

IQAC MEETING MINUTE

Meeting Date: 17-07-2023	Time: 11.00 a.m.
Meeting Location: Principal's Chamber	Meeting No.: IQAC/2023-24/01

IQAC Meeting of Mohamed Sathak College of Arts and Science was conducted on 17.07.2023 at 11 a.m. in the Principal's Chamber.

Dr. R. Meganathan, Principal and Chairperson of IQAC, presided over the meeting and welcomed the members. Dr. M. Syed Ali, IQAC Coordinator, highlighted the objectives of the meeting and briefed the strategies, functions, roles and responsibilities of the team members. All the issues and points in the agenda were taken into discussion in the meeting.

MEETING AGENDA:

1. The Curriculum Planning.
2. The Value-Added Courses.
3. AQAR Report Framing.


ACTIONS TAKEN:

1. The IQAC initiated a discussion on the Curriculum for each programme and the overlapping elective subjects were assigned to the respective departments on the recommendation of IQAC members.
2. The Value-Added Courses were chosen with the aim of enriching and enhancing the skills and potential of students.
3. A discussion was made on framing Annual Quality Assurance Report (AQAR) for the academic year and a Special Team was deputed to carry out the work.

ATTENDANCE REPORT:

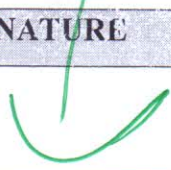

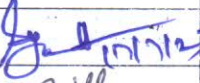
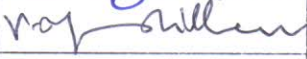


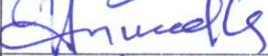
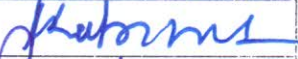


Attendance enclosed.


Signature of IQAC Coordinator


Signature of Principal

PRINCIPAL
MOHAMED SATHAK COLLEGE
OF ARTS & SCIENCE
CHENNAI - 119.

ATTENDANCE SHEET FOR THE IQAC MEETING HELD ON 17.07.2023 AT 11 A.M.

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.R.Meganathan	Chairperson, IQAC & Principal	
2.	Dr.O.S.Aysha	Senior Administrative Officer	 17.07.2023
3.	Dr.M.Syed Ali	Coordinator, IQAC	M. 
4.	Dr.V.Muralidhar	Member, IQAC	
5.	Dr.P.Rasool Begum	Member, IQAC	
6.	Dr.M.Rahimal Beevi	Member, IQAC	
7.	Dr.V.Anuadha	Member, IQAC	
8.	Dr.R.Kabaleeswaran	Member, IQAC	
9.	Dr.S.Balaji	Member, IQAC	
10.	Dr.G.Manickam	Member, IQAC	


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IQAC MEETING MINUTES

Meeting Date: 12-09-2023	Time: 2.30PM
Meeting Location: Principal's Chamber	Meeting No.: IQAC/2023-24/02

IQAC Meeting of Mohamed Sathak College of Arts and Science was conducted on 12.09.2023 at 2.3.PM in the Principal's Chamber.

Dr. R. Meganathan, Principal and Chairperson of IQAC, presided over the meeting and welcomed the members. Dr. M. Syed Ali, IQAC Coordinator, highlighted the objectives of the meeting and briefed the strategies, functions, roles and responsibilities of the team members. All the issues and points in the agenda were taken into discussion in the meeting.

MEETING AGENDA:

1. Conduct of CIA Exam.
2. Seminars/Workshops.
3. Review Process for AQAR.

ACTIONS TAKEN:

1. The team members were asked for suggestions in relation to the conduct of CIA Examination.
2. The IQAC instructed all the departments to organize Seminars and Workshops throughout the academic year.
3. Suggestions were given by the IQAC members on a successful presentation of Review Process for Annual Quality Assurance Report (AQAR).

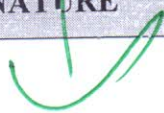
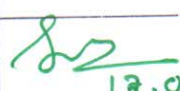




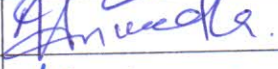

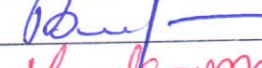

ATTENDANCE REPORT:

Attendance enclosed.


Signature of IQAC Coordinator


Signature of Principal
PRINCIPAL
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ATTENDANCE SHEET FOR THE IQAC MEETING HELD ON 12.09.2023 AT 2.30PM

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.R.Meganathan	Chairperson, IQAC & Principal	
2.	Dr.O.S.Aysha	Senior Administrative Officer	 12.09.2023
3.	Dr.M.Syed Ali	Coordinator, IQAC	
4.	Dr.V.Muralidhar	Member, IQAC	
5.	Dr.P.Rasool Begum	Member, IQAC	
6.	Dr.M.Rahimal Beevi	Member, IQAC	
7.	Dr.V.Anuadha	Member, IQAC	
8.	Dr.R.Kabaleeswaran	Member, IQAC	
9.	Dr.S.Balaji	Member, IQAC	
10.	Dr.G.Manickam	Member, IQAC	


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IQAC MEETING MINUTES

Meeting Date: 10-10-2023	Time: 3.00PM
Meeting Location: Principal's Chamber	Meeting No.: IQAC/2023-24/03

IQAC Meeting of Mohamed Sathak College of Arts and Science was conducted on 10.10.2023 at 3.00PM in the Principal's Chamber.

