Faculties in the newly constructed marine hostel
- 2. Planned to Conduct Seminar on Empowerment and Employability, 28-11-2017**
- 3. Successfully organized Quality Initiative Program on Maritime english and maritime employability on 17-08-17**
4. Students were advised to concentrate on their studies to get good marks in the current semester
5. Emphasis on physical fitness, sports participation, improvement of communication skills and personality development.
6. Development of communication skills

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	MR.G.THANGAVELU	HOD / Chairman
2.	MR.K.SARAVANAN	Member
3.	MS.T.VINODH KUMAR	Member
4.	MR.P.THAVARAJAN	Member
5.	BALAJI.J (IV Year)	Member
6.	SRI RAMKMAR.S (III Year)	Member
7.	ARIVANANHAPANDIYAN.M (II Year)	Member
8.	KARTHIGAI SELVAM.B.J	Member
9.	SIJU.T	Member
10.	A.Jai Kumar F/O J.Benny Jonath Livingston	Parent


H.O.D/ MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Ref : MSEC/MARINE/IQAC/2017-2018/ODD

14/11/17

From

MR.G.THANGAVELU
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.A.Jaikumar
53, Annamalai Nagar,
Sivagangai-630606

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Odd Semester) is scheduled on **15.11.17**. The agenda for the meeting is as follows

1. Faculties in the newly constructed marine hostel
2. Students were advised to concentrate on their studies to get good marks in the current semester
3. Planned to Conduct Seminar on **Empowerment and Employability, 28-11-2017**
4. Successfully organized Quality Initiative Program on **Maritime english and maritime employability on 17-08-17**
5. Emphasis on physical fitness, sports participation, improvement of communication skills and personality development.
6. Development of communication skills

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.G.ThangaVelu.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IOAC MEETING - ATTENDANCE SHEET

Date: 15.11.17


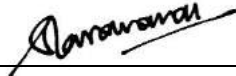

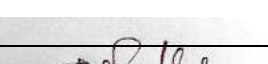
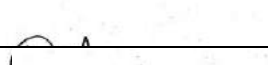
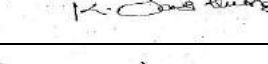
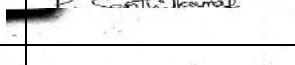
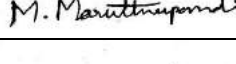
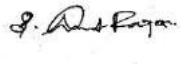

Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2017-2018 (Odd)

Chairman: MR.G.THANGAVELU

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	MR.G.THANGAVELU	HOD / Chairman	
2.	MR.K.SARAVANAN	Member	
3.	MS.T.VINODH KUMAR	Member	
4.	MR.P.THAVARAJAN	Member	
5.	BALAJI.J (IV Year)	Member	
6.	SRI RAMKMAR.S (III Year)	Member	
7.	ARIVANANHAPANDIYAN.M (II Year)	Member	
8.	KARTHIGAI SELVAM.B.J	Member	
9.	SIJU.T	Member	
10.	A.Jai Kumar F/O J.Benny Jonath Livingston	Parent	


HOD/ MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2017-2018/ODD

15.11.2017

The first IQAC meeting for the academic year 2017-2018 odd semester was held on 15.11.2017. The following members were present for the meeting

Chairman

MR.G.THANGAVELU
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	MR.G.THANGAVELU	HOD / Chairman
2.	MR.K.SARAVANAN	Member
3.	MS.T.VINODH KUMAR	Member
4.	MR.P.THAVARAJAN	Member
5.	BALAJI.J (IV Year)	Member
6.	SRI RAMKMAR.S (III Year)	Member
7.	ARIVANANHAPANDIYAN.M (II Year)	Member
8.	KARTHIGAI SELVAM.B.J	Member
9	SIJU.T	Member
10.	A.Jai Kumar F/O J.Benny Jonath Livingston	Parent

Minutes of the meeting

1. Faculties in the newly constructed marine hostel
2. Planned to Conduct Seminar on **Empowerment and Employability, 28-11-2017**
3. Successfully organized Quality Initiative Program on **Maritime english and maritime employability on 17-08-17**
4. Students were advised to concentrate on their studies to get good marks in the current semester
5. Emphasis on physical fitness, sports participation, improvement of communication skills and personality development.
6. Development of communication skills
7. Physical training and parade training
8. Sailing on board ship to port blair
9. Extra coaching classes arrangement at hostel
10. Students participation in paper presentation/ seminar, extra curricular activities
11. Arrangement of value added courses like STCW, ISPS
12. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

14/06/2017

Ref : MSEC/MARINE/IQAC/2017-2018/ EVEN

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(even Semester) is scheduled **on 15.06.17** The agenda for the meeting is as follows

1. Adherence to 100% attendance
2. Documents updation
3. Planned to Conduct Seminar on **Maritime english and maritime employability on 17-08-17**
4. Successfully organized Quality Initiative Program on **Security Training for seafareres with designated security duties 04-04-2017**
5. % results in the forthcoming Anna university Examinations
6. Timely Completion of project work

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	MR.G.THANGAVELU	HOD / Chairman
2.	MR.K.SARAVANAN	Member
3.	MS.T.VINODH KUMAR	Member
4.	MR.P.THAVARAJAN	Member
5.	BALAJI.J (IV Year)	Member
6.	SRI RAMKMAR.S (III Year)	Member
7.	ARIVANANHAPANDIYAN.M (II Year)	Member
8.	KARTHIGAI SELVAM.B.J	Member
9.	SIJU.T	Member
10.	M.kameshwaran F/O K.Suriya	Parent


H.O.D/ MARINE
HEAD OF DEPT
Marine Engineering
Sathak Engineering College,
Kilakarai-623806.

Ref : MSEC/MARINE/IQAC/2017-2018/EVEN

14/06/17

From

MR.G.THANGAVELU
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.M.Kameshwaran
27A, Bharathiyar Nagar,
Cumbum-625516.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Even Semester) is scheduled on **14.06.17**. The agenda for the meeting is as follows

1. Adherence to 100% attendance
2. Documents updation
3. Planned to Conduct Seminar on **Maritime english and maritime employability on 17-08-17**
4. Successfully organized Quality Initiative Program on **Security Training for seafareres with designated security duties 04-04-2017**
5. Securing 100% results in the forthcoming Anna university Examinations
6. Timely Completion of project work

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.G.Thangavelu.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IOAC MEETING - ATTENDANCE SHEET

Date: 15.06.17


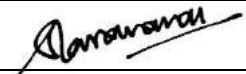

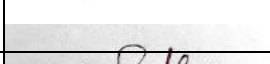


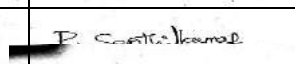
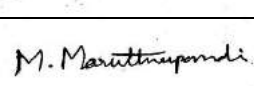
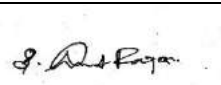

Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2017-2018 (EVEN)

Chairman: MR.G.THANGAVELU

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	MR.G.THANGAVELU	HOD / Chairman	
2.	MR.K.SARAVANAN	Member	
3.	MS.T.VINODH KUMAR	Member	
4.	MR.P.THAVARAJAN	Member	
5.	BALAJI.J (IV Year)	Member	
6.	SRI RAMKMAR.S (III Year)	Member	
7.	ARIVANANHAPANDIYAN.M (II Year)	Member	
8.	KARTHIGAI SELVAM.B.J	Member	
9.	SIJU.T	Member	
10.	M.kameshwaran F/O K.Suriya	Parent	


HOD/ MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2017-2018/ EVEN

15.06.2017

The first IQAC meeting for the academic year 2017-2018 Even semester was held on 15.06.2018. The following members were present for the meeting

Chairman

MR.G.THANGAVELU
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	MR.G.THANGAVELU	HOD / Chairman
2.	MR.K.SARAVANAN	Member
3.	MS.T.VINODH KUMAR	Member
4.	MR.P.THAVARAJAN	Member
5.	BALAJI.J (IV Year)	Member
6.	SRI RAMKMAR.S (III Year)	Member
7.	ARIVANANHAPANDIYAN.M (II Year)	Member
8.	KARTHIGAI SELVAM.B.J	Member
9	SIJU.T	Member
10.	M.kameshwaran F/O K.Suriya	Parent

Minutes of the meeting

1. Adherence to 100% attendance
2. Documents updation
3. Planned to Conduct Seminar on **Maritime english and maritime employability on 17-08-17**
4. Successfully organized Quality Initiative Program on **Security Training for seafareres with designated security duties 04-04-2017**
5. Securing 100% results in the forthcoming Anna university Examinations
6. Timely Completion of project work
7. Physical training and parade training
8. Sailing on board ship to port blair
9. Extra coaching classes arrangement at hostel
10. Students participation in paper presentation/ seminar, extra curricular activities
11. Arrangement of value added courses like STCW, ISPS
12. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

17/11/2016

Ref : MSEC/MARINE/IQAC/2016-2017/ ODD

Circular

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2016-2017(Odd Semester) is scheduled **on 18.11.16** The agenda for the meeting is as follows

1. Advised to get full involved for ship in campus and CIP inspection
2. Planned to Conduct Seminar on **Security Training for seafarers with designated security duties 04-04-2017**
3. Successfully organized Quality Initiative Program on **Advanced fuel efficient system 17-08-16**
4. Staff advised to keep their course material ready for the forthcoming semester
5. Assignments and class room tests
6. General Cleanliness in the hostel

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	N.Mathisoodi (Senior Faculty)	HOD / Chairman
2.	G.Thangavelu (Senior Faculty)	Member
3.	K.Saravan (Faculty)	Member
4.	Rajakamatchi.K (Faculty)	Member
5.	P.Classic Alex (Faculty)	Member
6.	Sukumar.M (IV Year)	Member
7	P.Senthil Kumar (Iii Year)	Member
8	Sri Ram Kumar.S	Member
9	Harris Louis.S	Member
10	Karthik Kannan M	Member
11	K.Banumathi M/o. K.Venkatesh	Parent


H.O.D/ MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Ref : MSEC/MARINE/IQAC/2016-2017/ODD

17/11/16

From

Prof.N.Mathisoodi
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. K.Banumathi
8, Amman Nagar,
Thangachi Voorani, Devekottai

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017 (Odd Semester) is scheduled on **18.11.16**. The agenda for the meeting is as follows

1. Advised to get full involved for ship in campus and CIP inspection
2. Planned to Conduct Seminar on **Security Training for seafareres with designated security duties 04-04-2017**
3. Successfully organized Quality Initiative Program on **Advanced fuel efficient system 17-08-16**
4. Staff advised to keep their course material ready for the forthcoming semester
5. Assignments and class room tests
6. General Cleanliness in the hostel

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.N.Mathisoodi.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 18.11.16




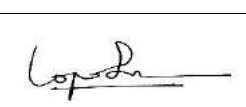
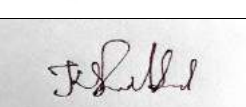
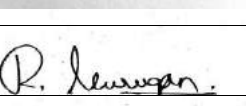
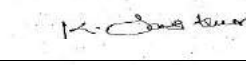
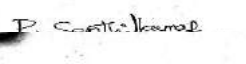
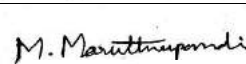
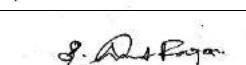

Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2016-2017 (Odd)

Chairman: N.Mathisoodi

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	N.Mathisoodi (Senior Faculty)	HOD / Chairman	
2.	G.Thangavelu (Senior Faculty)	Member	
3.	K.Saravan (Faculty)	Member	
4.	Rajakamatchi.K (Faculty)	Member	
5.	P.Classic Alex (Faculty)	Member	
6.	Sukumar.M (IV Year)	Member	
7.	P.Senthil Kumar (Iii Year)	Member	
8.	Sri Ram Kumar.S	Member	
9.	Harris Louis.S	Member	
10.	Karthik Kannan M	Member	
11.	K.Banumathi M/o. K.Venkatesh	Parent	


HOD/ MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2016-2017/ODD

18.11.2016

The first IQAC meeting for the academic year 2016-2017 odd semester was held on 18.11.2016. The following members were present for the meeting

Chairman

Prof.N.Mathisoodi,
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	N.Mathisoodi (Senior Faculty)	HOD / Chairman
2.	G.Thangavelu (Senior Faculty)	Member
3.	K.Saravan (Faculty)	Member
4.	Rajakamatchi.K (Faculty)	Member
5.	P.Classic Alex (Faculty)	Member
6.	Sukumar.M (IV Year)	Member
7.	P.Senthil Kumar (Iii Year)	Member
8.	Sri Ram Kumar.S	Member
9	Harris Louis.S	Member
10	Karthik Kannan M	Member
11	K.Banumathi M/o. K.Venkatesh	Parent

Minutes of the meeting

1. Advised to get full involved for ship in campus and CIP inspection
2. Staff advised to keep their course material ready for the forthcoming semester
3. Assignments and class room tests
4. Planned to Conduct Seminar on **Security Training for seafareres with designated security duties 04-04-2017**
5. Successfully organized Quality Initiative Program on **Advanced fuel efficient system 17-08-16**
6. General Cleanliness in the hostel
7. Physical training and parade training
8. Sailing on board ship to port blair
9. Extra coaching classes arrangement at hostel
10. Students participation in paper presentation/ seminar, extra curricular activities
11. Arrangement of value added courses like STCW, ISPS
12. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

08/06/2016

Ref : MSEC/MARINE/IQAC/2016-2017/ EVEN

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Even Semester) is scheduled **on 09.06.16** The agenda for the meeting is as follows

1. Completion of project in time for final year students
2. Faculties are advised to update Attendance Monitoring System
- 3. Planned to Conduct Seminar on Advanced fuel efficient system 17-08-16**
- 4. Successfully organized Quality Initiative Program on Security Training for seafareres with designated security duties 04-06-2016**
5. Students are advised to refer text books from main library to enhance their knowledge
6. Syllabus completion reviewed.

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	N.Mathisoodi (Senior Faculty)	HOD / Chairman
2.	G.Thangavelu (Senior Faculty)	Member
3.	K.Saravan (Faculty)	Member
4.	Rajakamatchi.K (Faculty)	Member
5.	P.Classic Alex (Faculty)	Member
6.	Sukumar.M (IV Year)	Member
7	P.Senthil Kumar (III Year)	Member
8	Sri Ram Kumar.S (II Year)	Member
9	Harris Louis.S	Member
10	Karthik Kannan M	Member
11	T.Thagaraj F/O. T.Siju	Parent


H.O.D/ MARINE
HEAD OF DEPT
Marine Engineering
Sathak Engineering College,
Kilakarai-623806.

Ref : MSEC/MARINE/IQAC/2016-2017/EVEN

08/06/16

From

Prof.N.Mathisoodi
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.T.Thanga Raj
Kazuvanthittu,Kalpadi
Kanyakumari-629204

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017 (Even Semester) is scheduled on **09.06.16**. The agenda for the meeting is as follows

1. Completion of project in time for final year students
- 2. Planned to Conduct Seminar on Advanced fuel efficient system 17-08-16**
- 3. Successfully organized Quality Initiative Program on Security Training for seafarers with designated security duties 04-06-2016**
4. Faculties are advised to update Attendance Monitoring System
5. Students are advised to refer text books from main library to enhance their knowledge
6. Syllabus completion reviewed.

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.N.Mathisoodi.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IOAC MEETING - ATTENDANCE SHEET

Date: 09.06.16




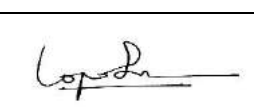
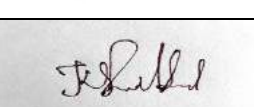
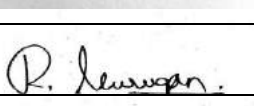
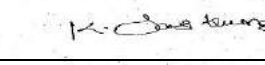
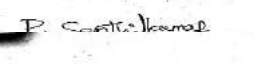


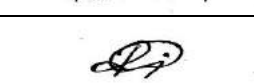
Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2016-2017 (Even)

Chairman: N.Mathisoodi

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	N.Mathisoodi (Senior Faculty)	HOD / Chairman	
2.	G.Thangavelu (Senior Faculty)	Member	
3.	K.Saravan (Faculty)	Member	
4.	Rajakamatchi.K (Faculty)	Member	
5.	P.Classic Alex (Faculty)	Member	
6.	Sukumar.M (IV Year)	Member	
7.	P.Senthil Kumar (Iii Year)	Member	
8.	Sri Ram Kumar.S	Member	
9.	Harris Louis.S	Member	
10.	Karthik Kannan M	Member	
11.	T.Thagaraj F/O. T.Siju	Parent	


HOD/ MARINE
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2016-2017/EVEN

09.06.2016

The first IQAC meeting for the academic year 2016-2017 Even semester was held on 09.06.2016. The following members were present for the meeting

Chairman

Prof.N.Mathisoodi,
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	N.Mathisoodi (Senior Faculty)	HOD / Chairman
2.	G.Thangavelu (Senior Faculty)	Member
3.	K.Saravan (Faculty)	Member
4.	Rajakamatchi.K (Faculty)	Member
5.	P.Classic Alex (Faculty)	Member
6.	Sukumar.M (IV Year)	Member
7.	P.Senthil Kumar (Iii Year)	Member
8.	Sri Ram Kumar.S	Member
9	Harris Louis.S	Member
10	Karthik Kannan M	Member
11	T.Thagaraj F/O. T.Siju	Parent

Minutes of the meeting

1. Completion of project in time for final year students
2. Faculties are advised to update Attendance Monitoring System
3. Students are advised to refer text books from main library to enhance their knowledge
4. Syllabus completion reviewed.
5. Planned to Conduct Seminar on **Advanced fuel efficient system 17-08-16**
6. Successfully organized Quality Initiative Program on **Security Training for seafarers with designated security duties 04-06-2016**
7. Physical training and parade training
8. Sailing on board ship to port blair
9. Extra coaching classes arrangement at hostel
10. Students participation in paper presentation/ seminar, extra curricular activities
11. Arrangement of value added courses like STCW, ISPS
12. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

Ref : MSEC/MARINE/IQAC/2015-2016/ODD

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on **16.11.15** The agenda for the meeting is as follows

1. Course Coverage plan according to the forthcoming exams are made.
2. More emphasis on internal testes and disciplinary areas.
3. Planned to Conduct Seminar on **Security Training for seafareres with designated security duties 04-06-2016**
4. Successfully organized Quality Initiative Program on **Security Training for seafareres with designated security duties 04-07-2015**
5. To complete preparations for model exams
6. Physical Training and Parade training

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	D.Logesh (Faculty)	Member
8.	A.J.Rajakamachi (Faculty)	Member
11	P.Thavarajan (Faculty)	Member
12	P.Senthil Kumar (II Year)	Member
13	M.Sukumar III year	Member
14	M.Meenakshi Sundaram IV year	Member
15	Chandru A	Students mamber
16	Balagangadharan F/o. B. Siva	Parent


H.O.D/ MARINE
HEAD OF DEPT
Marine Engineering
Shameed Sathak Engineering College,
Kilakarai-623806.

