Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of HKBK College of Engineering on Staturday 23rd September 2017 at 2.30 p.m. in the College Board Room

Members Present

1. Prof. Hussain Ahamed, Principal (I/C), HOD/ ECE – Coordinator / IQAC
2. Mr. Manzoor. A.Khan, Secretary, HKBK Group of Institutions – Member from Management
3. Prof. A.Syed Mustafa, HOD/ISE – Faculty Member
4. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member
5. Prof. Sanaulla. P.F, HOD/Chemistry – Faculty Member
6. Dr. Suraiya Tanannum, Associate Professor / ECE – Faculty Member
7. Prof. Savithri Ramesh, Associate Professor/ISE – Faculty Member
8. Mr. Syed Safeer Ahamed, Manager / Accounts – Senior Administrative Officer
9. Mr. Mohammed Rafi, Manager / Office – Senior Administrative Officer
10. Ms. Ishrat Jagan, Counselor / Nagawara, Local Society Member
11. Ms. Farha Hameed, Alumni Member
12. Mr. Mohamed Arshad / ECE IIIrd Year, Student
13. MR. Abdul Basheer, Director, BizTime – Employer
14. Dr. Bhasavaraj, Associate Professor/Aerospace Department, VTU - Academician
15. Ms. Sagaya Mary, Parent – Stakeholder
16. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

The following were granted Leave of Absence

1. Prof. R. Loganathan, HOD/CSE – Faculty Member
2. Mr. R. Jayanth Bhat, Alumni – Alumni & Entrepreneur
3. Dr. G.S Javeed, Analog Design Manager– Industrialist
4. 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	Deadline
Review of the Previous Meeting	IQAC Chairman/ Coordinator, Prof. Hussain Ahmed welcomed the members of the IQAC Meeting. Previous meeting minutes were reviewed by the members. Chairman / Coordinator pointed out the comments of the NAAC Peer Team Visit		All Members	
Action Items of the Agenda	The Coordinator/IQAC, Prof. Hussain Ahamed presented the Report before the members of IQAC on the items of Agenda pertaining to the comments of 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 for Inspection and Compliance report and the same was sent to VTU on 19.08.2017 against the observation made by LIC		Information	
Value Added Courses	2 Value Added Courses (VAC) and 1 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 adequate to cover almost all the students as per the need of NAAC. It is recommended to conduct at least one Value Added Course and one	HODs	Within Each Semester

		Certificate Course per semester for all years of students Secretary suggested that more Value Added and Certificate Courses are to be conducted and beneficiary should be all the students		
Skill Development Courses	4 Skill Development Courses are conducted in the name of Student Development Programme (SDP) to supplement more practical with additional languages, tools, frameworks, IDEs and methodologies to ensure the course outcome	Chairman suggested to have at least one certificate course per semester for all years of students Academician Dr. Basavaraj emphasized that Certificate Courses (More than 30 Hrs) / SDPs have to cover the curricular gaps and supplement all the courses.	HODs	Semester
Collaboration	19 MoUs and Tie-ups were made/continued in many	Mr. Abdul	Principal and	1 MoU per

| with Industries | industries / organizations since Industrial collaboration extends the avenues for the students

• | Basheer appreciated that efforts on Internship and Industrial visits are good. Also mentioned that
• It should be strengthened more in the forthcoming year.
• Industry Interaction on partial delivery of the contents and involvement in curricular design and functional MoUs are to be concentrated.
IIP Cell initiatives are to be strengthened | HODs | Semester

2 Activities per MoU per semester |
| Awareness on CBCS systems | 2 Programmes were attended by faculty members on CBCS and OBE | Chairman expressed that NAAC expects significant efforts on this | Principal | Every Semester |

		for students and faculty. Dr. Basavaraj appreciated and emphasized that more structured programmes are to be conducted on the awareness on the same to the students and faculty.		
Industry Interaction on Delivery	6 Experts visited on Industry Interaction on Delivery to the departments	Chairman expressed that NAAC expects significant efforts. It was again emphasized by Mr. Abdul Basheer on industry role in delivery and Plan on the need of Industrial delivery to supplement the courses which needs industrial input	HODs	Plan at beginning of the semester
Counseling and Mentoring	• 15 to 25 students are allotted for each faculty members as mentees and mentors. It is the integral part of the	It was recommended to	Information to HoDs	Continuous

