



HKBK College of Engineering

Internal Quality Assurance Cell

Date of Meeting: 24-03-2020

Agenda for the Meeting

Sl. No.	Points of Discussion	Discussion By
1	NBA/ NAAC status	IQAC Coordinator
2	Unprecedented situations arising out of prevailing pandemic Covid 19.	Principal
3	Online Classes	IQAC Coordinator
4	Motivating students and faculty	All HODs
5	Online learning resources and certification courses for faculty and students	All HODs
6	Any other matter	All HODs



HKBK College of Engineering

Internal Quality Assurance Cell

Minutes of the Meeting for Meeting conducted on 24-03-2020

Members Present

1. Dr. M S Bhagyashekar, Principal, IQAC Chairman
2. Prof. Hussain Ahmed, Head of Department [ECE], IQAC Coordinator
3. Dr. R. Loganathan, Head of Department [CSE], Member
4. Dr. A Syed Mustafa, Head of Department [ISE], Member
5. Dr. C S Nagabushana, Head of Department [Mathematics], Member
6. Prof. Mahaboob Tabriz, Head of Department [ME], Member
7. Prof. Vanaja V, Head of Department [MBA], Member
8. Prof. Zahira Tabassum, Associate Professor[ECE], Member
9. Prof. Abdul Latheef, Assistant Professor[Civil], Member
10. Mr. Manzoor. A. Khan, Secretary, HKBKGI, Member from Management
11. Prof. Malashree G, Assistant Professor[EEE], Member
12. Mrs. Ishrat Begum, Corporator, BBMP, Member
13. Mr. Gurupreeth Singh, Director, Edgate Technologies Pvt. Ltd, Member
14. Ms. Arshia Salma, Principal, Shaheen Falcon PU College, Member
15. Mrs. Farha Hameed, Alumni, HKBKCE, Member
16. Ms. Farhat Bhat, 6th sem CSE, Member

Minutes of the Meeting

Agenda point & description	Summary of discussions	Specific decision arrived at	Responsibility
NAAC status	To apply for improvement of NAAC grade before 01-06-2020. All criteria owners to be ready with all relevant documents by the third week of May.	To submit IIQA	IQAC coordinator
NBA status	EC Department got NBA accredited for 3 years from 19-06-2019 to 30-6-2022. Accreditation was not granted to IS and ME Departments.	The two Departments to check what were there weaknesses and submit a report.	HOD IS and HOD ME
Unprecedented situations arising out of prevailing pandemic Covid 19.	To check with Dr. Sanaulla PF and arrange to prepare hand sanitizers and use it for the benefit of staff and students		Principal
	To contact canteen vendor and arrange to distribute food packets in and around the College		Principal
	To arrange for an online SDP to bring awareness about COVID 19 among staff and students		Principal + HOD
	To conduct competition among students to prepare banners, poster design to bring awareness among the people in the vicinity.		All HODS
Online Classes	Online classes to continue as long as MHRD/Government of Karnataka /VTU gives directions.	To explore best possible ways to conduct online classes	All HODS
	All faculties to conduct classes online and explore possibility of conducting discrete labs online / presentations / demonstration / exercises.		All HODS
	Departments to explore the possibility of conducting online IA tests.		All HODS
Motivating students and faculty	HODs, Mentors, Class Teachers to convene a meeting of students section wise and counsel students and motivate them to concentrate on their studies, acquire additional skills and not to lose focus.	Counseling sessions for students to be arranged.	All HODS

<p>Online learning resources and certification courses for faculty and students</p>	<p>HODs to explore avenues for online learning resources motivate students and faculty to enhance their skills by taking up online certification courses.</p>	<p>Atleast one Certification course to be taken by students and faculties.</p>	<p>All HODS</p>
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 IQAC coordinator

IQAC CO-ORDINATOR