From

Prof.k.Ramaraj
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.Bala Gangadharan
242/ North Police line, Tuticorin.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on **16.11.15**. The agenda for the meeting is as follows

1. Course Coverage plan according to the forthcoming exams are made.
2. More emphasis on internal testes and disciplinary areas.
3. Planned to Conduct Seminar on **Security Training for seafareres with designated security duties 04-06-2016**
4. Successfully organized Quality Initiative Program on **Security Training for seafareres with designated security duties 04-07-2015**
5. To complete preparations for model exams
6. Physical Training and Parade training

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.k.Ramaraj.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF AERONAUTICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 16.11.15

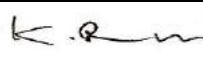



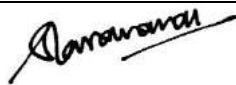

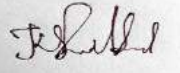
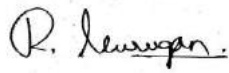
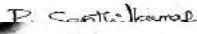

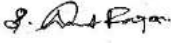


Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2015-2016 (Odd)

Chairman: Prof.k.Ramaraj

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	K.RAMARAJ	HOD / Chairman	
2.	N.MATHISOODI (Senior Faculty)	Member	
3.	G.THANGAVELU (Senior Faculty)	Member	
4.	P.SEKAR (Senior Faculty)	Member	
5.	K.SARAVAN (Faculty)	Member	
6.	RAJA SAHUL HAMEED (Faculty)	Member	
7.	D.Logesh (Faculty)	Member	
8.	A.J.Rajakamachi (Faculty)	Member	
11	P.Thavarajan (Faculty)	Member	
12	P.Senthil Kumar (II Year)	Member	
13	M.Sukumar III year	Member	
14	M.Meenakshi Sundaram IV year	Member	
15	Chandru A	Students mamber	
16	Balagangadharan F/o. B. Siva	Parent	


HOD/ MARINE

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2015-2016/ODD

16.11.2015

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 16.11.2015. The following members were present for the meeting

Chairman

Prof.K.RAMARAJ,
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	D.Logesh (Faculty)	Member
8.	A.J.Rajakamachi (Faculty)	Member
11	P.Thavarajan (Faculty)	Member
12	P.Senthil Kumar (II Year)	Member
13	M.Sukumar III year	Member
14	M.Meenakshi Sundaram IV year	Member
15	Chandru A	Students member
16	Balagangadharan F/o. B. Siva	Parent

Minutes of the meeting

1. Course Coverage plan according to the forthcoming exams are made.
2. More emphasis on internal testes and disciplinary areas.
3. To complete preparations for model exams
4. Physical Training and Parade training
5. Planned to Conduct Seminar on Security Training for seafareres with designated security duties 04-06-2016
6. Successfully organized Quality Initiative Program on Security Training for seafareres with designated security duties 04-07-2015
7. Sailing on board ship to port blair
8. Extra coaching classes arrangement at hostel
9. Students participation in paper presentation/ seminar, extra curricular activities
10. Arrangement of value added courses like STCW, ISPS
11. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

DEPARTMENT OF MARINE ENGINEERING

18/06/2015

Ref : MSEC/MARINE/IQAC/2015-2016/EVEN

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Even Semester) is scheduled on **19.06.15** The agenda for the meeting is as follows

1. To provide handouts to students by concerned staff to facilitate the students preparation.
2. Monitoring of course materials and question bank
3. Planned to Conduct Seminar on **Security Training for seafarers with designated security duties 04-07-2015**
4. Successfully organized Quality Initiative Program on **Advanced of IC engines-Future propulsion system 19-02-15**
5. Improve of attendance percentage of students
6. Training and Parade training Physical

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	D.Logesh (Faculty)	Member
8.	A.J.Rajakamachi (Faculty)	Member
11	P.Thavarajan (Faculty)	Member
12	P.Senthil Kumar (II Year)	Member
13	M.Sukumar III year	Member
14	M.Meenakshi Sundaram IV year	Member
15	Chandru A	Students member
16	K.Venkatachalam F/o. V.Saravana Kumar	Parent


HOD/ MARINE

From

Prof.k.Ramaraj
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.K.Venkatachalam,
68/1, Kamarajarnagar,
Viralimalai, Pudkottai-621316

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Even Semester) is scheduled on **19.06.15**. The agenda for the meeting is as follows

1. To provide handouts to students by concerned staff to facilitate the students preparation.
2. Monitoring of course materials and question bank
3. Improve of attendance percentage of students
4. Planned to Conduct Seminar on Security Training for seafareres with designated security duties 04-07-2015
5. Successfully organized Quality Initiative Program on Advanced of IC engines-Future propulsion system 19-02-15
6. Training and Parade training Physical

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.k.Ramaraj.]

HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.

DEPARTMENT OF MARINE ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 19.06.15


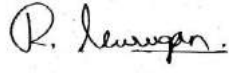

Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2015-2016 (Even)

Chairman: Prof.k.Ramaraj

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	K.RAMARAJ	HOD / Chairman	
2.	N.MATHISOODI (Senior Faculty)	Member	
3.	G.THANGAVELU (Senior Faculty)	Member	
4.	P.SEKAR (Senior Faculty)	Member	
5.	K.SARAVAN (Faculty)	Member	
6.	RAJA SAHUL HAMEED (Faculty)	Member	
7.	D.Logesh (Faculty)	Member	
8.	A.J.Rajakamachi (Faculty)	Member	
11	P.Thavarajan (Faculty)	Member	
12	P.Senthil Kumar (II Year)	Member	
13	M.Sukumar III year	Member	
14	M.Meenakshi Sundaram IV year	Member	
15	Chandru A	Students member	
16	K.Venkatachalam F/o. V.Saravana Kumar	Parent	


HOD/ MARINE

**HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.**

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2015-2016/EVEN

19.06.2015

The first IQAC meeting for the academic year 2015-2016 Even semester was held on 19.06.2015. The following members were present for the meeting

Chairman

Prof.K.RAMARAJ,
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	D.Logesh (Faculty)	Member
8.	A.J.Rajakamachi (Faculty)	Member
11	P.Thavarajan (Faculty)	Member
12	P.Senthil Kumar (II Year)	Member
13	M.Sukumar III year	Member
14	M.Meenakshi Sundaram IV year	Member
15	Chandru A	Students mamber
16	K.Venkatachalam F/o. V.Saravana Kumar	Parent

Minutes of the meeting

1. To provide handouts to students by concerned staff to facilitate the students preparation.
2. Monitoring of course materials and question bank
3. Planned to Conduct Seminar on **Security Training for seafarers with designated security duties 04-07-2015**
4. Successfully organized Quality Initiative Program on **Advanced of IC engines-Future propulsion system 19-02-15**
5. Improve of attendance percentage of students
6. Training and Parade training Physical
7. Physical training and parade training
8. Sailing on board ship to port blair
9. Extra coaching classes arrangement at hostel
10. Students participation in paper presentation/ seminar, extra curricular activities
11. Arrangement of value added courses like STCW, ISPS
12. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

25/11/2014

Ref : MSEC/MARINE/IQAC/2014-2015/ODD

Circular

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2014-2015(Odd Semester) is scheduled **on 26.11.14** The agenda for the meeting is as follows

1. To develop the skills of the students in English proficiency
2. Subject wise seminar to the students, so to improve the individual skills
3. Emphasis on physical fitness
4. Planned to Conduct Seminar on **Advanced of IC engines-Future propulsion system**
19-02-15
5. Successfully organized Quality Initiative Program on **COASTAL CLEANING DUTIES AND TECHNIQUES 17-10-14**
6. Physical Training and Parade training

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file
- 5.


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	D.Logesh(Faculty)	Member
8.	Cadet.Senthil Kumar	Member
11	Cadet. Meenakshi sundaeam,m (III Year)	Member
12	Cadet.Rathinavel Pandiyar R (IV year)	Member
13	K.Palanichamy F/o P.Prasanna	Parent

1.


HOD / MARINE
HEAD OF DEPT
Marine Engineering
K. J. Somaiya Institute of Marine Engineering College,
Kilakarai-623806.

Ref : MSEC/MARINE/IQAC/2013-2014

25/11/14

From

Prof.k.Ramaraj
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. Palanichamy.K
15-6/5, Kamala Street,
Peraiyur, Madurai-625703.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2014-2015(Odd Semester) is scheduled on **26.11.14**. The agenda for the meeting is as follows

1. To develop the skills of the students in English proficiency
2. Subject wise seminar to the students, so to improve the individual skills
3. Planned to Conduct Seminar on **Advanced of IC engines-Future propulsion system**
19-02-15
4. Successfully organized Quality Initiative Program on **COASTAL CLEANING**
DUTIES AND TECHNIQUES 17-10-14
5. Emphasis on physical fitness
6. Physical Training and Parade training

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IOAC MEETING - ATTENDANCE SHEET

Date: 26.11.14


Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2014-2015 (ODD)

Chairman: Prof.k.Ramaraj

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	K.RAMARAJ	HOD / Chairman	
2.	N.MATHISOODI (Senior Faculty)	Member	
3.	G.THANGAVELU (Senior Faculty)	Member	
4.	P.SEKAR (Senior Faculty)	Member	
5.	K.SARAVAN (Faculty)	Member	
6.	RAJA SAHUL HAMEED (Faculty)	Member	
7.	Cadet. Meenakshi sundaeam,m (II Year)	Member	
8.	Cadet.Rathinavel Pandiyar R (III year)	Member	
11	Cadet.Beno Charles Samuel J (IV Year)	Member	
12	K.Palanichamy F/o P.Prasanna	Parent	

1.


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2014-2015/ODD

26.11.2014

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 26.11.2014. The following members were present for the meeting

Chairman

Prof.K.RAMARAJ,
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	Cadet. Meenakshi sundaeam,m (II Year)	Member
8.	Cadet.Rathinavel Pandiyar R (III year)	Member
11	Cadet.Beno Charles Samuel J (IV Year)	Member
12	K.Palanichamy F/o P.Prasanna	Parent

Minutes of the meeting

1. To develop the skills of the students in English proficiency
2. Subject wise seminar to the students, so to improve the individual skills
3. Emphasis on physical fitness
4. Planned to Conduct Seminar on **Advanced of IC engines-Future propulsion system 19-02-15**
5. Successfully organized Quality Initiative Program on **COASTAL CLEANING DUTIES AND TECHNIQUES 17-10-14**
6. Physical Training and Parade training
7. Ship in campus training
8. Physical training and parade training
9. Sailing on board ship to port blair
10. Extra coaching classes arrangement at hostel
11. Students participation in paper presentation/ seminar, extra curricular activities
12. Arrangement of value added courses like STCW, ISPS
13. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

08/06/2014

Ref : MSEC/MARINE/IQAC/2014-2015/EVEN

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled **on 09.06.14** The agenda for the meeting is as follows

1. Nomination of Faculty Development program
2. Planned to Conduct Seminar on **COASTAL CLEANING DUTIES AND TECHNIQUES 17-10-14**
3. Successfully organized Quality Initiative Program on **“OPERATION OF MODERN TANKERS” on 09-12-2013**
4. E-notes preparation for current semester
5. Conduct classes as per subject allotment.

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

Committee Members:

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	D.Logesh(Faculty)	Member
8.	Cadet.Senthil Kumar	Member
11	Cadet. Meenakshi sundaeam,m (III Year)	Member
12	Cadet.Rathinavel Pandiyar R (IV year)	Member
13	C.Radhakrishnan F/O. R.Rajesh Krishnan	Parent


H.O.D/ MARINE
HEAD OF DEPT
Marine Engineering
Shri Sathak Engineering College,
Kilakarai-623806.

Ref : MSEC/MARINE/IQAC/2014-2015/EVEN

08/06/14

From

Prof.k.Ramaraj
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.Radha Krishnan
Edavana puthen veedu
Koilmuri, Kollam Dist-691502

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on **09.06.14**. The agenda for the meeting is as follows

1. Nomination of Faculty Development program
2. Conduct of Seminar
3. E-notes preparation for current semester
4. Conduct classes as per subject allotment.
5. Planned to Conduct Seminar on **COASTAL CLEANING DUTIES AND TECHNIQUES 17-10-14**
6. Successfully organized Quality Initiative Program on **“OPERATION OF MODERN TANKERS” on 09-12-2013**
7. Review of syllabus coverage for unit Test.
8. Monitoring of course materials and question bank
9. Emphasis on physical fitness
10. Physical Training and Parade training

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.k.Ramaraj.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IOAC MEETING - ATTENDANCE SHEET

Date: 09.06.14

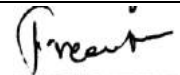
Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2014-2015 (EVEN)

Chairman: Prof.k.Ramaraj

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	K.RAMARAJ	HOD / Chairman	
2.	N.MATHISOODI (Senior Faculty)	Member	
3.	G.THANGAVELU (Senior Faculty)	Member	
4.	P.SEKAR (Senior Faculty)	Member	
5.	K.SARAVAN (Faculty)	Member	
6.	RAJA SAHUL HAMEED (Faculty)	Member	
7.	Cadet. Meenakshi sundaeam,m (II Year)	Member	
8.	Cadet.Rathinavel Pandiyar R (III year)	Member	
11	Cadet.Beno Charles Samuel J (IV Year)	Member	
12	C.Radhakrishnan F/O. R.Rajesh Krishnan	Parent	


HOD/ MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2014-2015/EVEN

09.06.2014

The first IQAC meeting for the academic year 2014-2015 Even semester was held on 09.06.2014. The following members were present for the meeting

Chairman

Prof.K.RAMARAJ,
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	Cadet. Meenakshi sundaeam,m (II Year)	Member
8.	Cadet.Rathinavel Pandiyam R (III year)	Member
11	Cadet.Beno Charles Samuel J (IV Year)	Member
12	C.Radhakrishnan F/O. R.Rajesh Krishnan	Parent

Minutes of the meeting

1. Nomination of Faculty Development program
2. Conduct of Seminar
3. E-notes preparation for current semester
4. Conduct classes as per subject allotment.
5. Review of syllabus coverage for unit Test.
6. Monitoring of course materials and question bank
7. Emphasis on physical fitness
8. Planned to Conduct Seminar on **COASTAL CLEANING DUTIES AND TECHNIQUES 17-10-14**
9. Successfully organized Quality Initiative Program on **“OPERATION OF MODERN TANKERS” on 09-12-2013**
10. Physical Training and Parade training
11. MOUs made with the shipping companies for placement and UES coaching for Indian navy.
12. Internship training at Tuticorin port trust for 36 days every year
13. Frequent ship visit
14. Ship in campus training
15. Physical training and parade training
16. Sailing on board ship to port blair
17. Extra coaching classes arrangement at hostel
18. Students participation in paper presentation/ seminar, extra curricular activities
19. Arrangement of value added courses like STCW, ISPS
20. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF MARINE ENGINEERING

05/11/2013

Ref : MSEC/MARINE/IQAC/2013-2014/ODD

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Odd Semester) is scheduled **on 06.11.13** The agenda for the meeting is as follows

1. Review of syllabus coverage for unit Test.
2. Monitoring of course materials and question bank
3. Emphasis on physical fitness
- 4. Planning to organize Quality Initiative Program on “OPERATION OF MODERN TANKERS” on 09-12-2013.**
5. Physical Training and Parade training

The members of IQAC are requested to attend the meeting without fail.

Venue : MARINE HOD ROOM

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MARINE

**HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.**

Committee Members:

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	Cadet. Meenakshi sundaeam,m (II Year)	Member
8.	Cadet.Rathinavel Pandiyam R (III year)	Member
11	Cadet.Beno Charles Samuel J (IV Year)	Member
12	B.Santha M/o J.S.Meflin Bruno	Parent


H.O.D/ MARINE
HEAD OF DEPT
Marine Engineering
Sathak Engineering College,
Kilakarai-623806.

Ref : MSEC/MARINE/IQAC/2013-2014/ODD

05/11/13

From

Prof.k.Ramaraj
Chairman- IQAC,
Department of Marine Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. B.Santha
KUTTIA PATTI,F.KEELAIYUR(PO),T.AALAI(VIA),MANAPPARAI(TK)-621312

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2013-2014(Odd Semester) is scheduled on **06.11.13**. The agenda for the meeting is as follows

1. Review of syllabus coverage for unit Test.
2. Monitoring of course materials and question bank
3. Emphasis on physical fitness
- 4. Planning to organize Quality Initiative Program on “OPERATION OF MODERN TANKERS” on 09-12-2013.**
5. Physical Training and Parade training

The **venue** of the meeting is **MARINE HOD ROOM**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof.k.Ramaraj.]
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MARINE ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 06.11.13

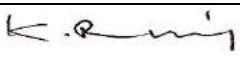

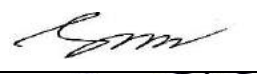




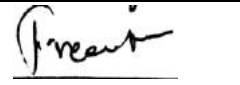
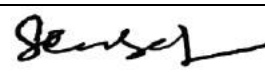

Time: 11.00 AM

Venue: MARINE HOD ROOM

Academic Year : 2013-2014 (Odd)

Chairman: Prof.k.Ramaraj

Professor and Head/ MARINE

S.No.	Name of the Member	Position	Signature
1.	K.RAMARAJ	HOD / Chairman	
2.	N.MATHISOODI (Senior Faculty)	Member	
3.	G.THANGAVELU (Senior Faculty)	Member	
4.	P.SEKAR (Senior Faculty)	Member	
5.	K.SARAVAN (Faculty)	Member	
6.	RAJA SAHUL HAMEED (Faculty)	Member	
7.	Cadet. Meenakshi sundaeam,m (II Year)	Member	
8.	Cadet.Rathinavel Pandiyar R (III year)	Member	
11	Cadet.Beno Charles Samuel J (IV Year)	Member	
12	B.Santha M/o J.S.Meflin Bruno	Parent	


HOD/ MARINE
HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MARINE ENGINEERING

Ref : MSEC/MARINE/IQAC/2013-2014/ODD

06.11.2013

The first IQAC meeting for the academic year 2013-2014 odd semester was held on 06.11.2013. The following members were present for the meeting

Chairman

Prof.K.RAMARAJ,
HOD/MARINE,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	K.RAMARAJ	HOD / Chairman
2.	N.MATHISOODI (Senior Faculty)	Member
3.	G.THANGAVELU (Senior Faculty)	Member
4.	P.SEKAR (Senior Faculty)	Member
5.	K.SARAVAN (Faculty)	Member
6.	RAJA SAHUL HAMEED (Faculty)	Member
7.	Cadet. Meenakshi sundaeam,m (II Year)	Member
8.	Cadet.Rathinavel Pandiyam R (III year)	Member
11	Cadet.Beno Charles Samuel J (IV Year)	Member
12	B.Santha M/o J.S.Meflin Bruno	Parent

Minutes of the meeting

1. MOUs made with the shipping companies for placement and UES coaching for Indian navy.
2. Internship training at Tuticorin port trust for 36 days every year
3. Frequent ship visit
4. Planning to organize Quality Initiative Program on “**OPERATION OF MODERN TANKERS**” on 09-12-2013.
5. Ship in campus training
6. Physical training and parade training
7. Sailing on board ship to port blair
8. Extra coaching classes arrangement at hostel
9. Students participation in paper presentation/ seminar, extra curricular activities
10. Arrangement of value added courses like STCW, ISPS
11. Assistance to obtain CDC and INDOS certificate.


HEAD OF DEPT
Marine Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI



DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: MSEC/ECE/IQAC/2018-2019/01

Date: 19/06/2018

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019(Even Semester) is scheduled on 19.06.2018. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Higher studies
11. Placements
12. Internet and Wifi facilities after working hours
13. Library utilization after working hours
14. WORKSHOP ON IOT





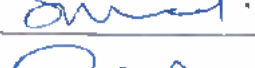





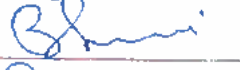
The members of IQAC are requested to attend the meeting without fail.

Venue : ECE SEMINAR HALL

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / ECE

S.No.	Name of the Member	Position	Signature
1.	Prof.I.Sheik Arafat	HOD / Chairman	
2.	Prof.A.Shyamala (Senior Faculty)	Member	
3.	Prof.A.Silapathikaram (Senior Faculty)	Member	
4.	Prof.S.Venkatesh Babu (Senior Faculty)	Member	
5.	Mr.M.Ganirahman (Non- Teaching)	Member	
6.	AFRIN(IIIECE)	Member	
7.	PEER MOHOMED (IV Year ECE)	Member	
8.	ALVIN (II Year ECE)	Member	
10	Shivani. R (III Year ECE)	Member	
11	Mrs. R. Bhavani (Mother of Shivani. R)	Member	
12	Mr. E. Baluchamy (Alumini)	Member	



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI



DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: MSEC/ECE/IQAC/2017-2018/01

Date: 15/12/2016

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Even Semester) is scheduled on 15.12.2016. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Higher studies
11. Placements
12. Internet and Wifi facilities after working hours
13. Library utilization after working hours
14. WORKSHOP ON IOT

The members of IQAC are requested to attend the meeting without fail.

Venue : ECE SEMINAR HALL



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI



DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: MSEC/ECE/IQAC/2016-2017/01

Date: 18/11/2015

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Odd Semester) is scheduled on 18.11.15. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia. seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Higher studies
11. Placements
12. Internet and Wifi facilities after working hours
13. Library utilization after working hours
14. **WORKSHOP ON BIOMEDICAL INSTRUMENTATION**




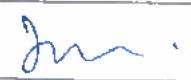
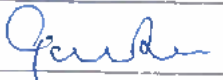

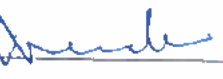

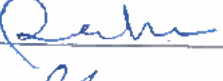

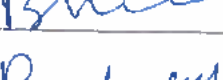
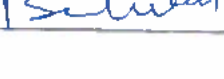
The members of IQAC are requested to attend the meeting without fail.

