

**Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of HKBK College of Engineering on Saturday
23rd December 2017 at 2.00 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. Ms. Ishrat Jagan, Counselor / Nagawara, Local Society Member
4. Mr. Syed Safeer Ahamed, Manager / Accounts – Senior Administrative Officer
5. Ms. Farha Hameed, Alumni Member
6. Mr. R. Jayanth Bhat, Alumni & Self-Employed-Entrepreneur, International Distributor, Babusapalya, Kalyan Nagar, Bangalore – Alumni & Entrepreneur
7. Mr. Mohamed Arshad / ECE IIIrd 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. Dr. R. Ganeshkumar, Associate Professor, School of Engg, CHRIST (Deemed to be University), Banagalore – 74 – Academician
11. Ms. Sagaya Mary, Parent – Stakeholder
12. Prof. R. Loganathan, HOD/CSE – Faculty Member
13. Prof. Sanaulla. P.F, HOD/Chemistry – Faculty Member
14. Dr. Suraiya Tanannum, Associate Professor / ECE – Faculty Member
15. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

The following were granted Leave of Absence

1. Mr. Manzoor. A.Khan, Secretary, HKBK Group of Institutions – Member from Management
2. Prof. A.Syed Mustafa, HOD/ISE – Faculty Member
3. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member
4. Mr. Mohammed Rafi, Manager / Office – Senior Administrative Officer
5. Dr. Basavaraj, Associate Professor/Aerospace Department, VTU – Academician
6. 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 meeting minutes were reviewed by the members.		All Members	
Action Items of the Agenda	The Coordinator/IQAC, Prof. Hussain Ahamed submitted and 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	
Skill Development Courses	3 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 that, at least one certificate course per semester for all years of students. He expressed his concern over Value Added Courses. Academician Dr. Ganesh kumar emphasized that Certificate Courses have to cover the curricular 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 that efforts on Internship and Industrial visits were good and expressed concern on coverage.	Principal and HoDs	1 MoU per Semester 2 Activities per MoU per semester

Awareness on CBCS systems	3 Programmes were attended by faculty members on CBCS and OBE	Chairman expressed that NAAC expects significant efforts on this from students and faculty. Dr. R. Ganeshkumar emphasized that more structured programmes are to be conducted on the awareness on the same to the students and faculty.	Principal	Every Semester
Industry Interaction on Delivery	2 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 involvement of industry to supplement the courses which needs industrial input	HODs	Plan at beginning of the semester
Feedback and Action Taken	<ul style="list-style-type: none"> Student Feedback on Faculty and Feedback on the Infrastructure (Student Satisfaction Survey) was shared with the faculty for further improvement. 	Both Academicians and industrial people emphasized that Feedbacks and surveys with analysis, action taken and impact analysis are to be taken care..	Principal and HoDs	Every Year

Remedial classes – Slow and Advanced Learners	Remedial classes for slow learners were conducted through time table. Opportunities were given for advanced learners to participate inside and outside programmes.	Mrs. Sagaya Mary, Parent and Ms. Ishrat Jahan, Counselor suggested that more remedial classes may be require for slow learners.	HoDs	Continuous
Seminars	Final year students delivered the seminar on the content beyond the syllabus with latest trends and challenges as the sources prescribed by the affiliating University. First to III Year students were also encouraged to take seminar.	The stakeholders expressed that it should be for all the years of 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 as mentees and mentors. It is the integral part of the system. • HoDs do counseling of the very weak students after the faculty counseling. • College level Counselor is available for handling special kinds of students on the transformation. • Mentor mentee ratio is maintained as 1: 20 	It was recommended to use professional counseling to handle diverse set of students	Information to HoDs	Continuous
Industry Involvement in Delivery	9 SDPs were conducted on Industrial Delivery and 24 industrial visits were arranged.	It was suggested to collect industrial input to plan for the subjects well in advance.	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, 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	Principal suggested again to adopt new teaching methodologies tools and assessment tools based on the nature of the course	Faculty Members	Continuous
Industrial Visit, Internship and Industrial Training Programmes	9 industrial visits and 2 Industrial training programmes were arranged.	Members appreciated the efforts and Advised to cover all the students as beneficiary.		
FDP in Premier Institutions	18 FDPs were attended by Four Department Faculty Members	Dr. Ganeshkumar appreciated the efforts on FDPs and Quality of the programmes attended by them. They advised that programmes may be attended on their skill matrix.	Faculty Members and HoDs	Continuous
Scheme of Valuation	Scheme of valuation was prepared by the respective members of the courses and valuation was enabled through the same. It has been made as the Integral part of the	The members appreciated the efforts of the faculty.	Faculty Members	Continuous

