

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of HKBK College of Engineering on Saturday 23rd June 2018 at 2.30 p.m. in the College Board Room

Members Present

1. Dr. Muzzamil Ahamed, Principal – Chairman / IQAC
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. Prof. R. Loganathan, HOD/CSE – Faculty Member
5. Prof. A.Syed Mustafa, HOD/ISE – Faculty Member
6. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member
7. Prof. Sanaulla. P.F, HOD/Chemistry – Faculty Member
8. Dr. Suraiya Tanannum, Associate Professor / ECE – 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 IIIrd Year, Student
15. MR. Abdul Basheer, Director, BizTime – Employer
16. Dr. G.S Javeed, Analog Design Manager, High Speed Circuits Group, Terminus Circuits Pvt Ltd, Bangalore – 94 – Industrialist
17. Dr. Bhasavaraj, Associate Professor/Aerospace Department, VTU - Academician
18. Dr. R. Ganeshkumar, Associate Professor, School of Engg, CHRIST (Deemed to be University), Banagalore – 74 – Academician
19. Ms. Sagaya Mary, Parent – Stakeholder
20. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

The following were granted Leave of Absence

1. Prof. Savithri Ramesh, Associate Professor/ISE – Faculty Member

Minutes of the Meeting

Agenda point & Description	Summary of discussions	Specific decision arrived at	Responsibility	Deadline
Review of the Previous Meeting	IQAC Chairman, Dr. Muzzamil Ahamed welcomed the members of the IQAC Meeting. Previous minutes of the meeting were reviewed by the members.		All Members	
Action Items of the Agenda	The Coordinator/IQAC, Prof. Hussain Ahmed submitted and presented the Summarized Report of the academic year before the members of IQAC on the items of Agenda pertaining to NAAC Peer Team Visit and Academic and Administrative Parameters		All Members	
Renewal of Affiliation	College applied for Renewal of Affiliation to VTU for the Academic Year 2017-2018 on 31.01.2017		Information	
Renewal of Approval	College applied for Renewal of Approval from AICTE for the Academic Year 2017-2018 on 31.03.2017.		Information	
VTU LIC Visit	It was carried out in the college on 27.05.2017. Inspection and Compliance report on the same was sent to VTU on 19.08.2017 against the observation made by LIC		Information	
Value Added Courses	3 Value Added Courses (VAC) and 2 Certificate Courses were conducted from various departments to upgrade the knowledge and skills of the students on Content beyond the syllabus. The Chairman said that it is not possible to	Director suggested that more Value Added and Certificate Courses are to be conducted and beneficiary should be all the students	HoDs	Within Each Semester

	cover all the students as per the need of NAAC despite their best efforts. It is recommended to conduct at least one Value Added Course and one Certification Course per semester for students of various semesters.			
Skill Development Courses	35 Skill Development Courses are conducted as Student Development Programmes (SDPs) to supplement more practical sessions with additional tools, languages, frameworks, IDEs and methodologies to ensure the course outcomes	Chairman suggested to have at least one certification course with more than 30 hours per semester for all students. Two Academicians Dr. Basavaraj and Dr. Ganeshkumar emphasized that Certification Courses and SDPs have to cover the curriculum gaps and supplement all the courses.	HoDs	Semester
Collaboration with Industries	19 MoUs and Tie-ups were made/continued in many industries / organizations since Industrial collaboration extends the avenues for the students	Mr. Abdul Basheer appreciated the efforts on Internship and Industrial visits. He also mentioned that <ul style="list-style-type: none"> • It should be strengthened more in the forthcoming years. • Industry Interaction on partial delivery of the contents and involvement in curriculum design and functional MoUs are strengthened. <ul style="list-style-type: none"> • IIP Cell to be strengthened 	Principal and HoDs	1 MoU per Semester 2 Activities per MoU per semester
Awareness on CBCS systems	5 CBCS and OBE Programmes were attended by faculty members	Chairman expressed that faculty and students to make efforts on NAAC and CBCS awareness. Dr. R. Ganeshkumar appreciated	Principal	Every Semester

		and emphasized that more structured programmes are to be conducted on the awareness about the same to the students and faculty.		
Industry Interaction on Delivery	Delivery about Industry Interaction was done by 17 Experts from various departments.	Chairman expressed that significant efforts on Industry and Institute integration for NAAC in TLP and OBE system. Mr. Abdul Basheer emphasized on the role of industry to plan and deliver supplementary courses which are required for the industries	HODs	Plan at beginning of the semester
Flexibility in Academic Courses (Elective Courses)	A total of 77 Open and Professional Electives were given to the students as per their choice in respective semesters	Ms. Farha Hameed, Alumnus, expressed her happiness about the flexibility given in the offering of elective courses she appreciated this effort & wished the same to be continued in the forth coming years.	Information to all HoDS	
Alumni Meet	Alumni meet was conducted in the previous year. It was not conducted in the current year due to some administrative reasons. Significance of Alumni meet discussed since it was not conducted on this academic year.		Principal	Early once on the desired Date
Feedback and Action Taken	<ul style="list-style-type: none"> Student Feedback on Faculty and on Infrastructure (Student Satisfaction Survey) were taken. Faculty members 	Both Academicians and industry experts emphasized the need of Feedbacks and surveys with	Principal and HoDs	Every Year

