



HKBK College of Engineering
Internal Quality Assurance Cell

Date of Meeting: 06-07-2019		
Agenda for the Meeting		
Sl. No.	Points of Discussion	Discussion By
1.	NBA /NAAC Status	IQAC Coordinator
2.	Status of Research proposals. Funds, publications and future plans	Research coordinator
3.	Industry Institute Interaction	HODs
4.	E-learning facility	HODs
5.	Extension activities	IQAC Coordinator
6.	Teaching Learning Process	HODs
7.	Any other matter with the permission of the chair	



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Minutes of the Meeting for Meeting conducted on 06-07-2019

Members Present

1. Dr. Muzzamil Ahamed, Principal
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. Dr.R. Loganathan, HOD/CSE – Faculty Member *R. Loganathan*
5. Dr.A.Syed Mustafa, HOD/ISE – Faculty Member *Dr. A. Syed Mustafa*
6. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member *Prof. Shaik Haroon Safdar*
7. Dr. Syed Abu Sayeed Mohammed, HOD/Civil– Faculty Member *Dr. Syed Abu Sayeed Mohammed*
8. Dr. Chandrakumar, HOD/Physics– Faculty Member *Dr. Chandrakumar*
9. Mr. Syed Safer 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 Final Year, Student
15. Mr. Abdul Basheer, Director, BizTime – Employer
16. Dr. G.S Javid, Analog Design Manager, High Speed Circuits Group, Terminus Circuits Pvt Ltd, Bangalore – 94 – Industrialist
17. Dr. Basavaraj, Associate Professor/Aerospace Department, VTU – Academician
18. Dr. R. Ganeshkumar, Associate Professor, School of Engg, CHRIST (Deemed to be University), Banagalore – 74 – Academician
19. Mr. Mohamed Wajid, Parent – Stakeholder
20. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

Minutes of the Meeting

Agenda point & description	Summary of discussions	Specific decision arrived at	Responsibility
NBA/NAAC Status	The NBA Peer team sought clarification on certain sub criteria during their visit in march .The three departments who have applied for accreditation have prepared reports and submitted.	The three Departments of ECE ,ISE, ME prepared a report and submit the same	HOOD EC, ISE,ME
Status of Research Proposals, fund, publications and future plans	Proposals for FDP, STTPs, conference under AICTE program, VGST were submitted by Departments. Department of ME received a fund of Rs 5 lakhs from AICTE under grant for organizing conference.	To strive to get grants for research projects	All HODs and Research Coordinator
Industry Institute Interaction	Few experts from industries to be appointed as adjunct faculty to handle part of syllabus in some courses.	It was resolved to involve industry experts help design add on/certification courses	All HODs and Research Coordinator
E-Learning Facility	Few students and most faculties have registered for NPTEL online certificate courses	It was resolved that each faculty to compulsorily take up one NPTEL/MOOC certification course	All HODs
Extension activities	As per guidelines of VTU students have to take up AICTE activity point program where in credit points are assigned and must for award of degree	Department to allot coordinators to co-ordinate for smooth conduction of activities	All HODs
Teaching Learning Process	Teachers used LMS tools like Google classroom model to upload notes, assignments and question banks to strengthen the teaching learning process.	It was resolved to conduct an FDP on teaching learning process	HRD

Hussain
IQAC coordinator