

MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE
SHOLINGANALLUR, CHENNAI - 600 119.

Circular

Date: 29/07/2016

MSCAS / IQAC-1 / 2016-17 / IQAC MEETING

It is proposed to conduct an IQAC meeting in the Academic Director's room on 4th August 2016 at 3.30 p.m. All the IQAC members of all the Departments are requested to attend without fail.

1. To highlight the role of IQAC.
2. To review the academic activities up to July 2016 and the activities to be conducted for 2016-17.
3. Any other matter with the permission of the chair.

[Signature]
29-07-16
Academic Director

[Signature]
29/7/16
Principal

[Signature]
29/7/2016
[Signature]
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Coordinator

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Mohamed Sathak College of Arts and Science, Sholinganallur, Chennai-600119

Internal Quality Assurance Cell (IQAC)

Session No 01/ Dated 04.08.2016

COMMITTEE MEETING & RESOLUTIONS

Member Present

1. Dr.R.Meganathan-Principal-cum-Chairman, IQAC
2. Dr.Major M.Jailani-Dean cum-Administration Officer, IQAC
3. Dr.M.Abul Hasa Sathali-Academic Director-cum -Administration Officer ,IQAC
4. Mr.V.Muralidhar, Member,HOD,Dept.of ,Mathematics
5. Mr.K.Mainuddin Ahamed,Member,HOD, Dept of PG Computer Science
6. Dr.A.Purushothaman, Member, HOD, Dept of Biochemistry
7. Mr.R.Rajathilagam,Member,HOD, Dept of Electronic Science
8. Dr.O.S.Aysha, HOD, Dept of Microbiology
9. Mr.ILA.Nakkeeran, HOD, Dept of B.COM., General
10. Mr.G.Manickam, Asst.Professor, Dept of MBA
11. Dr.M.Syed Ali, Coordinator, HOD, Dept of Biotechnology
12. Mr.Imran,III Year Student, Students Representative.

The 1st Meeting of the IQAC of the college was held under the Chairmanship of the Dr.R.Meganathan, -Principal-cum-Chairman,IQAC at 2.30pm on 04.08.2016 in the Dean Chamber in presence of the above members, with the meeting agenda informed to all the members few days before the meeting. In the said meeting the following resolutions were adopted unanimously.

The Committee resolved the following:

1. The follow up actions for the comments received from NAAC Peer committee was primarily discussed and the following resolutions were taken for improving quality.
 1. Remedial classes for failures should be strictly taken. The time table for remedial classes has to be prepared and the staff members are advised to strictly adhere to it.
 2. Student's attendance report should be analyzed and follow up action is to be documented by all class consular.
 3. Faculty Development Programme is to be conducted on various modules separately for different discipline to improve the methodology of teaching.
 4. All the HODS of various departments are requested to have discussion among faculty members for the conduct of value - added courses (C++, JAVA, TALLY, ANIMATION, and PHOTOGRAPHIC DESIGNING) to improve employability skills of the students.



Mohamed Sathak College of Arts and Science, Sholinganallur, Chennai-600119

Internal Quality Assurance Cell (IQAC)

Session No 01/ Dated 04.08.2016

MINUTES OF MEETING

The 1st Meeting of IQAC of the college was held under the esteemed Chairmanship of Dr. R. Meganathan, Principal-cum-Chairman, IQAC at 2.30 PM on 04.08.2016 in the Dean's Office in presence of the above members, with the meeting agenda informed to all the members a few days before the meeting. In the said meeting the following resolutions were adopted unanimously. The follow up actions for the comments received from NAAC Peer committee were primarily discussed and the following resolutions were taken for improving quality.

1. Remedial classes for failures should be strictly taken. The time table for remedial classes has to be prepared and the staff members are advised to strictly adhere to it.
2. Student's attendance report should be analyzed and follow up action is to be documented in all class consular.
3. Faculty Development Programme is to be conducted on various modules separately for different discipline to improve the methodology of teaching.
4. All the HODS of various departments are requested to have discussion among faculty members for the conduct of value – added courses (C++, JAVA, TALLY, ANIMATION, and PHOTOGRAPHIC DESIGNING) to improve employability skills of the students.

IQAC	Signature
Dr.R.Meganathan-Principal-cum-Chairman, IQAC	
Dr.Major M.Jailani-Dean cum-Administration Officer, IQAC	
Dr.M.Abul Hasan Sathali-Academic Director-cum - Administration Officer, IQAC	
Mr.V.Muralidhar, Member, HOD, Dept. of Mathematics	
Mr.K.Mainuddin Ahamed, Member, HOD, Dept of PG Computer Science	
Dr.A.Purushothaman, Member, HOD, Dept of Biochemistry	
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Mr.Imran, III Year Student, Students Representative	

IQAC coordinator

Principal

Dean

Academic Director

(4)

MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE
SHOLINGANALLUR, CHENNAI – 600 119.

Circular

Date: 22/09/20

MSCAS / IQAC-3 / 2016-17 / IQAC MEETING

It is proposed to conduct an IQAC meeting in the Academic Director room on 23rd September 2016 at 02.45 p.m. All the IQAC members of all the Departments are requested to attend without fail.

Agenda:

1. Review of remedial classes.
2. To discuss seven criteria for NAAC / AQAR

M. J. J.
Dean
22/9/2016

S. S. S.
Academic Director
22-09-16

(Principal)

M. J. J.
Coordinator
22/9/16

Copy to:

1. IQAC Members
2. IQAC coordinator
3. File

