



HKBK College of Engineering

Internal Quality Assurance Cell

Date of Meeting:18-08-2019		
Agenda for the Meeting		
Sl. No.	Points of Discussion	Discussion By
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. Sanaulla. 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.	

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IQAC COORDINATOR
IQAC CO-ORDINATOR



HKBK College of Engineering

Internal Quality Assurance Cell

Date of Meeting: 22-12-2018		
Agenda for the Meeting		
Sl. No.	Points of Discussion	Discussion By
1.	Review of progress on the previous Meeting	IQAC Coordinator
2.	Application for NBA	All HOD's
3.	Status of Research projects, Funds, publications and future plan.	Research coordinator
4.	Review of Academic Results and action plan for improvement for 2018-19	All HODs
5.	Skill Development /value added course / certification	All HODs
6.	Collaboration with Industries	All HODs
7.	Remedial class, slow and advanced learners	All HODs
8.	Teaching learning methods	All HODs
9.	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 22-12-2018

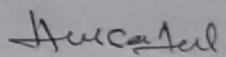
Members Present

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. R. Jayanth Bhat, Alumni & Self-Employed-Entrepreneur, International Distributor, Babusapalya, Kalyan Nagar, Bangalore – Alumni & Entrepreneur
8. Mr. Mohamed Arshad / ECE Final Year, Student
9. Mr. Abdul Basheer, Director, BizTime – Employer
10. Dr. G.S Javeed, Analog Design Manager, High Speed Circuits Group, Terminus Circuits Pvt Ltd, Bangalore – 94 – Industrialist
11. Dr. R. Ganeshkumar, Associate Professor, School of Engg, CHRIST (Deemed to be University), Banagalore – 74 – Academician
12. Ms. Sagaya Mary, Parent – Stakeholder
13. Dr. R. Loganathan, HOD/CSE – Faculty Member
14. Dr. Sanaulla. P.F, HOD/Chemistry – Faculty Member
15. Dr. A.Syed Mustafa, HOD/ISE – Faculty Member
16. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member
17. Mr. Mohammed Rafi, Manager / Office – Senior Administrative Officer
18. Dr. Basavaraj, Associate Professor/Aerospace Department, VTU – Academician
19. Dr. Suraiya Tanannum, Professor / ECE – Faculty Member
20. Prof. Savithri Ramesh, Associate Professor/ISE – Faculty Member
21. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

Minutes of 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 Welcomed the members and reviewed the previous meeting minutes	Activity based learning was made mandatory by the university.	
NBA Status	Prequalifier of three departments Information science, Electronics and Communication and mechanical Engineering was uploaded on 9 th November in NBA portal Status of SAR preparation was presented by respective HODs.	It was resolved to upload SAR to NBA portal before the due date.	All HOD's
Status of research projects, funds plans, Feature plans	Dr. Maaz Ahmed of ECE Department presented a paper in international conference at California. Students participated in smart Hackathon and submitted project proposals to KSCST.		Research coordinator
Review of academic results and action plan for important of 2018-19	To enhance the first year results a group of 6-8 students were grouped together, remedial classes were conducted to reduce the number of drop outs.	Mentoring /Remedial classes to be strengthened for Analytical Subjects.	
Skill Development /value added course / certification	Each Department conducted SDPs to supplement theoretical subjects with practical based approach with modern tools to attain certain program outcomes.	It was resolved to have atleast one certificate course per semester for all years of students with more than 30 hours based on the need and scope to cover the curricular gaps	All HODs
Collaboration with Industries	MOUs and tie ups were made/ continued with many industries to reinforce Teaching Learning process with emphasis on strengthening the Industry Institute Interaction.	Resolved to establish contact with industries and arrange for guest lectures/ workshops.	All HODs
Remedial class, slow and advanced learners	Remedial classes for slow learners were planned and conducted. The students were trained on important topics and guided to prepare for examinations. Advanced learners were given opportunities to	It was resolved to ensure that number of dropouts in I year is minimized.	All HODs

	participate in contests conducted at state/ university/ inter collegiate level. HODs highlighted that parents appreciated the efforts of teachers to help slow learners.		
Teaching learning methods	Various pedagogies were adopted by faculty to enrich the teaching learning experience, Google classroom, online quizzes, model preparations, group discussions, case study, field survey are few tools to enhance student skills.	It was resolved to use pedagogy tools by each and every faculty and not restrict to few faculty.	All HODs


IQAC COORDINATOR
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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
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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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