

Minutes of

The Second meeting of IQAC, TKM College of Engineering

Venue: Principal's Conference hall

Date & Time: 06/11/2015 at 3.00 pm

The agenda for the meeting:

A.1	Confirmation of the minutes of the IQAC meeting held on 19/10/2015
A.2	Action taken report on the decisions of the previous meeting
A.3	NAAC and NBA accreditation process
A.4	Approval of quality policy of the institute

Members

1. Dr. M. Haroon (Member TKM College Trust) : Sd/
2. Dr. S. Ayoob, Principal (Chairman, IQAC) : Sd/
3. Dr. D. Roshan Kumar (Coordinator, 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/

Item No. A.1: Confirmation of the minutes of the IQAC meeting held on 19/10/2015: The minutes of the meeting of the IQAC held on 19/10/2015 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 19/10/2015 was approved by the council (Appendix:1).

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

Decisions of the previous meeting	Action taken report
Send copy of the submitted SARs to all concerned	Required number of copies (soft) are sent to all departments and IQAC members
Constitute a committee consisting of IQAC coordinator as convener, Dr. S. Sajeeb, Dr. T. A. Shahul Hameed and Prof. Syed Muhammed Fahd as members to monitor the document preparations for the accreditation process	The subcommittee was constituted.
Subcommittee is constituted with Dr. T. A. Shahul	The subcommittee was constituted and the

Hameed as convener, Prof. Syed Muhammed Fahd and Mr. P. Anil Kumar as members to formulate quality policy of the institution. The committee was entrusted to submit their proposal in the next meeting.	draft quality policy is placed as item No. A.4
The Convener, IQAC shall take necessary steps towards the conduct of the academic audit.	A subcommittee with IQAC coordinator as convener and DIQAC coordinators as members.

Decision: The council noted the ATR.

Item No. A.3: NAAC and NBA Accreditation process:

A report on the progress of NAAC and NBA accreditation process was placed before the council. The lists of the documents to be filed and maintained were communicated to all departments. Coordinator informed that the faculty members are facing difficulty in switching over to the outcome based education approach.

Decision: The council discussed the report on the accreditation process and suggested some modifications. The council agreed to the need for organizing workshops on outcome based education to support faculty members in overcoming their difficulty in the transformation. The committee authorized the IQAC coordinator to organize internal Workshops on Rubrics & Bloom’s taxonomy for faculty members.

Item No. A.4: Approval of quality policy of the institute:

The draft quality policy submitted by the subcommittee was presented in the council.

Decision: The council discussed the draft quality policy submitted by the subcommittee headed by Dr. T. A. Shahul Hameed and recorded its approval (Appendix: 2). It was resolved to submit the quality policy in the next Action Committee meeting.

The meeting came to an end at 4.30pm.

Coordinator, IQAC

Principal
(Chairman, IQAC)

List of Appendices

- Ax1. The Preliminary Minutes of the IQAC Meeting held on 19.10.2015
- Ax2. Quality Policy of the institute