



HKBK COLLEGE OF ENGINEERING



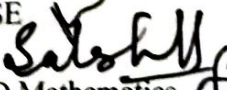



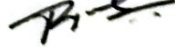
Internal Quality Assurance Cell

Date: 20-09-2023

Agenda of the Meeting: -

SL.NO.	Points of Discussion
1	Project exhibition
2	Pre-placement Training
3	Sports Day
4	Result analysis
5	Internship
6	AQAR 21-22
7	AQAR 22-23
8	COE
9	Induction Program
10	Rewards and recognitions
11	Academic Audits
12	VAC
13	AICTE activity
14	Mock Audit for CSE and ISE
15	Academic activity
16	Seminars/ Webinars/ Extended lectures ✓
17	FDP
18	PTM

Members Present:

1. Dr. Mohammed Riyaz Ahmed, Principal 
2. Prof. Hussain Ahmed, IQAC Head 
3. Mr. Manzoor Ahmed Khan, Secretary HKBKGI
4. Dr. Syed Mustafa. A, HOD ISE
5. Dr. Salim Shariff, HOD ME 
6. Dr. C. S. Nagabhushana, HOD Mathematics 
7. Dr. Zahira Tabassum, Associate Prof, ECE 
8. Prof. Sumaiya Banu, Asst Prof, Humanities 
9. Prof. Tahir Naquash, Asst Prof, CSE 

Special Invitees:

1. Dr. Tabassum Ara, HOD AIML
2. Dr. Smitha Kurian, HOD CSE
3. Dr. Syed Abu Sayeed M, HOD Civil
4. Prof. Sheik Haroon Safdar, HOD EEE
5. Dr. Latha Rajagopalan, HOD ECE
6. Dr. Sanaula P.F, HOD Chemistry
7. Dr. Chandrakumar K, HOD Physics

Minutes of the meeting:

Sl. No.	Compliance Report of previous meetings	Responsible persons
1	NBA committee visit to the campus has been rescheduled on 24-11-23	IQAC, ISE and CSE HODs
2	Academic audits were conducted	IQAC and Principal
3	AQAR 21-22	IQAC

Discussion:

Sl. No.	Description	Summary of Discussion	Responsible persons
1	Project exhibition	The Annual project exhibition for the AY 22-23 was held on 12-05-23, Eighty-five project teams from all the departments participated in the event.	IQAC, Project coordinators
2	Pre-placement Training	Pre-Placement training program was arranged for final year students from 26-04-23 to 31-05-23	IQAC, Principal and all HODs, SST
3	Sports Day	Sports day was conducted on 10 th July	Principal and Sports Director
4	Result analysis	HODs presented the Result analysis of all even semesters for the year 22-23	IQAC, Principal and all HODs
5	Internship	Internship has been carried out across all departments by 2 nd year students before reporting to 5 th semester.	IQAC, Principal and all HODs
6	AQAR 21-22	AQAR 21-22 as submitted on 30-07-23.	IQAC and criteria owners
7	AQAR 22-23	AQAR 22-23 portal has been opened, all Criteria owners were advised to collect their respective data.	IQAC and criteria owners
8	COE	COE for the next Academic Year has been prepared and shared with all the departments.	IQAC, Principal and all HODs

9	Induction Program	Induction Program for the Academic year 23-24 for first-year students has been planned from 07-09-23 to 17-09-23.	IQAC, Principal and Coordinators
10	Rewards and recognitions	Rewards and recognitions event has been planned and tentatively fixed in the month of Oct/ Nov 23	Operations Head and HR
11	Academic Audits	Internal Academic audits across all the departments were conducted from 19-06-23 to 23-06-23.	IQAC and Principal
12	VAC	One VAC to be organized by respective departments ensuing all students' participation.	IQAC, Principal and all HODs
13	AICTE activity	At least one activity to be done by each student in each academic year.	IQAC, Principal and all HODs
14	Mock Audit for CSE and ISE	One mock NBA audit to be carried out for CSE and ISE departments.	IQAC, Principal and all HODs
15	Academic activity	All the HODs are advised to monitor the academic activity for each semester and adhere to the COE.	IQAC, Principal and all HODs
16	Seminars/ Webinars/ Extended lectures	At least two seminars/ webinars/ extended lectures to be conducted across all the departments every semester.	IQAC and all HODs
17	FDP	Each department to conduct at least one FDP of 5 days every semester	IQAC, Principal and all HODs
18	PTM	All departments to conduct one to two PTMs every semester as per COE.	IQAC, Principal and all HODs


IQAC Head

Prof. Hussain Ahmed
IQAC Head
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Principal

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