



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

**CIRCULAR**

Date: 19/09/2018

**MSCAS / IQAC - 5 / 2018-19 / MEETING**

It is proposed to conduct an IQAC meeting in room no.6 on 20/9/2018 (Thursday) at 02.30 p.m. All the IQAC members and all HODs are requested to attend the meeting without fail

**Agenda:**

1. To discuss the seven criteria NAAC – AQAR 2018 – 2019.
2. Any other matter with the permission of the chair.

DEAN

19/9/18  
IQAC Coordinator

ACADEMIC DIRECTOR

PRINCIPAL

Copy to:

1. Vice Principal
2. All HODs
3. Office
4. File

Mohamed Sathak College of Arts and Science, Sholinganallur, Chennai-600119  
Internal Quality Assurance Cell (IQAC)/IIQA  
Session No 01/ Dated 20.09.2018

**COMMITTEE MEETING & RESOLUTIONS**

The Committee resolved the following:

1. The revised guidelines for IQAC has been discussed with members and HODs.
2. The plans to strengthen certain criteria of IQAC like..Employee feedback, Staff feedback, Extension activities, Scholarships, Research Publications and best practices of the institution has been discussed.
3. It is suggested to involve same faculty members in sports and cultural activities.
4. All members are requested to maintain and update criteria wise data for IQAC periodically.

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	Administration Officer	<i>[Signature]</i> 28.9.18
2.	K.M.Mainudeen Ahamed-HOD, Dept of PG Computer science	I-Curricular Aspects	<i>[Signature]</i> 28.9.18
3.	Dr.S.Niranjanan- HOD, Dept of BCA	II-Teaching, Learning & Evaluation	<i>[Signature]</i> 28/09/18
4.	Dr.O.S.Aysha-HOD, Dept of Microbiology	III-Research, Consultancy & Extension	<i>[Signature]</i> 28/9/18
5.	R.Rajathilagam-HOD, Dept of Electronic Science	IV-Infrastructure & Learning Recourses	<i>[Signature]</i> 28.09.18
6.	Dr.G.Manickam,Asst.Prof, Dept of MBA	V-Students Support & Progression	<i>[Signature]</i> 28.09.18
7.	Dr. ILA Nakkeeran, HOD,Dept of B.Com., General	VI-Governance, Leadership & Management	<i>[Signature]</i> 28/09/18
8.	Dr.V.Muralidhar,HOD,Dept of Mathematics	VII-Innovations & Best Practices	<i>[Signature]</i> 28/9/18

Principal

Chairman-IQAC

*[Signature]*  
28/9/18  
IQAC Coordinator

Dean

Administration Officer-IQAC

Academic Director

Administration Officer-IQAC

28-09-18

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CIRCULAR

**MSCAS / IQAC – 5 / 2018-19 / IQAC members and HODs meeting**

Date: 07-01-2019

It is informed to all the IQAC members and all HODs to attend a meeting in the Academic Director's room on 8/01/2019 at 12.15 p.m. without fail.

Agenda:

1. NIRF 2019 discussion.
2. Students feedback for teaching staff evaluation (online trial).
3. AQAR report 2018-2019.

Note: All the IQAC members and HODs are requested to bring android mobile for the purpose.

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Dean *[Signature]*  
7/1/19

*[Signature]*  
7/1/19  
IQAC Coordinator

*Sathak*  
Academic Director  
07-01-19

*[Signature]*  
Principal

Copy to:

1. Vice-Principal
2. All HODs
3. All IQAC members
4. Office
5. File

*[Handwritten mark]*





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

Internal Quality Assurance Cell (IQAC)/IIQA

Session No 01/ Dated ~~10.09.2018~~ 7.1.2019

**COMMITTEE MEETING & RESOLUTIONS**

The Committee resolved the following:

1. To discussed preparation and submit to NIRF 2019 with members and HODs.
2. The plans of Students Satisfactory Survey report evaluation through online mode.
3. All staff members to be submit the respective department reports for AQAR 2018-2019 purpose.
4. All members are requested to maintain and update criteria wise data for IQAC periodically.

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2.	K.M.Mainudeen Ahamed-HOD, Dept of PG Computer science	I-Curricular Aspects	
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6.	Dr.G.Manickam,Asst.Prof, Dept of MBA	V-Students Support & Progression	
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8.	Dr.V.Muralidhar,HOD,Dept of Mathematics	VII-Innovations & Best Practices	

Principal  
Chairman-IQAC

Dean  
Administration Officer-IQAC

Academic Director  
Administration Officer-IQAC

H. [Signature]