



HKBK College of Engineering

Internal Quality Assurance Cell

Date of Meeting: 23-03-2019

Agenda for the Meeting

Sl. No.	Points of Discussion	Discussion By
1.	Review of progress on the previous Meeting	IQAC Coordinator
2.	NBA/NAAC Status	IQAC Coordinator
3.	Status of Research projects, Funds, publications and future plan.	Research Coordinator
4.	Industry institute interaction on delivery	HODs
5.	Feedback and action taken	HODs
6.	E-learning Facilities	HODs
7.	Extension activities	IQAC Coordinator
8.	Any other points with the permission of the chair.	



HKBK College of Engineering

Internal Quality Assurance Cell

Minutes of the Meeting for Meeting held on 23/3/2019

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. Dr.R. Loganathan, HOD/CSE – Faculty Member
5. Dr.A.Syed Mustafa, HOD/ISE – Faculty Member
6. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member
7. Dr. Syed Abu Sayeed Mohammed, HOD/Civil– Faculty Member
8. Dr. Chandrakumar, HOD/Physics– Faculty Member
9. Mr. Syed Safeer Ahamed, Manager / Accounts – Senior Administrative Officer
10. Mr. Mohammed Rafi, Manager / Office – Senior Administrative Officer
11. Ms. Ishrat Jagan, Counselor / Nagawara, Local Society Member
12. Ms. Farha Hameed, Alumni Member
13. Mr. R. Jayanth Bhat, Alumni & Self-Employed-Entrepreneur, International Distributor, Babusapalya, Kalyan Nagar, Bangalore – Alumni & Entrepreneur
14. Mr. Mohamed Arshad / ECE Final Year, Student
15. Mr. Abdul Basheer, Director, BizTime – Employer
16. Dr. G.S Javid, Analog Design Manager, High Speed Circuits Group, Terminus Circuits Pvt Ltd, Bangalore – 94 – Industrialist
17. Dr. Basavaraj, Associate Professor/Aerospace Department, VTU - Academician
18. Dr. R. Ganeshkumar, Associate Professor, School of Engg, CHRIST (Deemed to be University), Banagalore – 74 – Academician
19. Mr. Mohamed Wajid, Parent – Stakeholder
20. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

Minutes of Meeting

Agenda point & description	Summary of discussions	Specific decision arrived at	Responsibility
Review of previous meeting	The previous meeting minutes were reviewed by members		
NBA/NAAC Status	NBA peer team visited the campus on 8 th , 9 th and 10 th . IQAC Coordinator Prof. Hussain Ahmed presented the weak points that the Peer team had presented during their exit meeting. He stressed on impact analysis of the events conducted.	It was resolved to work on the weak points highlighted by the Chairman of the NBA Peer team.	HODs
Status of research projects, funds publications and future plan	There was a substantial increase in the number of faculty publications in Journals and Conferences. The IQAC coordinator informed the committee that as per the suggestion of NBA chairman, the publications to be made in peer reviewed journals and international conferences and also submit proposals to various agencies.	It was resolved to have at least one Publication for faculty in Peer reviewed journals.	Research Coordinator
Industry institute interaction on delivery	Experts from industry were invited for content delivery. Principal emphasised that there was need to involve experts from curriculum design and impart training to students.	It was resolved to make significant efforts to integrate industry in teaching learning program and OBE system	HODs
Feedback and action taken	Feedback from stake holders is taken and analysis is done to assess the attainment of Pos and PEOs.	It is necessary to initiate steps to address the issues that emerged through the feedback and also notified to the concerned.	HODs
E-learning Facilities	Google classroom was used by all faculty members to upload notes, question banks etc. Dr. Syed Mustafa, HOD ISE, stated that some faculty share their ppts/ e-notes on slide share.	It was resolved to adopt the slide share option by other departments. Faculties were advised to take online certification courses and also motivate students to do the same.	HODs
Extension activities	Two programmes on meditation and Yoga, Zero plastics were conducted. Tree Plantation, Blood donation, Eye camp, Dental camp through NSS were carried.	It was resolved to conduct these social activities by involving more students and need to be done in coordination with some NGOs and government agencies and certificate of appreciation to be taken.	NSS unit

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