Date of Meeting: 22-12-2018		
Agenda for the Meeting		
Sl. No.	**Points of Discussion**	**Discussion By**
1.	Review of progress on the previous Meeting	IQAC Coordinator
2.	Application for NBA	All HOD's
3.	Status of Research projects, Funds, publications and future plan.	Research coordinator
4.	Review of Academic Results and action plan for improvement for 2018-19	All HODs
5.	Skill Development /value added course / certification	All HODs
6.	Collaboration with Industries	All HODs
7.	Remedial class, slow and advanced learners	All HODs
8.	Teaching learning methods	All HODs
9.	Any other points with the permission of the chair.	

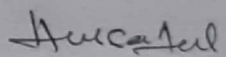# Minutes of the Meeting for Meeting conducted on 22-12-2018

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. Ms. Ishrat Jahan, Counselor / Nagawara, Local Society Member
5. Mr. Syed Safeer Ahamed, Manager / Accounts – Senior Administrative Officer
6. Ms. Farha Hameed, Alumni Member
7. Mr. R. Jayanth Bhat, Alumni & Self-Employed-Entrepreneur, International Distributor, Babusapalya, Kalyan Nagar, Bangalore – Alumni & Entrepreneur
8. Mr. Mohamed Arshad / ECE Final Year, Student
9. Mr. Abdul Basheer, Director, BizTime – Employer
10. Dr. G.S Javeed, Analog Design Manager, High Speed Circuits Group, Terminus Circuits Pvt Ltd, Bangalore – 94 – Industrialist
11. Dr. R. Ganeshkumar, Associate Professor, School of Engg, CHRIST (Deemed to be University), Banagalore – 74 – Academician
12. Ms. Sagaya Mary, Parent – Stakeholder
13. Dr. R. Loganathan, HOD/CSE – Faculty Member
14. Dr. Sanaulla. P.F, HOD/Chemistry – Faculty Member
15. Dr. A.Syed Mustafa, HOD/ISE – Faculty Member
16. Prof. Shaik Haroon Safdar, HOD/EEE – Faculty Member
17. Mr. Mohammed Rafi, Manager / Office – Senior Administrative Officer
18. Dr. Basavaraj, Associate Professor/Aerospace Department, VTU – Academician
19. Dr. Suraiya Tanannum, Professor / ECE – Faculty Member
20. Prof. Savithri Ramesh, Associate Professor/ISE – Faculty Member
21. Prof. Hussain Ahamed, HOD/ ECE – Coordinator / IQAC

Minutes of Meeting

Agenda point & description	Summary of discussions	Specific decision arrived at	Responsibility
Review of progress on the previous Meeting	The IQAC Coordinator, Prof. Hussain Ahmed Welcomed the members and reviewed the previous meeting minutes	Activity based learning was made mandatory by the university.	
NBA Status	Prequalifier of three departments Information science, Electronics and Communication and mechanical Engineering was uploaded on 9th November in NBA portal

Status of SAR preparation was presented by respective HODs. | It was resolved to upload SAR to NBA portal before the due date. | All HOD's |
Status of research projects, funds plans, Feature plans	Dr. Maaz Ahmed of ECE Department presented a paper in international conference at California. Students participated in smart Hackathon and submitted project proposals to KSCST.		Research coordinator
Review of academic results and action plan for important of 2018-19	To enhance the first year results a group of 6-8 students were grouped together, remedial classes were conducted to reduce the number of drop outs.	Mentoring /Remedial classes to be strengthened for Analytical Subjects.	
Skill Development /value added course / certification	Each Department conducted SDPs to supplement theoretical subjects with practical based approach with modern tools to attain certain program outcomes.	It was resolved to have atleast one certificate course per semester for all years of students with more than 30 hours based on the need and scope to cover the curricular gaps	All HODs
Collaboration with Industries	MOUs and tie ups were made/ continued with many industries to reinforce Teaching Learning process with emphasis on strengthening the Industry Institute Interaction.	Resolved to establish contact with industries and arrange for guest lectures/ workshops.	All HODs
Remedial class, slow and advanced learners	Remedial classes for slow learners were planned and conducted. The students were trained on important topics and guided to prepare for examinations.
Advanced learners were given opportunities to	It was resolved to ensure that number of dropouts in I year is minimized.	All HODs

	participate in contests conducted at state/ university/ inter collegiate level. HODs highlighted that parents appreciated the efforts of teachers to help slow learners.		
Teaching learning methods	Various pedagogies were adopted by faculty to enrich the teaching learning experience, Google classroom, online quizzes, model preparations, group discussions, case study, field survey are few tools to enhance student skills.	It was resolved to use pedagogy tools by each and every faculty and not restrict to few faculty.	All HODs

IQAC COORDINATOR

IQAC CO-ORDINATOR