

**Minutes of the
10th Meeting of IQAC**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
T.K.M. COLLEGE OF ENGINEERING, KOLLAM-5
4th November 2019**

Minutes of the 10th meeting of IQAC
T. K. M. College of Engineering, Kollam – 691005
Venue: Board Room Date & Time: 04/11/2019 at 9:30 am

Agenda:

A1	Confirmation of minutes of previous IQAC meeting
A2	Action taken report based on previous meeting
A3	NAAC- AQAR of the academic year 2018-19
A4	Preparation for extension of NBA accreditation for the UG programmes in Chemical Engineering and Production Engineering
A5	Discussion on Academic Audit Report
A6	Report on activities and initiatives of IQAC
A7	Suggestions / Feedback of members
A8	Any other matter permitted by the Chairperson of IQAC.

Members of IQAC

Dr. T. A. Shahul Hameed (Chairperson, IQAC)	Sd/-
Dr. M. Haroon (Member, Trust)	
Mr. Afsal Musaliar (Industrialist)	Sd/-
Dr. Bindu S. (Professor, CE)	Sd/-
Prof. Abid Hussain (Associate Prof., EC)	Sd/-
Dr. Annie John (Associate Prof., AR)	Sd/-
Prof. Syed Muhammed Fahd (Assistant Prof., ME)	Sd/-
Dr. K. E. Reby Roy (Assistant Prof., ME)	Sd/-
Mr. A.K. Najeem (AA, Office)	Sd/-
Mr. Afzal A.M. (Office)	Sd/-
Er. Kesavan Sivadasan (Chairman, IEL, Kollam)	Sd/-
Er. P. Anil Kumar, CTO, TKM Infotech (Employer)	
Dr. Mohammed Sathikh (Alumni Member)	Sd/-
Vice Chairman, College Union (Student Rep)	Sd/-
Dr. A. Sadiq (Coordinator, IQAC)	Sd/-

IQAC Coordinator

IQAC Chairperson

A.1: Confirmation of the minutes of the IQAC meeting held on 11/08/2018

The minutes of the meeting of the IQAC held on 11/08/2018 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 11/08/2018 was approved by the council after the discussion.

A.2: Action Taken Report on the decision of the previous meeting

Decisions of the previous meeting	Actions taken
1.The committee discussed the academic initiatives and entrusted the Principal to conduct HOD meeting to take necessary measures	The Principal discussed the matters with HODs in meeting and directed them to implement the academic initiatives.
2. Meeting of at-risk students to be conducted after the first internal exams	Meetings of at-risk students were conducted for all classes. Parents of such selected students were invited to the college and conveyed the academic status of their ward. Remedial classes were conducted for needy students.
3. OBE based academic management system is to be identified	Identified OBE based academic management system.
4. NAAC-AQAR is to be submitted before 31/12/2019	NAAC-AQAR for the academic year 2017-18 submitted to NAAC by email on 20/12/2018.

A.3. NAAC- AQAR of the academic year 2018-19

NAAC- AQAR of the academic year 2018-19 is placed before the IQAC for confirmation.

Decision: NAAC- AQAR of the academic year 2018-19 was approved by the council after discussion.

A.4. Preparation for extension of NBA accreditation for the UG programmes in Chemical Engineering and Production Engineering

- Principal confirmed that the procedure for UG NBA, Chemical and Production engineering is initiated.
- IQAC Coordinator informed that the preparation has been started with Dr. Imthias Ahamed T.P. (Professor in EEE) and Mr. Syed Muhammed Fahd (Assistant Prof in ME) will be centrally coordinating the activities. Dr. Mohammed Sadhikh is the Programme Coordinator

for Production Engineering and Mr. Shan S is the Programme Coordinator for Chemical Engineering

Decision: The compliance report of both the programmes are to be submitted to NBA in December 2019.

A.5. Discussion on Academic Audit Report

It was suggested to apply more focus to tutorial classes to improve the academic performance of students. The principal suggested to combine peer learning and remedial classes as the response of students to the remedial classes are not appreciable. It was also suggested to ensure the allotment of core subjects to permanent faculties of respective departments.

Decision: It was decided to discuss the aforementioned aspects in HOD meeting.

A.6. Report on activities and initiatives of IQAC

Activities and initiatives of IQAC in the academic year 2018-19 is placed before the committee for confirmation.

- Committee suggested that Central Planning Committee (CPC) is to be entrusted to coordinate the process of budget planning and the process should be initiated in December 2019.
- AA suggested to discuss department budget in DQAC. Principal opined that the department budget is to be discussed in Department Management Committee (DMC).
- It was also suggested to strengthen the feedback system.

