



# HKBK College of Engineering

## Internal Quality Assurance Cell

<b>Date of Meeting: 18-08-2018</b>		
<b>Agenda for the Meeting</b>		
<b>Sl. No.</b>	<b>Points of Discussion</b>	<b>Discussion By</b>
1.	Review of previous IQAC Meeting held on 23/6/18	IQAC Coordinator
2.	Application for NBA	Principal/Management
3.	Status of Research projects, Funds, publications and future plan.	R&D Coordinator
4.	Review of Academic Results and action plan for improvement for 2018-19	HODs
5.	Review of Placement of students and support in career services.	TPO
6.	Review of feedback from the stake holders' viz students, parents, Alumni and Employer.	IQAC Coordinator
7.	Industry Institute Interaction, Center of Excellence and Quality Improvement initiatives by each department.	HODs
8.	Any other points with the permission of the chair.	



## **HKBK College of Engineering**

### **Internal Quality Assurance Cell**

### **Minutes of the Meeting for Meeting conducted on 18-08-2018**

#### **Members Present**

1. Dr. Muzzamil Ahamed, Principal
2. Mr. C.M. Faiz Mohammed – Director, HKBK Group of Institutions – Member
3. Mr. Manzoor. A.Khan, Secretary, HKBK Group of Institutions – Member from Management
4. Ms. Ishrat Jahan, Counselor / Nagawara, Local Society Member
5. Mr. Syed Safeer Ahamed, Manager / Accounts – Senior Administrative Officer
6. Ms. Farha Hameed, Alumni Member
7. Mr. Mohamed Arshad / ECE Final Year, Student
8. Mr. Abdul Basheer, Director, BizTime – Employer
9. Dr. G.S Javeed, Analog Design Manager, High Speed Circuits Group, Terminus Circuits Pvt Ltd, Bangalore – 94 – Industrialist
10. Ms. Sagaya Mary, Parent – Stakeholder
11. Dr. R. Loganathan, HOD/CSE – Faculty Member
12. Dr. Sanauulla. P.F, HOD/Chemistry – Faculty Member
13. Dr. A.Syed Mustafa, HOD/ISE – Faculty Member
14. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member
15. Mr. Mohammed Rafi, Manager / Office – Senior Administrative Officer
16. Dr. Basavaraj, Associate Professor/Aerospace Department, VTU – Academician
17. Dr. Suraiya Tanannum, Professor / ECE – Faculty Member
18. Prof. Savithri Ramesh, Associate Professor/ISE – Faculty Member
19. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

#### **The following were granted Leave of Absence**

1. Mr. R. Jayanth Bhat, Alumni – Alumni & Entrepreneur
2. Dr. R. Ganeshkumar, Associate Professor, CHRIST (Deemed to be University)– Academician

## Minutes of the Meeting

Agenda point & description	Summary of discussions	Specific decision arrived at	Responsibility
Review of progress on the previous Meeting	The IQAC Coordinator, Prof. Hussain Ahmed briefed about the activities done during the previous academic year & reviewed the previous academic meeting	Strengthen the teaching – learning process further and also initiate steps to conduct more value added /certificate courses.	All HOD's
NBA Application	Principal informed that our NBA accreditation has lapsed and we need to reapply for the same	It was resolved to apply for NBA by the end of Dec 2018	All HOD's
Status of research projects, funds Future plans	<p>The research coordinator highlighted that 17 student projects were approved and funded from KSCST / VTU.</p> <p>An amount of Rs. 85000/- was received from various agencies.</p> <p>Various Departments have submitted project proposals to VGST.</p> <p>Faculty published papers in journals and conferences.</p>	<p>More student projects need to be submitted to various government agencies/VTU.</p> <p>To exhort students to participate in various competitions held at state level / university / national level</p> <p>Faculty to submit project proposals to various government agencies.</p> <p>Faculty to publish in renowned journals</p>	Research coordinator
Review of academic results and action plan for improvement of 2018-19	The Overall college results for the previous year was 68.18%	Mentoring /Remedial classes to be strengthened for Analytical Subjects.	
Review of placement of students and support in Career services	TPO presented the placement data in the meeting.	It was resolved to conduct more training programs to improve the employability of students.	TOP Coordinator
Review of feedback from stake older students, parent	IQAC coordinator expressed concern that some students are weak in communication skills and lack the writing skills.	It was resolved that faculty should use modern methods of teaching. Google classroom to be used as an	All HOD's

alumni and employer	They are weak in analytical subjects which has mainly been responsible for poor results.	ICT tool to upload learning material, question banks, question papers.	
Industry institution interaction, COE and QIP initiatives by each department	IQAC coordinator highlighted about the various activities done in 2017-18. Few Value added and Certificate courses, Industry Visits, Guest lectures, Industry institute interaction, extension activities were organised and conducted to enhance the Teaching Learning process.	It was resolved to impress upon the students the need for enhancing their skills and advise them to participate in all activities that the department conducts.  Departments to maintain detailed report of all activities.  Department to strive to setup Centre of Excellence.	

*Husca Aed.*  
**IQAC COORDINATOR**  
**IQAC CO-ORDINATOR**