	<p>were provided with feedback report for possible improvement. Facilities were extended with respect to the feedback Analysis.</p> <ul style="list-style-type: none"> Only 3 out of 5 surveys were used for the analysis. 	analysis, action taken and impact analysis. They insisted that all five surveys should to be the part of the system.		
Remedial classes – Slow and Advanced Learners	Remedial class schedule was indicated in the time table and topics to be covered were decided depending upon the student performance in the IA test. Opportunities were given for advanced learners to improve their performance.	Mrs. Sagaya Mary, Parent, appreciated the efforts taken to improve the slow learner performance in the IA test. Ms. Ishrat Jagan, IQAC member suggested that the slow learner practices and advanced learner promotional activities may be made as plan to achieve the desired outcome from different segments of the students	HoDs	Continuous
Seminars	All final year students were encouraged to attend the seminar on the content beyond the syllabus with latest trends and challenges as per the requirement of the affiliating University. I to III Year students were also encouraged to take up seminar.	Participation of students in the seminar was appreciated by all the stakeholders and they expressed that it must be conducted for all the students	Department Seminar In-charges	Continuous
Counseling and Mentoring	<ul style="list-style-type: none"> 15 to 25 students are allotted for each faculty members for mentoring as the integral part of the system. HODs counsel special cases of students reported by faculty counseling. 	It was recommended to have professional counseling to handle diverse set of students	Information to HoDs	Continuous

	<ul style="list-style-type: none"> Professional Counselor is available in the college for handling special cases of students. Mentor mentee ratio is maintained as 1: 20 			
Academic Calendar	Calendar of Events is prepared at college level for first year and higher semesters separately with reference of the calendar given by the affiliating University and it is followed by all departments.	It was suggested by members that each Department may maintain its own departmental calendar with their departmental activities and engagements.	HoDs	Before the start of the semester
Lab with Adequate Facilities	Facilities are adequate in the laboratories as per the norms of Visvesvaraya Technological University (VTU).	Members insisted to encourage and collect Innovative projects, Working Models and Prototypes and showcase in the labs	HoDs	Continuous
Pedagogy Initiatives for new Faculty Members	Faculty members have attended 9 Pedagogical Programmes.	Members have expressed their satisfaction on the pedagogical Programmes conducted by VTU, College and Department. They enquired about the coverage and contents of the programme.	Principal	Every Semester
Industry Involvement in Delivery	20 SDPs were conducted on Industrial Delivery and 24 industrial visits were made	It was insisted by the members to plan on the subjects well in advance which need the industrial input.	HoDs	Before the start of the Semester
Teaching Learning Methods	Google Class Room, Google Drive, Online Quiz, Digital Library, Online GDB.com for Programming, Assignment, Tutorial,	Principal suggested to attempt new teaching methods, tools and assessment tools based on the	Faculty Members	Continuous

	Mini Project, Video Learning, Quiz, Audio Visual Presentation, Seminar, Activity Based Learning, Poster Presentation, Overhauling of IC Engines, Model Preparation and Presentation, Survey Camp, Programming, Co-Teaching, Group Discussion, Brain Storming, Aptitude Test, Case Study, Field Survey, Problem Solving were the practices used by various departments	nature of the course since method of TLP is evolving.		
Industrial Visit, Internship and Industrial Training Programmes	24 industrial visits and internship from 9 organizations and 2 Industrial training Programmes were conducted.	Members appreciated the efforts and advised to include all the students as beneficiary in such Programmes.		
Faculty up-gradation Examinations (UGC-CSIR-NET, UGC-NET, SLT etc)	4 faculty members wrote examinations and got certified in UGC NET-2 Faculty and KSET – 2 Faculty.	It was unanimously expressed that the faculty development is the key for the growth of the institution. The faculty should be encouraged to participate in activities such as FDPs at premier institutions, Examinations on UGC NET, SLET, NPTEL, Industrial certification courses, Value Added Courses, visit to R&D centers and publish papers.	Principal and HODs	Continuous
FDP in Premier Institutions	142 faculty members participated in 68 FDPs.	Dr. Basavaraj and Dr. Ganeshkumar appreciated the participation of Faculty in FDPs.	Faculty Members and HoDs	Continuous
Scheme of	For all Internal Assessment examinations	It was appreciated by the	Faculty	Continuous

Valuation	(IAEs) and for the University Examinations, Scheme of valuation is prepared by the respective faculty members of the courses and valuation is enabled through the same. It has been made as the Integral part of the system.	members as a good practice for uniform Valuation.	Members	
OBE Awareness for Faculty and students	Awareness was given to all faculty members through 5 Programmes conducted by VTU, College and Department.	Members appreciated the efforts on the OBE Awareness Programme along with CBCS system was conducted for all newly joined students and faculty members.		
Result Analysis and Action Taken	Analysis of results for IAE and university examinations is in place. Actions are suggested and possible implementations are rolled out in the forth coming periods to improvise the system. It has been made as the Integral part of the system. Remedial classes with Schedule, Time Table and Topics to be covered, Parents Teacher Meeting and Assignment are planned and rolled out in the forthcoming periods based on the result Analysis.	It was appreciated by the academicians and they suggested to carry out impact analysis	Principal and HODs	After very Test and Examinations
Student Innovation & Development	<ul style="list-style-type: none"> • 17 projects were funded from VTU, KSTC and FOSS , 2 prizes won at VTU and many IOT projects were displayed at various colleges. • One Project was displayed in National Level Smart Indian Hackethon (Online) 	<p>Encouragement given by the management was well appreciated by the industry experts, Academicians and Alumni.</p> <p>They appreciated the prizes won by the students and quality of the significant projects explained by</p>	Principal and HoDs	Continuous

