

## Minutes of

### The First meeting of IQAC, TKM College of Engineering

Venue: Principal's Conference hall

Date & Time: 19/10/2015 at 3.00 pm

#### The agenda for the meeting:

A.1	NAAC and NBA accreditation process
A.2	Formation of Quality Policy of the institute
A.3	Academic Auditing to be done in the ongoing semester

#### Members

1. Dr. M. Haroon (Member TKM College Trust) : Sd/
2. Dr. S. Ayoob, Principal (Chairman, IQAC) : Sd/
3. Dr. D. Roshan Kumar (Co-ordinator, IQAC) : Sd/
4. Dr. S. Suresh, PG Dean : Sd/
5. Dr. K. Gopakumar, UG Dean : Sd/
6. Dr. T. A. Shahul Hameed, Prof, Dept. of Electronics & Communication Engg : Sd/
7. Dr. S. 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. Rahul R., College union Chairman : Sd/
12. Mr. Najeem, Administrative Assistant : Sd/
13. Smt. Geetha, Administrative Officer : Sd/

Principal welcomed members for the first meeting of IQAC. He explained the objectives and strategies of IQAC which is constituted with the vision of transforming TKM College of Engineering into a center of excellence in engineering education and research. The need for an Institutional quality policy was emphasized by the Dr. M Haroon, Member, TKM College Trust.

**Item No. A.1: NACC and NBA accreditation process:** Meeting discussed the matter in detail. IQAC coordinator informed that the Self Assessment Reports (SAR) for the UG programmes in Civil engineering, Mechanical engineering, Electrical & Electronics engineering, Electronics & Communication engineering and Computer Science & Engineering have been submitted to NBA through their portal on 16/10/2015. The NBA team visit is expected in the next academic semester. The preparations of SAR for the remaining programmes and self study report (SSR) to NAAC are also progressing.

It is resolved to send copy of the submitted SARs to all concerned. A committee is constituted to monitor the document preparations for the accreditation process. It is resolved that IQAC coordinator may serve as the convener, with Dr. S. Sajeeb, Dr. T. A. Shahul Hameed and Prof. Syed Muhammed Fahd as members.

**Item No. A.2: Formation of Quality Policy of the institute:** Meeting resolved to form a subcommittee is with Dr. T. A. Shahul Hameed as convener, Prof. Syed Muhammed Fahd and Mr. P. Anil Kumar as members to formulate quality policy of the institution in consultation with the Principal. The committee is also entrusted to submit their proposal in the next meeting.

**Item No. A.3: Academic Auditing to be done in the ongoing semester:** It is suggested that for effective monitoring and maintaining academic quality across all departments within the institution, conduct periodic academic audits are to be effectively carried out. It is resolved that the Convener of IQAC shall take necessary steps towards the conduct of the academic audit.

The meeting came to an end at 4.30 pm

Coordinator, IQAC

Principal  
(Chairman, IQAC)