

## Minutes of

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

Venue: Principal's Conference hall

Date & Time: 01/01/2016 at 3.30 pm

#### The agenda for the meeting:

A.1	Confirmation of the minutes of the IQAC meeting held on 06/11/2015
A.2	Action taken report on the decisions of the previous meeting
A.3	NAAC and NBA accreditation process
A.4	Budget proposal for the year 2016-17

#### 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/

**Item No. A.1: Confirmation of the minutes of the IQAC meeting held on 06/11/2015:** The minutes of the meeting of the IQAC held on 06/11/2015 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 06/11/2015 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 committee authorized the IQAC coordinator to organize internal Workshops on Rubrics & Bloom's taxonomy for faculty members.	Internal workshops were conducted as decided in the previous meeting. The first workshop was conducted by Dr. R. Sajeeb, Professor in Civil engineering on CO-PO mapping. The second workshop was on Bloom's taxonomy by Dr. A. Sadiq, Associate Professor in Mechanical

	engineering.
The council resolved to submit the quality policy in the next Action Committee meeting for approval.	IQAC coordinator submitted the proposed quality policy to Principal for placing it in the next Action committee

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 was placed before the council by the IQAC coordinator. It was resolved to upload SARs of UG production, UG Chemical, PG Civil and PG mechanical to NBA in the current academic year itself. The Coordinator The draft copy of the Self Study Report (SSR) to NAAC was presented before the council.

Decision: The council expressed satisfaction on the timely completion of SSR for NAAC accreditation. The committee authorized IQAC coordinator to upload SSR to NAAC and resolved to make the copy available to all stakeholders through the college web site. The council discussed the need for organizing workshops on developing rubrics to assess CO and PO. The committee authorized the IQAC coordinator to organize internal Workshops on Rubrics for faculty members.

**Item No. A.4: Budget proposal for the year 2016-17:**

IQAC coordinator placed the proposed budget for the year 2016-17.

Decision: The council resolved to accept the budget proposal and authorized coordinator to submit before the Planning committee of the college.

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 06.11.2015

Ax2. Budget proposal for the year 2016-17