



# HKBK COLLEGE OF ENGINEERING

## Internal Quality Assurance Cell

Date: 21-07-2022

### CIRCULAR

Dr. Tabassum Ara  
Principal  
Prof. Hussain Ahmed  
IQAC Head  
Mr. Manzoor Ahmed Khan  
Secretary HKBKGI  
Dr. Syed Mustafa A  
HOD, ISE  
Dr. Salim Shariff  
HOD, ME  
Dr. C. S. Nagabhushana  
HOD, Mathematics  
Prof. Zahira Tabassum  
Asso Prof, ECE  
Prof. Sumaiya Banu  
Asst Prof, Humanities  
Prof. Tahir Naquash  
Asst Prof, CSE  
Mrs Irshad Begum  
Corporator-BBMP  
Mr. Gurupreet  
Director, Edgate  
Technologies  
Farha Hamced  
Alumni, wireless Protocol Analyst  
I.&T Technologies  
Mr. Dilip Kumar Jain  
Parent of Ms. Bhavy Jain  
3<sup>rd</sup> Semester ISE  
Mr. Basavaraj  
6<sup>th</sup> Semester  
**Special Invitees:**  
Dr. Ashok P.S  
HOD, CSE  
Dr. Syed Abu Sayeed M  
HOD, Civil  
Prof. Sheik Haroon Safdar  
HOD, EEE  
Dr. Latha Rajagopalan  
HOD, ECE  
Dr. Chandrakumar K  
HOD, Physics  
Dr. Sanaulla P.F  
HOD, Chemistry

The Internal Quality Assurance Cell (IQAC) meeting is scheduled at 2:00pm on 23-07-2022. All HODs are requested to attend the meeting.

Venue: A-Block conference hall

#### Agenda of the meeting:

- AQAR 19-20 and 20-21
- Compliance committee visit to ECE department
- Conduction of Add-on courses and participation of all students
- Template for Value addition courses
- Mini projects
- AICTE activity points
- Academic audits
- Activities conducted
- Any other matter

*Hussain Ahmed*  
Prof. Hussain Ahmed  
IQAC Coordinator



## HKBK COLLEGE OF ENGINEERING

### Internal Quality Assurance Cell

Date:23-07-2022

#### Agenda of Meeting:

Sl. No.	Points of Discussion
1.	AQAR 19-20, 20-21
2.	Compliance committee visit to ECE department
3.	Conduction of Add on courses and participation of all the students
4.	Template for value addition courses
5.	Mini Projects (At least one per semester)
6.	AICTE activity points
7.	Academic audits
8.	Activities conducted
9.	Any other matter

#### Members Present:

1. Dr. Tabassum Ara, Principal
2. Prof. Hussain Ahmed, IQAC Head
3. 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. Prof. Zahira Tabassum, Associate Prof, FCE
8. Prof. Sumaiya Banu, Asst Prof, Humanities
9. Prof. Tahir Naquash, Asst Prof, CSE
10. Mr. Gurupreeth, Director, Edgate Technologies
11. Farha Hameed, Alumni, Wireless Protocol Analyst, L&T Technologies

12. Kumar Jain, Parent of Ms. Bhavy Jain, 3<sup>rd</sup> Semester ISE  
 13. Mr. Basavaraj, 6<sup>th</sup> Semester


**Special Invitees:**

1. Dr. Latha Rajagopalan, HOD ECE  
 2. Dr. Syed Abu Sayeed M, HOD Civil  
 3. Dr. Ashok P. S, HOD CSE  
 4. Prof. Sheik Haroon Safdar, HOD EEE  
 5. Dr. Sanaulla P.F, HOD Chemistry  
 6. Dr. Chandrakumar K, HOD Physics

**Minutes of the meeting:**

Sl. No.	Description	Points Discussed	By	Responsible persons
1.	AQAR 19-20	AQAR for 19-20 has been submitted and the same has been approved by NAAC	IQAC Head	
2.	AQAR 20-21	Review each criterion and update wherever required	IQAC Head	Criteria owners
3.	Compliance visit of ECE department	NBA committee visited ECE department on 19-06-2022.	IQAC	
4.	Conduction of Add on courses and participation of the students	<ul style="list-style-type: none"> <li>HODs advised to ensure the participation of all students the year 21-22. The duration of each value-added course should at least be 30 hours; this could be spread over several days.</li> <li>It was decided to conduct one value added course for each year of the program.</li> </ul>	IQAC Head	All HODs
5.	Template for value addition courses	The template of the report should include brochure, objectives, profile of the resource persons, course content/ syllabus, involvement of faculty in design of the content, duration in hours, program schedule, Assessment Test, Result, and Impact Analysis.	IQAC Head	All HODs
6.	Mini Projects	Mini projects and internships to be included in experiential learning and all reports to be signed by HODs and principal.	IQAC Head	All HODs
7.	AICTE activities	All departments to submit AICTE activities data of 21-22	IQAC Head	HODs
8.	Academic audits	Academic audits of all the departments were conducted between 27-05-2022 and to 30-06-2022.	IQAC Head and Principal	

9.	Activities conducted	<ul style="list-style-type: none"> <li>• First edition of C M Ibrahim scholarship programme 21-22 to felicitate toppers in SSLC exam was held on 22-06-2022.</li> <li>• FDPs on emerging Technologies and inculcating universal human values were conducted.</li> <li>• Value added courses were conducted by Departments with high student participation.</li> </ul>	Principal, SSS and coordinators	All HODs
10.	Any other matter	Students to report batch wise to the library and update their biometric data.	Principal	All HODs
		Some of the activities conducted as a part of induction program on social responsibility, E-waste and environmental awareness to be added in criteria 7.	IQAC Head	Criteria 7 owner
		Result analysis of previous semester was discussed	Principal	All HODs

  
IQAC Head

  
Principal