

# **IQAC Minutes of Meeting**

**2018-19**

**SSM COLLEGE OF ENGINEERING, PATTAN**



## **SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

### **Academic Year 2018-2019**

No.SSM/IQAC/2018-19

#### **Meeting -1**

Date: 10-09-2018

Time:02:30 p.m.

Venue: Committee Room

The 1<sup>ST</sup>IQAC meeting of the session 2018-19 of internal quality assurance cell (IQAC) was held on 10/09/2018. The meeting was chaired by Chairman(IQAC).

#### **Agenda Items:**

1. Approval of agenda items.
2. Confirmation of minutes of previous IQAC meeting.
3. Action Plan for Academic Year 2018-19
4. Review of Analysis of Students Academic Results in the Previous Academic Year (2017-2018).
5. Planning for Awareness programs.

The meeting started with welcoming and introducing the new members by principal. At the very outset the principal briefed the meeting about the role and importance of the Internal Quality Assurance cell (IQAC) and stated the purpose of constitution of fresh Quality Assurance Committee.

#### **1.Approval of agenda items**

The agenda items were approved.

#### **2. Reading and recording of the previous minutes:**

The minutes of the previous meeting were read, confirmed and placed on record.

#### **3.Action Plan for Academic Year 2018-19:**

Resolved that the action plan for the academic year 2018-19 including Information and Communication Technology (ICT) learning, Industry institute Interactions, Faculty Development Programs(FDP),Research activities, Academic Audit is approved.

#### **4.Review of Analysis of Students Academic Results in the Previous Academic Year (2017-2018):**

The results for the Academic year 2017-18 were discussed. It was decided that the students have to be closely monitored by mentors to clear the subjects in the



## **SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

External Examinations in order to ensure that more than 90% pass percentage. Emphasis to be given on practical's thereby improving quality of teaching.

### **5. Planning for Awareness programs:**

All the members requested the Chairperson to arrange program on "NAAC Reforms". They also requested a program for Faculty on "New Teaching & Learning Tools" to upgrade their Knowledge and Skills.

### **The following were present in the meeting:**

1. Prof. (Dr.) N A Shah (Principal)
2. Prof. (Dr.) M. Mustafa, Dean Academics
3. Dean Development
4. HOD Computer Engineering/Director IQAC.
5. HOD Mechanical Engineering
6. HOD Civil Engineering
7. HOD Electrical Engineering
8. HOD MBA
9. HOD Electronics & Communication Engineering
10. HOD MCA

*Nashah*  
Chairperson IQAC



# SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

## Attendance of 1<sup>ST</sup> IQAC meeting (2018-19)

1. Prof. (Dr.) N A Shah (Principal)

*Nashah*

2. Prof.(Dr.) M. Mustafa, Dean Academics

*MM*

3. Dean Development

*Sub*

4. HOD Computer Engineering/Director IQAC.

*(Hameed)*

5. HOD Mechanical Engineering

*M*

6. HOD Civil Engineering

*Musadi*

7. HOD Electrical Engineering

*for Centre*

8. HOD MBA

*for*

9. HOD Electronics & Communication Engineering

*for*

10. HOD MCA

*for*



## **SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

### **Academic Year 2018-2019**

No.SSM/IQAC/2018-19

### **Meeting -2**

Date: 08/12/2018

Time: 11:30 AM

Venue: Committee Room

#### **Agenda Items:**

1. Approval of agenda items.
2. Confirmation of minutes of previous IQAC meeting.
3. Review of Target Activities Progress of the Year 2018-19.
4. Training and placement cell Activities.

#### **Minutes of the Second IQAC Meeting**

##### **Present in the meeting:**

1. Prof. (Dr.) N A Shah, Principal
2. Prof.(Dr.) M. Mustafa, Dean Academics
3. Dean Development
4. HOD Computer Engineering/Director IQAC.
5. HOD Mechanical Engineering
6. HOD Electrical Engineering
7. HOD MBA
8. HOD Electronics & Communication Engineering

IQAC Chairperson welcomed all the members and the following points were discussed in detail.

