



# HKBK COLLEGE OF ENGINEERING

## Internal Quality Assurance Cell

Date:22-06-2021

<b>Date of Meeting:22-06-2021</b>		
<b>Agenda for the Meeting:</b>		
<b>Sl. No.</b>	<b>Points of Discussion</b>	<b>Discussion By</b>
1	FDPs/ Workshops	IQAC Head
2	FDPs/ Seminars	IQAC Head
3	Academic Performance	IQAC Head
4	CO attainment calculation	All HODs
5	HOT skills for students	All HODs
6	Academic Auditing	IQAC Head
7	Student satisfaction survey	Principal

### Minutes of meeting: -

<b>Agenda point &amp; description</b>	<b>Summary of discussion</b>	<b>Responsibility</b>
FDPs/ Workshops	<ul style="list-style-type: none"> <li>• Four-day national level workshop on HOT was conducted in March.</li> <li>• FDP on modern trends in engineering technologies was conducted in June.</li> <li>• FDP on Advanced Embedded Systems was conducted in April.</li> <li>• Awareness Program on NIRF was conducted in February to ensure registration for NIRF.</li> </ul>	All HODs
FDPs/ Seminars	<ul style="list-style-type: none"> <li>• A seminar series on AICTE initiatives will be planned and several faculties have consented to deliver lecture on AICTE initiatives.</li> <li>• A proposal is submitted for 5-day ATAL FDP to AICTE.</li> </ul>	All HODs
Academic Performance	<ul style="list-style-type: none"> <li>• Results of odd semester exams were not up to the mark. HODs are advised to initiate steps to strengthen the mentoring process to ensure better results.</li> <li>• Different teaching pedagogies are used to meet the requirements of students from different backgrounds. Remedial classes are done to urge slow learners to adapt to learning techniques.</li> </ul>	All HODs and faculties
CO attainment calculation	<ul style="list-style-type: none"> <li>• To calculate CO attainment an indirect tool in the form of course survey is introduced.</li> <li>• Faculties were urged to calculate CO attainment</li> </ul>	All HODs

	student wise for all courses.	
HOT skills for students	To develop HOT skills among students, IA question papers framed to cover all levels of revised Blooms Taxonomy 1-6. COE is strictly adhered to, and IA tests ensures all CLOs are met through various assessment methods.	All HODs
Academic Auditing	Academic auditing for 21-22 is planned in Aug/ Sept.	IQAC Head and Principal
Student satisfaction survey	Principal suggested to float the satisfaction survey to students and collect the feedback from students to take corrective measures.	All HODs and faculties

**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

  
**Hussain Ahmed,**  
**IQAC Coordinator**