	system.			
Result Analysis and Action Taken	<p>Analysis of results for IAE and university examinations was done. Actions were suggested and possible implementations were rolled out in the forth coming periods to improvise the system.</p> <p>Results were analysed and HODs discussed IA performance of the students.</p> <p>Remedial classes with Schedule, Time Table and Topics to be covered, Parents Teacher Meeting and Assignment were planned and rolled out in the forthcoming periods based on the result Analysis</p>	HoDs suggested to improve the performance of the students remedial classes to be planned and more assignment to be given.	Principal and HoDs	After very Test and Examinations
IPR– Patents and Copyrights	<ul style="list-style-type: none"> • One patent was filed and Published in Civil and Chemistry Departments with the Nano calcium silicate soil based mineral amendment as liners for hazardous containment facilities(Published) on 15.12.2017 • Formula Handbook was prepared by Mathematics department 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 in CSE Sets in pc lab that cse and ise department • Given 6 Kits given by Texas Instruments were under use in ECE Laboratory. 	Director advised the HODs to initiate more to steps to prepare the students to be industry	HoDs	Continuous

	<ul style="list-style-type: none"> • 3 Labs (R&D Lab, CNC Lab and Workshop Lab) were under process on the support of Management. 	ready.		
Industrial Training Programmes – Exposures to Faculty	<ul style="list-style-type: none"> • INFOSYS conducted two training programmes for the selected faculty members on Campus Connect programmes. 	Director expressed on industry readiness of the students 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-Shiksen) for many subjects • Faculty Members are posting their e-notes in the in-house software OPTRA • SLIDESHARE is providing opportunity to post and share e-notes 	Management emphasized on developing and posting materials in Google classroom and MOODLE and using the VTU Pogrammes 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 expressed to	Management	Continuous with policy

			promote the same through policies, incentives and seed money by the Academicians and experts from industry. Management assured to support for collaboration and R&D with National Higher and Premier educational institutions.		
Centre of Excellence	of	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 the area of expertise.	Senior Faculty Members	Continuous
Incentive for Research	for	<ul style="list-style-type: none"> • Prof. Tabrez has got Rs. 1,00,000 /- has for Incubation centre for student projects and research enabled Activities and they have showcased the Projects in Smart India Hackathon held at Bopal. • 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 and R&D.	Management	Continuous
Social Awareness Programmes		<ul style="list-style-type: none"> • Drug Awareness, Swatch Bharat, Blood Donation Camp and Traffic control through NCC were conducted • 	Local Counselor expressed her support again on social Awareness Programmes	Principal and HoDs	Continuous

	<ul style="list-style-type: none"> • Awareness of Garbage Disposal Program through Swaach Bharath conducted at college level in which 144 students participated. • CICC conducts lot of women empowerment programmes • Social Projects on Non Invasive way of blood sugar monitoring, Karanja Seed Oil as Bio-diesel, Mechanised broom as swach bharat initiative and Non Conventional tread mill converting mechanical energy in Electricity were done for the students and used for the public. • NSS conducts Drug Awareness, Free Eye Testing Camp and Awareness on Engineering Education 	and Extension Activities at Nagawara.		
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 Barry Guards to City Traffic in Nagawara • 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. 	Coordinator started involmnet of more students to ensure that all students should involve in all activities	Principal and HoDs	Continuous
Department Clubs	<ul style="list-style-type: none"> • CSE Department actively conducted few programmes through Information Security 	Alumni expressed their interests to help students	Departments	Continuous

	<p>Club</p> <ul style="list-style-type: none"> • ISE Department conducted events through ENIAC club. • Mechanical conducted Interdepartmental festival named MASQUERADE TECHNIVAL from 08.11.2017 To 09.11.2017 with 10 events 	on emerging technologies		
Co-Curricular and Extra-Curricular Activities	3 Co-Curricular and Extra-Curricular Activities and Festivals with multiple events were conducted to benefit the students to acquire technical and life skills.	Director emphasized the need for planning , conducting more student centric activities that could enhance their skill sets.	Principal and HoDs	Continuous
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. 	Industrial experts expressed that more awareness programmes should be conducted on trends and technologies, Latest or top 10 technologies, Social and environmental issues should be taken under conversation.	Principal and HoDs	Continuous
MoU and Functions	<ul style="list-style-type: none"> • CSE and ISE have signed with Infosys on Campus Connect, BIZTIME on Internship and EDGATE with IoT solutions like Air Pollution Detection, Irrigation In Agriculture and Diseases of Leaves • ECE has signed MoUs with JetKing on Industrial Visit and Workshop, EDGATE for 	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	Principal, HoDs IQAC and OBE Coordinators	Continuous