	system. • HoDs do counseling on the peculiar students after the faculty counseling. • College level Counselor is available for handling special kinds of students on the transformation. • Mentor mentee ratio was maintained as 1: 20	have professional counseling to handle peculiar and diverse set of students		
Academic Calendar	COE is prepared for first year and higher semesters separately in accordance with COE of university		HODs	Before the start of the semester
Lab with Adequate Facilities	R&D Lab was established in which host and other college students are working. CNC lab is also additionally available. Members suggested to encourage and collect Innovative projects, Working Models and Prototypes and showcase in the labs		HODs	Continuous
Pedagogy Initiatives for new Faculty Members	2 Pedagogical Programmes were attended by faculty members • Induction Programme at Departmental Level, MOODLE Practices and Training on Google Room by CSE department • Pedagogy on CBCS based on current Development towards Autonomy was conducted in college and 5 members from Chemistry department participated on the same Members have expressed their satisfaction on the pedagogical programmes conducted by College and Department and queried about the coverage and contents		Principal	Every Semester
Industry Involvement in Delivery	5 SDPs were conducted on Industrial Delivery and 5 industrial visits were arranged		HODs	Before the start of the Semester

	It was suggested by the members to plan such events in advance			
Teaching Learning Methods	Google Class Room, Google Drive, Online Quiz, Digital Library, Online GDB.com for Programming, Assignment, Tutorial, Mini Project, Video Learning, Quiz, Audio Visual Presentation, Assignment, Seminar, Activity Based Learning, Poster Presentation, Hands on experience, Overhauling of IC Engines, Model Preparation and Presentation, Survey Camp, Programming, Charts, Co-Teaching, Group Discussion, Brain Storming, Aptitude Test, Case Study, Field Survey, Problem Solving were the practices used with live problems were the practices used by various departments	Prof. Hussain Ahmed suggested to incorporate new teaching methods, assessment tools based on the nature of the course since method of TLP is evolving to the latest trends	Faculty Members	Continuous
Industrial Visit, Internship and Industrial Training Programmes	5 industrial visits and internship were organized to help students understand current scenario of industry /technology

Members appreciated the efforts and advised to cover all the students as beneficiary. | | | |
| FDP in Premier Institutions | 9 FDPs were attended with 52 participations by the faculty Members | Dr. Basavaraj appreciated the efforts on FDPs and Quality of the programmes attended by them. He advised that programmes to be attended on their skill matrix. | Faculty Members and HoDs | Continuous |
| OBE | Awareness was given to all faculty members through 3 | Members | | |

Awareness for Faculty and students	programs conducted by VTU, College and Department	appreciated the efforts on the OBE Awareness along with CBCS system and advised to have the structured program for all new joinees		
Industrial Training Programmes – Exposures to Faculty	• INFOSYS has conducted two training programmes for the selected faculty members on Campus Connect programmes. • Google has conducted training programme on Android for selected members of faculty. • 2 Faculty members from CSE has visited Infosys Bangalore on 12.05.2017	Secretary suggested that more industrial programs are to be conducted for faculty and students	Principal and HoDs	Continuous
E-Learning and WiFi Facilities	• MOODLE is extensively used for online examination and feedback by CSE department • GOOGLE CLASSROOM is used to provide all e-notes developed by the faculty members • VTU provides EDUSAT programs for many subjects • SLIDESHARE is providing opportunity to post and share e-notes	Secretary appreciated the efforts of faculty to strengthen ERP	Faculty Members	Continuous
Social Awareness Programmes	• Drug Awareness, Swachh Bharat, Blood Donation Camp and Traffic control through NSS • Awareness of Garbage Disposal Program through Swaach Bharath conducted at college level in which 144 students have participated.		Principal and HODs	Continuous

	• CICC conducts women empowerment programs • Social Projects on Non Invasive way of blood sugar monitoring, Karanja Seed Oil as Bio-diesel, Mechanised broom as Swachh Bharat initiative and Non Conventional tread mill concerting mechanical energy in Electricity were done by the students and used for the public. • NSS conducts Free Eye Testing Camp and Awareness on Engineering Education Local Counselor appreciated the efforts of NSS unit			
Extension Activities	• Tree Plantation, Blood Donation, Eye Camp, Dental Camp was organised through NSS • Cleaning program in Razak Sab Palya through Swachh Bharath conducted at college level in which 144 students have participated. Coordinator expressed that departments should ensure that all students involved in any of the activity in a year.		Principal and HODs	Continuous
Department Clubs	• CSE and ISE Departments are having Information Security Club and ENIAC club respectively in which Quiz and Technical Writing programmes were conducted. • One day Workshop on Assembly Viewing on CAMD Course was conducted by Mechanical Department as student club activity	Alumni members expressed their willingness to conduct Training programs for students	Departments	Continuous
Awareness on Emerging Technologies and Social Issues	• One day Workshop on ISO-9001-2015 Quality Management System was conducted by mechanical department on 25.07.2017 • EEE has conducted a circuit debugging competition for the students.	Industrial expert expressed that more awareness programmes are to be conducted	Principal and HODs	Continuous

