



HKBK College of Engineering

Internal Quality Assurance Cell

Date of Meeting: 05-08-2020		
Agenda for the Meeting		
Sl. No.	Points of Discussion	Discussion By
1.	Discussion of Calendar of Events of IQAC for academic year 2020	IQAC Chairman
2.	Approval for IIQA and Submission of SSR	IQAC Coordinator
3.	Any other matter with the permission of the chair	



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Minutes of the Meeting for Meeting conducted on 05-08-2020

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

Invited Members:

1. Dr. Syed Abu Sayeed, HOD Civil
2. Prof .Sheik Haroon Safdar, HOD EEE
3. Dr. ChandraKumar, HOD Physics
4. Mr.Vinay, Student Counsellor

The following were granted Leave of Absence

1. Mr. Manzoor. A. Khan, Secretary, HKBKGI, Member from Management
2. Prof. Malashree G, Assistant Professor[EEE], Member
3. Mrs. Ishrat Begum, Corporator, BBMP, Member
4. Mr. Gurupreeth Singh, Director, Edgate Technologies Pvt. Ltd, Member
5. Ms. Arshia Salma, Principal, Shaheen Falcon PU College, Member
6. Mrs. Farha Hameed, Alumni, HKBKCE, Member
7. Ms. Farhat Bhat, 6th sem CSE, Member

Minutes of the Meeting

Agenda point & description	Summary of discussions	Specific decision arrived at	Responsibility
Approval of IIQA and submission of SSR	<ul style="list-style-type: none"> • IQAC Coordinator welcomed all the members and informed about the approval of IIQA by NAAC and that SSR has to be submitted by 5th September. • All criteria owners have submitted their respective criteria with exception of Criteria seven. Prof Sheikh Haroon Safdar would submit the same by this weekend. • Some changes in the current SSR needs to be incorporated. Templates have already been shared, and advised criteria owners to modify and submit the same at the earliest. • Executive Summary of all criterias needs to be submitted. Dr. Abu sayeed, Criteria 3 owner had already submitted the same. • As part of extended Profile five years data of outgoing students and Staff list is required from all Departments. Mechanical Engineering has already submitted the data. • Principal advised all criteria owners to formulate Executive summary with respect to their criteria highlighting the strengths of our Institute. • Satisfaction survey to be circulated and feedback collected from final year students. 	The required templates and updated criteria to be submitted at the earliest so as to review and incorporate the necessary changes.	Criteria Owners and all HODs

<p>Discussion of Calendar of Events of IQAC for academic year 2020</p>	<ul style="list-style-type: none"> Principal informed the IQAC Coordinator to prepare the IQAC Calendar of Events(COE) as per the Government Notification dated 28.05.2020 and advised that the COE should include value added/ certificate courses, Assessments, Surveys, Mentor awareness programs, Conferences/ Workshops, Career guidance programs, Academic Audit, IQAC Meetings as per the GOK notification. 	<p>To formulate COE</p>	<p>IQAC Coordinator and Dr. Loganathan , Criteria 1 Owner</p>
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Heena
IQAC Coordinator
IQAC CO-ORDINATOR