		the faculty members. They expressed the concern of total beneficiaries.		
Approved Supervisors	11 Approved supervisors are available from 7 research recognition centres (CSE, ECE, MEC, CIV, PHY, CHE, MAT).	Members suggested to have more supervisors. Dr. Basavaraj suggested to have more supervisors and advised the faculty members to use local guides for research	Faculty members	Continuous
Additional Facilities (Special Labs, Tie-ups, Collaboration, Equipments from Grants, Access to services)	<ul style="list-style-type: none"> • Tie-up has been made by CSE and ISE with EDGATE (Official Partner) for IIDC Challenge Competition, BIZTIME for setting up Lab, I-ACADEMIC, IBM CLOUD (Blue Mix) for Internship and Texas Instruments • 3 Labs (R&D Lab, CNC Lab and Workshop Lab) in Mechanical Department • One Research Lab funded by DST-SERB with Rs. 33,00,000/- from which 7 publications and one patent has been evolved. In 2017-18, 2 papers were published. • Automatic observation Spectro Photometer shared by Department of Civil and Department of Chemistry Rs. 17,00,000 and Moffel Furniture with Rs. 50,000/- were Available 	Mr. Abdul Basheer and Dr. G.S Javeed emphasized to have more industrial tie-ups, MoUs, collaborations, CoEs. They advised that industrial interaction will only make the students ready for industries.	Principal and HoDs	2 per Semester per Department
Quality Publications – Faculty and	72 Journal and 8 Conference publications were published by faculty and students published 2 papers.	Members have appreciated but expressed that number of publications should be more.	Faculty members	Continuous

Students		They emphasized on quality publications like Scopus, Web of Science, UGC indexed journal publications.		
Funded Projects (Completed and Ongoing)	<p>Partial Grant of the Year for Research Project – Rs. 1,85,568/- from Funding of Rs 33,00,000/- by Departments of Civil and Chemistry.</p> <p>20 Student project grants of Rs. 1,45,000/ from VTU,KSCST, FOSS and College</p>	Members appreciated about the project which was sanctioned with Rs. 33,00,000/- in the 2013 and completed in 2017-18 and expressed their deep concern on more funded projects even w.r.t NAAC and insisted on enhancing efforts. They emphasized to have real research culture to be built with regard to publications, prototypes and projects. They emphasized the management support towards the same.	Principal, HoDs, Faculty Members and Management	Continuous
IPR– Patents and Copyrights	<ul style="list-style-type: none"> • One patent has been filed and Published in Civil and Chemistry Departments • One Patent has been filed by Prof. Surendra K V and Prof. Md. Jibran / ECE department • Formula Handbook has been prepared by Mathematics and used by the students in all the years. 	Dr. G.S Javeed shared his business experiences from his entrepreneurial thought with many examples on IPR and encouraged the culture of knowledge, process, project, product and patent.		
Industry Supported Laboratories	<ul style="list-style-type: none"> • BIZTIME and EDGATE have enabled to set up the laboratory in CSE • Texas Instruments has given 6 Kits to ECE Laboratory. • 3 Labs (R&D Lab, CNC Lab and Workshop Lab) were set up by the 	Director insisted to setup more industry supported labs and CoEs on significant areas of specialization in each department.	HoDs	Continuous

	support of Management.			
Industrial Training Programmes – Exposures to Faculty	<ul style="list-style-type: none"> • INFOSYS has conducted two training programmes for the selected faculty members on Campus Connect programmes. • Google has conducted training programme on Android for selected faculty members. • 18 Faculty Members have attended 9 programmes • 2 Faculty members from CSE have visited Infosys Bangalore on 12.05.2017 	Secretary expressed his concern on industrial exposure and insisted to the faculty members to guide the students to prepare for industry and advised to undergo many industrial training Programmes.	Principal and HoDs	Continuous
E-Learning and WiFi Facilities	<ul style="list-style-type: none"> • MOODLE is extensively used for online examination and feedback • GOOGLE CLASSROOM is used to provide all e-notes developed by the faculty members • VTU provides EDUSAT programmes (e-Shiksha) for many subjects • SLIDESHARE is providing opportunity to post and share e-notes 	Management encouraged developing and posting materials in Google classroom and Moodle and using the VTU Programmes and online materials to strengthen our TLP	Faculty Members	Continuous
Faculty visit to Premier Institutions on R&D	<ul style="list-style-type: none"> • 3 faculty members of CSE has visited REVA university for their research • 2 Faculty Members visited IISC and BMSCE • 1 faculty member from MBA visited IIM Bangalore 	The institutional level of R&D, Consultancy, IPR, exposure on e-learning, funding and proposals, publications, addition faculties from outside for the same was discussed and concern was	Management	Continuous with policy

