Minutes of

The 4th meeting of IQAC, TKM College of Engineering

Venue: Principal's Conference hall

Date & Time: 08/06/2016 at 3.30 pm

The agenda for the meeting:

A.1	Confirmation of the minutes of the IQAC meeting held on 01/01/2016
A.2	Action taken report on the decisions of the previous meeting
A.3	Implementation of centralized attendance system
A.4	NAAC and NBA team visit
A.5	CO-PO assessment process
A.6	Induction program for young teachers
A.7	Report on internal and external academic audit

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 Engg   : 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. Rahul R., College union Chairman   : Absent/
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 informed the council that Dr. P. N. Dileep was nominated as new the IQAC coordinator with effect from 01/06/2016 as Dr. D. Roshan Kumar was retired from service on April 2016.

Item No. A.1: Confirmation of the minutes of the IQAC meeting held on 01/01/2016: The minutes of the meeting of the IQAC held on 01/01/2016 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 01/01/2016 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 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 committee authorized the IQAC coordinator to organize internal Workshops on Rubrics for faculty members	The SSR was uploaded to NAAC and soft copy was made available to all stakeholders through the college website www.tkmce.ac.in. Internal workshop on Rubrics was conducted by Dr. T. A. Shahul Hameed.
The council resolved to accept the budget proposal and authorized coordinator to submit before the Planning committee of the college	The budget proposal for the year 2016-17 was submitted before the Planning committee of the college

Decision: The council noted the ATR.

Item No. A.3: Implementation of centralized attendance system:

The present system of attendance monitoring followed In the institution is through the report available in the web portal, EazyCampus. Individual faculty members are to enter attendance in the web portal for monitoring attendance by the higher ups. The IQAC coordinator presented the necessity of a centralized system of attendance entry system which was practiced earlier at TKMCE. He also suggested that class timing bells and public address system within the campus is also essential. The council discussed the proposals in detail.

Decision: Council resolved to accept the proposal and authorized IQAC coordinator to implement the system of centralized attendance entry and a public address system with class timing bells. The council accepted the budget proposal and directed the coordinator to submit the proposal to the College Planning Council.

Item No. A.4: NAAC and NBA team visit:

The NAAC team visit is expected during the second week of September 2016. NAAC steering committee coordinator presented an action plan for the proposed visit.

Decision: Council resolved to accept the action plan presented with minor corrections. The committee authorized NAAC coordinator & liaison officer, NAAC Co-coordinator and IQAC coordinator to implement the action plan.

Item No. A.5: CO-PO assessment process:

The institution has decided to shift teaching-learning process to outcome based education system as per the guidelines of NBA. In outcome based education the focus should be on the student outcome rather than marks. The attainment of outcome can be analyzed through the assessment of COs and POs. IQAC coordinator presented timelines for the assessment cycle. At the beginning of every semester CO, CO-PO Mapping, rubrics and tools used for evaluation of COs shall be discussed at department level by the subject groups committees which are to be approved by the Department Academic Committee (DAC), Faculty meeting and Department Management committee (DMC) before being implemented.

Decision: The council accepted the proposed timelines for the assessment of COs and POs and authorize DIQAC coordinator to monitor progress of the action plan at the department level. The council resolved that department quality assurance cell shall ensure the effectiveness of the tutorial questions, series examination question papers and other evaluation techniques in assessing the attainment of COs and POs at the department level and submit report to IQAC coordinator.

Item No. A.6: Induction program for new teachers:

The Principal informed that many young faculty members were joined in the institution in the current academic year. Training programmes on innovative teaching methodologies are to be arranged so as to equip the new faculty with the skills needed for outcome based education.

Decision: The meeting discussed the need for induction training programmes for teachers to improve quality of education. The IQAC coordinator was authorized to organize Induction Programmes for Young Teachers on innovative teaching methodologies, accreditation and outcome based education.

Item No. A.7: Report on internal and external academic audit:

To verify the conformance of activities with the university stipulations, an internal audit was conducted by a team consists of department quality assurance cell coordinators and senior professors. The external audit was conducted by the external auditor appointed by the University. The report of internal and external audits was presented for discussion.

Decision: The meeting discussed the report on internal and external audits conducted and expressed satisfaction on the performance of all faculty members.

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 01.01.2016

Ax2. Proposal for the Centralized attendance entry system

Ax3. Action plan submitted by NAAC steering committee coordinator

Ax4. Timelines for CO-PO assessment submitted by IQAC coordinator

Ax5. Proposal for the conduct of Induction programmes for new teachers

Ax6. Report on internal and external academic audit