



HKBK COLLEGE OF ENGINEERING

Internal Quality Assurance Cell

Date: 09-05-2023

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 11:00 AM on 10-01-2023. All HODs are requested to attend the meeting.

Venue: A- Block conference hall

Agenda of the meeting:

- COE for odd semesters
- Induction program for 26th batch
- Vigilance awareness week
- NBA mock audit
- Question paper scrutiny
- Expert lecture series
- AISHE survey 21-22
- Commencement of 1st semester
- AQAR 20-21
- AQAR 21-22
- Revised SOP and benchmarks
- Workshop on gender sensitization, Communal harmony week

Prof. Hussain Ahmed
IQAC Head



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



Internal Quality Assurance Cell

Date: 10-05-2023


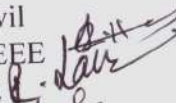
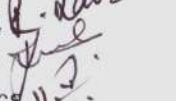


Agenda of the Meeting: -

SL.NO.	Points of Discussion
1	PAC meeting
2	VAC
3	NBA preparedness of CSE and ISE
4	Academic audits
5	Expert lecture series
6	AQAR 21-22
7	Technical training sessions
8	COE for even semester
9	Feedback analysis
10	SWOC analysis
11	Inter college project exhibition
12	Calypso 2023

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	AISHE survey 21-22 data submitted	IQAC
3	Data for AQAR 21-22 is being collected and reviewed	IQAC and criteria owners
4	AICTE lectures and seminar series on AICTE initiatives were conducted to bring awareness among staff and students.	
5	Modifications suggested during the NBA mock audit of ISE and CSE departments were incorporated.	All faculties of CSE and ISE

Discussion:

Sl. No.	Description	Summary of Discussion	Responsible persons
1	PAC meeting	PAC meeting with industrialists, alumni, academicians, parents, students and all CSE faculties was held on 11-02-23.	IQAC, Principal and CSE faculty
2	VAC	VAC on Project management and leadership skills was conducted from 01-02-23 to 07-02-23.	IQAC, Principal and coordinators
3	NBA preparedness of CSE and ISE	<ul style="list-style-type: none"> • NBA committee visit to the campus has been scheduled on 10-06-23. Preparations regarding the same are to be made. • Mock presentation by CSE and ISE is scheduled on 15-05-23 	IQAC, Principal, HOD CSE, HOD ISE and criteria owners.
4	Academic audits	Academic audits have been planned for all the departments in the month of June.	IQAC, Principal, All HODs
5	Expert lecture series	Seminar series on AICTE initiatives have started from 10-12-22 to 25-11-23. HODs were advised to instruct all faculty members and staff to attend to get awareness of the various initiatives from AICTE.	All HODs
6	AQAR 21-22	Data for AQAR 21-22 to be collected and reviewed before submission.	IQAC and criteria owners
7	Technical training sessions	Technical training sessions for placement of 8 th semester students was conducted from 01-03-23 to 06-03-23.	HODs and Placement officers
8	COE for even semester	COE for even semester has been shared with all the departments	IQAC, Principal
9	Feedback analysis	Student feedback analysis for 21-22 has been done by CSE, ISE, ECE and ME departments.	All HODs and faculties
10	SWOC Analysis of the institution	SWOC analysis of the institution was done on 15-03-23 to identify the strengths and leverage them, address the weakness and improve upon them, capitalize on any opportunities that may	IQAC, Principal and all HODs and faculty

		arise, and mitigate any potential challenges. A google form was floated for the same.	
11	Inter College Project Exhibition	The inter college project exhibition is scheduled on 12-05-23. The flyers and brochure of the same are to be circulated.	IQAC, Coordinators
12	Calypso 2023	College Day "Calypso" has been scheduled on 31-05-23. All the coordinators to do the necessary preparations to make the event a grand success.	HOD ECE and coordinators

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IQAC Head

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Principal