		expressed to promote the same through policies, incentives and seed money by the Academicians and experts from industry. Management assured to support collaboration and R&D with National Higher and Premier educational institutions.		
Centre of Excellence	No centre of excellence.	The senior faculty members were advised to create the avenues for two to three Centres of Excellence in their departments on their area of expertise.	Senior Faculty Members	Continuous
Incentive for Research	<ul style="list-style-type: none"> • Dr. Maaz, Associate Professor/ECE has got Rs. 25,000 / - to present the paper in the International Conference in United States of America (USA). • Prof. Tabrez has got Rs. 1,00,000 /- for Incubation centre for student projects and research enabled Activities and they have showcased the Projects in Smart India Hackathon held at Bopal. • Ms. Sindhiya Ragunath, Department of Physics, Participated in the Second World Congress on Microscopy and got Rs.3000/- for the presentation and publication of a paper in the conference. • Incentive has been provided for three FDPs attended by ECE Department • Prof. Mohamed Latif received Rs. 37505/- for presenting a paper in US Conference. 	Members appreciated the incentives and emphasized to have seed money system to provide fund for special and innovative projects in R&D.	Management	Continuous

Consultancy - Industry Institute Partnership	<ul style="list-style-type: none"> • Cube Testing for Concrete in the construction of College Building • Water Testing for Hostel • Mean Sea Level for our college 	Members suggested to take-up some of the in house works for the minimum level needs along with outside opportunities and improve the expertise needed for the ventures.	Principal , HoDs and Faculty Members	Continuous
Social Awareness Programmes	<ul style="list-style-type: none"> • Drug Awareness, Swatch Bharat, Blood Donation Camp and Traffic control through NSS • Awareness of Garbage Disposal Program through Swachh Bharath conducted at college level in which 144 students have participated. • CICC conducts lot of women empowerment programmes • Social Projects such as Non Invasive way of blood sugar monitoring, Karanja Seed Oil as Bio-diesel, Mechanised broom as swachh bharat initiative and Non Conventional tread mill converting mechanical energy in Electricity were done by the students and used for the public. • NSS conducts Drug Awareness, Free Eye Testing Camp and Awareness on Engineering Education. 	Local Counselor expressed her support on social Awareness Programmes and Extension Activities at the level of adaptation of a village, education at schools, cleaning the city with national agenda, centre on Medical aid to the nearby places, NGO and Government supported engagement. Our senior managers reported their past experiences and exposure of all students and faculty members on one way or another created.	Principal and HoDs	Continuous
Extension Activities	<p>25 Extension Activities were conducted by the college to benefit the society in terms of</p> <ul style="list-style-type: none"> • Tree Plantation, Blood Donation, Eye Camp, Dental Camp through NCC • Providing Barricades to City Traffic in Nagawara 	Coordinator expressed that departments should ensure that all students involved in any of the activity in a year.	Principal and HoDs	Continuous

	<ul style="list-style-type: none"> • Education in Nearby Schools of Nagawara. • Cleaning programs in Razak Sab Palya through Swaach Bharath conducted at college level in which 144 students have participated. 			
Department Clubs	<ul style="list-style-type: none"> • CSE and ISE Departments are having Information Security Club and ENIAC club respectively in which Quiz and Technical Writing Programmes were conducted. • Mechanical has the students club in which three activities Inter departmental festival - MASQUERADE TECHNIVAL, Kinematics of Machines Mechanism Models and Project Exhibition were conducted. <p>Alumni members expressed their willingness to have more supporting systems like cells, clubs, forums and chapters to provide different platforms with difference experiences which create multiple avenues and opportunities to the students and faculty members</p>		Departments	Continuous
Co-Curricular and Extra-Curricular Activities	9 Co-Curricular and Extra-Curricular Activities and Festivals with multiple events were conducted to benefit the students to acquire technical and life skills.	On student development, many factors like participation in curricular, co-curricular, extra-curricular, forum, our-reach, innovation, social and extension activities, presentations, model	Principal and HoDs	Continuous

		making, project and product development, activity based learning, student centric learning avenues and publications to the desired level were greatly emphasized by the secretary and the Director		
Awareness on Emerging Technologies and Social Issues	<ul style="list-style-type: none"> • Awareness programme on IoT and Telecommunication Basics were conducted by ECE Department. • Awareness programme on Waste Management was conducted by Mechanical Department. <p>Industrial experts expressed that more awareness programmes are to be conducted on trends, Latest or top 10 technologies, Social and environmental issues.</p>		Principal and HoDs	Continuous
MoU and Functions	<ul style="list-style-type: none"> • CSE and ISE have signed MoU with Infosys on Campus Connect, BIZTIME on Internship and EDGATE with IoT solutions like Air Pollution Detection, Irrigation In Agriculture and Deceases of Leaves • ECE has signed MoUs with JetKing on Industrial Visit and Workshop, EDGATE with Training and Events, Sun Softranoics on Internship and Techni Lab on student projects. • Mechanical has signed 7 (Excel Industries, PENYA, KGTTI, ENCADD, Infidof Solutions, EZNITH Industries, Relic Industries) MoUs on Industrial 	Members expressed their concern on functional part of the MoUs. They emphasized that more MoUs are to be signed to make the industries as partners in our TLP and they should be functional.	Principal, HoDs IQAC and OBE Coordinators	Continuous