Decisions: Activities and initiatives of IQAC in the academic year 2018-19 was approved by the council after discussion (Refer to Annexure 2). For developing the budget plan, it was decided to empower CPC. Budgets are to be initially discussed at DMC and subsequently at CPC. It was decided to retain the present student feedback system and also to strengthen the existing feedback system for other stakeholders.

A.7. Suggestions / Feedback of members

- The committee members suggested to implement the Budget as planned.
- It was suggested to take necessary steps to periodically update the details to the IQAC regarding the data of academic, administration, research and infrastructure.
- The committee members also suggested to conduct IQAC meeting in every three months.
- Principal suggested to include the report on improvement in research activities of all departments in IQAC meetings.
- Principal suggested to strengthen the AMS by identifying alternative options for OBE based AMS. Mr. Afsal Musaliar suggested to enquire about AMS systems used in premier institutions in India such as IITs.
- Er. Kesavan Sivadasan suggested that there shall be a single software system in which academic and all other activities of the college are coordinated.
- The student representative Ms. Asna suggested that the advisory/activity hours in time-table shall be utilized for training of GATE, IAS, etc.

Decisions: It was decided to implement the Budget as planned. Decided to periodically update the documents of the activities related to academics, administration, research and infrastructure in the IQAC Office. It was also decided to conduct IQAC meeting in every three months and review the activities of the institute. Decision was taken to form a committee for identifying effective alternatives for the AMS to comply with the requirements of OBE. It was decided to discuss the matter on effectively utilizing the activity and advisory hours in HoD meeting.

IQAC Coordinator thanked the members for their suggestions and active participation in the meeting. The meeting ended at 10.30 AM.

Annexures:

1. Minutes of the IQAC meeting held on 11/8/2018.
2. Activities and Initiatives of IQAC



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Anexure - 2

Activities and Initiatives of IQAC

REPORT

The activities and initiatives by IQAC after the previous IQAC meeting are:

Activities:

1. Coordinated the external academic audit from KTU on 23.11.2018. Auditor was Dr. Gopakumar C, Associate Professor, College of Engineering, Karunagappalli, Kerala.
2. Conducted meeting with HoD, DAC and DQAC of Department of Architecture on 13/3/2019 and discussed about the initiatives taken in the department to quality and preparation of CoA visit. The Council of Architecture (CoA) visited the Department of Architecture during 2-3 May 2019. Assessed various aspects such as quality of academics, infrastructure, library book and equipment, faculty and staff members; and awarded a total score of 96 (out of 100).
3. Coordinated the visit of AICTE team during 5 April 2019. The team evaluated the facilities to conduct the applied courses and approved it.
4. Submitted the Annual Quality Assurance Report (AQAR) to NAAC on 20 December 2018 as per their revised guidelines. AQAR is a document to be submitted by every institution accredited by NAAC.
5. Coordinated the NBA visit on 2 March 2019. NBA has approved the accreditation status up to 30/6/2022 for CSE, EEE and ECE.
6. Conducted student satisfaction survey (as per the template published by NAAC) for all the final year students in the last academic year.
7. Coordinated faculty induction program for newly joined faculties on 29-30 July 2019. The academic ambience based on OBE and various aspects of student-teacher interaction were discussed in the program.
8. Developed a new format of Student Academic Record as per revised KTU regulations and distributed to all Departments. Advisors are to retain the record by updating data periodically.
9. Outcome Based Education based campus academic management system (AMS) started trial running from 14/01/2019 (previous semester) and regularized from this semester onwards.



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10. Coordinated trainings on the AMS for the AMS coordinators in all departments in multiple sessions. Coordinated induction training on AMS for HoDs, Faculties and Staff of the college on 24 Jan and 12 Feb 2019.
11. Introduced a 'Student Portfolio' with the aim of improving the academic, cocurricular and other skills of students, and thus leading to their overall development. The students are to update their portfolio by including their special achievements and details of their activities frequently. Principal has conveyed the importance of maintaining the 'Student Portfolio' to HoDs, Senior Advisors and students through multiple meetings. The information was circulated to all staff and students of the college through notices also.

Initiatives:

1. Initiated discussion to start a training center for Cambridge English: Business Certificate (BEC), to train students in Business English Communication and improve their professional communication skills.
2. Initiated discussion with a firm "Future Mug" to provide an online platform for student portfolio.
3. The AQAR for the academic year 2018-19 is being uploaded in the NAAC site.

---- End of the report ----

4/11/2019

Coordinator

Remarks by Principal: