

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 4<sup>th</sup> 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]*  
29/7/16  
Coordinator

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

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Academic Director

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Principal

*[Signature]*  
29/7/2016  
*[Signature]*  
29/7/16  
Coordinator

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 1<sup>st</sup> 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 1<sup>st</sup> 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	
Mr.R.Rajathilagam, Member, HOD, Dept of Electronic Science	
Dr.O.S.Aysha, HOD, Dept of Microbiology	
Mr.ILA.Nakkeeran, HOD, Dept of B.COM., General	
Mr.G.Manickam, Asst.Professor, Dept of MBA	
Dr.M.Syed Ali, Coordinator, HOD, Dept of Biotechnology	
Mr.Imran, III Year Student, Students Representative	

IQAC coordinator

Principal

Dean  
04/08/2016

Academic Director  
04-08

(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 23<sup>rd</sup> 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

*P.*  
**Principal**

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

Copy to:

1. IQAC Members
2. IQAC coordinator
3. File



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

IQAC Meeting on 22/9/16  
Received Circular/ Notice

Date: 22/9/16

Internal Quality Assurance Cell (IQAC)

Chair Person:

Dr. R. Meganathan - Principal

Management Representative:

Janab S.M.A.J. Abdul Haleem - Director

Administration Officers:

Dr. Major M. Jailani - Dean

Dr. M. Abul Hasan Sathali - Academic Director

Members:

Mr. V. Muralidhar - HOD, Dept. of Mathematics

*V. Muralidhar*  
22/9/16

Mr. K. Mainuddin Ahamed - HOD, Dept. of PG Computer Science (M.Sc., CS, MCA and M.Sc., IT) and Shift -II (B.Sc., CS and BCA)

*K. Mainuddin*  
22.9.16

Dr. A. Purushothaman - HOD, Dept. of Biochemistry

*A. Purushothaman*  
22.9.16

Mr. R. Rajathilagam - HOD, Dept. of Electronics Science

*R. Rajathilagam*  
22.09.16

Dr. O.S. Aysha - HOD, Dept. of Microbiology

*O.S. Aysha*  
22/9/16

Mr. I.L.A. Nakkeeran- HOD, Dept. of B.Com., General

*I.L.A. Nakkeeran*

Mr. G. Manickam - Asst. Professor, Dept. of MBA

*G. Manickam*

IQAC Co-Ordinator:

Dr. M. Syed Ali - HOD, Dept. of Biotechnology

*M. Syed Ali*  
22/9/16

(6)

Mohamed Sathak College of Arts and Science, Sholinganallur, Chennai-600119  
Internal Quality Assurance Cell (IQAC)

Session No 02/ Dated 23.09.2016

COMMITTEE MEETING & RESOLUTIONS

The Committee resolved the following:

1. The conduct of remedial classes for failures and special class for meritorious students were discussed and HOD'S are requested to submit report on 24.09.2016.
2. The add-on courses for concerned students of all departments have to initiate through ICTACT and conduct coaching classes of CA, UPSC etc. for our students.
3. The seven NAAC Criteria has been allotted to individuals for maintaining all data/records pertaining to their criteria. It is informed that they hold responsibility for next five years for respective NAAC criteria.
4. The interview for sending applications of staff approval for all the newly joined faculties has to be conducted during mid week of October, 2016.

The Committee has allotted seven NAAC Criteria for 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	<i>K.M. Mainudeen</i> 26/9/16
2	Dr.A.Purushothaman- HOD, Dept of Biochemistry	II-Teaching, Learning & Evaluation	<i>Dr. A. Purushothaman</i> 26.09.16
3	Dr.O.S.Aysha-HOD, Dept of Microbiology	III-Research, Consultancy & Extension	<i>Dr. O.S. Aysha</i> 26/9/16
4	R.Rajathilagam-HOD, Dept of Electronic Science	IV-Infrastructure & Learning Recourses	<i>R. Rajathilagam</i> 26/9/16
5	G.Manickam, Asst.Prof, Dept of MBA	V-Students Support & Progression	<i>G. Manickam</i>
6	ILA-Nakkeeran, HOD, Dept of B.Com., General	VI-Governance, Leadership & Management	<i>Dr. B. Lakshmi</i>
7	V.Muralidhar, HOD, Dept of Mathematics	VII-Innovations & Best Practices	<i>V. Muralidhar</i> 26/9/16