	<p>Visit, Internship</p> <ul style="list-style-type: none"> • EEE has Signed MoU with KGTTI on Industrial Visit, Internship. 			
Career Development Programmes – Student	<ul style="list-style-type: none"> • Soft skill Training Programme was conducted for more than 2 weeks by Placement Cell. All Final year students will get benefitted out of it. • Two Higher Educational Programmes were conducted for the students to join PG programmes after the Graduation. • ECE has conducted SDP on Group Discussion and Mock Interview. • Department of Mechanical has conducted SDP on Awareness Programmes • MBA has conducted two programmes namely How to crack the Interview with DELL and Improving Communication skills 	Both Academicians and Industrial People agreed that the choice should not be limited to the students. Three dimensional approach to Placement, Higher Education and Entrepreneurship are emphasized by them for Career development to the students.		
NPTEL, EDUSAT and ICT Facilities	<ul style="list-style-type: none"> • NPTEL videos, EDUSAT programmes on the courses are used by the students for self-learning and faculty for teaching the courses. • ICT Facilities are available in all the classes for the effective teaching with PPTs, Online Materials, e-materials stored in Google classroom. 	Director enforced the faculty members to use all online medium of education to be leveraged or our system.	Faculty members and students	Continuous
Motivational Programmes	<ul style="list-style-type: none"> • CICC, a College level women development cell has conducted many motivational Programmes for Girl students. • Alumni are also invited for motivational 	Faculty members explained the readressal mechanism, student counsel and motivation programmes and assured to promote fearless and expressive	Faculty members	Continuous

	<p>programmes</p> <ul style="list-style-type: none"> • HOD EEE has conducted many motivational programmes to the students • Department of MBA has conducted Leadership skills and Co-curricular Programmes on every Saturday as integral part of the programme. 	culture in the minds of the students		
Faculty Appraisal System	A well-defined appraisal system with desired parameters is available for the faculty members. Appraisals are analyzed by HR department and Recommendations are forwarded to the management for further actions.	Members expressed to have appraisal system with greater transparency.	HR Manger	Continuous
Department Budget	Departments forward their budget to the college. Compiled copy at college level will be submitted to the management for the approval. After the approval of the budget on the possible parameters, Department can rollout the implementations as per their plan.	Accounts Manager explained on the system of budget and figures. Members discussed on the same and gave some suggestions	HoDs, Principal and Accounts Manager	Before the start of the Semester
IQAC Department Meeting	<ul style="list-style-type: none"> • 4 IQAC Audits are conducted in a Year (Quaterly) in the months of September, December, March and June. • Followed by each audit, IQAC meeting at college level will be convened with IQAC Members. There suggestions are recorded in the minutes of the meeting and it is used as the guidelines for the 	Group Secretary shared his experiences on the IQAC Audit, AAA and IQAC functionalities. Members expressed to strengthen the IQAC functionalities.	HoDs and IQAC Coordinator	Continuous

	<p>later period and implementations.</p> <ul style="list-style-type: none"> • Department conducts their Academic Audit 3 times in a semester after each IAE • PAC meeting was conducted by CSE, ISE, Mechanical, EEE and ECE Departments. 			
Best Practices	<p>Each department has their best practices in 2 or 3 strong areas in which they excel every year.</p> <ul style="list-style-type: none"> • CSE has Usage of Moodle and Additional Labs to the student as Best Practices • ISE has Online Hands-on sessions, Activity Based Learning , Converting Projects into Papers as Best Practices • ECE has Mini-Project, Student Exposure through SDP, Providing more electives as their best practices. • Mechanical has Technical festival every year, Activity based Learning and Industrial Visit to RTPS were the best practices • EEE has Linking lab to theory, CBS in Lab (Speed Control of IM) as best Practices • Civil has Latest Ideas on Projects, Consultancy to the college, Making Proposals as best practices. • Mathematics department has co-teaching 	<p>Members appreciated to successful models in each portfolio and advised to make them as best practices to the departments as common successful traits and unique selling points of the college. These may be made as best practices to the college.</p>	Principal and HODs	Continuous

	<p>and bridge courses as best practices</p> <ul style="list-style-type: none"> • Chemistry has Student seminar and e-Notes as their best practices. • Physics has remedial class as best Practice • MBA follows Case Study as the best practice. 			
SWOC Analysis	Every Academic Year, Strengths, Weaknesses, Opportunities and Challenges are analyzed at the department level and recorded for the forthcoming years to improve and fill the gap.	It was appreciated and recommended by the members to use the same for further development.	Departments	Continuous
Faculty and Non-Teaching Profile	It is always maintained in all the departments.		Information to Department	
Academic File (Course File) (Attendance, Faculty Diary)	For each course, this record was maintained as mandatory record which contains syllabus, CO, CO-PO Mapping, Time table, Lecture Schedule, Lesson Plan, Question Paper and Sample Answer Books, Lecture Notes, Faculty Diary, Attendance Report, Nominal Roll, Assignment, Case Studies, Tutorials, Scheme of the valuation, Innovative Practices, Attainment Record, etc		Information to Department	
CO-PO Mapping and Attainment	Expected Level was calculated from CO-PO Mapping from all courses. Every Semester attainment of all courses was calculated and in turn POs and PSOs were calculated. Analysis is normally carried		Information to Department	

	with a batch of Data for 8 semesters.			
Departmental Activities	Records are maintained for all Curricular, Co-curricular, Extra-Curricular, Outreach, extension, Content Beyond Syllabus / Student Level (Guest Lecture, Seminar, Webinar, Hands on Training, Symposia, Conference, Motivation, Counseling), Faculty Development and Department driven activities (Industrial Visit, Internship, Industrial Training Programmes, Industry Academia Initiatives like Hackathon, IMTEC etc	Members appreciated the record keeping and enforced on common standards.	HODs	Continuous
Feedback / Survey and Action Taken	Student Feedback on Faculty and Infrastructure as Student satisfaction Survey are in practice. Student exit, Parent and Teacher and Alumni surveys are taken. Employer survey has to be strengthened.	Both academicians emphasized to enable more participation on the feedback and derive successful models from action taken and impact Analysis	HODs and Faculty Members	Continuous
PAC / DAEC	In all departments, PAC meeting had been conducted and Minutes of the meeting were recorded.	It was suggested by all as stakeholders to have PAC, DAC, IQAC, AC, FC and GC to be conducted with the desired periods and approved recommendations have to be driver for the system	Principal, HoDs, Faculty Members and Management	Continuous
Laboratory Maintenance	Maintenance Register was Available and services done were recorded	Members appreciated on the record keeping	Information	
Regulations, Curriculum and Syllabi	They were available for all three regulations 2015, 2017 and 2018.	Members appreciated on the record keeping	Information	

SDP / Add-on Courses	<p>Student Development Courses were conducted as add on courses.</p> <ul style="list-style-type: none"> • Dept. of Mathematics has conducted 2 SDPs for 6 Branches • Dept. of Mathematics has conducted 1 SDP in Application of Mathematics in Engineering for 6 Braches. 	Members emphasized that add on courses are to be devised to supplement and bridge curricular gaps of the courses and they are to be planned earlier.	HoDs and Faculty Members	Every Semester
Expert / Guest Lectures	25 expert Lectures and 10 Guest Lectures were conducted in the Academic year	More invited talks in terms of Expert and Guest Lectures were emphasized by the members for content and content beyond syllabus respectively	HoDs and Faculty Members	Continuous
Student Diary	It is maintained by the Mentor and student information is updated regularly.		Information	
Circular / Memo	Circulars of VTU, College and Department are Maintained		Information	
Time Table – Class, Faculty and Master	Time tables pertaining to class, faculty and master time table are maintained in all the departments.			
Content Beyond Syllabus Activities	Records are partially maintained for CBS Activities. It should consist of Approval, Circular/ Brochure, Schedule, List of beneficiaries, List of experts, profile of the experts, Statement of expenditure, Summary Report, Certificates if any, Photographs, Course Material, etc	Members expressed that this is only major avenue through which student will get the platforms to exercise more. Hence it was recommended by the members to conduct nearly 20 content beyond syllabus activities per year which is called student association activities.	HoDs	Continuous in 2 semester
Certifications	Two students of ISE have got certifications		Faculty	Continuous

	Director pointed out that more certifications to be done by students and faculty members		Members and students	
Class committee Meeting	Three class committee meetings are conducted regularly.	Members expressed to continue the departmental regular meetings	Information	
Parent Teacher Meeting	Parent meeting is happening time to time with faculty or class advisors. But organized meeting is not in place.		Information	
Assessment Reports	Soft copy is available on the assessment. Sample Papers, Scheme of Valuation, Question Paper, Assignment, Tutorials, Case Studies, Mini Projects, Sample Observations, Records and Project Reports are available but assessment tools are limited for CO attainment	Members appreciated the record keeping.	Information	
Research Recognition Centre	There are 11 supervisors and 19 Scholars	Dr. Ganeshkumar appreciated the functionalities of Research Centers and encouraged them to do well.	Research Supervisors and HODs	Continuous
Ph.Ds, Pursuing Ph.D	14 Ph.D holders and 31 are pursuing	Dr. Basawaraj appreciated the status and advised to make all M.E/M.Tech holders to pursue Ph.D. He emphasized B.E/B.Tech people to pursue M.E/M.Tech	Faculty and staff members	Continuous
Industry Academia	<ul style="list-style-type: none"> In CSE, few students have participated in SIH 	Industrial experts expressed that students' level should be raised	HODs and Faculty	Continuous

Initiatives like Hackethon, Ideathon, Intec, etc	<ul style="list-style-type: none"> • In ISE, 6 students have participated in Hackethon • Mechanical has participated in IMTEC and demonstrated many models in the stalls. • Mechanical students have presented a project in Smart India Hackethon (Online) 	to have more participation in National level Industry, Academia Programmes with their creative thoughts. They were advised to establish Creativity and Innovation Forum in the Institution.	Members	
Professional Body Activities and Membership – students and Faculty	<ul style="list-style-type: none"> • ISTE has 53 faculty members and 50 students • CSI has 6 faculty members and 162 students • IETE has 25 faculty members and 195 students • IE has 5 faculty members and 23 students • ASCE has 1 faculty member 	Dr. G.S Javeed and Mr. R. Jayanth Bhat expressed the deep concern over activities in supporting systems with clubs, cells, forums and chapters and functions as additional avenues to the students and content beyond syllabus activities. He expressed to generate more and provide ground for the experience of students and faculty members.	Principal and HoDs	Continuous
Class Rooms, Labs, Seminar Halls, Tutorial Rooms, Cabins	Available. Documents were maintained.	Members appreciate the record keeping.	Information	
Stock / Consumable / Issue / Furniture Registers	Available. Documents were maintained.	Members appreciate the record keeping.	Information	
Bills / Invoices/ Vouchers	Available. Documents were maintained.	Members appreciate the record keeping.	Information	