Venue : ECE SEMINAR HALL

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / ECE

S.No.	Name of the Member	Position	Signature
1.	Prof.H.Peer Oli	HOD / Chairman	
2.	Prof.A.Shyamala (Senior Faculty)	Member	
3.	Prof.A.Silapathikaram (Senior Faculty)	Member	
4.	Prof.S.Venkatesh Babu (Senior Faculty)	Member	
5.	Mr.M.Ganirahman (Non- Teaching)	Member	
6.	Sona S (III Year ECE)	Member	
7.	NavaneethaKrishnan.V (IV Year ECE)	Member	
8.	Aswin Kumar G (II Year ECE)	Member	
9.	Palanikumar P (III Year ECE)	Member	
10.	Shivani. R (III Year ECE)	Member	
11.	Mrs. R. Bhavani (Mother of Shivani. R)	Member	
12.	Mr. E. Baluchamy (Alumini)	Member	



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI



DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Ref: MSEC/ECE/IQAC/2015-2016/01

Date: 19/11/2014

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Even Semester) is scheduled on 19.11.2014. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Higher studies
11. Placements
12. Internet and Wifi facilities after working hours
13. Library utilization after working hours
14. **WORKSHOP ON CMOS TESTING**
15. **WORKSHOP ON MODERNIZATION OF EMBEDDED TECHNOLOGY**











The members of IQAC are requested to attend the meeting without fail.

Venue : ECE SEMINAR HALL

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / ECE

S.No.	Name of the Member	Position	Signature
1.	Prof.H.Peer Oli	HOD / Chairman	
2.	Prof.A.Shyamala (Senior Faculty)	Member	
3.	Prof.A.Silapathikaram (Senior Faculty)	Member	
4.	Prof.S.Venkatesh Babu (Senior Faculty)	Member	
5.	Mr.M.Ganirahman (Non- Teaching)	Member	
6.	AFRIN (III Year ECE)	Member	
7.	PEER (IV Year ECE)	Member	
10	Shivani. R (III Year ECE)	Member	
11	Mrs. R. Bhavani (Mother of Shivani. R)	Member	
12	Mr. E. Baluchamy (Alumini)	Member	

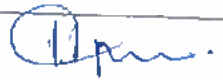






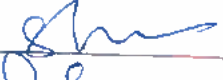



15/06/2017

Ref: MSEC/ECE/IQAC/2017-2018/02

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / ECE

S.No.	Name of the Member	Position	Signature
1.	Prof.H.Peer Oli	HOD / Chairman	
2.	Prof.A.Shyamala (Senior Faculty)	Member	
3.	Prof.A.Silapathikaram (Senior Faculty)	Member	
4.	Prof.S.Venkatesh Babu (Senior Faculty)	Member	
5.	Mr.M.Ganirahman (Non- Teaching)	Member	
6.	SASI (III Year ECE)	Member	
7.	RONALD (IV Year ECE)	Member	
8.	ALVIN (II Year ECE)	Member	
10	Shivani. R (III Year ECE)	Member	
11	Mrs. R. Bhavani (Mother of Shivani. R)	Member	
12	Mr. E. Baluchamy (Alumini)	Member	



Ref: MSEC/ECE/IQAC/2013-2014/01

Date: 26/11/2013

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Odd Semester) is scheduled on 26.11.13. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Value added programmes
6. Technical events like symposia, seminars and expert lecture
7. Projects
8. Consultancy / R&D projects
9. Industrial visits, Implant training and Internship
10. Higher studies
11. Placements
12. Internet and Wifi facilities after working hours
13. Library utilization after working hours
14. WORKSHOP ON EMBEDDED TECHNOLOGY

The members of IQAC are requested to attend the meeting without fail.

Venue : ECE SEMINAR HALL

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file

Open.

HOD / ECE

S.No.	Name of the Member	Position	Signature
1.	Prof.H.Peer Oli	HOD / Chairman	<i>Open.</i>
2.	Prof.A.Shyamala (Senior Faculty)	Member	<i>Ashu</i>
3.	Prof.A.Silapathikaram (Senior Faculty)	Member	<i>Silapathikaram</i>
4.	Prof.S.Venkatesh Babu (Senior Faculty)	Member	<i>Prof. S. Venkatesh Babu</i>
5.	Mr.M.Ganirahman (Non- Teaching)	Member	<i>Ganirahman</i>
6.	Sona S (III Year ECE)	Member	<i>Sona</i>
7.	NavaneethaKrishnan.V (IV Year ECE)	Member	<i>Navaneetha</i>
8.	Aswin Kumar G (II Year ECE)	Member	<i>Aswin</i>
9.	Palanikumar P (III Year ECE)	Member	<i>Palanikumar</i>
10	Shivani. R (III Year ECE)	Member	<i>Shivani</i>
11	Mrs. R. Bhavani (Mother of Shivani. R)	Member	<i>Bhavani</i>
12	Mr. E. Baluchamy (Alumini)	Member	<i>Baluchamy</i>

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

20/09/2017

Ref : MSEC/CIVIL/IQAC/2017-2018/09

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Odd Semester) is scheduled on 21/09/2017. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Prakash (IV Year CIVIL)	Member
7.	S.Gopal (Parent)	Member
8.	G.Ananda Babu (Alumni)	Member


H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2017-2018/09

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.S.Gopal,
F/O G.Prakash (IV CIVIL),
2/261, South street, patamathur
Sivaganga-630561.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Odd Semester) is scheduled on **21/09/2017**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **SURVEY LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.

DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 21/09/2017


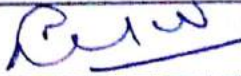
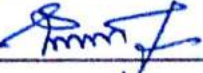
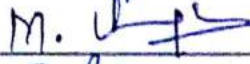

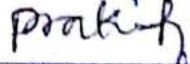
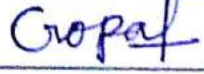

Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2017-2018 (Odd)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	G.Prakash (IV Year CIVIL)	Member	
7.	S.Gopal (Parent)	Member	
8.	G.Ananda Babu (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2017-2018/09

21/09/2017

The first IQAC meeting for the academic year 2017-2018 odd semester was held on 21/09/2017. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Prakash (IV Year CIVIL)	Member
7.	S.Gopal (Parent)	Member
8.	G.Ananda Babu (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

- 4. Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
- 5. Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the odd semester for the academic year 2017-2018. It is planned to conduct **“One day seminar on Practical consideration in civil engineering”**, **“One day seminar on Career opportunities in core industry”**, **“one day workshop on Design renovate 2020”** in upcoming semester.
- 6. Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
- 7. Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
- 8. Placements:** The alumni and parents suggested that placement training has to be given for the students from first year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
- 9. Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
- 10. Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

23/01/2018

Ref : MSEC/CIVIL/IQAC/2017-2018/01

Circular

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Even Semester) is scheduled on 24/01/2018. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Prakash (IV Year CIVIL)	Member
7.	S.Gopal (Parent)	Member
8.	G.Ananda Babu (Alumni)	Member



H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2017-2018/01

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr.S.Gopal,
F/O G.Prakash (IV CIVIL),
2/261, South street, patamathur
Sivaganga-630561.

Dear Sir,

Sub : Invitation for second meeting of IQAC - reg.,

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018(Even Semester) is scheduled on **24/01/2018**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **SURVEY LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 24/01/2018




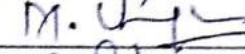

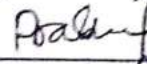


Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2017-2018 (Even)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	G.Prakash (IV Year CIVIL)	Member	
7.	S.Gopal (Parent)	Member	
8.	G.Ananda Babu (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2017-2018/09

24/01/2018

The second IQAC meeting for the academic year 2017-2018 even semester was held on 24/01/2018. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Prakash (IV Year CIVIL)	Member
7.	S.Gopal (Parent)	Member
8.	G.Ananda Babu (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2017-2018. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

09/08/2016

Ref : MSEC/CIVIL/IQAC/2016-2017/08

Circular

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2016-2017(Odd Semester) is scheduled **on 10/08/2016**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Ananda Babu (IV Year CIVIL.)	Member
7.	P.Gangasamy (Parent)	Member
8.	N.Hemachandran (Alumni)	Member



H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2016-2017/08

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. P.Gangasamy,
F/O G.Gangasamy (IV CIVIL),
12/18/6, att compound,
Viruthunagar-626001.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2016-2017(Odd Semester) is scheduled on **10/08/2016**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical oddts like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **SURVEY LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards



[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.

DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 10/08/2016

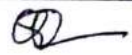

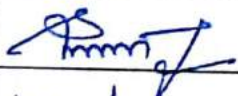


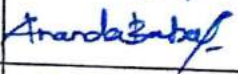
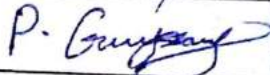
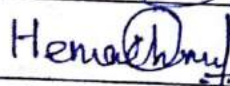
Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2016-2017 (Odd)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	G.Ananda Babu (IV Year CIVIL)	Member	
7.	P.Gangasamy (Parent)	Member	
8.	N.Hemachandran (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2016-2017/08

10/08/2016

The first IQAC meeting for the academic year 2016-2017 odd semester was held on 10/08/2016. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Ananda Babu (IV Year CIVIL)	Member
7.	P.Gangasamy (Parent)	Member
8.	N.Hemachandran (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the odd semester for the academic year 2016-2017. It is planned to conduct “One day seminar on need for infrastructure development”, “One day seminar on job opportunities in civil engineering” in upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

27/01/2017

Ref : MSEC/CIVIL/IQAC/2016-2017/01

Circular

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Even Semester) is scheduled on 28/01/2017. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraiikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Ananda Babu (IV Year CIVIL)	Member
7.	P.Gangasamy (Parent)	Member
8.	N.Hemachandran (Alumni)	Member


H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2016-2017/01

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. P.Gangasamy,
F/O G.Gangasamy (IV CIVIL),
12/18/6, ATT compound,
Viruthunagar-626001.

Dear Sir,

Sub : Invitation for second meeting of IQAC - reg.,

The **second meeting** of Internal Quality Assurance Cell (**IQAC**) for the academic year 2016-2017(Even Semester) is scheduled on **28/01/2017**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **SURVEY LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 28/01/2017

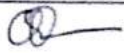

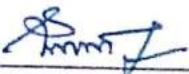
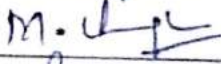
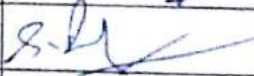
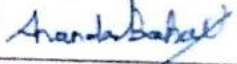
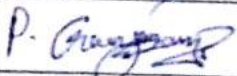
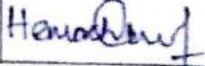
Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2016-2017 (Even)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	G.Ananda Babu (IV Year CIVIL)	Member	
7.	P.Gangasamy (Parent)	Member	
8.	N.Hemachandran (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2016-2017/01

28/01/2017

The second IQAC meeting for the academic year 2016-2017 even semester was held on 28/01/2017. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	G.Ananda Babu (IV Year CIVIL)	Member
7.	P.Gangasamy (Parent)	Member
8.	N.Hemachandran (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2016-2017. It is planned to conduct “one day seminar on field applications and functions of paint and water proofers”, “one day seminar on total station” in upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMMED SATHIAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

16/09/2015

Ref : MSEC/CIVIL/IQAC/2015-2016/09

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on 17/09/2015. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	N.Hemachandran (IV Year CIVIL)	Member
7.	P.Natarajan (Parent)	Member
8.	D.Paul Samraj (Alumni)	Member


H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2015-2016/09

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. P.Natarajan,
F/O N.Hemachandran (IV CIVIL),
299-E, Ramalingayadigalar Street, Virudhachalam,,
Cuddalore-600601.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on 17/09/2015. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical oddts like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The venue of the meeting is SURVEY LAB. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 17/09/2015




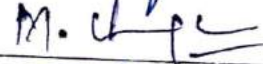

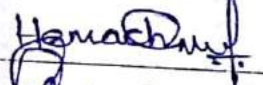
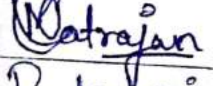
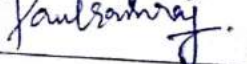
Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2015-2016 (Odd)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Nirailulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balambugan (Non- Teaching)	Member	
6.	N.Hemachandran (IV Year CIVIL)	Member	
7.	P.Natarajan (Parent)	Member	
8.	D.Paul Samraj (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2015-2016/03

22/03/2016

The first IQAC meeting for the academic year 2015-2016 even semester was held on 22/03/2016. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	N.Hemachandran (IV Year CIVIL)	Member
7.	P.Natarajan (Parent)	Member
8.	D.Paul Samraj (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
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- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
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4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. It is also planned to conduct “One day seminar on Manufacturing of bricks”, “One day seminar on construction management”, “One day seminar on real estate valuation” and “One day seminar on interior design” in upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
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10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

21/03/2016

Ref : MSEC/CIVIL/IQAC/2015-2016/03

Circular

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Even Semester) is scheduled on 22/03/2016. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
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4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	N.Hemachandran (IV Year CIVIL)	Member
7.	P.Natarajan (Parent)	Member
8.	D.Paul Samraj (Alumni)	Member


H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2015-2016/03

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. P.Natarajan,
F/O N.Hemachandran (IV CIVIL),
299-E, Ramalingayadigalar Street, Virudhachalam.,
Cuddalore-600601.

Dear Sir,

Sub : Invitation for second meeting of IQAC - reg.,

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Even Semester) is scheduled on 22/03/2016. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
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9. Internet and Wifi facilities after working hours
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The **venue** of the meeting is **SURVEY LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 22/03/2016



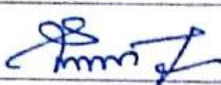
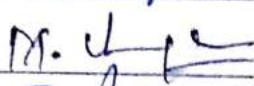

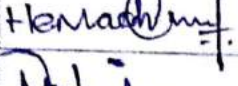
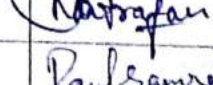
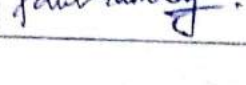
Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2015-2016 (Even)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	N.Hemachandran (IV Year CIVIL)	Member	
7.	P.Natarajan (Parent)	Member	
8.	D.Paul Samraj (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2015-2016/03

22/03/2016

The first IQAC meeting for the academic year 2015-2016 even semester was held on 22/03/2016. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

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5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	N.Hemachandran (IV Year CIVIL)	Member
7.	P.Natarajan (Parent)	Member
8.	D.Paul Samraj (Alumni)	Member

Minutes of the meeting

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2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
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PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

17/09/2014

Ref : MSEC/CIVIL/IQAC/2014-2015/09

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Odd Semester) is scheduled on 18/09/2014. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
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8. Placements
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10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
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4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	D.Paul Samraj (IV Year CIVIL)	Member
7.	S.David Moses (Parent)	Member
8.	Abdul Hadhi lebbai Shahib (Alumni)	Member



H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2014-2015/09

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. S.David Moses,
F/O D.Paul Samraj (IV CIVIL),
4/26-B, T.Melakottai, Kilakarai,
Ramanathapuram-623517.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Odd Semester) is scheduled on 18/09/2014. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical oddts like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The venue of the meeting is SURVEY LAB. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 18/09/2014


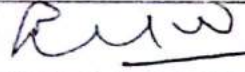
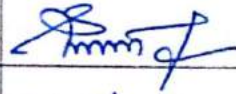
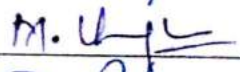

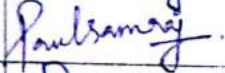
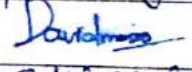
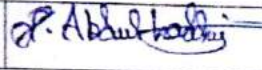
Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2014-2015 (Odd)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	D.Paul Samraj (IV Year CIVIL)	Member	
7.	S.David Moses (Parent)	Member	
8.	Abdul Hadhi lebbai Shahib (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2014-2015/09

18/09/2014

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 18/09/2014. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	D.Paul Samraj (IV Year CIVIL)	Member
7.	S.David Moses (Parent)	Member
8.	Abdul Hadhi lebbai Shahib (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2014-2015. In regarding that we have planned to conduct “**One day seminar on Large scale sea water reverse osmosis and recent trends in water treatment**” and also a “**One day workshop on Condition Assessment of buildings**” in upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

09/01/2015

Ref : MSEC/CIVIL/IQAC/2014-2015/01

Circular

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on 10/01/2015. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file



HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	D.Paul Samraj (IV Year CIVIL)	Member
7.	S.David Moses (Parent)	Member
8.	Abdul Hadhi lebbai Shahib (Alumni)	Member


H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2014-2015/01

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. S.David Moses,
F/O D.Paul Samraj (IV CIVIL),
4/26-B, T.Melakottai, Kilakarai,
Ramanathapuram-623517.

Dear Sir,

Sub : Invitation for second meeting of IQAC - reg.,

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on **10/01/2015**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **SURVEY LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards



[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 10/01/2015


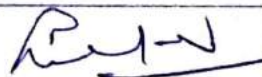
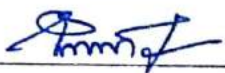
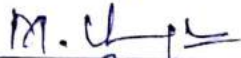

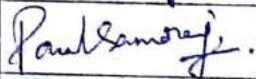

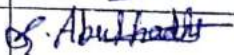
Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2014-2015 (Even)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	D.Paul Samraj (IV Year CIVIL)	Member	
7.	S.David Moses (Parent)	Member	
8.	Abdul Hadhi lebbai Shahib (Alumni)	Member	


HOD/CIVIL

~~MOHAMED SATHAK ENGINEERING COLLEGE~~

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2014-2015/01

10/01/2015

The second IQAC meeting for the academic year 2014-2015 even semester was held on 10/01/2015. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	D.Paul Samraj (IV Year CIVIL)	Member
7.	S.David Moses (Parent)	Member
8.	Abdul Hadhi lebbai Shahib (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
- 4. Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.

5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2014-2015. It is planned to conduct “**One day seminar on motivational speech on Civil Engineering**”, “**One day seminar on career opportunities in Civil Engineering field**” and “**One day seminar on trending in construction**” in upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
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9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
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MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

18/10/2013

Ref : MSEC/CIVIL/IQAC/2013-2014/10

Circular

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2013-2014(Odd Semester) is scheduled **on 19.10.13**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	S.Abdul Hadhi Lebbai Shahib (IV Year CIVIL)	Member
7.	N.M.Suaibudeen (Parent)	Member
8.	Kamardeen Mustafa (Alumni)	Member


H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2013-2014/10

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. N.M.Suaibudeen,
F/O S.Abdul Hadhi Lebbai Shahib (IV CIVIL),
20/148, North Street, Kilakarai,
Ramanathapuram-623517.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Odd Semester) is scheduled on **19.10.2013**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
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10. Library utilization after working hours

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Thanks and Regards


[Dr.D.Alagia Meenal]

Ref : MSEC/CIVIL/IQAC/2013-2014/10

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. N.M.Suaibudeen,
F/O S.Abdul Hadhi Lebbai Shahib (IV CIVIL),
20/148, North Street, Kilakarai,
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Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2013-2014/10

19.10.2013

The first IQAC meeting for the academic year 2013-2014 odd semester was held on 19.10.2013. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	S.Abdul Hadhi Lebbai Shahib (IV Year CIVIL)	Member
7.	N.M.Suaibudeen (Parent)	Member
8.	Kamardeen Mustafa (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
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5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2013-2014. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
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PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF CIVIL ENGINEERING

31/012014

Ref : MSEC/CIVILO/IQAC/2013-2014/02

Circular

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Even Semester) is scheduled on 01.02.2014. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : SURVEY LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / CIVIL

Committee Members:

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	S.Abdul Hadhi Lebbai Shahib (IV Year CIVIL)	Member
7.	N.M.Suaibudeen (Parent)	Member
8.	Kamardeen Mustafa (Alumni)	Member


H.O.D/CIVIL

Ref : MSEC/CIVIL/IQAC/2013-2014/02

From

Dr.D.Alagia Meenal
Chairman- IQAC,
Department of Civil Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mr. N.M.Suaibudeen,
F/O S.Abdul Hadhi Lebbai Shahib (IV CIVIL),
20/148, North Street, Kilakarai,
Ramanathapuram-623517.

