



Mohamed Sathak College of Arts and Science, Sholinganallur, Chennai-600119
Internal Quality Assurance Cell (IQAC)
 Session No 01/ Dated 24.06.2019

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 24th June 2019

The Co-ordinator of the IQAC Dr. M.Syed Ali delivered the welcome address. In his welcome note, he pointed out the activities initiated by the IQAC in the esteemed institution during the academic year 2019-20. He listed the various best practices and methods followed in each Department. IQAC Members proposed several suggestions to enhance the Criterion wise. Co-ordinator also explained the measures taken towards the submission of IQAC Report (2019-20). Following points were discussed by IQAC members:

Prof. K.Mainudeen Ahamed, Head, PG Department of Computer science, mentioned that we need to conduct value -added courses and certificate programme department wise. He said restructuring of feedback form for all the stakeholders like **Students, Teachers, Employers, Alumni and Parents** and he also insisted to have learning management systems, E-learning resources, initiate on Continuous Internal Evaluation system at the institutional level for academic calendar during year 2019-20. He told reform of Student Satisfaction Survey on overall institutional performance.

Dr.O.S.Aysha, Head, PG & Research Department of Microbiology, suggested to have workshop/seminars on Intellectual Property Rights and industry Academia Innovative practice in the fourth coming academic year and all the staff members may be motivated to publish research article in reputed journal. She suggested to have various extension activities and outreach programmes by students in their department levels. She has pointed out to get collaborations with companies, industries, research institutions and university for internship, on the job training, project work, sharing research facilities, faculty and students exchange program.

Mr. R.Rajathilagam, Head, PG Department of Electronic Science said we have to purchase the 1000 books for every year (Each department 10 books and 5 volumes) to be maintained in the central library and departments. He also mentioned that, introducing LCD Projector for one classroom and subscribe the E-journals in each departments from the academic year of 2019-2020. He informed that every year purchase of 50 computers and instruments for practical, research purposes (above 1 lakh) and maintaining the library automation.

Dr.G.Manickam, Head, PG Department of Business Administration said, we have to strengthen the scholarship and financial support service (National/International / NGO) for all students. He said, we have to prepare the remedial coaching, bridge courses, YOGA, Meditation, personal counseling and mentoring for students. He also mentioned that, to conduct competitive exam and to motivate the higher studies for student's level. He mentioned, we maintaining the data for placement in on campus/ off campus at department wises and we

motivate them to students to involve the sports and cultural activities in department wise. He also informed that, to be register alumni association and conducting meeting for alumni students.

Dr.JLA Nakkeran, Head Department of Commerce said, quality improvement strategies adopted by institution like Teaching and learning, Examination, Research, ICT and physical infrastructure. He mentioned implementation of e-governance in areas of operations like Administration, Finance, student's admission and examinations. He said that, we have to encourage the teachers for attending professional development programmes, viz, Orientation programme, Refresher course, Short Term course and FDP during the year of 2019-20 and management must contribute base amounts for participants in the conference and seminars to various institutions.

Dr.V.Muralidhar, Head Department of Mathematics told, to enhance best practices in the area of teaching and research and he told we have to promote and initiate the environmental consciousness and sustainability/ alternate energy sources in campus and we have to purchase the wheel chairs and construct the rest rooms for differently abled person. He told motivating the all department staff member for conducting best practices in institutional level.

Above matters may be discussed in the forthcoming academic council meeting in our college.

Principal

Chairman-IQAC

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6/12/19

6/12/19
Co-ordinator
IQAC



28/1/20

MOHAMED SATHAK COLLEGE OF ARTS & SCIENCE

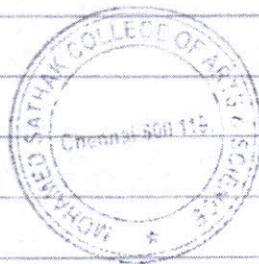
MSCAS / IQAC - 6 / 19-20 / IQAC Members Meeting

It is informed to all IQAC Members to attend a meeting in the Electronic Science Dept room on 28/1/2020 at 10:30 am, without fail.

Agenda:

1. To discuss the Seven Criteria NAAC - AQAR 2019-2020
2. Feedback for Students, Teacher's
3. AQAR - 2018-2019 Report [Discussion]
4. Any other matter with the permission of the chair

W. J. A. 28/1/2020
 IQAC Coordinator



28/1/2020
 IQAC Chairperson

IQAC Member

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| 1. DR. V. MURALIDHAR | - | AAK |
| 1. Prof. K. MAINUDEEN AHAMED | - | K.M - N 28-1-2020 |
| 2. Dr. O.S. Aysha | - | MS |
| 4. Dr. ILA NAKKEERAN | - | A.M. Prithvi 28/01/20 |
| 5. Dr. BALAJI | - | Dr. S. B. W |
| 6. Prof. NANDA GOPAL | - | AAK |
| 7. Dr. G. MANICKAM | - | AAK |
| 8. Dr. S. SUBHARSHAN | - | MS |