Register/ File				
Maintenance Register	Available. Documents were maintained.	Members appreciate the record keeping.	Information	
Department Library and Maintenance/ Accession and Issue Registers	Available. Documents were maintained. Issue and Receive Register to be maintained,	Members appreciate the record keeping.	Information	
News Letters, Magazines	9 Newsletters were released in the Academic Year	Secretary advised to maintain the standard in newsletters and magazine and reminded that they are our faces to the outside world. 2 news Letters and One magazine were recommended per department by the members	HoDs and Faculty Members	Every Year
Vision, Mission, PEOs, POs and PSOs – List, Publications and Dissemination, Processes and Mapping	All were published and disseminated		Information	
Student Files/ Documents	Available. Documents were maintained		Information	
Achievements – Students and Faculty	21 projects got prizes worth of Rs. 1,60,000/-	Members advised to encourage the students to do more.	HoDs and Faculty Members	Continuous
Student Enrollment Profile	<ul style="list-style-type: none"> 571 students out of 840 seats in UG enrolled with 675 applications received. 20 students out of 150 seats in PG 	Members have discussed on admission trends and efforts taken and emphasized to take	Management, Principal, HoDs	Continuous

	<p>enrolled with 25 applications received.</p> <ul style="list-style-type: none"> Totally 591 students out of 990 seats in UG and PG enrolled with 700 applications received. 	more efforts.		
Disability Initiatives	Ramp, Rail and Lifts are available		Information	
Cadre Ratio	Professor and Assistant Professor Levels it is nearly maintained. Associate Professor has to be maintained as per the ratio.	Members discussed with the management and expressed to take steps on the same.	HR Manager and Management	Continuous
Attrition Rate of the Faculty	Good efforts are to be taken by the Management to reduce the attrition rate of the faculty	Members discussed with the management and expressed to take steps on the same.	HR Manager and Management	Continuous
Career Growth Plan	It was under the process	Mr. Abdul Basheer spoke about the subject on Career growth plan of the faculty members and Dr. Basavaraj and Dr. Ganeshkumar recommended to the management to devise the policy and plan for the same.	HR Manager and Management	Continuous
Seed Money for R&D (Students and Research)	Management is providing the money for Project, attending conference to present the papers, Registration for the papers on quality work. But policy has to be evolved.	Members requested the management to devise a policy for the same.	Management	Continuous
Financial Support during	Financial Assistance is given to the committed faculty who will contribute to	Members requested the management to add the same in	Management	Continuous

Study Leave (On Higher Education)	the institution after their higher education.	Faculty Development Plan.		
Corpus Fund – Alumni	This process has to be evolved. It was emphasized by alumni members		Management	Continuous
Facilities for Industries for mobilization of Resources	It is under the policy and plan.		Information	
Research Facilities with Centre of Excellence	It is under the policy and plan.		Information	
Social Awareness Programme (NCC, NSS, Extension)	Many Programmes were conducted.		Information	
Village Adaptation - Extension Activities	It is under the policy and plan.	Counselor expressed her support for the adaptation of the village and socio-extension activities	Principal and Management	Continuous
Clubs, Cells, Forums and Chapters	Mandatory committee, bodies and cells are available like CICC, Anti-ragging committee and Squad and Grievance and Redressal Committee. Many Chapters like ISTE, CSI, IETE and IE are available with Student and Faculty Members. Google classroom is used on sharing and forum activities.	Alumni members expressed the need of the same.	Principal and Management	Continuous

Collaboration with Institutions, Universities in India and Abroad	It is under the plan		Information	
Physical Facilities	It is being developed on the feedback obtained on infrastructure using Student Satisfaction Survey and Requirements of the Quality standards NBA and NAAC. Budget of Rs. 2,16,11,072 was spent on the infrastructure in the Academic Year.	Members expressed their satisfaction on the physical infrastructure	Information	
Library	<ul style="list-style-type: none"> LIB SOFT is an fully automated – Integrated Library Management System – ILM version 9.5 which is available in HKBK College of Engineering for past 10 Years with AMC. It has 48473 text books at the value of Rs. 1,43,87,661 and 7395 references at the value of Rs. 21,56,904. It has sufficient 18900 e-books and 19950 e-journals through VTU Consortium by paying Rs. 11, 05,000 per year. 3000 video CDs are available. Library automation cost Rs.60,000/- including AMC of Rs.10,000/- <p>Members appreciated the facilities in the library and advised to increase the users of the library.</p>		Librarian, HoDs and Faculty Members	Continuous

IT Infrastructure	<ul style="list-style-type: none"> • College has 22 computer labs with 536 computers. • Internet has 50 mbps speed. 		Information	
Campus Maintenance	Well Maintained. Records are Available. Budget with Rs. 6,95,22,395 for Academic and Rs. 1,50,61,612 for Physical facilities was allotted and administered.		Information	
Student Mentoring and Support & Grievance Redressal Cell and Counseling and Guidance	<ul style="list-style-type: none"> • They are effectively functioning as the Integral part of the system and regular documentations are maintained. • Mentor mentee ratio is maintained. • Grievance Redressal and CICC for Women development are functioning well with the headship of senior people. • Professional counselor was appointed for handling special kinds of students • Career guidance is supported by Placement Cell. 		Information	
Students Council and Motivational Programmes	<ul style="list-style-type: none"> • Student administration is available in college level committees under the guidance of faculty coordinators like sports day, college day, CICC, Class monitoring Committee, departmental clubs like Information Security Club and ENIAC clubs etc. • Many motivational Programmes are conducted as part of Induction programmes, • Psychological Programmes and Soft skill Development programmes are conducted by Placement Cell. 		Information	