Dear Sir,

Sub : Invitation for second meeting of IQAC - reg.,

The second meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Even Semester) is scheduled on 01.02.2014. The agenda for the meeting is as follows

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2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
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7. Industrial visits, Implant training and Internship
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The venue of the meeting is SURVEY LAB. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Dr.D.Alagia Meenal]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF CIVIL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 01.02.2014




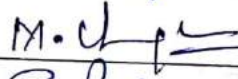
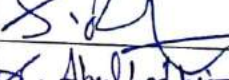
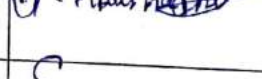

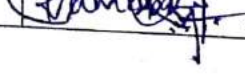
Time: 11.00 AM

Venue: Survey Lab

Academic Year : 2013-2014 (Even)

Chairman: Dr.D.Alagia Meenal

Professor and Head/Civil

S.No.	Name of the Member	Position	Signature
1.	Dr.D.Alagia Meenal	HOD / Chairman	
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member	
3.	Mr.S.Balasubramanian (Senior Faculty)	Member	
4.	Mr.M.Ilayaraja (Senior Faculty)	Member	
5.	Mr.S. Balamurugan (Non- Teaching)	Member	
6.	S.Abdul Hadhi Lebbai Shahib (IV Year CIVIL)	Member	
7.	N.M.Suaibudeen (Parent)	Member	
8.	Kamardeen Mustafa (Alumni)	Member	


HOD/CIVIL

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF CIVIL ENGINEERING

Ref : MSEC/CIVIL/IQAC/2013-2014/02

01.02.2014

The second IQAC meeting for the academic year 2013-2014 even semester was held on 01.02.2014. The following members were present for the meeting

Chairman

Dr.D.Alagia Meenal,
HOD/CIVIL,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	Dr.D.Alagia Meenal	HOD / Chairman
2.	Mr.K.Niraikulasekaran (Senior Faculty)	Member
3.	Mr.S.Balasubramanian (Senior Faculty)	Member
4.	Mr.M.Ilayaraja (Senior Faculty)	Member
5.	Mr.S. Balamurugan (Non- Teaching)	Member
6.	S.Abdul Hadhi Lebbai Shahib (IV Year CIVIL)	Member
7.	N.M.Suaibudeen (Parent)	Member
8.	Kamardeen Mustafa (Alumni)	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
- 4. Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.

5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2013-2014. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically




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KILAKARAI 623 806



DATE: 11.01.2018

Academic year: 2017 - 2018 Even Semester

Year/Semester: II/IV


The following academic issues were discussed during the class committee meeting held on 11.01.2018 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. V. Jaiganesh/Chemical - Class Incharge
3. Ms. S.P. Shanmugapriya/Chemical
4. Mr. S. Lenin Prabhu/Chemical
5. Mr. Antony Angelo Trinito/Chemical
6. Mrs. M.T. Beevi Fathima/Chemical
7. Mr. T. Manikandan/Math's
8. Mrs. A. Girija/Chemistry

Points Discussed

- Two units were completed so far in all subjects.
- Students are asked to maintain proper dress code and attendance.
- Students should pay their fees before the Internal Assessment Test II.
- First time arrear students were given special counseling.
- Subject handling faculties are asked to deliver their class notes.
- One day seminar on CHEMOSPHERE - 2018 is planning to conduct for the benefits of students.
- CESA inaugural function was discussed.


CLASS INCHARGE


HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING – MINUTES



DATE: 11.01.2018

Academic year: 2017 - 2018 Even Semester

Year/Semester: III/VI

The following academic issues were discussed during the class committee meeting held on 11.01.2018 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan – HOD/Chemical
2. Mr. S. Lenin Prabhu /Chemical - Class Incharge
3. Ms. S.P. Shanmuga Priya/Chemical
4. Mr. Antony Angelo Trinito/Chemical
5. Mr. L. Packiaraja/Chemical
6. Mr. V. Jaiganesh /Chemical
7. Ms. M.T. Beevi Fathima/Chemical

Points Discussed

- Three units were completed so far in all subjects.
- Students are asked to maintain proper dress code and attendance.
- Subject handling faculties are asked to deliver their class notes.
- One day seminar on CHEMOSPHERE – 2018 is planning to conduct for the benefits of students.
- First time arrear students were given special counseling.
- CESA inaugural function was discussed.
- Most of the students requested for industrial visit and the same will be arranged in the forthcoming semester.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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KILAKARAI 623 806



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DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 12.01.2018

Academic year: 2017 - 2018 Even Semester

Year/Semester: IV/VIII

The following academic issues were discussed during the class committee meeting held on 12.01.2018 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Ms. S.P. Shanmuga Priya/Chemical - Class incharge
3. Mr. S. Lenin Prabhu/Chemical
4. Mr. V. Jaiganesh /Chemical

Points Discussed

- One day seminar on CHEMOSPHERE - 2018 is planning to conduct for the benefits of students.
- Students should get more marks in the forthcoming internal examination. If they failed in two subjects should bring their parents.
- Two units were completed so far in all subjects.
- First time arrear students were given special counseling.
- Students are asked to prepare the presentation for their project reviews.
- Students are asked to prepare for their placement related activities.
- CESA inaugural function was discussed.
- Students are asked to maintain proper dress code and attendance.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 24.08.2016

Academic year: 2016 - 2017 Odd Semester

Year/Semester: II/III

The following academic issues were discussed during the class committee meeting held on 24.08.2016 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. S. Lenin Prabhu/Chemical - Class Incharge
3. Ms. M.T. Beevi Fathima/Chemical
4. Mr. Antony Angelo Trinito/Chemical
5. Mr. A. Mohanasundaram/Chemistry
6. Mr. P. Chinnaraj/Maths
7. Dr. J. Rajesh/Chemistry
8. Ms. P. Radha/EEE

Points Discussed

- Remaining units were completed so far in all subjects
- Students are asked to submit the record note to their corresponding laboratory handling faculties before the model exam.
- Students are asked to maintain proper dress code and attendance.
- Students should never fail to attend the model examination as per the date announced.
- Students should pay their fees before the model examination.
- One day seminar on CHEMOSPHERE - 2K16 is planning to organize to improve the knowledge of the students.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 24.08.2016

Academic year: 2016 - 2017 Odd Semester

Year/Semester: III/V

The following academic issues were discussed during the class committee meeting held on 24.08.2016 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Ms. S.P. Shanmuga Priya/Chemical - Class incharge
3. Mr. S. Lenin Prabhu/Chemical
4. Mr. L. Packiaraja/Chemical
5. Mr. J. Saravanan/Chemical
6. Mr. Antony Angelo Trinito/Chemical
7. Dr. S. Tharmar/Maths

Points Discussed

- Remaining units were completed so far in all subjects
- Students are asked to submit the record note to their corresponding laboratory handling faculties before the model exam.
- One day seminar on CHEMOSPHERE - 2K16 is arranged this semester
- Students are asked to maintain proper dress code and attendance.
- Students should never fail to attend the model examination as per the date announced.
- Students should pay their fees before the model examination.
- Failure students in model examination will be taken the necessary action for their betterment of their result.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 23.08.2016

Academic year: 2016 - 2017 Odd Semester

Year/Semester: IV/VII

The following academic issues were discussed during the class committee meeting held on 23.08.2016 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. Antony Angelo Trinito/Chemical - Class incharge
3. Mr. S. Lenin Prabhu/Chemical
4. Mr. J. Saravanan/Chemical
5. Mr. V. Jaiganesh/Chemical
6. Ms. M. T. Beevi Fathima/Chemical
7. Mr. L. Packiaraja/Chemical

Points Discussed

- All units were completed so far in all subjects
- Students are asked to submit the record note to their corresponding laboratory handling faculties before the model exam.
- Students should never fail to attend the model examination as per the date announced.
- Students are asked to get the permission from industry/research institute for their end semester project work.
- Students are asked to maintain proper dress code and attendance.
- One day seminar on CHEMOSPHERE - 2K16 is planning to conduct for the benefits of students


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Head of the Department
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Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 08.08.2015

Academic year: 2015 - 2016 Odd Semester

Year/Semester: II/III

The following academic issues were discussed during the class committee meeting held on 08.08.2015 at their corresponding class.

Staff Members

1. Mr. M.D. Duraimurugan - HOD/Chemical
2. Ms. S.P. Shanmugapriya/Chemical - Class Incharge
3. Mr. V. Jaiganesh/Chemical
4. Mr. Antony Angelo Trinito/Chemical
5. Mr. A. Mohanasundaram/ Chemistry
6. Ms. K. Indira/Maths
7. Mr. P. Veera Mani kandan/EEE

Points Discussed

- Discussed about the units were completed so far in each subjects.
- Students are asked to concentrate on their studies.
- Students are asked to maintain proper dress code and attendance.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Students should pay their fees before the second internal assessment test.
- Every student should appear for the internal test without fail.
- One day seminar on CHEMOSPHERE - 2K15 is planning to conduct for the benefits of students.
- Subject handling faculties are asked to deliver their class notes.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 08.08.2015

Academic year: 2015 - 2016 Odd Semester

Year/Semester: III/V

The following academic issues were discussed during the class committee meeting held on 08.08.2015 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. Antony Angelo Trinito/Chemical - Class Incharge
3. Dr. R. Govindarajan/Chemical
4. Mrs. S. P. Shanmuga Priya/Chemical
5. Mr. L. Packiaraja/Chemical
6. Mr. S. Lenin Prabhu/Chemical
7. Mr. J. Rohan/Chemical
8. Ms. S. Rameetha/Maths

Points Discussed

- Discussed about the units were completed so far in each subjects.
- Subject handling faculties are asked to deliver their class notes.
- Students are asked to maintain proper dress code and attendance.
- Long absentees are asked to pay their fine.
- Students should pay their fees before the second internal assessment test.
- First time arrear students were given special counseling.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- One day seminar on CHEMOSPHERE- 2K15 is planning to conduct for the benefits of students.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 08.08.2015

Academic year: 2015 - 2016 Odd Semester

Year/Semester: IV/VII

The following academic issues were discussed during the class committee meeting held on 08.08.2015 at their corresponding class.


Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. S. Lenin Prabhu /Chemical - Class Incharge
3. Dr. R. Govindarajan/Chemical
4. Mr. L. Packiaraja/Chemical
5. Mr. J. Saravanan/Chemical
6. Mr. X. Antony Angelo Trinito/ Chemical
7. Mr. V. Jaiganesh/ Chemical

Points Discussed

- Discussed about the units were completed so far in each subjects.
- Students are asked to maintain proper dress code and attendance.
- One day seminar on CHEMOSPHERE- 2K15 is planning to conduct.
- Students should pay their fees before the model examination.
- Students are asked to concentrate in their studies.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Students should pay their fees before the second internal assessment test.
- Students are encouraged to undergo an inplant training or internship in any chemical process industries.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 04.01.2016

Academic year: 2015 - 2016 Even Semester

Year/Semester: II/IV

The following academic issues were discussed during the class committee meeting held on 04.01.2016 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Ms. S.P. Shanmugapriya/Chemical - Class Incharge
3. Mr. Antony Angelo Trinito/Chemical
4. Mr. J. Rohan/Chemical
5. Mr. R. Govindharajan/Chemical
6. Mr. S. Ramitha/Maths

Points Discussed

- Discussed about the units were completed so far in each subjects.
- Students are asked to maintain proper dress code and attendance.
- Students should pay their fees before the first internal assessment test.
- First time arrear students were given special counseling.
- Subject handling faculties are asked to handle their classes in an innovative method.
- One day seminar on Chemical Engineering Students' Association-2016 is planning to organize for the benefits of students.
- Subject handling faculties are asked to deliver their class notes.
- Most of the students requested solutions for previous end semester examinations.


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Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 04.01.2016

Academic year: 2015 - 2016 Even Semester

Year/Semester: III/VI

The following academic issues were discussed during the class committee meeting held on 04.01.2016 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. Antony Angelo Trinito/Chemical - Class Incharge
3. Mr. V. Jaiganesh/Chemical
4. Mr. L. Packiaraja/Chemical
5. Mr. S. Lenin Prabhu/Chemical
6. Mr. J. Saravanan/Chemical
7. Mr. R. Govindharajan/Chemical

Points Discussed

- Discussed about the units were completed so far in each subjects.
- Subject handling faculties are asked to deliver their class notes.
- Students are asked to maintain proper dress code and attendance.
- One day seminar on Chemical Engineering Students' Association-2016 is planning to conduct for the benefits of students.
- Students should pay their fees before the first internal assessment test.
- First time arrear students were given special counseling.
- CESA inaugural function was discussed.
- Few students requested for seminar classes.


CLASS INCHARGE


HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 05.01.2016

Academic year: 2015 - 2016 Even Semester

Year/Semester: IV/VIII

The following academic issues were discussed during the class committee meeting held on 05.01.2016 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. S. Lenin Prabhu /Chemical - Class Incharge
3. Mr. L. Packiaraja/Chemical
4. Mr. V. Jaiganesh/Chemical
5. Mr. J. Saravanan/Chemical

Points Discussed

- Discussed about the units were completed so far in each subjects.
- Students are asked to maintain proper dress code and attendance.
- Students should get more marks in the forthcoming internal examination. If they failed in two subjects should bring their parents.
- One day seminar on Chemical Engineering Students' Association-2016 is planning to conduct for the benefits of students.
- CESA inaugural function was discussed.
- Students are asked to complete their literature survey in order to start the experiment for the project work.
- All the students are motivated to publish their project work in national/international conferences.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 10.03.2016

Academic year: 2015 - 2016 Even Semester

Year/Semester: II/IV

The following academic issues were discussed during the class committee meeting held on 10.03.2016 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Ms. S.P. Shanmugapriya/Chemical - Class Incharge
3. Mr. Antony Angelo Trinito/Chemical
4. Mr. J. Rohan/Chemical
5. Mr. R. Govindharajan/Chemical
6. Mr. S. Ramitha/Maths

Points Discussed

- Remaining units were completed so far in all subjects
- Students are asked to submit the record note to their corresponding laboratory handling faculties before the model exam.
- Students are asked to maintain proper dress code and attendance.
- National Conference on Green Technologies for Energy Management (NCGTEM'16) is planning to conduct to enhance the knowledge in recent trends.
- Students should never fail to attend the model examination as per the date announced.
- Students are asked to concentrate in their studies.
- More seminar hours to be arranged for students as per their request.


CLASS INCHARGE


HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 10.03.16

Academic year: 2015 - 2016 Even Semester

Year/Semester: III/VI

The following academic issues were discussed during the class committee meeting held on 10.03.16 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. Antony Angelo Trinito/Chemical - Class Incharge
3. Mr. V. Jaiganesh/Chemical
4. Mr. L. Packiaraja/Chemical
5. Mr. S. Lenin Prabhu/Chemical
6. Mr. J. Saravanan/Chemical
7. Mr. R. Govindharajan/Chemical

Points Discussed

- Remaining units were completed so far in all subjects
- National Conference on Green Technologies for Energy Management (NCGTEM'16) is organize in this semester for the benefit of students.
- Students are asked to submit the record note to their corresponding laboratory handling faculties before the model exam.
- Students are asked to maintain proper dress code and attendance.
- Students should never fail to attend the model examination as per the date announced.
- Students should pay their fees before the model examination.

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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.

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MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 11.03.16

Academic year: 2015 - 2016 Even Semester

Year/Semester: IV/VIII

The following academic issues were discussed during the class committee meeting held on 11.03.16 at their corresponding class.

Staff Members

1. Mr. D Duraimurugan - HOD/Chemical
2. Mr. S. Lenin Prabhu /Chemical - Class Incharge
3. Mr. L. Packiaraja/Chemical
4. Mr. V. Jaiganesh/Chemical
5. Mr. J. Saravanan/Chemical

Points Discussed

- Four units were completed so far in all subjects.
- Students are asked to submit typed report before project review. If failed they are not allowed to attend university viva-voce examination.
- Failure students in model exam have to write the retest.
- Students are asked to maintain proper dress code and attendance.
- Students are asked to concentrate in their studies.
- National Conference on Green Technologies for Energy Management (NCGTEM'16) is planning to conduct in this semester.
- Students are asked to prepare the presentation for their final review.


CLASS INCHARGE


HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 06.08.2014

Academic year: 2014 - 2015 Odd Semester

Year/Semester: II/III

The following academic issues were discussed during the class committee meeting held on 06.08.2014 at their corresponding class.

Staff Members

1. Mr. M.D. Duraimurugan/ Chemical - HOD
2. Mr. Antony Angelo Trinito/Chemical - Class Incharge
3. Mr. V. Jaiganesh/Chemical
4. Mr. J. Rohan/Chemical
5. Ms. S.P. Shanmugapriya/Chemical
6. Mr. A. Mohanasundaram/Chemistry
7. Ms. M. Prabha/Maths
8. Ms. S. Chira Devi/EEE

Points Discussed

- Students are asked to maintain proper dress code and attendance.
- Two units were completed so far in all subjects.
- Students are asked to concentrate in their studies.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Every students should appear the internal test without fail.
- Students are asked to concentrate in their studies.
- One day seminar on CHEMOSPHERE - 2K14 is planning to conduct for the benefits of students.

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CLASS INCHARGE

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HOD/CHEMICAL ENGG

Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623306.

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KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 06.08.2014

Academic year: 2014 - 2015 Odd Semester

Year/Semester: III/V

The following academic issues were discussed during the class committee meeting held on 06.08.2014 at their corresponding class.


Staff Members

1. Mr. M.D. Duraimurugan/ Chemical - HOD
2. Mr. S. Lenin Prabhu/Chemical - Class Incharge
3. Mr. Antony Angelo Trinito/Chemical
4. Ms. S.P. Shanmugapriya/Chemical
5. Mr. L. Packiaraja/Chemical
6. Mr. J. Saravanan/Chemical
7. Mr Manikanan/Maths

Points Discussed

- Subject handling faculties are asked to deliver their class notes.
- Two units were completed so far in all subjects
- Students are asked to maintain proper dress code and attendance.
- Students should never fail to attend the model examination as per the date announced.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- One day seminar on CHEMOSPHERE - 2K14 is planning to conduct for benefits of students.


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Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 07.08.2014

Academic year: 2014 - 2015 Odd Semester

Year/Semester: IV/VII

The following academic issues were discussed during the class committee meeting held on 07.08.2014 at their corresponding class.

Staff Members

1. Mr. M.D. Duraimurugan/ Chemical - HOD
2. Mr. L. Packiaraja/Chemical - - Class incharge
3. Ms. S.P. Shanmuga Priya/Chemical
4. Mr. S. Lenin Prabhu/Chemical
5. Mr. Antony Angelo Trinito/Chemical
6. Mr. J. Saravanan/Chemical
7. Mr. J. Rohan/Chemical

Points Discussed

- Two units were completed so far in all subjects
- Students are asked to maintain proper dress code and attendance.
- Students are asked to concentrate in their studies.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Students are encouraged to undergo an inplant training or internship in any chemical process industries.
- One day seminar on CHEMOSPHERE - 2K14 is planning to conduct for benefits of students.


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Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 04.03.2015

Academic year: 2014 - 2015 Even Semester

Year/Semester: II/IV

The following academic issues were discussed during the class committee meeting held on 04.03.2015 at their corresponding class.

Staff Members

1. Mr. M.D. Duraimurugan - HOD/Chemical
2. Mr. Antony Angelo Trinito/Chemical - Class Incharge
3. Mr. J. Saravanan/Chemical
4. Mr. J. Rohan/Chemical
5. Ms. S.P. Shanmugapriya/Chemical
6. Mr. R. Govindarajan/Chemical
7. Mr. P. Manikandan/Maths

Points Discussed

- Three units were completed so far in all subjects.
- Students are asked to concentrate in their studies.
- Students are asked to maintain proper dress code and attendance.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Every students should appear the internal test without fail.
- Students should pay their fees before the model examination.
- International Conference on Green Technologies for Energy Management-'15 is conduct for the benefits of students.
- Most of the students requested solutions for previous end semester examinations.

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Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.

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KILAKARAI - 623 806.



MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 04.03.2015

Academic year: 2014 - 2015 Even Semester

Year/Semester: III/VI

The following academic issues were discussed during the class committee meeting held on 04.03.2015 at their corresponding class.

Staff Members

1. Mr. M.D. Duraimurugan/Chemical - HOD
2. Mr. S. Lenin Prabhu/Chemical - Class Incharge
3. Ms. S.P. Shanmugapriya/Chemical
4. Mr. V. Jaiganesh/Chemical
5. Mr. L. Packiaraja/Chemical
6. Mr. X. Antony Angelo Trinito/Chemical
7. Mr. J. Rohan/Chemical

Points Discussed

- Four units were completed so far in all subjects
- Subject handling faculties are asked to deliver their class notes.
- Students are asked to maintain proper dress code and attendance.
- Students should pay their fees before the model examination.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Students should never fail to attend the model examination as per the date announced.
- International Conference on Green Technologies for Energy Management-'15 is organize to improve the research aspect of students.

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Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.

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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 05.03.2015

Academic year: 2014 - 2015 Even Semester

Year/Semester: IV/VIII

The following academic issues were discussed during the class committee meeting held on 05.03.2015 at their corresponding class.

Staff Members

1. Mr. M.D. Duraimurugan/ Chemical - HOD
2. Mr. L. Packiaraja/Chemical - - Class incharge
3. Mr. R. Govindarajan/Chemical
4. Mr. S. Lenin Prabhu/Chemical
5. Mr. X. Antony Angelo Trinito/Chemical
6. Mr. J. Saravanan/Chemical

Points Discussed

- Four units were completed so far in all subjects
- Students are asked to maintain proper dress code and attendance.
- Students should pay their fees before the model examination.
- Students are asked to concentrate in their studies.
- International Conference on Green Technologies for Energy Management-'15 is conduct for the benefits of students.
- All the students are motivated to publish their project work in national/international conferences.
- Students are asked to complete their thesis on or before 15.03.2015.
- Students are asked to prepare the presentation for their final project review and get the concern from their supervisor.