1. Agenda items were read and approved.
2. The first IQAC meeting minutes and action taken were reviewed viz-a-viz progress
3. Target activities progress of the year 2018-19 were discussed
  - Student and Staff members can register for NPTEL online Course.
  - HODS were asked to identify companies for Student internships.
  - Students Performance in Sports activities were reviewed & found appreciable.
  - Students Participation in Co-curricular activities & Inter college events needs to be improved.





## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

- It was impressed to the Heads of the Departments to conduct remedial classes to improve the performance of the weaker section of the students, if need arises. The class representatives suggested assignment topics given by the subject teacher, so that their internal assessment marks percentage can be improved
- MOU Activities have to be initiated in all departments.
- Alumni meet to be conducted.

4.T& P officer suggested that the students, who have undergone on internships have a better chances of placements. It was suggested that placement cell shall interact with the industry and help students to have internships. It was also suggested that the coding skills have to be improved by value added courses with industry experts and Alumni.

Meeting ended with concluding remarks by the IQAC Coordinator.

*N. S. K. S.*  
Chairperson IQAC



# SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

## Attendance of 2<sup>ND</sup>IQAC meeting (2018-19)

S.NO.	IQAC MEMBER	SIGNATURE
1	Prof. (Dr.) N A Shah, Principal	
2	Prof.(Dr.) M. Mustafa, Dean Academics	
3	Dean Development	
4	HOD Computer Engineering/Director IQAC.	
5	HOD Mechanical Engineering	
6	HOD Electrical Engineering	
7	HOD MBA	
8	HOD Electronics & Communication Engineering	



## **SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

**Academic Year 2018-2019**

**No.SSM/IQAC/2018-19**

**Meeting - 3**

**Date: 12th March, 2019**

**Time: 02:00 PM**

**Venue: Committee Room**

### **Agenda Items:**

- 1. Review of 2<sup>nd</sup>IQAC meeting minutes.**
- 2. Reports of Academic Audit Report.**
- 3. Review of Students feedback on Teaching and Learning Process.**
- 4. Alumni meet**

### **Minutes of the 3<sup>rd</sup> IQAC Meeting**

**IQAC Coordinator welcomed all the members and the following points were discussed:**

- 1. The Second IQAC meeting minutes and action taken were reviewed.**
- 2. Academic audit Reports of various departments were discussed elaborately and the areas of improvements were identified by the Committee. All HODs were asked to ensure an effective teaching learning process in order to attain the attributes of Vision and Mission (Vision and Mission of the department viz-a-viz of the institution).**
- 3. Student feedback for teaching learning evaluation process was discussed. The Chairperson stressed upon all Heads to take remedial measures to improve faculty performance in the Teaching Learning Process. Some of the Heads of various Departments suggested that the student feedback mechanism should be made available online and necessary software should be developed by IT section of the institution.**
- 4. Alumni meet for the Academic year 2018-19 was planned and a grand reunion of Alumni was scheduled to be held in 3<sup>rd</sup> week of May, 2019.**

**The following were present in the meeting:**

- 1. Dr. Sajad Hussain Din , Principal**
- 2. Prof.(Dr.) M. Mustafa, Dean Academics**





**SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

3. Dean Development
4. HOD Computer Engineering/Director IQAC.
5. HOD Mechanical Engineering
6. HOD Civil Engineering
7. HOD Electrical Engineering
8. HOD MBA

*G. Anus*  
Director IQAC

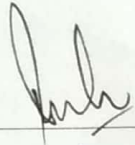


**SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

**Attendance of 3<sup>RD</sup> IQAC meeting (2018-19)**

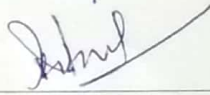
1. Dr. Sajad Hussain Din , Principal

  
\_\_\_\_\_

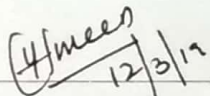
2. Prof.(Dr.) M. Mustafa, Dean Academics