Placement and Higher Education	<p>73 companies with salaries ranging were arranged for the placement from the salary of 3.0 lakhs to 9 lakhs and provided 185 offers</p> <p>Director elaborated to the avenues created and to be created on three dimensional avenues and approaches for the students on placement, higher education and Entrepreneurship and efforts were suggested by all one by one as their views.</p>	Members appreciated the placement efforts and advised to have core companies for EEE, Mechanical and Civil also	Placement Officer	Continuous
Sports and Games, Annual Day and Cultural Activities	Sufficient Activities are conducted to provide opportunities to all students	In order to develop the multi-faceted talented professionals, it was decided to conduct more events on Annual Day, Cultural festival, Sports and Games, National Days and Festivals.	Principal, HoDs, Annual Day Coordinator and Sports Officer	Continuous
Management Information System	SAPINCE, Google Class Room, Moodle, Accounting and Library systems are acting as major Management Information systems in our college	Members appreciated the e-governance avenues.	Information	
Co-Curricular and Extra-Curricular – Inside and Outside	<ul style="list-style-type: none"> CALYPSO is the cultural Festival conducted every year to provide the ground for literary, fine arts and cultural Activities for the students. Co-curricular activities are conducted and supported by the departments to acquire more skills on Technical Side. 		Information	

Strategic Development and Deployment (Quality Policy, Feedback, IIP Cell, EDC, Alumni Corpus Fund, Alumni Involvement)	<ul style="list-style-type: none"> • Quality Policy is being under discussion. • All possible feedbacks like Feedback on faculty Performance, Course End Survey about the course, Student Satisfaction Survey on effective usage of Infrastructure, Avenues for attainment and curricular enrichment in terms of Student Exit, Alumni, Parent, Faculty and Employer surveys, Feedback for all attended events and Programmes on Impact Analysis are available in the system. They are to be strengthened and used more as mandatory tools. • IIP cell is functioning in the college. But it has to be strengthened to reach its greater heights and benefits since we have the biggest locational advantages. • EDC initiatives are at budding stage. Lot has to be done for the same as Entrepreneurship is one of the natural and equal choices of the students in their career development. • Alumni Corpus Fund and Alumni Involvement in the college development are on our attempts. 	Secretary briefed on Strategic Development and Deployment to the members and they observed the efforts.	Principal, IQAC and OBE Coordinators, HoDs, IIP and EDC Coordinators	Continuous
Finance Management and Resource Mobilization (Audit, Records on mobilization,	Gathering budget proposals, Preparation of Budget, Allocation, Utilization, Audit, Records on mobilization are in place. More towards NBA and NAAC are to be concentrated.	Budget, Audit, Records on mobilization were briefed by Accounts Manager towards Finance Management and Resource Mobilization.	Principal, HoDs and Accounts Manager	Continuous

Budget)				
IQAC	Secretary viewed the need of better initiatives on Quality Policy, Feedback, IIP Cell, EDC, Alumni Corpus Fund, Alumni Involvement, IQAC initiatives, National Standards – NBA, NAAC, NIRF discussion towards the promotion of strategic development and deployment in the system was carried out.		Principal, All coordinators and HoDs	Continuous
Environment Consciousness (Green Campus, Rain Water Harvesting, Energy Conservation)	It is all in the practice. Innovation to be applied more in the ground in terms of live projects. .	The members suggested to have environment consciousness on Green Campus, Rain Water Harvesting, Energy Conservation and appreciated the efforts made	Faculty Members and students	Continuous
Innovation (Moodle, Financial support for effort)	Usage of Moodle, Google classroom, NPTEL, EDUSAT are available at learning level. Innovative thoughts, projects, solutions, societal contributions, self-sustainment, reach at state, national and international are on the thought process	Faculty members were advised to use the same in higher level.	Faculty members	Continuous
Best Practices	College works on the best practices 1. Mentoring and counseling 2. Student continuous progression		Principal, HoDs, Faculty members and Students	Continuous
Distinctiveness	College works on the distinctive practice on Academic Excellence		Principal, HoDs, Faculty members and Students	Continuous
Scholarship	<ul style="list-style-type: none"> Minority Students – 60 students for the worth of Rs. 19,80,000 	Members have appreciated the scholarship for the students in all	Management	Continuous

	<ul style="list-style-type: none"> • SC and ST Students – 2 students for the worth of Rs. 60,000 • Kashmir Students – 2 students for the worth of Rs. 58,000 • Other BC Students – 35 students for the worth of 10,21,000 • Total of 99 students for the worth of Rs. 31,19,000 	categories and expressed to continue the same for the forth coming years.		
Vote of Thanks	IQAC Chairman, Dr. Muzzamil Ahamed thanked the members for their valuable suggestions and guidance towards the growth of the institution		Information	