	<ul style="list-style-type: none"> • 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 Visit, Internship • EEE has Signed MoU with KGTTI on Industrial Visit, Internship. 	functional on the scope.		
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 got benefitted out of it. • A Higher Educational Programme was conducted for the students who wanted to undergo PG programmes after the Graduation. • 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 approaches with Placement, Higher Education and Entrepreneurship were 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 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 	Director suggested the faculty members to use all online medium of education to be leveraged or our system.	Faculty members and students	Continuous

	in OPTRA and Google classroom etc. are also available.			
Motivational Programmes	<ul style="list-style-type: none"> • CICC, a College level women development cell, conducts lot of motivational Programmes. • Alumni are also invited for motivational programmes • MBA has conducted Leadership skills and Co-curricular Programmes on every Saturday as integral part of the programme. 	HODs 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
IQAC Department Meeting	<ul style="list-style-type: none"> • 2 IQAC Audits were conducted so far for this semester. • 2 IQAC meeting were conducted at college level 	Principal 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	<p>Each department has their best practices with 2 or 3 strong areas of them and excels in the same every year.</p> <ul style="list-style-type: none"> • CSE has Usage of MOODLE and Additional Labs for the student as their Best Practices • ISE has Online Hands-on sessions, Activity Based Learning , Converting Projects into Papers as Best Practices • ECE has Mini-Project, Student Exposure 		Principal and HoDs	Continuous

	<p>through SDP, Providing more electives as their best practices.</p> <ul style="list-style-type: none"> • 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 and bridge courses as best practices • 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. <p>be made as best practices to the college.</p>			
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 for all courses. Every Semester attainment of all courses was calculated and		Information to Department	

	in turn POs and PSOs are calculated. Analysis is normally carried with a batch of Data for 8 semesters.			
Departmental Activities	<p>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</p> <p>Members appreciated on the record keeping and emphasized on common standards.</p>		HoDs	Continuous
SDP / Add-on Courses	<p>Student Development Courses were conducted as add on courses.</p> <ul style="list-style-type: none"> • Mathematics department has conducted 2 SDPs for 6 Branches • Mathematics department has conducted 1 SDP in Application of Mathematics in Engineering for 6 Braches. <p>Members emphasized that add on courses are to be devised to supplement and bridge curricular gaps of the programs and they are to be planned earlier.</p>		HoDs and Faculty Members	Every Semester
Expert / Guest Lectures	11 expert Lectures and 8 Guest Lectures were conducted in the Academic year		HoDs and Faculty Members	Continuous

	More invited talks in terms of Expert and Guest Lectures were emphasized by the members for content and content beyond syllabus respectively			
Student Diary	Mentor maintains thi dairy.		Information	
Content Beyond Syllabus Activities	Records are partially maintained for 7 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 additional skill sets. Members recommended to conduct more courses beyond the syllabus.	HoDs	Continuous in 2 semester
Class committee Meeting	Class committee meeting conducted.		Information	
Parent Teacher Meeting	Parents Teachers meeting conducted at the department level.	Members expressed to continue the departmental regular meetings	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	
Student Files/ Documents			Information	
Student Mentoring	<ul style="list-style-type: none"> • They are effectively functioning as the 		Information	

and Support & Grievance Redressal Cell and Counseling and Guidance	<p>Integral part of the system and regular documentations are maintained.</p> <ul style="list-style-type: none"> • 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. 			
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	
Sports and Games, Annual Day and Cultural Activities	<p>Sufficient Activities are conducted to provide the opportunities to all students</p> <p>It was decided to conduct more events in Annual Day, Cultural festival, Sports and Games, National Days, Festivals and Universal Values</p>		Principal, HoDs, Annual Day Coordinator and Sports Officer	Continuous

Information System	MOODLE, Accounting and Library systems are acting as major Management Information systems in our college Members appreciated on e-governance avenues.		on	
IQAC	The Director 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 and suggested to have at least one new initiative in each semester		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 do some projects on Green Campus, Rain Water Harvesting, Energy Conservation and appreciated the efforts made.		Faculty Members and students	Continuous
Vote of Thanks	IQAC Chairman, Dr. Muzzamil Ahamed thanked the members for their valuable suggestions.		Information	

Muzzamil Ahamed
Secretary IQAC