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Head of the Department
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Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 04.01.2014

Academic year: 2013 - 2014 Even Semester

Year/Semester: II/IV

The following academic issues were discussed during the class committee meeting held on 04.01.2014 at their corresponding class.

Staff Members

1. Dr. M.D. Duraimurugan/Chemical - HOD
2. Mr. S. Lenin Prabhu/Chemical - Class Incharge
3. Mr. X. Antony Angelo Trinito/Chemical
4. Mr. J Rohan/Chemical
5. Mrs. S.P. Shanmuga Priya/Chemical
6. Mr G U Shanmugaraj/Maths

Points Discussed

- One and half units were completed so far in all subjects
- Students are asked to maintain proper dress code and attendance.
- Students should pay their fees before the due date.
- Subject handling faculties are asked to deliver their class notes.
- CESA inaugural function was discussed.
- All students are motivated to take part in CHEMOSPHERE - 2k14.
- Two days workshop on modelling and simulation for process engineers is planning to conduct for benefits of students.


CLASS INCHARGE


HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806,


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 04.01.2014

Academic year: 2013 - 2014 Even Semester

Year/Semester: III/VI

The following academic issues were discussed during the class committee meeting held on 04.01.2014 at their corresponding class.


Staff Members

1. Mr. M. D. Duraimurugan/Chemical - HOD
2. Mr. L. Packiaraja/Chemical - Class Incharge
3. Mr. S. Lenin Prabhu/Chemical - Class Incharge
4. Mrs. S.P. Shanmuga Priya/Chemical
5. Mr. X. Antony Angelo Trinito/Chemical
6. Mrs. M.T. Beevi Fathima/Chemical
7. Mr. J. Karthick//Chemical

Points Discussed

- Two units were completed so far in all subjects .
- Students are asked to maintain proper dress code and attendance.
- Students should pay their fees before the due date.
- Two days workshop on modelling and simulation for process engineers is planning to conduct for benefits of students.
- First time arrear students were given special counseling.
- Subject handling faculties are asked to deliver their class notes.
- CESA inaugural function was discussed. All students are motivated to take part in CHEMOSPHERE - 2k14.


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Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 06.01.2014

Academic year: 2013 - 2014 Even Semester

Year/Semester: IV/VIII

The following academic issues were discussed during the class committee meeting held on 06.01.2014 at their corresponding class.

Staff Members

1. Dr. M.D. Duraimurugan/Chemical - HOD
2. Ms. S.P. Shanmuga Priya/Chemical - Class in charge
3. Mr. L. Packiaraja/Chemical
4. Mrs. M.T. Beevi Fathima/Chemical
5. Mr. J. Karthick//Chemical

Points Discussed

- Two units were completed so far in all subjects.
- Passed students in the internal exam are alone permitted to do the industrial project.
- Students should pay their fees before going to the industrial project.
- CESA inaugural function was discussed. All students are motivated to take part in CHEMOSPHERE 2k14.
- Two days workshop on modelling and simulation for process engineers is planning to conduct for benefits of students.
- The following dates are scheduled for the project review.

First Review	01.03.2014
Second Review	10.03.2014
Report Submission	20.03.2014
Final Review	25.03.2014


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Head of the Department
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Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 21.03.2013

Academic year: 2012 - 2013 Even Semester

Year/Semester: II/IV

The following academic issues were discussed during the class committee meeting held on 21.03.2013 at their corresponding class.

Staff Members

1. Dr. Jailab Eqbal/Chemical – HOD
2. Mr. S. Lenin Prabhu/Chemical - Class Incharge
3. Ms. S.P. Shanmugapriya/Chemical
4. Mr. Antony Angelo Trinito/Chemical
5. Mr. J. Karthick/Chemical
6. Mr. J. Rohan/Chemical
7. Mr. G. Shanmugam/Maths

Points Discussed

- Students are asked to maintain proper dress code and attendance.
- All units were completed so far in all subjects.
- Students are asked to concentrate on their studies.
- Students are asked to complete the record note.
- Students are asked to prepare completely for end semester examinations.
- Every students should appear the model examinations without fail.
- Two days workshop on process simulators for chemical engineers is planning to conduct during the month of June.
- Students are asked to collect their hall ticket before their practical examinations.


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HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806,


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 21.03.2013

Academic year: 2012 - 2013 Even Semester

Year/Semester: III/VI


The following academic issues were discussed during the class committee meeting held on 21.03.2013 at their corresponding class.

Staff Members

1. Dr. Jailab Eqbal/Chemical - HOD
2. Mr. L. Packiaraja/Chemical - Class Incharge
3. Mr. Antony Angelo Trinito/Chemical
4. Mr. J. Karthick/Chemical
5. Mr. J. Rohan/Chemical
6. Mr. S. Lenin Prabhu/Chemical

Points Discussed

- Students are asked to maintain proper dress code and attendance.
- All units were completed so far in all subjects.
- Students are asked to concentrate on their studies.
- Students are asked to complete the record note.
- Students are asked to prepare completely for end semester examinations.
- Every students should appear the model examinations without fail.
- Two days workshop on process simulators for chemical engineers is planning to conduct during the month of June.
- Students are asked to collect their hall ticket before their practical examinations.


CLASS INCHARGE


HOD/CHEMICAL ENGG
Head of the Department
Department of Chemical Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 20.03.2013

Academic year: 2012 - 2013 Even Semester

Year/Semester: IV/VIII

The following academic issues were discussed during the class committee meeting held on 20.03.2013 at their corresponding class.

Staff Members

1. Dr. Jailab Eqbal/Chemical - HOD
2. Mr. J. Karthick/Chemical - Class incharge
3. Mr. M.D. Duraimurugan/ Chemical
4. Ms. Asha Devi/Chemical
5. Mr. S. Lenin Prabhu/Chemical

Points Discussed

- Students are asked to maintain proper dress code and attendance.
- All units were completed so far in all subjects.
- Students are asked to concentrate on their studies.
- Students are asked to complete the record note.
- Students are asked to prepare completely for end semester examinations.
- Every students should appear the model examinations without fail.
- Two days workshop on process simulators for chemical engineers is planning to conduct during the month of June.
- Students are asked to collect their hall ticket before their practical examinations

CLASS INCHARGE

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Head of the Department
Department of Chemical Engineering
Mohamed Sathak Engineering College,
Kilakarai-623806.

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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 25.07.2013

Academic year: 2013 - 2014 Odd Semester

Year/Semester: II/III

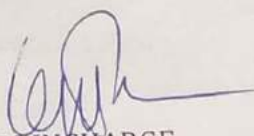
The following academic issues were discussed during the class committee meeting held on 25.07.2013 at their corresponding class.

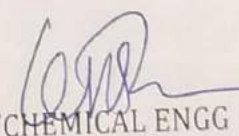
Staff Members

1. Dr. Jailab Eqbal/Chemical - HOD
2. Mr. S. Lenin Prabhu/Chemical - Class Incharge
3. Mr. X. Antony Angelo Trinito/Chemical
4. Mr. J Rohan/Chemical
5. Ms. M C Divya/Maths
6. Ms. Rizwana Begum/EEE
7. Mr. A. Mohanasundaram/Chemistry
8. Mr. K. Sakthikumar/Chemistry

Points Discussed

- Students are asked to maintain proper dress code and attendance.
- Discussed about the units were completed in each subjects.
- Students are asked to concentrate in their studies.
- Students are asked to maintain proper dress code and attendance.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Every students should appear the internal test without fail.
- Two days national level conference on recent trends in E waste management is planning to conduct for benefits of students.


CLASS INCHARGE


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Head of the Department
Department of Chemical Engineering
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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 25.07.2013

Academic year: 2013 - 2014 Odd Semester

Year/Semester: III/V

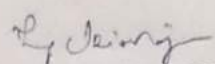
The following academic issues were discussed during the class committee meeting held on 25.07.2013 at their corresponding class.

Staff Members

1. Dr. Jailab Eqbal/Chemical - HOD
2. Mr. L. Packiaraja/Chemical - Class Incharge
3. Mr. J Rohan/Chemical
4. Mr. L. Packiaraja/Chemical
5. Mr. J. Karthick/Chemical
6. Ms. M.T. Beevi Fathima/Chemical
7. Ms. Prabha/Maths

Points Discussed

- Discussed about the units were completed in each subjects.
- Subject handling faculties are asked to deliver their class notes.
- Students are asked to maintain proper dress code and attendance.
- Students should never fail to attend the internal assessment examination as per the date announced.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Two days national level conference on recent trends in E waste management is planning to conduct for benefits of students.


CLASS INCHARGE


HOD/CHEMICAL ENGG
for Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.


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MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI
DEPARTMENT OF CHEMICAL ENGINEERING
CLASS COMMITTEE MEETING - MINUTES



DATE: 26.07.2013

Academic year: 2013 - 2014 Odd Semester

Year/Semester: IV/VII

The following academic issues were discussed during the class committee meeting held on 26.07.2013 at their corresponding class.

Staff Members

1. Dr. Jailab Eqbal/Chemical - HOD
2. Mr. J. Karthick/Chemical - Class incharge
3. Mr M D Duraimurugan
4. Mr. S. Lenin Prabhu/Chemical
5. Ms. M. T. Beevi Fathima/Chemical
6. Mr. L. Packiaraja/Chemical

Points Discussed

- Discussed about the units were completed in each subjects.
- Students are asked to maintain proper dress code and attendance.
- Students are asked to complete the record note book simultaneously after submitting their observation note.
- Two days national level conference on recent trends in E waste management is planning to conduct for benefits of students.
- Students should never fail to attend the internal assessment examination as per the date announced.
- Students are motivated to appear for GATE examinations during Feb 2014.

CLASS INCHARGE

HOD/CHEMICAL ENGG

Head of the Department
Department of Chemical Engineering,
Mohamed Sathak Engineering College,
Kilakarai-623806.

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DEPARTMENT OF MCA

Date: 13/02/2017

Ref: MSEC/MCA/IQAC/2016-2017/04

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year (2016-2017) even semester is scheduled on 15.03.2017. The agenda for the meeting is as follows.

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like seminars and expert lecture
5. Placements
6. National Level Technical Symposium (intXpo'17)

The members of IQAC are requested to attend the meeting without fail.

Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MCA



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DEPARTMENT OF MCA

Date: 15/02/2017

Ref: MSEC/MCA/IQAC/2016-2017/04

The IQAC meeting for the academic year 2016-2017 even semester was held on 15.02.2017. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HoD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Mr.M.Sabari Ramachandran (Faculty Advisor)	Member	
6.	Vinoth Kumar T (II Year MCA)	Member	
7.	Gokila Devi M (II Year MCA)	Member	
8.	K.Jenifar Iniya (III Year MCA)	Member	

Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like seminars and expert lecture
5. Placements
6. National Level Technical Symposium (intXpo'17)

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same
2. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
3. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
4. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar and Conference will be conducted during the even semester for the academic year 2016-2017. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
5. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
6. **National Level Technical Symposium (intXpo'17):** We will organize a National Level Technical Symposium "intXpo'17" at the college campus on 17.03.17. **intXpo'17** is a technical convention to expose the intelligence and skills of the students. Over 250 students of various esteemed institution will participate in various events including Paperix (Paper presentation) Brainetics (Quiz), JAM (Just A Minute), and AdZap (Marketing).


HOD/MCA



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KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 15/02/2016

Ref: MSEC/MCA/IQAC/2015-2016/04

Circular

The meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year (2015-2016) even semester is scheduled on 17.02.2016. The agenda for the meeting is as follows.

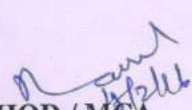
1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Industrial visits, Implant training and Internship
7. Placements
8. National Level Technical Symposium (intXpo'16)
9. One day Intra -dept Technical Symposium

The members of IQAC are requested to attend the meeting without fail.

Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

Approved by AICTE, DGS, COA & Accredited by NBA and Affiliated to Anna University Chennai, An ISO 9001:2008 Certified Institution



DEPARTMENT OF MCA

Date: 17/02/2016

Ref: MSEC/MCA/IQAC/2015-2016/04

The IQAC meeting for the academic year 2015-2016 even semester was held on 17.02.2016. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HOD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Ms.K.Ramya (Faculty Advisor)	Member	
6.	A.Maheshwari (II Year MCA)	Member	
7.	S.Vignesh (II Year MCA)	Member	
8.	Pavithra.M (III Year MCA)	Member	

Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Industrial visits, Implant training and Internship
7. Placements
8. National Level Technical Symposium (intXpo'16)
9. One day Intra -dept Technical Symposium

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75%

attendance are eligible to attend the end semester examinations. The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.

2. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
3. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
4. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
5. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
6. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
7. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
8. **National Level Technical Symposium (intXpo'16):** We will organize A National Level Technical Symposium "intXpo'16" at the college campus on 10.03.16. **intXpo'16** is a technical convention to expose the intelligence and skills of the students. We take great privilege in inviting the interested participants from various esteemed institution. Over 250 students of various colleges will participate in various events including Paperix (paper presentation) Brainetics (Quiz), Word Hunt, and AdZap (Marketing).
9. **One day Intra -dept Symposium:** We will organize a one day intra college student symposium "intXpo'16" at the college campus on 20.04.16. Over 80 students of our department will participate in various events including Paper Presentation, Movie Making, and Word Hunt.


HOD/MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

Approved by AICTE, DGS, COA & Accredited by NBA and Affiliated to Anna University Chennai, An ISO 9001:2008 Certified Institution



DEPARTMENT OF MCA

Date: 17/08/2015

Ref : MSEC/MCA/IQAC/2015-2016/05

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year (2015-2016) odd semester is scheduled on 19.08.2015. The agenda for the meeting is as follows.

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Placements
7. A Life Skill Development Programme

The members of IQAC are requested to attend the meeting without fail.

Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

Approved by AICTE, DGS, COA & Accredited by NBA and Affiliated to Anna University Chennai, An ISO 9001:2008 Certified Institution



DEPARTMENT OF MCA

Date: 19.08.2015

Ref: MSEC/MCA/IQAC/2015-2016/05

The IQAC meeting for the academic year 2015-2016 odd semester was held on 19.08.2015. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HoD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Mrs.K.Ramya (Faculty Advisor)	Member	
6.	Shahul Hameed.J (II Year MCA)	Member	
7.	Rajalakshmi S (II Year MCA)	Member	
8.	Mohamed Riyas.M (III Year MCA)	Member	

Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like symposia, seminars and expert lecture
5. Projects
6. Placements
7. A Life Skill Development Programme

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75%

attendance are eligible to attend the end semester examinations. The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.

2. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
3. **Slow learners coaching class:** Slow learners are identified based on the internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
4. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
5. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
6. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
7. **A Life Skill Development Programme:** We are planning to conduct a Life Skill Development Programme on 03-09-2015 for our students. The primary objective is to enhance the development of basic life skills, personal competence and skills related to resistance to social influences that promote substance use.


HOD/MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

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DEPARTMENT OF MCA

Date: 19/01/2015

Ref: MSEC/MCA/IQAC/2014-2015/04

Circular

The meeting of Internal Quality Assurance Cell (IQAC) for the academic year (2014-2015) even semester is scheduled on 21.01.2015. The agenda for the meeting is as follows.


1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like seminars and expert lecture
5. Projects
6. Industrial visits, Implant training and Internship
7. Placements
8. A National Level Technical Symposium
9. One day Intra -dept Symposium

The members of IQAC are requested to attend the meeting without fail.

Venue : MCA LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MCA



MOHAMED SATHAK ENGINEERING COLLEGE

KILAKARAI - 623 806.

Approved by AICTE, DGS, COA & Accredited by NBA and Affiliated to Anna University Chennai, An ISO 9001:2008 Certified Institution



DEPARTMENT OF MCA

Date: 21.01.2015

Ref: MSEC/MCA/IQAC/2014-2015/04

The IQAC meeting for the academic year 2014-2015 even semester was held on 21.01.2015. The following members were present for the meeting

Chairman

Prof. Mr. M. Mohamed Rafi,
HoD/MCA,
Mohamed Sathak Engineering College,
Kilakarai-623806

Committee Members:

S.No.	Name of the Member	Position	Signature
1.	Mr. M. Mohamed Rafi	HOD / Chairman	
2.	Mr.N.BalaSubramanian (Senior Faculty)	Member	
4.	Ms.S.Sajithabanu (Faculty Advisor)	Member	
6.	Anwardeen.H (I Year MCA)	Member	
7.	Devi R (II Year MCA)	Member	
8.	Imrankhan. S (III Year MCA)	Member	

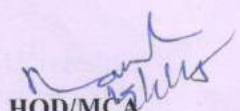
Minutes of the meeting

1. Students attendance and grievances
2. Internal Exams
3. Slow learners coaching class and schedule
4. Technical events like seminars and expert lecture
5. Projects
6. Industrial visits, Implant training and Internship
7. Placements
8. A National Level Technical Symposium
9. One day Intra -dept Technical Symposium

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding student's attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with

students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.

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5. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
6. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
7. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
8. **A National Level Technical Symposium:** We will organize A National Level Technical Symposium "intXpo'15" at the college campus on 20.02.15. intXpo'15 is a technical convention to expose the intelligence and skills of the students. We take great privilege in inviting the interested participants from various esteemed institution. Over 250 students of various colleges will participate in various events including Code Fest (Project Demo), Brainetics (Quiz), and Word Hunt.
9. **One day Intra -dept Technical Symposium:** We will organize a one day intra college student technical symposium "intXpo'15" at the college campus on 09.03.15. Over 78 students of our department will participate in various events including Paper Presentation, Movie Making, and Poster Presentation.


HOD/MCA

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

05/02/2018

Ref : MSEC/MECH/IQAC/2017-2018

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year **2017-2018** (Even Semester) is scheduled on **07.02.18** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
3.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
4.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
5.	RAMAKRISHNAN F/O JAGATHESWARAN	Member
6.	JAGATHESWARAN	Member
7.	BALAN NANDHAKUMAR	Member
8.	JOTHI KUMAR	Member
9.	MOHAMAD FAHATH	Member
10.	PALRAJ	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2017-2018

07.02.18

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Jagatheswaran,
S/O ramakrishnan,
4/386 west street,
ramanad

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018 (Even Semester) is scheduled on **07.02.18**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 07.02.18

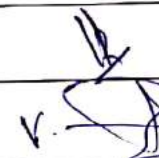


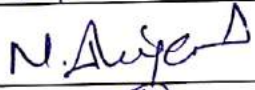
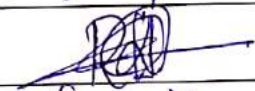
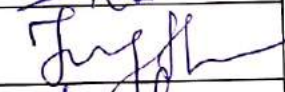
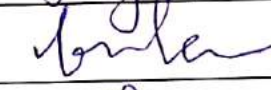

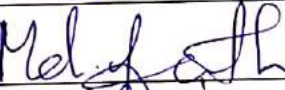
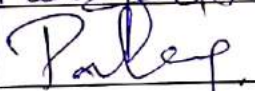
Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2017-2018 (Even)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
3.	MR.C.JAYASELAN (SENIOR FACULTY)	Member	
4.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
5.	RAMAKRISHNAN F/O JAGATHESWARAN	Member	
6.	JAGATHESWARAN	Member	
7.	BALAN NANDHAKUMAR	Member	
8.	JOTHI KUMAR	Member	
9.	MOHAMAD FAHATH	Member	
10.	PALRAJ	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2017-2018

07.02.18

The first IQAC meeting for the academic year 2017-2018 odd semester was held on 07.02.18. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
3.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
4.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
5.	RAMAKRISHNAN F/O JAGATHESWARAN	Member
6.	JAGATHESWARAN	Member
7.	BALAN NANDHAKUMAR	Member
8.	JOTHI KUMAR	Member
9.	MOHAMAD FAHATH	Member
10.	PALRAJ	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies. We are going to conduct “**DESIGN RENOVATE 2020**” within this semester to build the knowledge about designing among the students.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, Airshow and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

HOD/MECH.