		on trends and technologies and social and environmental issues		
NPTEL, EDUSAT and ICT Facilities	• NPTEL videos, EDUSAT programmes on the courses are used by the students on 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 etc.	Secretary suggested that all faculty members should use all online medium of education	Faculty members and students	Continuous
Motivational Programmes	• CICC, a College level women development cell, conducts motivational Programmes. • Alumni are also invited to conduct motivational programs • EEE HOD has conducted many motivational programmes to the students • MBA has conducted Leadership skills and Co-curricular Programmes on every Saturday as integral part of the programme.	Prof. Syed Mustafa, HOD ISE explained the redressal mechanism, student counsel and motivation programmes and assured to promote fearless and expressive culture in the minds of the students	Faculty members	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 as the regular system. Departments submit the proposal for budget to the Principal	Accounts Manager explained the system of budget figures. Members	HODs, Principal and Accounts Manager	Before the start of the Semester

	/ Management for approval	discussed the same and gave some suggestions.		
IQAC Department Meeting	• Department conducts regular auditing for IA tests • Program Assessment Committee meeting was conducted by CSE, ISE, Mechanical, EEE and ECE Departments.	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
Best Practices	Each department has their best practices • CSE uses MOODLE and Additional Labs to the student • ISE has Online Hands-on sessions, Activity Based Learning, Converting Projects into Papers • ECE has Mini-Project, Student Exposure through SDP, Providing more electives • Mechanical has Technical festival every year, Activity based Learning and Industrial Visit to RTPS • EEE has Linking lab to theory, CBS in Lab (Speed Control of IM) • Civil has Latest Ideas on Projects, Consultancy to the college, Making Proposals • Mathematics department has co-teaching and bridge courses • Chemistry has Student seminar and e- Notes • Physics has remedial class • MBA follows Case Study Members expressed satisfaction in each portfolio		Principal and HODs	Continuous

Faculty and Non-Teaching Profile	It is maintained in all the departments.		Information to Department	
Academic File (Course File) (Attendance, Faculty Diary)	For each course, this record is 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, Assignment, Case Studies, Tutorials, Scheme of the valuation, Innovative Practices, Attainment Record, etc		Information to Department	
Departmental Activities	Records are maintained for all Curricular, Co-curricular, Extra-Curricular, 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 Hackethon, IMTE etc Members applauded on the record keeping and emphasized on common standards.		HODs	Continuous
Expert / Guest Lectures	6 expert Lectures and 2 Guest Lectures were conducted in the Academic year Members emphasized that more FDPs should be conducted		HODs and Faculty Members	Continuous
Time Table – Class, Faculty and Master	Class time table, faculty time table and master time table are maintained in departments			
Content Beyond Syllabus Activities	• TechI3 was conducted by ECE department with technical events • Introduction & Insight on Python Programming was conducted by ECE department • Guest Lecture was given by Texas Instruments in ECE	Members expressed that more courses on content beyond syllabus to be	HODs	Continuous in 2 semester

	department	conducted		
Class committee Meeting	Class committee meetings are conducted.		Information	
Parent Teacher Meeting	Parent teachers meeting are conducted at department level		Information	
Research Recognition Centre	There are 11 supervisors and 19 Scholars Dr. Basavaraj appreciated the functionalities of Research Centres and encouraged 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 the Ph.D. He emphasized B.E/B.Tech people to pursue M.E/M.Tech		Faculty and staff members	Continuous
Vision, Mission, PEOs, POs and PSOs – List, Publications and Dissemination, Processes and Mapping	All were published and disseminated		Information	
Student Enrollment Profile	• 571 students out of 840 seats in UG enrolled with 675 applications received. • 20 students out of 150 seats in PG enrolled with 25 applications received. • Totally 591 students out of 990 seats in UG and PG enrolled with 700 applications received.		Management, Principal, HODs	Continuous

	Members discussed admission trends and advised to work towards improving the admission			
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 CSI, IETE and IE are available with Student and Faculty Members Alumni members appreciated the same.		Principal and Management	Continuous
Management Information System	OPTRA, SAPINCE, Google Class Room, MOODLE, Accounting and Library systems are acting as major Management Information systems in our college	Members appreciated on e-governance avenues.	Information	
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 and made these topics on hot discussion towards the promotion of strategic development and deployment in the system		Principal, All coordinators and HODs	Continuous
Environment Consciousness (Green Campus, Rain Water Harvesting, Energy Conservation)	It is 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 and 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. Financial support is provided at college/university level		Faculty members	Continuous
Vote of Thanks	IQAC Chairman / Coordinator, Prof. Hussain Ahamed thanked the members for their valuable suggestions and guidance towards the growth of the institution		Information	

Secretary IQAC