



# HKBK COLLEGE OF ENGINEERING

## Internal Quality Assurance Cell

Date: 06-05-2024

### Agenda of the Meeting: -

SL. NO.	Points of Discussion
1	COE for odd semesters
2	Induction program
3	Academic Audits
4	Expert lecture series
5	Technical training sessions
6	Faculty interaction with outside world
7	Research Initiatives
8.	AQAR 22-23
9.	NAAC accreditation
10.	IQAC Handbook
11.	Autonomous status-2f

### 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. Nagabhushan, 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, 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. Sanulla P.F, HOD Chemistry
7. Dr. Chandrakumar K, HOD Physics

8. Dr. Nadeem Pasha, Associate Prof, ME

9. Dr. Maaz Ahmed, Associate Prof, ECE



### Minutes of the meeting:

Sl. No.	Compliance Report of previous meetings	Responsible persons
1	AQAR 22-23 was submitted.	IQAC Head and all Criteria owners.
2	Participation in external events and certification courses were enhanced.	All HODs

### Discussion:

Agenda Points and Discussion	Summary of Discussion	Responsible persons
COE for odd semesters	COE for all odd semesters to be prepared and calendar to include technical training sessions.	All HODs and faculty
Induction program	CSE department was assigned the responsibility of conduction of Induction program.	HOD CSE
Academic Audits	Audit formats for various sections like faculty, Departments, HR, Accounts etc were formulated. Academic audits planned for faculty was planned to be conducted in July.	IQAC Committee
Expert lecture series	Expert lecture series to be conducted by each department involving Alumni, Industrialists to be organised by all departments.	All HODs.
Technical training sessions	To enhance the technical and programming skills of students to be placement ready, it was decided to conduct technical sessions by our own faculty.	All HODs
Faculty interaction with outside world	The departments should encourage faculty to increase their interaction with outside world in the form of resource persons, initiating MOUs with reputed organisations/Industries.	All HODs
Research Initiatives	Faculty members with Ph.D should concentrate more on research component and generate revenue by submitting proposals to various government agencies like DST, VGST etc	All HODs
AQAR 22-23	AQAR 22-23 was successfully submitted on 22/4/2024.	IQAC Committee
NAAC accreditation	It was decided to apply for Binary NAAC as soon as the notification is released. Hence all criteria owners were advised to be ready with data of 5 years including the CAY 23-24.	IQAC Committee

IQAC Handbook	It was discussed to come up with an IQAC Handbook that would comprise of SOPs of IQAC. The HODs were requested to give suggestions for the same.	IQAC Committee
Autonomous status-2f	The Application for 2f was submitted and response received from UGC.	Principal, IQAC Committee

Zahira Tabassum  
 IQAC Chief Coordinator



*(Handwritten Signature)*  
 Principal