Principal

(Chairman-IQAC)

*[Signature]*  
26/9/16  
IQAC Coordinator

Dean

(Administration Officer-IQAC)

Academic Director

(Administration Officer-IQAC)



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

Received Circular / Notice

Date: 9/

Internal Quality Assurance Cell (IQAC)

**Chair Person:**

Dr. R. Meganathan - Principal

**Management Representative:**

Janab S.M.A.J. Abdul Haleem - Director

**Administration Officers:**

Dr. Major M. Jailani - Dean

Dr. M. Abul Hasan Sathali - Academic Director

**Members:**

Mr. V. Muralidhar - HOD, Dept. of Mathematics

*V. Muralidhar*  
27/10/16

Mr. K. Mainuddin Ahamed - HOD, Dept. of PG Computer Science (M.Sc., CS, MCA and M.Sc., IT) and Shift -II (B.Sc., CS and BCA)

*K. Mainuddin*

Dr. A. Purushothaman - HOD, Dept. of Biochemistry

*A. Purushothaman*  
27.10.16.

Mr. R. Rajathilagam - HOD, Dept. of Electronics Science

Dr. O.S. Aysha - HOD, Dept. of Microbiology

*O.S. Aysha*  
27/10/16

Mr. I.A. Nakkeeran - HOD, Dept. of B.Com., General

*I.A. Nakkeeran*

Mr. G. Manickam - Asst. Professor, Dept. of MBA

*G. Manickam*

**IQAC Co-Ordinator:**

Dr. M. Syed Ali - HOD, Dept. of Biotechnology

*M. Syed Ali*

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

Circular

Date: 27/10/2016

MSCAS / IQAC-4 / 2016-17 / IQAC MEETING

It is proposed to conduct an IQAC meeting in the Academic Director's room on 27<sup>th</sup> October 2016 at 12.30 p.m. All the IQAC members of all the Departments are requested to attend without fail.

Agenda:

1. To discuss seven criteria for NAAC / AQAR

*N. J. Sathak*  
Coordinator

*Santhosh T.*  
Academic Director

*M/01/16*  
Principal

Copy to:

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

Circular

Date: 27/10/2016

MSCAS / IQAC-4 / 2016-17 / IQAC MEETING

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Agenda:

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Coordinator

*Santhosh T.*  
Academic Director

*M/01/16*  
Principal

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

Internal Quality Assurance Cell (IQAC)

Session No 03/ Dated 27.10.2016

COMMITTEE MEETING & RESOLUTIONS

The Committee resolved the following:

1. 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.
2. The same should also be circulated to all HODS by concerned staff in charge of criterion.
3. All data for each of the criterion concerned with individual department showed be sent to respective in charge.
4. An academic audit shall be conducted with an external expert.
5. Seed money or a minimum financial support can be provided to staff members to attend international conference or publications in journal with high impact factor. This is being recommended to management for consideration.
6. A proposal is about to submit to the management for establishing Animal house for claiming ethical clearance. This is for the purpose of conducting research in life sciences.

Principal

(Chairman IQAC)

Dean

(Administration Officer-IQAC)

Academic Director

(Administration Officer IQAC)

IQAC Coordinator

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

Circular

Date: 28/11/16

MSCAS / IQAC-5 / 2016-17 / IQAC MEETING

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Agenda:

1. To discuss seven criteria for NAAC / AQAR

*[Signature]*  
Coordinator

*[Signature]*  
Academic Director

*[Signature]*  
Principal

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

Circular

Date: 28/11/16

MSCAS / IQAC-5 / 2016-17 / IQAC MEETING

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1. To discuss seven criteria for NAAC / AQAR

*[Signature]*  
Coordinator

*[Signature]*  
Academic Director

*[Signature]*  
Principal

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