



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

*(Affiliated to University of Madras, Reaccredited by NAAC)*

**Circular**

**MSCAS/IQAC/2022-2023/01-IQAC Members Meeting**

**27.07.2022**

It is informed to all the HoD's & IQAC Members are attend a meeting in the principal cabin on 08.07.2022 at 2.30pm without fail.

**Agenda:**

1. To discuss conducting a Value added courses.
2. To discuss the seven criteria and AQAR 2022-2023 preparations.
3. Any other matter with the permission of the chair.

Coordinator, IQAC

Chairperson, IQAC

Dr. R. Meganathan Ph.D  
Principal

Mohamed Sathak College of Arts and Science  
Sholinganallur Chennai-600 119

Copy to:

1. Vice Principal
2. All members of committee
3. IQAC Cell



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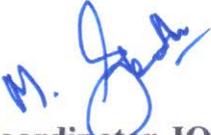
**Circular**

MSCAS/IQAC/2022-2023/01

**Action Taken Report**

The Chairperson of the IQAC **Dr.R.Meganathan** delivered the welcome address and Coordinator of IQAC explained and initiated following:

1. HoDs are submitted list of value added courses details such as DMLT from Lifescience associated with DR.UK institution and TALLY from commerce associated with CSC Computer Centre and submitted timetable to the Principal Cabin.
2. All IQAC members are requested to prepare and maintain the criteria wise data.

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**  
Dr. R. Meganathan Ph.D  
Principal  
Mohamed Sathak College of Arts and Science  
Sholinganallur Chennai-600 119

Members signatures

1. Dr. B. Kalalouramy
2. Dr. S. B...
3. Annasalle
4. 
5. G. L...
6. Rabin
7. V. Jay...



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**Circular**

**MSCAS/IQAC/2022-2023/02**

**01.09.2022**

It is informed to all the members of IQAC at 3.00pm on 2.9.2022 at IQAC office. All the members are requested to make it convenient to attend the same.

**Agenda for the meeting:**

1. Discussion and Review progress of AQAR Report.
2. Any other matter with the permission of the chair.

**Coordinator, IQAC**

**Chairperson, IQAC**

**Dr. R. Meganathan Ph.D**

Principal

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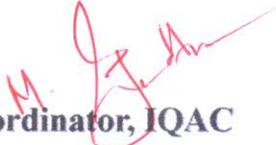
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MSCAS/IQAC/2022-2023/02

**Action Taken Report**

**Dr.R.Meganathan**, Principal & Chairperson IQAC, welcomed the IQAC members for the meeting held on 02.09.2022.

1. In the last meetings, criteria wise members were appointed for the data collection. The committee reviewed the progress report of AQAR for the academic year 2021-2022. All the criteria members are requested to submit the data. It has also been planned to conduct review meeting with all the members to discuss any issue of concern.

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**

Dr. R. Meganathan Ph.D.  
Principal

Mohamed Sathak College of Arts and Science  
Sholinganallur, Chennai-600 119

Members signatures

1. Dr. B. Kalarajam

2. Dr. S. B.

3. Anusulla

4. 

5. G. L. S.

6. 

7. 



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**Circular**

**MSCAS/IQAC/2022-2023/03**

**20.10.2022**

It is informed to all the members of IQAC at 3.00pm on 21.10.2022 at IQAC office. All the members are requested to make it convenient to attend the same.

**Agenda for the meeting:**

1. Students Feedback questionnaire on facilities.
2. Any other matter with the permission of the chair.

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**  
Dr. R. Meganathan Ph.D  
Principal  
Mohamed Sathak College of Arts and Science  
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MSCAS/IQAC/2022-2023/03

**Action Taken Report**

**Dr.R.Meganathan**, Principal & Chairperson IQAC, welcomed the IQAC members for the meeting held on 21.10.2022.

1. It was successfully conduct the Student feedback who secured 75% attendance and members are submitted the feedback to IQAC Cell on 06.11.2022.

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**  
**Dr. R. Meganathan Ph.D**  
Principal  
Mohamed Sathak College of Arts and Science  
Sholinganallur, Chennai-600 119.