Dr. H. Abirami, Principal and Chairperson of IQAC, presided over the meeting and welcomed the members. Dr. M. Syed Ali, IQAC Coordinator, highlighted the objectives of the meeting and briefed the strategies, functions, roles and responsibilities of the team members. All the issues and points in the agenda were taken into discussion in the meeting.

MEETING AGENDA:

1. FDP on SSR Preparation.
2. Reforming the IQAC Members

ACTIONS TAKEN:

1. IQAC planned to conduct a Faculty Development Programme on Self Study Report (SSR) to supply an abundant knowledge regarding the preparation.
2. The IQAC took a decision to reframe the IQAC members for making it even more effective and resourceful.

ATTENDANCE REPORT:

Attendance enclosed.

M. Syed Ali
10/10/23



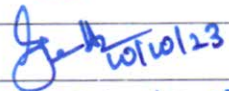


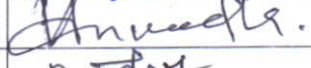
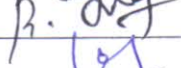



Signature of IQAC Coordinator

H. Abirami
10/10/2023

Signature of Principal

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ATTENDANCE SHEET FOR THE IQAC MEETING HELD ON 10.10.2023 AT 3.00PM

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.H.Abirami	Chairperson, IQAC & Principal	 10/10/23
2.	Dr.R.Meganathan	Senior Administrative Officer & Dean	
3.	Dr.M.Syed Ali	Coordinator, IQAC	M. J.  10/10/23
4.	Dr.S.Valli	Member, IQAC	S. Valli  10/10/2023
5.	Dr.P.Rasool Begum	Member, IQAC	
6.	Dr.V.Anuradha	Member, IQAC	 Anuradha.
7.	Dr.S.Jayakumar	Member, IQAC	 S. Jay
8.	Dr.M.Kalai Nathiyal	Member, IQAC	 M. Kalai
9.	Dr.M.Rahimal Beevi	Member, IQAC	 Rahimal
10.	Dr.M.R.Prakash	Member, IQAC	 M. R. Prakash


10/10/23

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IQAC MEETING MINUTES

Meeting Date: 09.01.2024	Time: 3.30PM
Meeting Location: Principal's Chamber	Meeting No.: IQAC/2023-24/04

IQAC Meeting of Mohamed Sathak College of Arts and Science was conducted on 09.01.2024 At 3.30PM in the Principal's Chamber.

Dr. H. Abirami, Principal and Chairperson of IQAC, presided over the meeting and welcomed the members. Dr. M. Syed Ali, IQAC Coordinator, highlighted the objectives of the meeting and briefed the strategies, functions, roles and responsibilities of the team members. All the issues and points in the agenda were taken for discussion in the meeting.

MEETING AGENDA:

1. Deputing Criterion Coordinators
2. Academic Feedback - Students & Faculties (Online form)
3. Internal Audit – NAAC Files

ACTIONS TAKEN:

1. The IQAC Coordinator deputed in-charges for each criterion of NAAC and works were segregated and assigned to them respectively.
2. The IQAC coordinator discussed the feedback provided by the students as well as the faculty members to the growth of the institution.
3. The Criterion In-charges were segregated in groups to visit the departments assigned for them to verify the Internal Audit.

ATTENDANCE REPORT:



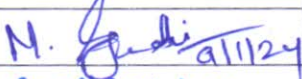


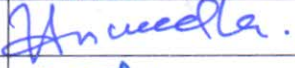

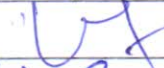


Attendance enclosed.


Signature of IQAC Coordinator
M. Syed Ali 9/1/24

H. Abirami 9/1/24
Signature of Principal

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ATTENDANCE SHEET FOR THE IQAC MEETING HELD ON 09.01.2024 AT 3.30PM

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.H.Abirami	Chairperson, IQAC & Principal	 9/1/24
2.	Dr.R.Meganathan	Senior Administrative Officer & Dean	
3.	Dr.M.Syed Ali	Coordinator, IQAC	 9/1/24
4.	Dr.S.Valli	Member, IQAC	 9/1/24
5.	Dr.P.Rasool Begum	Member, IQAC	
6.	Dr.V.Anuradha	Member, IQAC	
7.	Dr.S.Jayakumar	Member, IQAC	
8.	Dr.M.Kalai Nathiyal	Member, IQAC	
9.	Dr.M.Rahimal Beevi	Member, IQAC	
10.	Dr.M.R.Prakash	Member, IQAC	


9/1/24
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IQAC MEETING MINUTES

Meeting Date: 04.03.2024	Time: 4.00PM
Meeting Location: Principal's Chamber	Meeting No.: IQAC/2023-24/05

IQAC Meeting of Mohamed Sathak College of Arts and Science was conducted on 04.03.2024 at 4.00PM in the Principal's Chamber.

