



Mohamed Sathak College of Arts and Science, Sholinganallur, Chennai-600112
Internal Quality Assurance Cell (IQAC)/IIQA
Session No 01/ Dated 23.11.2017

COMMITTEE MEETING & RESOLUTIONS

The Committee resolved the following:

1. Resolved to conduct remedial classes for failures and special class for meritorious students.
2. Resolved department activities should be submitted every month to respective IQAC/IIQA Members and also coordinators through mail and handover the hard copies.
3. Resolved to update the files maintaining all data/records pertaining to their criteria as per NAAC.
4. Resolved To request the management to go for counseling and address the grievances of girl students and women staff
5. Resolved to conduct interview for sending applications of staff approval for all the newly appointed faculties during mid week of December 2017.
6. Resolved to conduct faculty Development Programme on various modules separately for different discipline to improve the methodology of teaching.

The Committee has allotted seven NAAC Criteria to the following IQAC Members:

S.NO	Name of the Members	Criteria	Signature
1	K.M.Mainudeen Ahamed-HOD, Dept of PG Computer science	I-Curricular Aspects	
2.	Dr.A.Purushothaman- HOD, Dept of Biochemistry	II-Teaching, Learning & Evaluation	
3.	Dr.O.S.Aysha-HOD, Dept of Microbiology	III-Research, Consultancy & Extension	
4.	R.Rajathilagam-HOD, Dept of Electronic Science	IV-Infrastructure & Learning Recourses	
5.	G.Manickam, Asst.Prof, Dept of MBA	V-Students Support & Progression	
6.	ILA Nakkeeran, HOD, Dept of B.Com., General	VI-Governance, Leadership & Management	
7.	V.Muralidhar, HOD, Dept of Mathematics	VII-Innovations & Best Practices	

Principal
25/11/17

Chairman-IQAC

M. Jeehi
25/11/17
IQAC Coordinator

M. Jeehi
Dean
25/11/2017

Administration Officer-IQAC

Academic Director
25-11-17

Administration Officer-IQAC



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MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE
(Affiliated to University of Madras, Approved by UGC & AICTE and Reaccredited with 'B' Grade by NAAC)
SHOLINGANALLUR, CHENNAI – 600 119.

Circular

Date: 06/04/2018

MSCAS / IQAC-7 / 2017-18 / IQAC MEETING

It is proposed to conduct an IQAC meeting in room no.6 on 07th April 2018 at 11.30 a.m. All the IQAC members of all the Departments and all HODs are requested to attend without fail.

Agenda:

1. To discuss seven criteria for NAAC / AQAR
2. Any other matter with the permission of the chair


IQAC Coordinator


Academic Director


Principal

Copy to:

1. Vice-Principal
2. IQAC coordinator
3. IQAC Members
4. All HODs
5. Office
6. File



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Mohamed Sathak College of Arts and Science, Sholinganallur, Chennai-600115
Internal Quality Assurance Cell (IQAC)/IIQA
Session No 01/ Dated 07.04.2018

COMMITTEE MEETING & RESOLUTIONS

The Committee resolved the following:

1. Resolved to update the files maintaining all data/records pertaining to the criteria as per NAAC.
2. The staff members who are allotted with each of seven criteria for NAAC are requested to maintain a separate file to maintain documents pertaining to them.
3. The same should also be circulated to all HODS by concerned staff in-charge of criterion.
4. All data for each of the criterion concerned with individual department should be sent to respective in-charge on or before 17.4.2018.
5. Heads of the Departments are requested to be ready with all files and supporting documents for verification.

The Committee has allotted seven NAAC Criteria to the following IQAC Members:

S.NO	Name of the Members	Criteria	Signature
1	Dr.A.Purushothaman, Vice Principal	Administrative officer	
2	K.M.Mainudeen Ahamed-HOD, Dept of PG Computer science	I-Curricular Aspects	
3	Dr.S.Niranjanan- HOD, Dept of BCA	II-Teaching, Learning & Evaluation	
4	Dr.O.S.Aysha-HOD, Dept of Microbiology	III-Research, Consultancy & Extension	
5	R.Rajathilagam-HOD, Dept of Electronic Science	IV-Infrastructure & Learning Recourses	
6	Dr.G.Manickam, Asst.Prof, Dept of MBA	V-Students Support & Progression	
7	Dr. ILA Nakkeeran, HOD, Dept of B.Com., General	VI-Governance, Leadership & Management	
8	Dr.V.Muralidhar, HOD, Dept of Mathematics	VII-Innovations & Best Practices	

Chairperson-IQAC
Principal

IQAC Coordinator

Administrative officer -IQAC

Dean 09-04-18

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