Members signatures

1. Dr. B. Kalalouramy
2. Dr. S. B...
3. Anusalle
4. 
5. G. L. S...
6. Rabin
7. V. S. S...



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**Circular**

**MSCAS/IQAC/2022-2023/04**

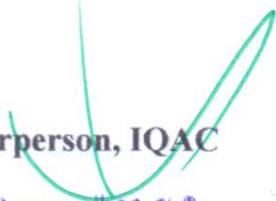
**06.02.2023**

It is informed to all the members of IQAC at 3.00pm on 07.02.2023 at IQAC office. All the members are requested to make it convenient to attend the same.

**Agenda for the meeting:**

1. Progression of AQAR Report
2. Review on progress of NIRF Data
3. To conduct FDP Programme on Teaching, learning programme.

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**

**Dr. R Meganathan Ph.D**  
Principal

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**MSCAS/IQAC/2022-2023/04**

**Action Taken Report**

**Dr.R.Meganathan**, Principal & Chairperson IQAC, welcomed the IQAC members for the meeting held on 07.02.2023.

1. In the last meetings, criteria wise members were appointed for the data collection. The committee reviewed the final report of AQAR for the academic year 2021-2022. All the criteria members are requested to submit the data. It has also been planned to conduct review meeting with all the members to discuss any issue of concern.

2. All the Hods are submitted the data for the NIRF 2023.

3. Organised FDP on Teaching, learning programme by IQAC and delivered by Dr.Padmavathy, Principal, SSS Jain College, Chennai, She taught about recent technique of teaching learning process. Totally 160 staff members are attended.

**Coordinator, IQAC**

Members signatures

1. Dr. B. Kaliamurthy
2. Dr. S. B.
3. Anusalle
4. R.
5. G. U. S.
6. Rabin
7. V. S.

**Chairperson, IQAC**

**Dr. R. Meganathan Ph.D.**

Principal

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**Circular**

MSCAS/IQAC/2022-2023/05

04.05.2023

It is informed to all the members of IQAC at 2.30pm on 05.05.2023 at IQAC office. All the members are requested to make it convenient to attend the same.

**Agenda for the meeting:**

1. Review on progress & Presentation of AQAR-2021-2022 (Before Submission).
2. Teachers Feedback (Online mode)

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**

Dr. R. Meganathan Ph.D

Principal

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**MSCAS/IQAC/2022-2023/05**

**Action Taken Report**

**Dr.M.Syed Ali**, Coordinator IQAC, welcomed the IQAC members for the meeting held on 05.05.2023.

1. Coordinator of IQAC presented the AQAR 2021-2022 report in the suggestions made.
2. Collected all the teacher's feedback and uploads to our institution website.

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**  
Dr. R. Meganathan Ph.D  
Principal  
Mohamed Sathak College of Arts and Science  
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**Members signatures**

1. Dr. B. Kalalouramy
2. Dr. S. B...
3. Anusalle
4. R...
5. G. L...
6. Rabin
7. Raj...



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**MSCAS/IQAC/2022-2023/06**

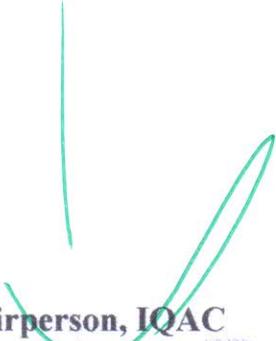
**22.05.2023**

It is informed to all the members of IQAC at 2.30pm on 23.05.2023 at IQAC office. All the members are requested to make it convenient to attend the same.

**Agenda for the meeting:**

1. Value added courses
2. Academic & Administrative Audit

  
**Coordinator, IQAC**

  
**Chairperson, IQAC**

**Dr. R. Meganathan Ph.D.**  
Principal

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MSCAS/IQAC/2022-2023/06

**Action Taken Report**

**Dr.M.Syed Ali**, Coordinator IQAC, welcomed the IQAC members for the meeting held on 23.05.2023.

1.It was decided to start several new value added courses for the students targeting skill inculcation, training in trending areas.

2.It was decided to conduct Academic and Administrative Audit during the academic year.

  
**Coordinator, IQAC**

**Chairperson, IQAC**

**Dr. R. Meganathan Ph.D**

Principal

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Members signatures

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