

Minutes of

The 6th meeting of IQAC, TKM College of Engineering

Venue: Principal's Conference hall

Date & Time: 17/09/2016 at 10.30 am

The agenda for the meeting:

A.1	Confirmation of the minutes of the IQAC meeting held on 02/09/2016
A.2	Action taken report on the decisions of the previous meeting
A.3	NAAC team visit
A.4	Academic audit for the odd semester
A.5	Any other matter admitted by the IQAC Chairman

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 02/09/2016: The minutes of the meeting of the IQAC held on 02/09/2016 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 02/09/2016 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
<p>NAAC team visit: 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.</p>	<p><u>Report on the activities of various committees</u></p> <p>Conveyance of Peer Team and related arrangements: The committee had two sittings and made all arrangements for the conveyance of the NAAC peer team from Airport to hotel Raviz.</p> <p>Reception, Transportation, Accommodation, Food and Hospitality: The committee had two sittings and made all arrangements for the reception, internal transportation, accommodation at hotel Raviz, food and hospitality.</p> <p>Arrangements of various meetings and Time Management (Hotel and College): The committee had two sittings and arrangements are progressing.</p> <p>Cultural Programme: The committee had five sitting and made all arrangements for the cultural programmes by students.</p> <p>Financial documentations for the Peer team: All the required documents are getting ready.</p> <p>Preparation of the presentation of Principal & and its bound volume: Preparation of Principal's Presentation is in the final stage.</p> <p>Document Tracking/ Liaisoning with departments, IQAC etc: Arrangements of documents at the central office is getting ready.</p> <p>Hostel Arrangements: Hostel arrangements are almost completed.</p> <p>Co-operative society and canteen: The committee had one sitting and given necessary direction to canteen and cooperative society staff for the preparations to be done for NAAC visit.</p> <p>Sports Facilities: The committee had two sittings and made all arrangements for NAAC visit.</p> <p>Campus Cleanliness, Lighting, Boards, etc.: The FMC had two sittings and proceeding with the campus cleaning & necessary lighting and placing of display boards for NAAC visit.</p> <p>Mock Accreditation: The team is preparing all arrangements for the conduct of moc accreditation on 17th</p>

Decision: The council noted the ATR.

Item No. A.3: NAAC team visit:

Dr. Reebu Zakhariah Koshy, Coordinator, NAAC steering committee coordinator briefed the preparations done for the NAAC team visit which is scheduled on 19th – 21st September, 2016. The detailed report is attached in the appendix.

Decision: Committee expressed satisfaction on the preparations made for the NAAC team visit.

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

IQAC coordinator informed that the APJ Abdul Kalam Technological University conducts external audits for all the programmes twice in a semester to ensure academic accountability and quality of education. In the ongoing odd semesters, the external audit will during the last week of September, 2016. To verify the conformance of activities with the university stipulations, an internal audit is to be conducted by a team consists of department quality assurance cell coordinators and senior professors. A committee is constituted to conduct the first internal audit for I & III semester of KTU courses (committee list is appended in the annexure).

Decision: The council accepted the committee proposed for conducting the internal audit and entrusted the coordinator to submit the report on the same in the next meeting.

Item No. A.5: Any other matter admitted by the IQAC Chairman:

Er. Sivaprasad mentioned about the importance of genuine B.Tech projects in the curriculum. He suggested that necessary steps may be taken at the department level to ensure quality of student projects. He also put forward the idea of developing a central facility which will motivate students to do live projects. Another suggestion was from Er. P. Anil Kumar for utilizing the opportunity of Technopark, Kundara and proposed to conduct virtual classes by industrial experts. Prof. Syed Muhammed Fahd pointed out the need for improving industrial collaborations which will help students to take up real life problems. Prof. Shahul Hameed proposed that the research council shall take leadership in conducting workshops for motivating students to take up innovative projects. The chairman highlighted the role of alumni interactions in improving the activities of CGPU. TKM trust member, Dr. M. Haroon put forward the idea of formation of an alumni chapter at Bangalore so that industry interactions and placements can be improved. Principal mentioned the role of iqac in streamlining the department association activities. The college union chairman suggested that industry linked events are to be organized for motivating students in taking up live projects. It was also suggested to motivate faculty and students to undertake internship in industries.

Decision: The council authorized coordinators of research council and IQAC to propose action plan for improving quality of student projects.

The meeting came to an end at 11.00am

Coordinator, IQAC

Principal
(Chairman, IQAC)

List of Appendices

Ax1. The Preliminary Minutes of the IQAC Meeting held on 02.09.2016

Ax2. Report by Coordinator, Steering committee, NAAC on the preparation made for the peer team visit.