



# HKBK COLLEGE OF ENGINEERING

## Internal Quality Assurance Cell

Date: 03-01-2023

### CIRCULAR

Dr. Tabassum Ara ✓  
Principal

Prof. Hussain Ahmed ✓  
IQAC Head

Mr. Manzoor Ahmed Khan  
Secretary HKBKGI

Dr. Syed Mustafa A ✓  
HOD, ISE

Dr. Salim Shariff ✓  
HOD, ME

Dr. Nagabhushana ✓  
HOD, Mathematics

Prof. Zahira Tabassum ✓  
Asso Prof. ECE

Prof Sumaiya Banu ✓  
Asst Prof. Humanities

Prof. Tahir Naquash ✓  
Asst Prof. CSE

#### Special Invitees:

Dr. Latha Rajagopalan ✓  
HOD, ECE

Dr. Syed Abu Sayeed M ✓  
HOD, Civil

Prof. Sheik Haroon Safdar ✓  
HOD, EEE

Dr. Chandrakumar K ✓  
HOD, Physics

Dr. Sanaulla P.F ✓  
HOD, Chemistry

Dr. Ashok P.S ✓  
HOD, CSE

The Internal Quality Assurance Cell (IQAC) meeting is scheduled 3:00 PM on 04-01-2023. All HODs are requested to attend the meeting.

Venue: A- Block conference hall

#### Agenda of the meeting:

- PAC meeting
- VAC
- NBA preparedness of CSE and ISE
- Academic audits
- Expert lecture series
- AQAR 21-22
- Technical training sessions
- COE for even semester
- Feedback analysis
- SWOC analysis
- Inter college project exhibition
- Calypso 2023

Hussain Ahmed 3/1/23  
Prof. Hussain Ahmed  
IQAC Head



# HKBK COLLEGE OF ENGINEERING









## Internal Quality Assurance Cell

Date: 04-01-2023






### Agenda of the Meeting: -

SL.NO.	Points of Discussion
1	COE for odd semesters
2	Induction program for 26 <sup>th</sup> batch
3	Vigilance awareness week
4	NBA mock audit
5	Question paper scrutiny
6	Expert lecture series
7	AISHE survey 21-22
8	Commencement of 1 <sup>st</sup> semester
9	AQAR 20-21
10	AQAR 21-22
11	Revised SOP and benchmarks
12	Workshop on gender sensitization, Communal harmony week

### Members Present: -

1. Dr. Tabassum Ara, Principal 
2. Prof. Hussain Ahmed, IQAC Head 
3. Mr. Manzoor Ahmed Khan, Secretary HKBKGI
4. Dr. Syed Mustafa. A, HOD ISE 
5. Dr. Salim Shariff, HOD ME 
6. Dr. C. S. Nagabhushana, HOD Mathematics 
7. Prof. Zahira Tabassum, Associate Prof, ECE 
8. Prof. Sumaiya Banu, Asst Prof, Humanities 
9. Prof. Tahir Naquash, Asst Prof, CSE 

### Special Invitees:

1. Dr. Ashok, HOD CSE 
2. Dr. Syed Abu Sayeed M, HOD Civil
3. Prof. Sheik Haroon Safdar, HOD EEE 
4. Dr. Latha Rajagopalan, HOD ECE 
5. Dr. Sanaula P.F, HOD Chemistry 
6. Dr. Chandrakumar K, HOD Physics 

**Minutes of the meeting:**

Sl. No.	Compliance Report of previous meetings	Responsible persons
1	AQAR 20-21 has been submitted	IQAC
2	Academic audits were conducted for all the departments	IQAC and all HODs
3	Smart boards are being used by the faculty	
4	AICTE lectures and seminar series on AICTE initiatives were conducted to bring awareness among staff and students.	
5	Activities such as value-added courses, ATAL FDP, Project exhibition were conducted.	All faculties

**Discussion:**

Sl. No.	Description	Summary of Discussion	Responsible persons
1	COE	COE for all odd semesters prepared and lesson plan is ready.	All HODs and faculty
2	Induction program for 26 <sup>th</sup> batch	Induction program for 26 <sup>th</sup> batch of BE program started on 17-10-22.	IQAC and Criteria owners
3	Vigilance awareness week	One week awareness program on "Corruption Free India for Developing Nation" was conducted at HKBKCE in association with BEL. Several programs like essay writing, slogan writing, painting and quiz were conducted.	All faculties
4	NBA mock audit	NBA mock audit for CSE and ISE departments was done on 15-11-22. Principal and IQAC suggested some modifications.	IQAC, Principal, HOD CSE, HOD ISE and criteria owners.
5	Question paper scrutiny	All departments advised to conduct scrutiny of IA question papers at department level as well as by principal and IQAC.	IQAC, Principal, All HODs
6	Expert lecture series	Seminar series on AICTE initiatives have started from 01-09-21. HODs were advised to instruct all faculty members and staff to attend to get awareness of the various initiatives from AICTE. Students also may be invited wherever necessary.	All HODs
7	AISHE survey 21-22	AISHE survey for 21-22 is launched and open for information upload till 15-01-23.	IQAC, Principal and Coordinators
8	AQAR 20-21	AQAR 20-21 was submitted on 31-12-22.	IQAC and criteria owners

9	AQAR 21-22	Data for AQAR 21-22 is being collected.	IQAC and criteria owners
10	Revised SOP and benchmarks	<ul style="list-style-type: none"> <li>• Revised SOP and benchmarks from NAAC have been shared with all the departments and criteria owners.</li> <li>• All departments were advised to conduct one VAC for each year of the program.</li> </ul>	IQAC, Criteria owners
11	Workshop on gender sensitization, Communal harmony week	<ul style="list-style-type: none"> <li>• Workshop on gender sensitization was conducted by CICC on 25-11-22.</li> <li>• Communal harmony week was observed from 19-11-22 to 25-11-22 in collaboration with National Foundation for communal harmony.</li> </ul>	All Coordinators

Anca 14/1/23

IQAC Head

  
Principal