

**Minutes of the
9th Meeting of IQAC**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

T.K.M COLLEGE OF ENGINEERING, KOLLAM-5

11th August 2018

The 9th meeting of IQAC, T. K. M. College of Engineering, Kollam – 691005

Venue: Board Room

Date & Time: 11/08/2018 at 10.00 am

Agenda:

A.1	Confirmation on the minutes of the 8 th IQAC meeting held on 20/10/2017
A.2	Action taken report on the decisions of the previous meeting
A.3	Result of NAAC re-visit
A.4	Academic matters
A.5	Any other matter admitted by Chairman, IQAC

Members

1. Dr. M. Haroon (Member, T.K.M College Trust) : Sd/
2. Dr. S. Ayoob, Principal (Chairman, IQAC) : Sd/
3. Dr. A. Sadiq (Co-ordinator, IQAC) : Sd/
4. Dr. T. A. Shahul Hameed, Professor, Dept. of Electronics & Communication Engg. : Sd/
5. Dr. R. Sajeeb, Professor, Dept. of Civil Engineering : Sd/
6. Dr. Annie John, Associate Professor, dept. of Architecture : Sd/
7. Mr. Syed Muhammed Fahd, Assistant Professor, Dept. of Mechanical Engineering : Sd/
8. Dr. K. E. Reby Roy, Assistant Professor, Dept. of Mechanical Engineering : Sd/
9. Mr. A. K. Najeem, Administrative Assistant : Sd/
10. Mr. C. Rajan, Accounts Officer : Sd/
11. Er. Kesavan Sivadasan, Chairman, Institution of Engineers India, Kollam Local Centre : Ab
12. Er. P Anil Kumar, CTO, TKM InfoTech Pvt. Ltd., Kerala : Ab
13. Mr. Afsal Musaliar, Managing Director, Supreme Group, Kollam : Sd/
14. Dr. Muhammed Sathikh, Secretary, Alumni Association : Sd/
15. Vice-chairman, College Union (Ashmy) : Sd/

IQAC Coordinator

IQAC Chairman

Item No. A.1: Confirmation of the minutes of the IQAC meeting held on 20/10/2017:

The minutes of the meeting of the IQAC held on 20/10/2017 is placed before the IQAC for confirmation.

Decision: The minutes of the IQAC meeting held on 20/10/2017 was approved by the council after discussion.

A.2: Action Taken Report on the decision 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 Head of the Departments and directed them to implement the academic initiatives.
2. Committee expressed satisfaction on the preparations made for the NAAC team re-visit.	NAAC team re-visited the institute as per schedule and the institute was accredited with A grade

A.3 Result of NAAC team re-visits

The institute was confident of getting a higher grade, and therefore a decision was taken to appeal for reconsidering the grade awarded by NAAC. The NAAC team re-visited the institute on 26th to 28th October 2017. Based on the evaluation, the institute was awarded with 'A' grade by NAAC.

A.4 Academic Matters

The Principal reviewed the status of current research funding and research oriented activities and insisted to improve the research oriented activities and research funding. In addition to this the Principal also pointed out the need for giving attention on the social outreach programs.

IQAC coordinator presented the new format for the compensation leave and the committee approved it with minimum modifications. The committee discussed the need of using an academic management system based on OBE which can help reducing the clerical works of faculties and improve their productivity related to academics and research. The committee entrusted the Coordinator to identify OBE based academic management system. The committee discussed the measures to be taken to improve the University results. In view of this Principal suggested to identify at-risk students in each class and organize a PTA meeting of these students in every department. IQAC coordinator also pointed out that an Annual Quality Assurance Report (AQAR) for NAAC is to be submitted in the revised format before 31st December 2018.

Decisions: 1. The committee discussed the academic initiatives and entrusted the Principal to conduct HOD meeting to take necessary measures. 2. Meeting of at-risk students to be

conducted after the first internal exams. 3. OBE based academic management system is to be identified. 4. NAAC-AQAR is to be submitted before 31/12/2018.

List of Appendices

Ax1. Minutes of the IQAC meeting held on 20th October 2017