

The 8th meeting of IQAC, TKM College of Engineering

Venue: Board Room

Date & Time: 20/10/2017 at 3.00pm

Agenda:

A.1	Confirmation of the minutes of the 7 th IQAC meeting held on 13/03/2017
A.2	Action taken report on the decisions of the previous meeting
A.3	Results of NBA team visit for the UG Production, UG Chemical, PG Industrial Refrigeration & Cryogenic Engineering and PG Structural Engineering & Construction Management
A.4	Academic matters
A.5	Preparation for the NAAC team visit scheduled on 26/10/2017-28/10/2017
A.6	Any other matter admitted by the IQAC Chairman

Members

1. Dr. M. Haroon (Member TKM College Trust) : Sd/
2. Dr. S. Ayooob, Principal (Chairman, IQAC) : Sd/
3. Dr. P. N. Dileep (Co-ordinator, IQAC) : Sd/
4. Dr. K. Gopakumar, Professor & Head, Electronics & Communication Engg. : Sd/
5. Dr. T. A. Shahul Hameed, Prof, Dept. of Electronics & Communication Engg : Sd/
6. Dr. R. Sajeeb, Prof, Dept. of Civil Engg : Sd/
7. Prof. Syed Muhammed Fahd, Assistant Prof, Dept. of Mechanical Engg : Sd/
8. Dr. C. Ushadevi Amma, Dean UG Studies : Sd/
9. Dr. N. K. Mohammed Sajid, NAAC Coordinator (Special Invitee) : Sd/
10. Mr. Shalvin Biju, College union Chairman : Sd/
11. Mr. A. K. Najeem, Administrative Assistant : Sd/
12. Mr. Rajan, Accounts Officer : Sd/
13. Er. P. Anil Kumar, CTO, TKM Infotech Pvt. Limited (Absent)
14. Er. P. K. Sivaprasad, GM & Head, QuEST Global, Thiruvananthapuram (Absent)

IQAC Coordinator

IQAC Chairman

Item No. A.1: Confirmation of the minutes of the IQAC meeting held on 13/03/2017: The minutes of the meeting of the IQAC held on 13/03/2017 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 13/03/2017 was approved by the council.

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

Decisions of the previous meeting	Action taken report
1. The committee accepted all the academic initiatives and entrusted the Principal to implement the academic initiatives in the current semester onwards	The Principal discussed the matter with Heads of Department and directed them to implement the academic initiatives.
2. Committee expressed satisfaction on the preparations made for the NBA team visit	NBA team visited the institute as per schedule and all the programs applied got accredited.

A.3 Results of NBA team visits

NBA Accreditation

The NBA team visited the campus on 21, 22 and 23rd of April 2017 for the accreditation of two UG programs (UG Production Engineering, UG Chemical Engineering) and two PG programs (Industrial Refrigeration & Cryogenic Engineering and Structural Engineering & Construction Management). The members of the NBA team were as follows;

1. Prof. Jayanta Pal, School of Electrical Science, IIT Bhuvanesar (Chairman)
2. Prof. Sunil S. Bhagavat, Institute of Chemical Technology, Mumbai (Chemical Engg)
3. Prof. Arshad Noor Siddiquee, Jamia Milia Delhi (Production)
4. Prof. R. C. Sastry, NIT Warangal, (Chemical Engg.)
5. Prof. B. B. Singh, Former Director, LTM Maharajganj (Production)
6. Prof. Suresh G. Patil, PDA Engineering College, Karnataka (PG Civil)
7. Prof. K. K. Sangle, Veermata Jijabai Technological Institute (PG Mechanical)

The UG programmes are accredited for Three years with effect from 2017 and PG programmes are accredited for two years with effect from 2017. The marks obtained for each programmes are as follows.

- a) UG Production Engg – 723/1000
- b) UG Chemical Engg – 636/1000
- c) PG Industrial Refrigeration & Cryogenic Engg – 713
- d) PG Structural Engineering & Construction Management – 708

A.4 Academic Matters

The UG Dean presented the university results of 2013-17 batch and the committee appreciated the efforts put by the Department of Mechanical Engineering in securing 82% pass. The IQAC Chairman directed the members to analyze the results and take corrective measures to improve the results of upcoming batches. College Union Chairman informed the committee members regarding peer learning initiatives taken up by students in the hostels. The committee encouraged the Chairman for the productive steps taken to improve the quality of students.

Activity reports of various committees, cells, professional bodies and departmental reports were also presented and discussed in the meeting.

VIII SEMESTER (2013 Admission)	
BRANCH	%PASS
UG Civil Engineering	76.16
UG Mechanical Engineering	82.76
UG Production Engineering	65.11
UG Electrical & Electronics Engg	74.78
UG Electronics & Communication Engg	80.13
UG Computer Science & Engg	61.6
UG Chemical Engg	76.71

Decision: The committee discussed the results in detail and resolved to conduct HOD meeting to take corrective measures.

A. 5 Preparation for the NAAC team visit scheduled on 26/10/2017-28/10/2017

The NAAC team is visiting the campus on 26, 27 and 28th of October 2017 for the accreditation of the institute.

The central accreditation committee decided to conduct the verification of internal documentation on 23/10/17. In order to assess the level of preparations, a mock accreditation assessment is scheduled on 24th of October 2017. A committee was constituted under IQAC Coordinator with Dr. Ushadevi Amma, Dr. Shahul Hameed and Prof. Syed Muhammed Fahd as members to conduct the mock accreditation and report feedback to the Principal.

Following committees are constituted for the smooth conduct of the team visit.

1. Food & Hospitality Committee
 - a. Prof. Mohammed Aseem (Convenor)
2. Transportation Committee
 - a. Prof. Mohammed Aseem (Convenor)
3. Central documentation committee
 - a. Dr. N. K. Mohammed Sajid (Convenor)

Overall cleaning of the campus and hostels are in progress and urgent infrastructure works nearing completion. Departments are also making arrangements for parents and alumni interaction with the team.

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

List of Appendices

Ax1. Minutes of the IQAC meeting held on 13th March 2017

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 progammes 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>
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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)