Principal
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

31/07/2017

Ref : MSEC/MECH/IQAC/2017-2018

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018 (Odd Semester) is scheduled on 02.08.17 the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAMAKRISHNAN F/O JAGATHESWARAN	Member
7.	JAGATHESWARAN	Member
8.	BALAN NANDHAKUMAR	Member
9	JOTHI KUMAR	Member
10	MOHAMAD FAHATH	Member
11	PALRAJ	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2017-2018

02.08.17

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Jagatheswaran,
S/O ramakrishnan,
4/386 west street,
ramanad

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018 (Odd Semester) is scheduled on **02.08.17**. The agenda for the meeting is as follows

1. Students attendance and grievances
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3. Internal Exams
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5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 02.08.17


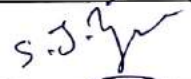

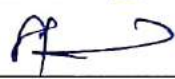


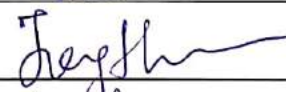
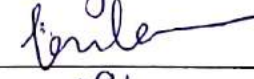



Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2017-2018 (Odd)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
6.	RAMAKRISHNAN F/O JAGATHESWARAN	Member	
7.	JAGATHESWARAN	Member	
8.	BALAN NANDHAKUMAR	Member	
9.	JOTHI KUMAR	Member	
10.	MOHAMAD FAHATH	Member	
11.	PALRAJ	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2017-2018

02.08.17

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 02.08.17. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAMAKRISHNAN F/O JAGATHESWARAN	Member
7.	JAGATHESWARAN	Member
8.	BALAN NANDHAKUMAR	Member
9	JOTHI KUMAR	Member
10	MOHAMAD FAHATH	Member
11	PALRAJ	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
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4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, Airshow and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

HOD/MECH




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

06/02/2017

Ref : MSEC/MECH/IQAC/2016-2017

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year **2016-2017** (Even Semester) is scheduled **on 08.02.17** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	HARSATH HUSSAIN F/O SYED CHITHIK	Member
7.	SYED CHITHIK	Member
8.	HUSSAIN ALI	Member
9	LOGANATHAN	Member
10	MOHAMED MAJITH	Member
11	MOHAMED NOWSATH ALI	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2016-2017

08.02.17

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Harsath hussain,
s/o M.A. syed chithck,
11/31 iqubal street,
R.S magalam,
Ramnad-623525,

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year **2016-2017** (Even Semester) is scheduled on **08.02.17**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 08.02.17



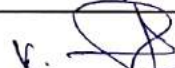

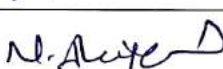
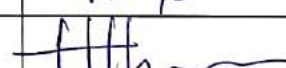
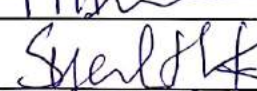

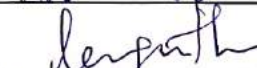


Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2016-2017 (Even)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
6.	HARSATH HUSSAIN F/O SYED CHITHIK	Member	
7.	SYED CHITHIK	Member	
8.	HUSSAIN ALI	Member	
9.	LOGANATHAN	Member	
10.	MOHAMED MAJITH	Member	
11.	MOHAMED NOWSATH ALI	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2016-2017

08.02.17

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 08.02.17. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
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3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	HARSATH HUSSAIN F/O SYED CHITHIK	Member
7.	SYED CHITHIK	Member
8.	HUSSIN ALI	Member
9	LOGANATHAN	Member
10	MOHAMED MAJITH	Member
11	MOHAMED NOWSATH ALI	Member

Minutes of the meeting

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2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
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HOD/MECH




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

01/08/2016

Ref : MSEC/MECH/IQAC/2016-2017/08

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017 (Odd Semester) is scheduled on **03.08.16** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	HARSATH HUSSAIN F/O SYED CHITHIK	Member
7.	SYED CHITHIK	Member
8.	HUSSAIN ALI	Member
9	LOGANATHAN	Member
10	MOHAMED MAJITH	Member
11	MOHAMED Nowsath Ali	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2016-2017/08

03.08.16

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Harsath hussain,
s/o M.A. syed chithck,
11/31 iqubal street,
R.S magalam,
Ramnad-623525,

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

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Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 03.08.16



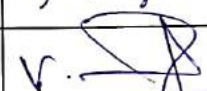
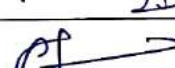
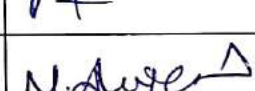
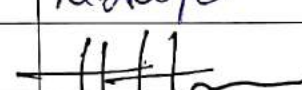
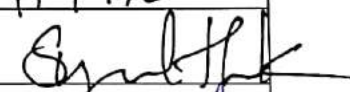

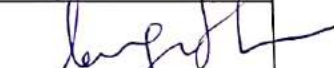
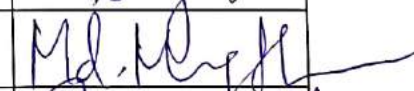

Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2016-2017 (Odd)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASELAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
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7.	SYED CHITHIK	Member	
8.	HUSSAIN ALI	Member	
9.	LOGANATHAN	Member	
10.	MOHAMED MAJITH	Member	
11.	MOHAMED NOWSATH ALI	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2016-2017/08

03.08.16

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 06.08.2014. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
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7.	SYED CHITHIK	Member
8.	HUSSAIN ALI	Member
9	LOGANATHAN	Member
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Minutes of the meeting

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6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, Airshow and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
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HOD/MECH




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

01/02/2016

Ref : MSEC/MECH/IQAC/2015-2016.

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year **2015-2016** (Even Semester) is scheduled on **03.02.16** the agenda for the meeting is as follows

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3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
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8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD/MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8.	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2015-2016

03.02.16

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

BABU RAJAN
S/O RAVICHANDRAN
1/47 ALAGIYANAYAAGIPURAM
PATTUKODAI, THAJAVUR-614 723

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

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The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 03.02.16




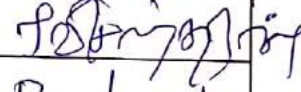

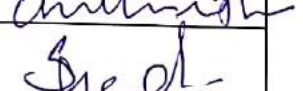
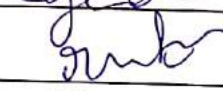


Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2015-2016 (Even)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
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10.	FREDRIC RUBAN	Member	
11.	WASEEM AHAMED	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2015-2016

03.02.16

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 03.02.16. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies. We are going to conduct “**ENTREPRENEURSHIP FOR YOUNG ENGINEERS**”, “**WORKSHOP ON FEM APPLICATIONS**” within this semester to develop the entrepreneurship skill and to gain knowledge about fem for our students.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, Airshow and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

HOD/MECH



Principal
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

04/08/2015

Ref : MSEC/MECH/IQAC/2015-2016/08

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016 (Odd Semester) is scheduled **on 07.08.15** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8.	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2015-2016/08

04/08/2015

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

BABU RAJAN
S/O RAVICHANDRAN
1/47 ALAGIYANAYAAGIPURAM
PATTUKODAI, THAJAVUR-614 723

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year
2015-2016 (Odd Semester) is scheduled on **07.08.15**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 07.08.15


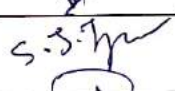



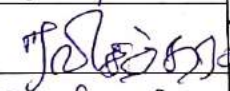
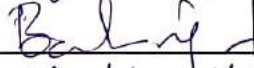
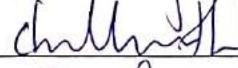
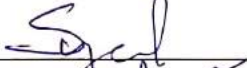
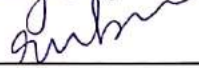

Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2015-2016 (Odd)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
6.	RAVICHANDRAN F/O BABU RAJAN	Member	
7.	BABU RAJAN	Member	
8.	CHELLA MUTHU	Member	
9.	SYED RASUL	Member	
10.	FREDRIC RUBAN	Member	
11.	WASEEM AHAMED	Member	


HOD/MECH

**MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING**

Ref : MSEC/MECH/IQAC/2015-2016/08

07.08.15

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 06.08.2014. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8.	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies. We are going to conduct "STUDENT CHAPTER ISTE" on the upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

HOD/MECH



Principal
PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

03/02/2014

Ref : MSEC/MECH/IQAC/2013-2014

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Even Semester) is scheduled **on 05.02.14** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	R. KARTHIGAICHAMY (F/O ARUNKUMAR)	Member
7.	ARUN KUMAR	Member
8.	BALA KUGAN	Member
9.	RIYAS KABOOR	Member
10.	SHEIK OLI MOHAMED	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2013-2014

03/02/2014

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

R.Karthigaichamy,
F/O K.Arunkumar,
5/373, kamarajar nagar,
SD bungalow (opp),
Melur road, sivaganga.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Even Semester) is scheduled on **05.02.14**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 05.02.14


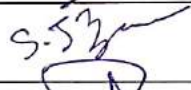



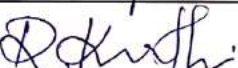
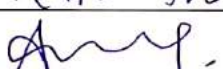


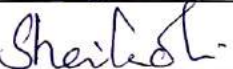
Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2013-2014 (Even)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
i6.	R. KARTHIGAICHAMY (F/O ARUNKUMAR)	Member	
7.	ARUN KUMAR	Member	
8.	BALA KUGAN	Member	
9.	RIYAS KABOOR	Member	
10.	SHEIK OLI MOHAMED	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2013-2014

05.02.14

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 03.08.2015. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	R. KARTHIGAICHAMY (F/O ARUNKUMAR)	Member
7.	ARUN KUMAR	Member
8.	BALA KUGAN	Member
9.	RIYAS KABOOR	Member
10.	SHEIK OLI MOHAMED	Member

Minutes of the meeting

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2. Current affairs
3. Internal Exams
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6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
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HOD/MECH




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

05/08/2013

Ref : MSEC/MECH/IQAC/2013-2014/08

Circular

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2013-2014(Odd Semester) is scheduled on **07.08.13** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	R. KARTHIGAICHAMY (F/O ARUNKUMAR)	Member
7.	ARUN KUMAR	Member
8.	BALA KUGAN	Member
11	RIYAS KABOOR	Member
12	SHEIK OLI MOHAMED	Member


H.O.D/MECH.

Ref : MSEC/AERO/IQAC/2015-2016/08

05/08/13

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

R.Karthigaichamy,
F/O K.Arunkumar,
5/373, kamarajar nagar,
SD bungalow (opp),
Melur road, sivaganga.

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Odd Semester) is scheduled on **07.08.13**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IOAC MEETING - ATTENDANCE SHEET

Date: 07.08.13


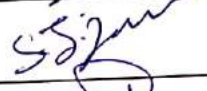
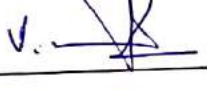

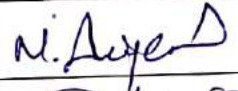



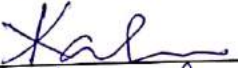

Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2013-2014 (Odd)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
6.	R. KARTHIGAICHAMY (F/O ARUNKUMAR)	Member	
7.	ARUN KUMAR	Member	
8.	BALA KUGAN	Member	
11	RIYAS KABOOR	Member	
12	SHEIK OLI MOHAMED	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2013-2014/08

07.08.13

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 03.08.2015. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	R. KARTHIGAICHAMY (F/O ARUNKUMAR)	Member
7.	ARUN KUMAR	Member
8.	BALA KUGAN	Member
11	RIYAS KABOOR	Member
12	SHEIK OLI MOHAMED	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.
4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.

5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies. We are going to conduct **DEUS EX MACHINA'13 (National conference)** in the upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, Airshow and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

H/O/MECH



Mahabaw
PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

02/02/2015

Ref : MSEC/MECH/IQAC/2014-2015 .

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015 (Even Semester) is scheduled **on 04.02.15** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	K. MUTHALIFF F/O ABDUL AFRAR	Member
7.	ABDUL AFRAR	Member
8.	RAJESH KANNA	Member
9	THAJUL AHAMED IRSATH	Member
10	USMAN ALI	Member
11	VIGNESH	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2014-2015

04.02.15

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

M.Abdul Afrar,
S/O K.Muthaliff,
1/358, Kathi Nagar, Devakottai Rastha,
Karaikudi

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015 (Even Semester) is scheduled on **04.02.15**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 04.02.15


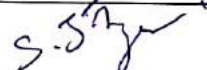



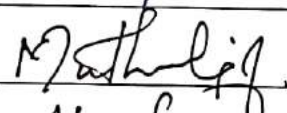
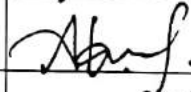
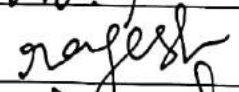
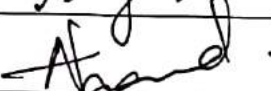
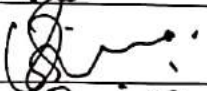
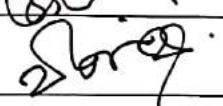
Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2014-2015 (Even)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASELAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
6.	K. MUTHALIFF F/O ABDUL AFRAR	Member	
7.	ABDUL AFRAR	Member	
8.	RAJESH KANNA	Member	
9.	THAJUL AHAMED IRSATH	Member	
10.	USMAN ALI	Member	
11.	VIGNESH	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2014-2015

04.02.15

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 04.02.2015. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	K. MUTHALIFF F/O ABDUL AFRAR	Member
7.	ABDUL AFRAR	Member
8.	RAJESH KANNA	Member
9	THAJUL AHAMED IRSATH	Member
10	USMAN ALI	Member
11	VIGNESH	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

- 1. Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies. We are going to conduct “ **ONE DAY WORKSHOP ON APPLICATION OF FEM FOR MACHINE TOOLS**” within this semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, Airshow and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

HOD/MECH



Mahabhar
PRINCIPAL
PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

04/08/2014

Ref : MSEC/MECH/IQAC/2014-2015/08

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015 (Odd Semester) is scheduled **on 06.08.14** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	K. MUTHALIFF F/O ABDUL AFRAR	Member
7.	ABDUL AFRAR	Member
8.	RAJESH KANNA	Member
9	THAJUL AHAMED IRSATH	Member
10	USMAN ALI	Member
11	VIGNESH	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2014-2015/08

04/08/2014

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

M.Abdul Afrar,
S/O K.Muthaliff,
1/358, Kathi Nagar, Devakottai Rastha,
Karaikudi

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year **2014-2015** (Odd Semester) is scheduled on **06.08.14**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
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The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 06.08.14


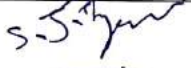


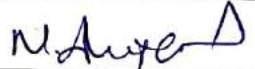
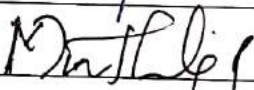




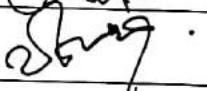
Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2013-2014 (Odd)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
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7.	ABDUL AFRAR	Member	
8.	RAJESH KANNA	Member	
9.	THAJUL AHAMED IRSATH	Member	
10.	USMAN ALI	Member	
11.	VIGNESH	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2014-2015/08

06.08.14

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 06.08.2014. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	K. MUTHALIFF F/O ABDUL AFRAR	Member
7.	ABDUL AFRAR	Member
8.	RAJESH KANNA	Member
9	THAJUL AHAMED IRSATH	Member
10	USMAN ALI	Member
11	VIGNESH	Member

Minutes of the meeting

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HOD/MECH



M. Sahabur
PRINCIPAL
PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

04/08/2015

Ref : MSEC/MECH/IQAC/2015-2016/08

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016 (Odd Semester) is scheduled **on 07.08.15** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8.	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2015-2016/08

04/08/2015

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

BABU RAJAN
S/O RAVICHANDRAN
1/47 ALAGIYANAYAAGIPURAM
PATTUKODAI, THAJAVUR-614 723

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year
2015-2016 (Odd Semester) is scheduled on **07.08.15**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 07.08.15


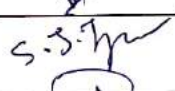



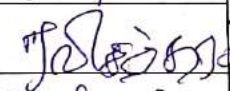
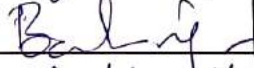
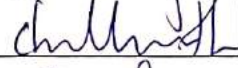
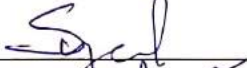
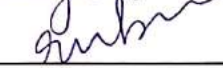

Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2015-2016 (Odd)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
6.	RAVICHANDRAN F/O BABU RAJAN	Member	
7.	BABU RAJAN	Member	
8.	CHELLA MUTHU	Member	
9.	SYED RASUL	Member	
10.	FREDRIC RUBAN	Member	
11.	WASEEM AHAMED	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2015-2016/08

07.08.15

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 06.08.2014. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8.	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

1. **Students' attendance and grievances:** The rules and regulations of Anna University regarding students attendance were discussed. The students with minimum of 75% attendance are eligible to attend the end semester examinations. The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds. The attendance of the students will be entered as 4 slots in Anna University web portal. The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.
2. **Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
3. **Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies. We are going to conduct “STUDENT CHAPTER ISTE” on the upcoming semester.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

HOD/MECH



Principal
PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI - 623 806

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

01/02/2016

Ref : MSEC/MECH/IQAC/2015-2016.

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year **2015-2016** (Even Semester) is scheduled on **03.02.16** the agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The members of IQAC are requested to attend the meeting without fail.

Venue : CAD LAB

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD/MECH

Committee Members:

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8.	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member


H.O.D/MECH.

Ref : MSEC/MECH/IQAC/2015-2016

03.02.16

From

Prof. DR.B.KANAGASUNDRAM
Chairman- IQAC,
Department of Mechanical Engineering,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

BABU RAJAN
S/O RAVICHANDRAN
1/47 ALAGIYANAYAAGIPURAM
PATTUKODAI, THAJAVUR-614 723

Dear Sir,

Sub : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year **2015-2016** (Even Semester) is scheduled on **03.02.16**. The agenda for the meeting is as follows

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
5. Technical events like symposia, seminars and expert lecture
6. Projects
7. Industrial visits, Implant training and Internship
8. Placements
9. Internet and Wifi facilities after working hours
10. Library utilization after working hours

The **venue** of the meeting is **CAD LAB**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards


[Prof. DR.B.KANAGASUNDRAM.]

MOHAMED SATHAK ENGINEERING COLLEGE.
DEPARTMENT OF MECHANICAL ENGINEERING

IQAC MEETING - ATTENDANCE SHEET

Date: 03.02.16


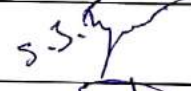


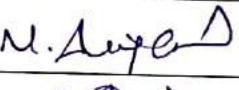
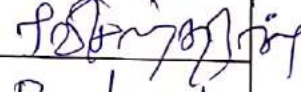

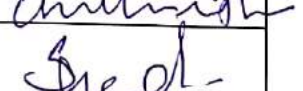
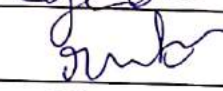

Time: 11.00 AM

Venue: MECH Lab

Academic Year : 2015-2016 (Even)

Chairman: Prof. DR.B.KANAGASUNDRAM

Professor and Head/Mech

S.No.	Name of the Member	Position	Signature
1.	DR.B.KANAGASUNDRAM	HOD / Chairman	
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member	
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member	
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member	
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member	
6.	RAVICHANDRAN F/O BABU RAJAN	Member	
7.	BABU RAJAN	Member	
8.	CHELLA MUTHU	Member	
9.	SYED RASUL	Member	
10.	FREDRIC RUBAN	Member	
11.	WASEEM AHAMED	Member	


HOD/MECH

MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF MECHANICAL ENGINEERING

Ref : MSEC/MECH/IQAC/2015-2016

03.02.16

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 03.02.16. The following members were present for the meeting

Chairman

Prof. DR.B.KANAGASUNDRAM,
HoD/Mech,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Member	Position
1.	DR.B.KANAGASUNDRAM	HOD / Chairman
2.	MR.GANESH KUMAR (SENIOR FACULTY)	Member
3.	MR.V.MAYIL VEL NATHAN (SENIOR FACULTY)	Member
4.	MR.C.JAYASEALAN (SENIOR FACULTY)	Member
5.	MR.M.RAJESHWARAN (SENIOR FACULTY)	Member
6.	RAVICHANDRAN F/O BABU RAJAN	Member
7.	BABU RAJAN	Member
8	CHELLA MUTHU	Member
9	SYED RASUL	Member
10	FREDRIC RUBAN	Member
11	WASEEM AHAMED	Member

Minutes of the meeting

1. Students attendance and grievances
2. Current affairs
3. Internal Exams
4. Slow learners coaching class and schedule
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10. Library utilization after working hours

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- 2. Current affairs:** The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.
- 3. Internal Exams:** Internal exams are conducted to improve the performance of the students. I Internal test can cover at least 1 ½ units, II Internal test can cover at least 1 ½ units and III Internal test can cover 2 units. After the internal exams the question papers are discussed in their class rooms to evaluate the weightage of question papers.

4. **Slow learners coaching class:** Slow learners are identified based on the Internal exams and general behavior in the class room. Special coaching classes are organized for them to improve their performance gradually by concentrating on One- One basis.
5. **Technical events:** The students should interact with outside world for knowledge sharing. The chairman informed that technical seminar, Conference and Symposium will be conducted during the even semester for the academic year 2015-2016. He also assured that at least an Industrial expert will be brought to address and motivate the students association regarding HR and Recruitment techniques in core companies. We are going to conduct **"ENTREPRENEURSHIP FOR YOUNG ENGINEERS", "WORKSHOP ON FEM APPLICATIONS"** within this semester to develop the entrepreneurship skill and to gain knowledge about fem for our students.
6. **Projects:** The senior faculty members suggested that students should utilize their laboratory facilities to do their mini project and they can do their end semester project by approaching industries and research institutes.
7. **Industrial visits/ In-plant training:** The chairman and the faculty members informed that the students will be taken for Industrial visits, Airshow and Technical Expos to every academic year to know about the technologies used in Industries. The students will be encouraged to undergo in-plant training and internship during their vacation period.
8. **Placements:** The alumni and parents suggested that placement training has to be given for the students from second year onwards so that the students will be confident to face the interviews. The chairman assured that the appropriate training will be given to the students through Corporate Relation Cell.
9. **Internet and wifi facilities:** The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.
10. **Library Utilisation:** The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more technically

HOD/MECH



Principal
MOHAMED SATHAK ENGINEERING COLLEGE
KILAKARAI 623 806



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



03/08/2017

Ref. : MSEC/ DASH /IQAC/2017-2018/08

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018 (Odd Semester) is scheduled on **05.08.17**. The agenda for the meeting is as follows


1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

The members of IQAC are requested to attend the meeting without fail.

Venue : Physics Lab

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / DASH



Committee Members:

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
6.	Shanmuga Raju (Non- Teaching)	Member
7.	Class Representative (I Year, Section-I)	Member
8.	Class Representative (I Year, Section-II)	Member
9.	Class Representative (I Year, Section-III)	Member
10.	Class Representative (I Year, Section-IV)	Member
11.	Class Representative (I Year, Section-V)	Member
12.	Class Representative (I Year, Section-VI)	Member
13.	Class Representative (I Year, Section-VII)	Member
14.	Class Representative (I Year, Section-VIII)	Member
15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
17.	J.Fathima Begam (Mother of J.Hasan Ali)	Member
18.	Mr. M.Jafer (Alumini)	Member


H.O.D/DASH.

Ref. : MSEC/ DASH/IQAC/2017-2018/08

03/08/2017

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. J.Fathima Begam
M/O J.Hasan Ali (I Chemical),
361,Asath Street,
Ervadi

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2017-2018(Odd Semester) is scheduled on **05.08.17**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]





MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 05.08.2017

Time: 11.00 AM

Venue: Physics Lab

Academic Year : 2017-2018 (Odd)

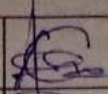
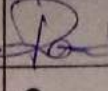
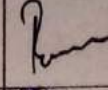
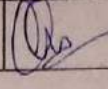
Chairman: Dr.S.Sheik Fareed


Dr.J.Dhaveethu Raja

Professor and Head/S&H

S.No.	Name of the Members	Position	Signature
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman	
2.	M.Rekha (Senior Faculty)	Member	
3.	Karthick (Senior Faculty)	Member	
4.	G.Sivabalan (Senior Faculty)	Member	
5.	M.Mohamed Yaseen (Senior Faculty)	Member	
6.	Mr. Shanmuga Raju (Non- Teaching)	Member	
7.	Class Representative (I Year, Section-I)	Member	
8.	Class Representative (I Year, Section-II)	Member	
9.	Class Representative (I Year, Section-III)	Member	
10.	Class Representative (I Year, Section-IV)	Member	
11.	Class Representative (I Year, Section-V)	Member	
12.	Class Representative (I Year, Section-VI)	Member	
13.	Class Representative (I Year, Section-VII)	Member	
14.	Class Representative (I Year, Section-VIII)	Member	

Dr. J. Dhaveethu Raja

15.	Class Representative (I Year, Section-IX)	Member	
16.	Class Representative (I Year, Section-X)	Member	
17.	J.Fathima Begam (Mother of J.Hasan Ali)	Member	
18.	Mr. M.Jafer (Alumini)	Member	


HOD/DASH





MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ DASH/IQAC/2017-2018/08

05/08/2017

The first IQAC meeting for the academic year 2017-2018(Odd Semester) was held on **05.08.17**.

The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

Members

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
6.	Shanmuga. Raja (Non- Teaching)	Member
7.	Class Representative (I Year, Section-I)	Member
8.	Class Representative (I Year, Section-II)	Member
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13.	Class Representative (I Year, Section-VII)	Member
14.	Class Representative (I Year, Section-VIII)	Member
15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
17.	J.Fathima Begam (Mother of J.Hasan Ali)	Member
18.	Mr. M.Jafer (Alumini)	Member

Minutes of the meeting

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

Course material preparation

1. Course material should be prepared for all the 5 units effectively, which will make the students understand the subject matter clearly.
2. Course material must be prepared well and it should be written with neat hand writing.
3. Faculty should avoid copying the materials from the net sources.
4. Quality of the material should be improved so that the students can utilize it for their exams.
5. Before completing the unit, the faculty must give the materials to the students for their better understanding.
6. HOD has to monitor whether the weekly test has been conducted every week or not.
7. During working hours the faculty members are not allowed to use the social Media.
8. **Lab-** i. Lab classes should be conducted effectively.
ii. Record works should be completed then and there.



Question bank

- Minimum of 10 year Previous question paper should be collected and arranged in unit wise by Part -A and Part-B.
- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Weekly Test

- Every faculty should aim for 100 % result.
- I-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2days and mistakes of the students should be identified and rectified within 2 days.
- Proper follow up should be done in the class test process.
- If the faculty concentrates well for the class test, they will get very good result in the internals.
- If the internal mark is good, automatically university results will be good.

Internal exam

- Internal exam should be conducted genuinely by following the exam ethics.
- Evaluation should be very strict and should not boost up the marks for the purpose of result analysis.
- Evaluated paper should be given to the students then and there.
- The faculty should correct them by pointing out their mistakes.
- Internal Marks should be sent the parents within a week.
- 3 and above subject failures should meet the faculty concerned and HOD.

Evening class

- Selection of students for the evening classes can be done on the basis of their internal marks.
- Students who have failed in the internal exam can attend the evening class.
- Students who have passed in all the subjects can go home by 04:10 PM by bus.
- Faculty should conduct the evening class effectively and positively.

Responsibilities of students:



- Students should develop the habit of studying minimum of 2-3 hours every day.
- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:

1. dress code
2. punctuality
3. record completion
4. 100 % attendance.

Students' attendance and grievances

- The rules and regulations of Anna University regarding students attendance were discussed.
- The students with minimum of 75% attendance are eligible to attend the end semester examinations.
- The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds.
- The attendance of the students will be entered as 4 slots in Anna University web portal.
- The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.



PRINCIPAL

MOHAMED SATHAK ENGINEERING COLLEGE**DEPARTMENT OF SCIENCE & HUMANITIES****04/01/2018****Ref. : MSEC/ SCIENCE & HUMANITIES/IQAC/2016-2017/08****Circular**

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Even Semester) is scheduled on **06.01.18**. The agenda for the meeting is as follows

- Course material Preparation
- Question bank
- Weekly test
- Internal Exam
- Evening Class
- Responsibilities of students
- Students' attendance and grievances
- Arrangements for conference.
- Current affairs
- Internet and wifi facilities
- Library Utilisation

The members of IQAC are requested to attend the meeting without fail.

Venue : Physics Lab

Copy to:

- ✓ The Principal, Director Academics - For kind information
- ✓ All IQAC members
- ✓ Department Notice board
- ✓ The file

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
6.	P. Shanmuga Raju (Non- Teaching)	Member
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13.	Class Representative (I Year, Section-VII)	Member
14.	Class Representative (I Year, Section-VIII)	Member
15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
17.	J.Fathima Begam (Mother of J.Hasan Ali)	Member

H.O.D/DASH.

Ref. : MSEC/ DASH/IQAC/2016-2017/08

04/01/2018

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Even Semester) is scheduled on **06.01.18**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances
8. Current affairs
9. Internet and wifi facilities
10. Library Utilisation

The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]





MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 06.01.18

Time: 11.00 AM

Venue: Physics Lab





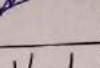
Academic Year : 2016-2017 (Even)


Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/S&H

S.No.	Name of the Members	Position	Signature
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman	
2.	M.Rekha (Senior Faculty)	Member	
3.	Karthick (Senior Faculty)	Member	
4.	G.Sivabalan (Senior Faculty)	Member	
5.	M.Mohamed Yaseen (Senior Faculty)	Member	
6.	Mr. Shanmuga Raja (Non- Teaching)	Member	
7.	Class Representative (I Year, Section-I)	Member	
8.	Class Representative (I Year, Section-II)	Member	
9.	Class Representative (I Year, Section-III)	Member	
10.	Class Representative (I Year, Section-IV)	Member	
11.	Class Representative (I Year, Section-V)	Member	
12.	Class Representative (I Year, Section-VI)	Member	
13.	Class Representative (I Year, Section-VII)	Member	

14.	Class Representative (I Year, Section-VIII)	Member	
15.	Class Representative (I Year, Section-IX)	Member	
16.	Class Representative (I Year, Section-X)	Member	
17.	J.Fathima Begam (Mother of J.Hasan Ali)	Member	
18.	Mr. M.Jafer (Alumini)	Member	


HOD/DASH





MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ DASH/IQAC/2016-2017/08

06.01.18

The first IQAC meeting for the academic year 2016-2017(Even Semester) was held on
06.01.18. The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

Members

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
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4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
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12.	Class Representative (I Year, Section-VI)	Member

Inf...

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17.	J.Fathima Begam (Mother of J.Hasan Ali)	Member
18.	Mr. M.Jafer (Alumini)	Member

Minutes of the meeting

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances
8. Current affairs
9. Internet and wifi facilities
10. Library Utilisation

Course material preparation

1. Course material should be prepared for all the 5 units effectively, which will make the students understand the subject matter clearly.
2. Course material must be prepared well and it should be written with neat hand writing.
3. Faculty should avoid copying the materials from the net sources.
4. Quality of the material should be improved so that the students can utilize it for their exams.
5. Before completing the unit, the faculty must give the materials to the students for their better understanding.
6. HOD has to monitor whether the weekly test has been conducted every week or not.
7. During working hours the faculty members are not allowed to use the social Media.
8. **Lab- i.** Lab classes should be conducted effectively.

Signature

- ii. Record works should be completed then and there.

Question bank

- Minimum of 10 year Previous question paper should be collected and arranged in unit wise by Part -A and Part-B.
- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Weekly Test

- Every faculty should aim for 100 % result.
- I-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2days and mistakes of the students should be identified and rectified within 2 days.
- Proper follow up should be done in the class test process.
- If the faculty concentrates well for the class test, they will get very good result in the internals.
- If the internal mark is good, automatically university results will be good.

Conference Planning

- HOD informed the faculties to plan one day conference.
- Suggestions were asked from the faculties to for conference title.
- Responsibilities were given to the concern faculties.
- Faculties were insisted to co-operate for the smooth progress of the conference.

Internal exam

- Internal exam should be conducted genuinely by following the exam ethics.
- Evaluated paper should be given to the students then and there.
- The faculty should correct them by pointing out their mistakes.
- Internal Marks should be sent the parents within a week.
- 3 and above subject failures should meet the faculty concerned and HOD.

Responsibilities of students:

- Students should develop the habit of studying minimum of 2-3 hours every day.

- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:
 1. dress code
 2. punctuality
 3. record completion
 4. 100 % attendance.

Current affairs

- The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.

Internet and wifi facilities

- The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.

Library Utilisation

- The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more tech


PRINCIPAL



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



04/08/2016

Ref. : MSEC/ DASH/IQAC/2016-2017/08

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Odd Semester) is scheduled on **06.08.16**. The agenda for the meeting is as follows

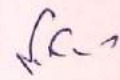
1. Course material Preparation
2. Question bank
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7. Students' attendance and grievances

The members of IQAC are requested to attend the meeting without fail.


Venue : Physics Lab

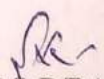
Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD /DASH

Committee Members:

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
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16.	Class Representative (I Year, Section-X)	Member
17.	M.JeyaChithra (Mother of M.Yuva Harees)	Member
18.	Mr. V.Muthu (Alumini)	Member


H.O.D/DASH.

Ref. : MSEC/ DASH/IQAC/2016-2017/08

04/08/2016

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. M.JeyaChithra
M/O, M.Yuva Harees (I Mech),
12/128, Gokulam Nagar
Kilakarai

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2016-2017(Odd Semester) is scheduled on **06.08.16**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
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The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 06.08.16

Time: 11.00 AM

Venue: Physics Lab





Academic Year : 2016-2017 (Odd)


Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/S&H

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HOD/DASH



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ DASH/IQAC/2016-2017/08

04/08/2016

The first IQAC meeting for the academic year 2016-2017 odd semester was held on 06.08.16. The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
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Kilakarai- 623806

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Minutes of the meeting

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6. HOD has to monitor whether the weekly test has been conducted every week or not.
7. During working hours the faculty members are not allowed to use the social Media.
8. **Lab- i.** Lab classes should be conducted effectively.

ii. Record works should be completed then and there.

Question bank

- Minimum of 10 year Previous question paper should be collected and arranged in unit wise by Part -A and Part-B.
- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Weekly Test

- Every faculty should aim for 100 % result.
- I-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2days and mistakes of the students should be identified and rectified within 2 days.
- Proper follow up should be done in the class test process.
- If the faculty concentrates well for the class test, they will get very good result in the internals.
- If the internal mark is good, automatically university results will be good.

Internal exam

- Internal exam should be conducted genuinely by following the exam ethics.
- Evaluation should be very strict and should not boost up the marks for the purpose of result analysis.
- Evaluated paper should be given to the students then and there.
- The faculty should correct them by pointing out their mistakes.
- Internal Marks should be sent the parents within a week.
- 3 and above subject failures should meet the faculty concerned and HOD.

Evening class

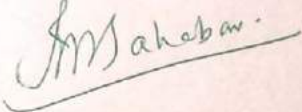
- Selection of students for the evening classes can be done on the basis of their internal marks.
- Students who have failed in the internal exam can attend the evening class.
- Students who have passed in all the subjects can go home by 04:10 PM by bus.
- Faculty should conduct the evening class effectively and positively.

Responsibilities of students:

- Students should develop the habit of studying minimum of 2-3 hours every day.
- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:
 1. dress code
 2. punctuality
 3. record completion
 4. 100 % attendance.

Students' attendance and grievances

- The rules and regulations of Anna University regarding students' attendance were discussed.
- The students with minimum of 75% attendance are eligible to attend the end semester examinations.
- The students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds.
- The attendance of the students will be entered as 4 slots in Anna University web portal.
- The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.


PRINCIPAL

MOHAMED SATHAK ENGINEERING COLLEGE**DEPARTMENT OF SCIENCE & HUMANITIES**

04/01/2017

Ref. : MSEC/ SCIENCE & HUMANITIES/IQAC/2016-2017/01

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2016-2017(Even Semester) is scheduled on 07.01.17. The agenda for the meeting is as follows

- Course material Preparation
- Question bank
- Weekly test
- Internal Exam
- Evening Class
- Responsibilities of students
- Students' attendance and grievances
- Conducting Conference- reg
- Current affairs
- Internet and wifi facilities
- Library Utilisation

The members of IQAC are requested to attend the meeting without fail.


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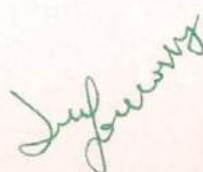
Copy to:

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- All IQAC members
- Department Notice board
- The file

Committee Members:

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H.O.D/DASH.



Ref. : MSEC/ DASH/IQAC/2016-2017/01

04/01/2017

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. M.JeyaChithra
M/O, M.Yuva Harees (I Mech),
12/128, Gokulam Nagar
Kilakarai

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Thanks and Regards

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MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 07.01.17

Time: 11.00 AM

Venue: Physics Lab


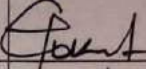
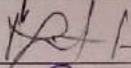


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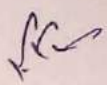
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Professor and Head/S&H

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HOD/DASH





MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ SCIENCE & HUMANITIES/IQAC/2016-2017/01

04/01/2017

The first IQAC meeting for the academic year 2016-2017 Even semester was held on 07.01.17. The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

Members

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12.	Class Representative (I Year, Section-VI)	Member
13.	Class Representative (I Year, Section-VII)	Member
14.	Class Representative (I Year, Section-VIII)	Member
15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
17.	M.JeyaChithra (Mother of M.Yuva Harees)	Member
18.	Mr. V.Muthu (Alumini)	Member

Minutes of the meeting

11. Course material Preparation
12. Question bank
13. Weekly test
14. Internal Exam
15. Evening Class
16. Responsibilities of students
17. Students' attendance and grievances
18. Current affairs
19. Internet and wifi facilities
20. Library Utilisation

Course material preparation

1. Course material should be prepared for all the 5 units effectively, which will make the students understand the subject matter clearly.
2. Course material must be prepared well and it should be written with neat hand writing.
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4. Quality of the material should be improved so that the students can utilize it for their exams.

Question bank

- Minimum of 10 year Previous question paper should be collected and arranged in unit wise by Part -A and Part-B.
- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Conference Planning

- HOD informed the faculties to plan one day conference.
- Suggestions were asked from the faculties to for conference title.
- Responsibilities were given to the concern faculties.
- Faculties were insisted to co-operate for the smooth progress of the conference.

Weekly Test

- Every faculty should aim for 100 % result.
- I-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2days and mistakes of the students should be identified and rectified within 2 days.
- Proper follow up should be done in the class test process.
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- Evaluation should be very strict and should not boost up the marks for the purpose of result analysis.
- Evaluated paper should be given to the students then and there.
- The faculty should correct them by pointing out their mistakes.
- Internal Marks should be sent the parents within a week.
- 3 and above subject failures should meet the faculty concerned and HOD.

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- Selection of students for the evening classes can be done on the basis of their internal marks.

- Students who have failed in the internal exam can attend the evening class.
- Students who have passed in all the subjects can go home by 04:10 PM by bus.
- Faculty should conduct the evening class effectively and positively.

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- Students should develop the habit of studying minimum of 2-3 hours every day.
- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:
 1. dress code
 2. punctuality
 3. record completion
 4. 100 % attendance.

Current affairs

- The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.

Internet and wifi facilities

- The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.

Library Utilisation

- The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more tech


PRINCIPAL



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



05/08/2015

Ref. : MSEC/ DASH/IQAC/2015-2016/08**Circular**

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on **08.08.15**. The agenda for the meeting is as follows

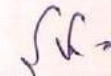
1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

The members of IQAC are requested to attend the meeting without fail.

Venue : Physics Lab

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / DASH

Committee Members:

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
6.	Shanmuga <i>Rajv</i> (Non- Teaching)	Member
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8.	Class Representative (I Year, Section-II)	Member
9.	Class Representative (I Year, Section-III)	Member
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16.	Class Representative (I Year, Section-X)	Member
17.	J.Sounthari (Mother of S.J.Sangamithra)	Member
18.	Mr. A.Karthick (Alumini)	Member


H.O.D/ DASH.

Ref. : MSEC/ DASH/IQAC/2015-2016/08 05/08/2015

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. J.Sounthari,
M/O, S.J.Sangamithra(I ECE),
13/2962-18 Athamanathasamy Nagar,
Pattinamkathan
Ramanathapuram

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016(Odd Semester) is scheduled on **03.08.2015**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 05.08.2015

Time: 11.00 AM

Venue: Physics Lab

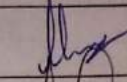
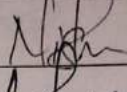
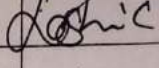
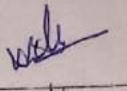
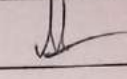
Academic Year : 2015-2016 (Odd)

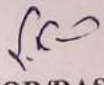
Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/S&H

S.No.	Name of the Members	Position	Signature
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman	
2.	M.Rekha (Senior Faculty)	Member	
3.	Karthick (Senior Faculty)	Member	
4.	G.Sivabalan (Senior Faculty)	Member	
5.	M.Mohamed Yaseen (Senior Faculty)	Member	
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18.	Mr. A.Karthick (Alumini)	Member	


HOD/DASH



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ DASH/IQAC/2015-2016/08 08/08/2015

The first IQAC meeting for the academic year 2015-2016 odd semester was held on 08.08.2015. The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

Members

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
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15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
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18.	Mr. A.Karthick (Alumini)	Member

Minutes of the meeting

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

Course material preparation

1. Course material should be prepared for all the 5 units effectively, which will make the students understand the subject matter clearly.
2. Course material must be prepared well and it should be written with neat hand writing.
3. Faculty should avoid copying the materials from the net sources.
4. Quality of the material should be improved so that the students can utilize it for their exams.
5. Before completing the unit, the faculty must give the materials to the students for their better understanding.
6. HOD has to monitor whether the weekly test has been conducted every week or not.
7. During working hours the faculty members are not allowed to use the social Media.
8. **Lab- i.** Lab classes should be conducted effectively.

ii. Record works should be completed then and there.

Question bank

- Minimum of 10 year Previous question paper should be collected and arranged in unit wise by Part -A and Part-B.
- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Weekly Test

- Every faculty should aim for 100 % result.
- I-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2days and mistakes of the students should be identified and rectified within 2 days.
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Internal exam

- Internal exam should be conducted genuinely by following the exam ethics.
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- Students who have failed in the internal exam can attend the evening class.
- Students who have passed in all the subjects can go home by 04:10 PM by bus.
- Faculty should conduct the evening class effectively and positively.

Responsibilities of students:

- Students should develop the habit of studying minimum of 2-3 hours every day.
- They must avoid the usage of android phone strictly.

- Students have to concentrate on the following disciplinary activities:

1. dress code
2. punctuality
3. record completion
4. 100 % attendance.

Students' attendance and grievances

- The rules and regulations of Anna University regarding students attendance were discussed.
- The students with minimum of 75% attendance are eligible to attend the end semester examinations.
- The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds.
- The attendance of the students will be entered as 4 slots in Anna University web portal.
- The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.

Am Sahabaw.

PRINCIPAL

MOHAMED SATHAK ENGINEERING COLLEGE**DEPARTMENT OF SCIENCE & HUMANITIES**

06/01/2016

Ref. : MSEC/ SCIENCE & HUMANITIES/IQAC/2015-2016/01**Circular**

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2015-2016 (Even Semester) is scheduled on **09.01.16**. The agenda for the meeting is as follows

- Course material Preparation
- Question bank
- Weekly test
- Internal Exam
- Evening Class
- Responsibilities of students
- Conference planning
- Students' attendance and grievances
- Current affairs
- Internet and wifi facilities
- Library Utilisation

The members of IQAC are requested to attend the meeting without fail.


Venue : Physics Lab

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file

Committee Members:

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
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18.	Mr. A.Karthick (Alumini)	Member


H.O.D/DASH.

06/01/2016

Ref. : MSEC/ DASH/IQAC/2015-2016/01

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. J.Sounthari,
M/O, S.J.Sangamithra(I ECE),
13/2962-18 Athamanathasamy Nagar,
Pattinamkathan
Ramanathapuram

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Sub. : Invitation for first meeting of IQAC - reg.,

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The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]



MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 09.08.2015

Time: 11.00 AM

Venue: Physics Lab

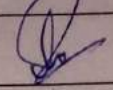
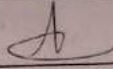
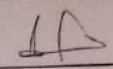
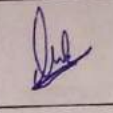
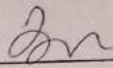
Academic Year : 2015-2016 (Even)


Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/S&H

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HOD/DASH



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ DASH/IQAC/2015-2016/01

09.01.16

The first IQAC meeting for the academic year 2015-2016 Even semester was held on 09.01.16. The following members were present for the meeting

Chairman

Prof.N.I.Haroon Rashid,
HoD/AERO,
Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
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Minutes of the meeting

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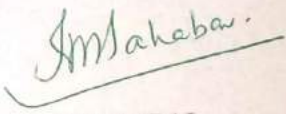
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Internet and wifi facilities

- The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.

Library Utilisation

- The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more tech


PRINCIPAL



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref.: MSEC/ DASH/IQAC/2014-2015/08

07/08/2014

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015 (Odd Semester) is scheduled on **09.08.14**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

The members of IQAC are requested to attend the meeting without fail.

Venue : Physics Lab

Copy to:

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2. All IQAC members
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4. The file


HOD / DASH

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10.	Class Representative (I Year, Section-IV)	Member
11.	Class Representative (I Year, Section-V)	Member
12.	Class Representative (I Year, Section-VI)	Member
13.	Class Representative (I Year, Section-VII)	Member
14.	Class Representative (I Year, Section-VIII)	Member
15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
17.	H.Syed Rabiya (Mother of H.Sabur Rahman)	Member
18.	Mr. K.Aravind (Alumini)	Member

H.O.D/S&H.

Ref. : MSEC/ DASH/IQAC/2014-2015/08

07/08/2014

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. H.Syed Rabiya,
M/O, H.Sabur Rahman (I Civil),
6/893, Theen Nagar,
Kattupalli Ervadi
Dharga Ervadi
Ramanathapuram

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Odd Semester) is scheduled on **09.08.14**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 09.08.14

Time: 11.00 AM

Venue: Physics Lab

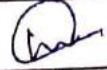
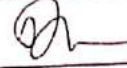

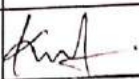
Academic Year : 2014-2015(Odd)

Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/S&H

S.No.	Name of the Members	Position	Signature
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman	
2.	M.Rekha (Senior Faculty)	Member	
3.	Karthick (Senior Faculty)	Member	
4.	G.Sivabalan (Senior Faculty)	Member	
5.	M.Mohamed Yaseen (Senior Faculty)	Member	
6.	Mr. Shanmuga Raja (Non- Teaching)	Member	
7.	Class Representative (I Year, Section-I)	Member	
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14.	Class Representative (I Year, Section-VIII)	Member	

15.	Class Representative (I Year, Section-IX)	Member	
16.	Class Representative (I Year, Section-X)	Member	
17.	H.Syed Rabiya (Mother of H.Sabur Rahman)	Member	
18.	Mr. K.Aravind (Alumini)	Member	


HOD/DASH



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref : MSEC/DASH/IQAC/2014-2015/08

09.08.2014

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 09.08.2014.

The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

Members

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
6.	Shanmugam. Jayu (Non- Teaching)	Member
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Minutes of the meeting

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

Course material preparation

1. Course material should be prepared for all the 5 units effectively, which will make the students understand the subject matter clearly.
2. Course material must be prepared well and it should be written with neat hand writing.
3. Faculty should avoid copying the materials from the net sources.
4. Quality of the material should be improved so that the students can utilize it for their exams.
5. Before completing the unit, the faculty must give the materials to the students for their better understanding.
6. HOD has to monitor whether the weekly test has been conducted every week or not.
7. During working hours the faculty members are not allowed to use the social Media.
8. **Lab- i.** Lab classes should be conducted effectively.

- ii. Record works should be completed then and there.

Question bank

- Minimum of 10 year Previous question paper should be collected and arranged in unit wise by Part -A and Part-B.
- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Weekly Test

- Every faculty should aim for 100 % result.
- 1-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2 days and mistakes of the students should be identified and rectified within 2 days.
- Proper follow up should be done in the class test process.
- If the faculty concentrates well for the class test, they will get very good result in the internals.
- If the internal mark is good, automatically university results will be good.

Internal exam

- Internal exam should be conducted genuinely by following the exam ethics.
- Evaluation should be very strict and should not boost up the marks for the purpose of result analysis.
- Evaluated paper should be given to the students then and there.
- The faculty should correct them by pointing out their mistakes.
- Internal Marks should be sent the parents within a week.
- 3 and above subject failures should meet the faculty concerned and HOD.

Evening class

- Selection of students for the evening classes can be done on the basis of their internal marks.
- Students who have failed in the internal exam can attend the evening class.
- Students who have passed in all the subjects can go home by 04:10 PM by bus.
- Faculty should conduct the evening class effectively and positively.

Responsibilities of students:

- Students should develop the habit of studying minimum of 2-3 hours every day.
- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:
 1. dress code
 2. punctuality
 3. record completion
 4. 100 % attendance.

Students' attendance and grievances

- The rules and regulations of Anna University regarding students attendance were discussed.
- The students with minimum of 75% attendance are eligible to attend the end semester examinations.
- The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds.
- The attendance of the students will be entered as 4 slots in Anna University web portal.
- The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.


PRINCIPAL

MOHAMED SATHAK ENGINEERING COLLEGE**DEPARTMENT OF SCIENCE & HUMANITIES****07/01/2015****Ref. : MSEC/ SCIENCE & HUMANITIES/IQAC/2014-2015/01****Circular**

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2014-2015(Even Semester) is scheduled on 10.01.15. The agenda for the meeting is as follows

- Course material Preparation
- Question bank
- Weekly test
- Internal Exam
- Evening Class
- Responsibilities of students
- Students' attendance and grievances
- Conducting conference (Schedule and responsibility)
- Current affairs
- Internet and wifi facilities
- Library Utilisation

The members of IQAC are requested to attend the meeting without fail.

Venue : Physics Lab

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file

MOHAMED SATHAK ENGINEERING COLLEGE**DEPARTMENT OF SCIENCE & HUMANITIES****07/01/2015****Ref. : MSEC/ SCIENCE & HUMANITIES/IQAC/2014-2015/01****Circular**

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MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



07/01/2015

Ref. : MSEC/ DASH/IQAC/2014-2015/01

Circular

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2014-2015(Even Semester) is scheduled on **10.01.15**. The agenda for the meeting is as follows

1. Course material Preparation
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HOD / DASH

Committee Members:

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
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18.	Mr. K.Aravind (Alumini)	Member


H.O.D/DASH.

Ref. : MSEC/ DASH/IQAC/2014-2015/01

07/01/2015

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. H.Syed Rabiya,
M/O, H.Sabur Rahman (I Civil),
6/893, Theen Nagar,
Kattupalli Ervadi
Dharga Ervadi
Ramanathapuram

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

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The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 07.01.2015

Time: 11.00 AM

Venue: Physics Lab

Academic Year : 2014-2015 (Odd)

Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/S&H

S.No.	Name of the Members	Position	Signature
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman	
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HOD/DASH



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ DASH/IQAC/2014-2015/01

07/01/2015

The first IQAC meeting for the academic year 2014-2015 odd semester was held on 10.01.2015.

The following members were present for the meeting

Chairman

Mrs. H.Syed Rabiya,
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Kattupalli Ervadi
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Minutes of the meeting

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- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Conference Planning

- Faculties were discussed to plan a conference.
- Suggestions were asked from the faculties.
- Responsibilities were given to the concern faculties.
- Faculties were insisted to co-operate for the smooth progress of the conference.

Weekly Test

- Every faculty should aim for 100 % result.
- 1-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2days and mistakes of the students should be identified and rectified within 2 days.
- Proper follow up should be done in the class test process.
- If the internal mark is good, automatically university results will be good.

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- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:
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Current affairs

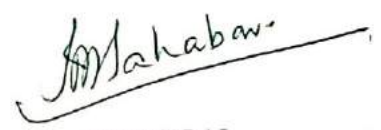
- The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.

Internet and wifi facilities

- The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.

Library Utilisation

- The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more tech


PRINCIPAL



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



08/08/2013

Ref.: MSEC/ DASH/IQAC/2013-2014/08

Circular

The first meeting of Internal Quality Assurance Cell (**IQAC**) for the academic year 2013-2014(Odd Semester) is scheduled on **10.08.13**. The agenda for the meeting is as follows

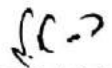
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7. Students' attendance and grievances

The members of IQAC are requested to attend the meeting without fail.

Venue : Physics Lab

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file


HOD / DASH

Committee Members:

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
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5.	M.Mohamed Yaseen (Senior Faculty)	Member
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16.	Class Representative (I Year, Section-X)	Member
17.	B.Malathi (Mother of B.Manoj Kumar)	Member
18.	Mr. M.Mohamed Ibrahim (Alumini)	Member


H.O.D/ DASH

08/08/2013

Ref. : MSEC/ DASH/IQAC/2013-2014/08

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
DASH,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. B.Malathi,
2/45, Meenakshipuram, (I IT),
Kilakarai-623517

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

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Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



IQAC MEETING - ATTENDANCE SHEET

Date: 10.08.13

Time: 11.00 AM

Venue: Physics Lab


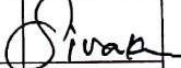
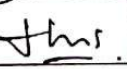

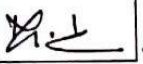
Academic Year: 2013-2014(Odd)


Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/ DASH

S.No.	Name of the Members	Position	Signature
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18.	Mr.M.Mohamed Ibrahim (Alumini)	Member	


HOD/DASH



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



08/08/2013

Ref. : MSEC/ DASH/IQAC/2013-2014/08

The first IQAC meeting for the academic year 2013-2014 odd semester was held on 10.08.2015. The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

HOD / Chairman

Mohamed Sathak Engineering College,
Kilakarai-623806

Members

S.No.	Name of the Members	Position
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13.	Class Representative (I Year, Section-VII)	Member
14.	Class Representative (I Year, Section-VIII)	Member
15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
17.	B.Malathi (Mother of B.Manoj Kumar)	Member
18.	Mr. M.Mohamed Ibrahim (Alumini)	Member

Minutes of the meeting

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances

Course material preparation

1. Course material should be prepared for all the 5 units effectively, which will make the students understand the subject matter clearly.
2. Course material must be prepared well and it should be written with neat hand writing.
3. Faculty should avoid copying the materials from the net sources.
4. Quality of the material should be improved so that the students can utilize it for their exams.

5. Before completing the unit, the faculty must give the materials to the students for their better understanding.
6. HOD has to monitor whether the weekly test has been conducted every week or not.
7. During working hours the faculty members are not allowed to use the social Media.
8. **Lab-** i. Lab classes should be conducted effectively.

ii. Record works should be completed then and there.

Question bank

- Minimum of 10 year Previous question paper should be collected and arranged in unit wise by Part -A and Part-B.
- After the completion of every unit, spent one class for discussing the question bank.
- Discussing the expected questions with the help of question bank will clarify the doubts of the students.
- According to the new syllabus, every individual faculty should involve in the preparation of question bank.

Weekly Test

- Every faculty should aim for 100 % result.
- I-hour should be conducted as test hour 20 to 25 marks.
- Test should be evaluated within 2days and mistakes of the students should be identified and rectified within 2 days.
- Proper follow up should be done in the class test process.
- If the faculty concentrates well for the class test, they will get very good result in the internals.
- If the internal mark is good, automatically university results will be good.

Internal exam

- Internal exam should be conducted genuinely by following the exam ethics.
- Evaluation should be very strict and should not boost up the marks for the purpose of result analysis.
- Evaluated paper should be given to the students then and there.
- The faculty should correct them by pointing out their mistakes.
- Internal Marks should be sent the parents within a week.
- 3 and above subject failures should meet the faculty concerned and HOD.

Evening class

- Selection of students for the evening classes can be done on the basis of their internal marks.
- Students who have failed in the internal exam can attend the evening class.
- Students who have passed in all the subjects can go home by 04:10 PM by bus.
- Faculty should conduct the evening class effectively and positively.

Responsibilities of students:

- Students should develop the habit of studying minimum of 2-3 hours every day.
- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:
 1. dress code
 2. punctuality
 3. record completion
 4. 100 % attendance.

Students' attendance and grievances

- The rules and regulations of Anna University regarding students attendance were discussed.
- The students with minimum of 75% attendance are eligible to attend the end semester examinations.
- The students with students with attendance percentage between 65% to 75% are eligible to attend the examinations under medical grounds.
- The attendance of the students will be entered as 4 slots in Anna University web portal.
- The students are advised to attend the class by appropriate time and a separate late register has been maintained for individual classes to monitor the same.



PRINCIPAL

MOHAMED SATHAK ENGINEERING COLLEGE

DEPARTMENT OF SCIENCE & HUMANITIES

02/01/2014

Ref. : MSEC/ SCIENCE & HUMANITIES/IQAC/2013-2014/02

Circular

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Even Semester) is scheduled on **04.01.14**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances
8. Plan for conducting conference
9. Current affairs
10. Internet and wifi facilities
11. Library Utilisation

The members of IQAC are requested to attend the meeting without fail.

Venue : Physics Lab

Copy to:

1. The Principal, Director Academics - For kind information
2. All IQAC members
3. Department Notice board
4. The file

Committee Members:

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
2.	M.Rekha (Senior Faculty)	Member
3.	Karthick (Senior Faculty)	Member
4.	G.Sivabalan (Senior Faculty)	Member
5.	M.Mohamed Yaseen (Senior Faculty)	Member
6.	M. Shanmuga Raju (Non- Teaching)	Member
7.	Class Representative (I Year, Section-I)	Member
8.	Class Representative (I Year, Section-II)	Member
9.	Class Representative (I Year, Section-III)	Member
10.	Class Representative (I Year, Section-IV)	Member
11.	Class Representative (I Year, Section-V)	Member
12.	Class Representative (I Year, Section-VI)	Member
13.	Class Representative (I Year, Section-VII)	Member
14.	Class Representative (I Year, Section-VIII)	Member
15.	Class Representative (I Year, Section-IX)	Member
16.	Class Representative (I Year, Section-X)	Member
17.	B.Malathi (Mother of B.Manoj Kumar)	Member
18.	Mr. M.Mohamed Ibrahim (Alumini)	Member


H.O.D/DASH.

Ref. : MSEC/ DASH /IQAC/2013-2014/02

From

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

To

Mrs. B.Malathi,
2/45, Meenakshipuram, (I IT),
Kilakarai-623517

Dear Sir,

Sub. : Invitation for first meeting of IQAC - reg.,

The first meeting of Internal Quality Assurance Cell (IQAC) for the academic year 2013-2014(Even Semester) is scheduled **on 04.01.14**. The agenda for the meeting is as follows

1. Course material Preparation
2. Question bank
3. Weekly test
4. Internal Exam
5. Evening Class
6. Responsibilities of students
7. Students' attendance and grievances
8. Current affairs
9. Internet and wifi facilities
10. Library Utilisation

The **venue** of the meeting is **Physics Lab**. I request you to attend the meeting and give your valuable suggestions and feedback to improve the quality of our Department.

Thanks and Regards

[Dr.S.Sheik Fareed& Dr.J.Dhaveethu Raja]



MOHAMED SATHAK ENGINEERING COLLEGE



DEPARTMENT OF APPLIED SCIENCE & HUMANITIES

IQAC MEETING - ATTENDANCE SHEET

Date: 02/01/2014

Time: 11.00 AM

Venue: Physics Lab





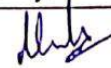
Academic Year : 2013-2014 (Even)

Chairman: Dr.S.Sheik Fareed

Dr.J.Dhaveethu Raja

Professor and Head/DASH

S.No.	Name of the Members	Position	Signature
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman	
2.	M.Rekha (Senior Faculty)	Member	
3.	Karthick (Senior Faculty)	Member	
4.	G.Sivabalan (Senior Faculty)	Member	
5.	M.Mohamed Yaseen (Senior Faculty)	Member	
6.	Shanmuga.. Raju (Non- Teaching)	Member	
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HOD/DASH



MOHAMED SATHAK ENGINEERING COLLEGE
DEPARTMENT OF APPLIED SCIENCE & HUMANITIES



Ref. : MSEC/ DASH/IQAC/2013-2014/02

02/01/2014

The first IQAC meeting for the academic year 2013-2014(Even Semester) was held on **04.01.14**. The following members were present for the meeting

Chairman

Dr.S.Sheik Fareed
Dr.J.Dhaveethu Raja
Chairman- IQAC,
Department of Science & Humanities,
Mohamed Sathak Engineering College,
Kilakarai- 623806

Members

S.No.	Name of the Members	Position
1.	Dr.S.Sheik Fareed Dr.J.Dhaveethu Raja	HOD / Chairman
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3.	Karthick (Senior Faculty)	Member
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6. Lab- i. Lab classes should be conducted effectively.

ii. Record works should be completed then and there.

Conference Planning

- HOD informed the faculties to plan one day conference.
- Suggestions were asked from the faculties to for conference title.
- Responsibilities were given to the concern faculties.
- Faculties were insisted to co-operate for the smooth progress of the conference.

Question bank

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- They must avoid the usage of android phone strictly.
- Students have to concentrate on the following disciplinary activities:
 1. dress code
 2. punctuality
 3. record completion
 4. 100 % attendance.

Current affairs

- The faculties are advised to allocate at least their five minutes of their lecture hours to discuss regarding the current affairs to enrich and refresh the General Knowledge of the students.

Internet and wifi facilities

- The senior faculty members initiated the students to use the college wifi and internet centers after working hours to explore technical contents and NPTEL lectures.

Library Utilisation

- The chairman informed the students to use the library facilities effectively. The students should refer the advanced books and international journals to behave more tech

J. Mahabadi

PRINCIPAL