Dr. H. Abirami, Principal and Chairperson of IQAC, presided over the meeting and welcomed the members. Dr. M. Syed Ali, IQAC Coordinator, highlighted the objectives of the meeting and briefed the strategies, functions, roles and responsibilities of the team members. All the issues and points in the agenda were taken for discussion in the meeting.

MEETING AGENDA:

1. New Binary Accreditation
2. Students' Feedback
3. NIRF/AQAR Presentation

ACTIONS TAKEN:

1. The IQAC Coordinator delivered the process and procedure of the existing New Binary Accreditation to all the members of each Criterion and directed to proceed the existing Accreditation.
2. To acquaint with the new methods in Teaching Learning Progress, the Students' Feedback was framed.
3. The IQAC Coordinator, Dr. M. Syed Ali, gave a presentation on National Institutional Ranking Framework (NIRF) and on Annual Quality Assurance Report (AQAR) in the presence of the Principal Dr. H. Abirami and other members of NAAC.

ATTENDANCE REPORT:

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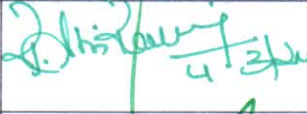





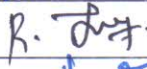

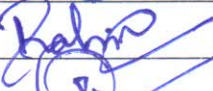


Signature of IQAC Coordinator

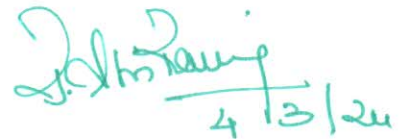


Signature of Principal

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ATTENDANCE SHEET FOR THE IQAC MEETING HELD ON 04.03.2024 AT 4.00 P.M.

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.H.Abirami	Chairperson, IQAC & Principal	
2.	Dr.R.Meganathan	Senior Administrative Officer & Dean	
3.	Dr.M.Syed Ali	Coordinator, IQAC	
4.	Dr.S.Valli	Member, IQAC	
5.	Dr.P.Rasool Begum	Member, IQAC	
6.	Dr.V.Anuradha	Member, IQAC	
7.	Dr.S.Jayakumar	Member, IQAC	
8.	Dr.M.Kalai Nathiyal	Member, IQAC	
9.	Dr.M.Rahimal Beevi	Member, IQAC	
10.	Dr.M.R.Prakash	Member, IQAC	



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IQAC MEETING MINUTES

Meeting Date: 07.05.2024	Time: 2.30PM
Meeting Location: Principal's Chamber	Meeting No.: IQAC/2023-24/06

IQAC Meeting of Mohamed Sathak College of Arts and Science was conducted on 07.05.2024 at 2.30PM in the Principal's Chamber.

Dr. H. Abirami, Principal and Chairperson of IQAC, presided over the meeting and welcomed the members. Dr. M. Syed Ali, IQAC Coordinator, highlighted the objectives of the meeting and briefed the strategies, functions, roles and responsibilities of the team members. All the issues and points in the agenda were taken for discussion in the meeting.

MEETING AGENDA:

1. SSR Presentation on Criteria
2. Preparation for SSR


ACTION TAKEN:

1. SSR Presentation was given on all the criteria individually by each criterion in-charges and the IQAC Coordinator suggested and asked to furnish clear details and gave some ideas to follow.
2. SSR Preparation was assigned to IQAC Members under the supervision of respective in-charges and the members were asked to submit before the specified date.

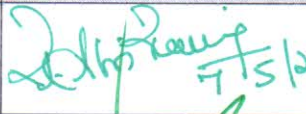
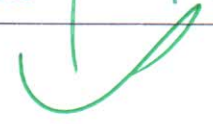
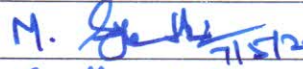

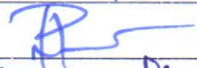
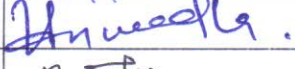
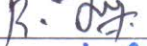



ATTENDANCE REPORT:

Attendance enclosed.


Signature of IQAC Coordinator


Signature of Principal
PRINCIPAL
MOHAMED SATHAK COLLEGE
OF ARTS & SCIENCE
CHENNAI - 119.

ATTENDANCE SHEET FOR THE IQAC MEETING HELD ON 07.05.2024 AT 2.30P.M.

S.No	NAME	DESIGNATION	SIGNATURE
1.	Dr.H.Abirami	Chairperson, IQAC & Principal	 7/5/24
2.	Dr.R.Meganathan	Senior Administrative Officer & Dean	
3.	Dr.M.Syed Ali	Coordinator, IQAC	 7/5/24
4.	Dr.S.Valli	Member, IQAC	 7/5/24
5.	Dr.P.Rasool Begum	Member, IQAC	
6.	Dr.V.Anuradha	Member, IQAC	 Anuradha.
7.	Dr.S.Jayakumar	Member, IQAC	 R. Jay.
8.	Dr.M.Kalai Nathiyal	Member, IQAC	
9.	Dr.M.Rahimal Beevi	Member, IQAC	 Rahimal
10.	Dr.M.R.Prakash	Member, IQAC	 Prakash


7/5/24
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