

Minutes of

The Fifth meeting of IQAC, TKM College of Engineering

Venue: Principal's Conference hall

Date & Time: 02/09/2016 at 3.30 pm

The agenda for the meeting:

A.1	Confirmation of the minutes of the IQAC meeting held on 08/06/2016
A.2	Action taken report on the decisions of the previous meeting
A.3	NAAC team visit
A.4	Result analysis of II semester KTU

Members

1. Dr. M. Haroon (Member TKM College Trust) : Sd/
2. Dr. S. Ayoob, Principal (Chairman, IQAC) : Sd/
3. Dr. P.N. Dileep (Co-ordinator, IQAC) : Sd/
4. Dr. S. Suresh, Professor & head, Civil Engineering : Sd/
5. Dr. K. Gopakumar, UG Dean : Sd/
6. Dr. T. A. Shahul Hameed, Prof, Dept. of Electronics & Communication Engg : Sd/
7. Dr. R. Sajeeb, Prof, Dept. of Civil Engg : Sd/
8. Prof. Syed Muhammed Fahd, Assistant Prof, Dept. of Mechanical Engg : Sd/
9. Er. P. Anil Kumar, CTO, TKM Infotech Pvt. Ltd. : Sd/
10. Er. P. K. Sivaprasad, G M and Head, QuEST Global Engineering, Trivandrum : Sd/
11. Mr. Vinayak S. G., College union Chairman : Sd/
12. Mr. Najeem, Administrative Assistant : Sd/
13. Smt. Geetha, Administrative Officer : Sd/

Special Invitees from NAAC Steering Committee

14. Dr. Reebu Zakhariah Koshy, Coordinator & Liaison Office : Sd/
15. Dr. Mohammed Sajid, Co-coordinator : Sd/

The Principal introduced Mr. Vinayak S. G., the new college union chairman to the council.

Item No. A.1: Confirmation of the minutes of the IQAC meeting held on 08/06/2016: The minutes of the meeting of the IQAC held on 08/06/2016 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 08/06/2016 was approved by the council.

Item No. A.2: Action taken report on the decisions of the previous meeting:

Decisions of the previous meeting	Action taken report
The council authorized IQAC coordinator to	The centralized attendance entry system and a

implement the system of centralized attendance entry and a public address system with class timing bells. The council directed the coordinator to submit a budget proposal to the College Planning Council.	public address system with class timing bells are implemented in the campus. A budget proposal was submitted to the College Planning Council.
The committee authorized NAAC coordinator, liaison officer and IQAC coordinator to implement the action plan	College level and department level meetings were conducted and the preparation are progressing as per the action plan.
The committee authorized IQAC coordinator present the progress of action plan for the assessment of COs and POs at the department level.	The assessment process is going at the department level and DQAC coordinators are authorized to monitor the implementation of the action plan.
The IQAC coordinator was authorized to organize Induction programmes for Young Teachers on innovative teaching methodologies, accreditation and outcome based education	On the anvil.

Decision: The council noted the ATR.

Item No. A.3: NAAC team visit:

NAAC peer team is visiting the campus on 19th – 21st of September 2016. The NAAC steering committee coordinator, Dr. Reebu Zakhariah Koshy presented the details of the peer team and the proposed visit schedule. He explained the preparations made so far and an action plan for the visit. The council discussed the constitution of various committees to coordinate activities during the peer team visit.

Decision: The committee expressed satisfaction on the preparations made so far. The council discussed the committee list proposed by the NAAC steering committee coordinator. The committee authorized NAAC steering committee coordinator & liaison officer Dr. Reebu Zachariah Koshy, NAAC coordinator Dr. Mohammed Sajid and IQAC coordinator to take necessary steps to implement the action plan during the NAAC peer team visit.

Item No. A.4: Result analysis of II semester KTU:

The result of II semester of KTU examination was presented by the coordinator. The members discussed the proposed academic benchmark.

Decision: The committee expressed satisfaction on the achievement of 3rd position in the University. The council discussed the result analysis submitted by the coordinator and accepted the academic benchmark proposed.

The meeting came to an end at 5.00pm

Coordinator, IQAC

Principal
(Chairman, IQAC)

List of Appendices

Ax1. The Preliminary Minutes of the IQAC Meeting held on 08.06.2016

Ax2. Circular on the formation of NAAC Accreditation committee

Ax3. Result analysis of II semester B.Tech, KTU examinations held on May 2016