  
\_\_\_\_\_

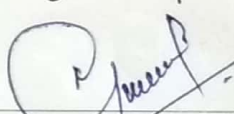
3. Dean Development

  
\_\_\_\_\_

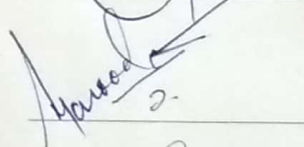
4. HOD Computer Engineering/Director IQAC

  
\_\_\_\_\_

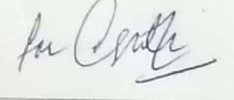
5. HOD Mechanical Engineering

  
\_\_\_\_\_

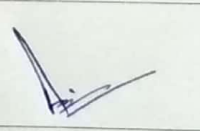
6. HOD Civil Engineering

  
\_\_\_\_\_

7. HOD Electrical Engineering

  
\_\_\_\_\_

8. HOD MBA

  
\_\_\_\_\_



## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

### Academic Year 2018-2019

No.SSM/IQAC/2018-19

### Meeting - 4

Date: 10/06/2019

Time: 01:30 p.m.

Venue: Committee Room

#### **Following were present in the meeting:**

1. Dr. Sajad Hussain Din , Principal
2. Prof.(Dr.) M. Mustafa, Dean Academics
3. Mr. H.A. Rashid, Director (M&C)
4. Dean Development
5. Mrs. Yasmin Viqar, HOD Computer Engineering/Director IQAC.
6. HOD Civil Engineering
7. HOD Electronics & Communication Engineering
8. HOD Mechanical Engineering
9. HOD MBA
10. HOD MCA

#### **The Agenda for the meeting:**

1. Approval of agenda items.
2. To inculcate and enhance the research culture.
3. Focus to be given for increasing the Industry Institute Interaction.
4. Quality initiatives for 2018-19.

The 4<sup>th</sup> IQAC meeting was held on 10<sup>th</sup> June 2019 the minutes of previous meetings of IQAC were readout by Coordinator and discussed by IQAC members. These minutes of meeting were approved by the IQAC members.

**1: Review of progress achieved viz-a-viz decision taken in 3<sup>rd</sup> IQAC Meeting.**

**2. To inculcate and enhance the research culture.**

It was decided in the meeting that all heads will devise a workshop plan on IPR. It was also decided to encourage the faculty to approach various research agencies for



## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

financial assistance to publish their research papers/ work in reputed journals for confirming their authenticity (from UGC/ AICTE).


### **3. Focus to be given for increasing the Industry Institute Interaction:**

Dean development raised the issue regarding the enhancement of industry- institute interaction and also suggests increase in memberships and MOU's with various industries.

### **4. Quality initiatives for 2018-19:**

The internal quality assurance cell stressed the need to examine the academic activities entirely for the betterment of the student community and continuous progress, e.g.

- Strengthening of Objective Based Education process.
- Develop a mechanism of Rubrics for program learning outcomes evaluation
- Periodic Review of Quality Benchmarking of academic activities.
- Streamlining of Feedback system
- Improvement in record keeping in the departments

  
Director IQAC






## SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

### Attendance of 4<sup>TH</sup> IQAC meeting (2018-19)


1. Dr. Sajad Hussain Din, Principal
2. Prof. (Dr.) M. Mustafa, Dean Academics
3. Mr. H.A. Rashid, Director (M&C)
4. Dean Development
5. HOD Computer Engineering/Director IQAC.
6. HOD Civil Engineering
7. HOD Electronics & Communication Engineering
8. HOD MCA
9. HOD Mechanical Engineering
10. HOD MBA

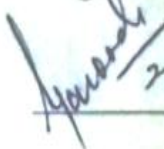
  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

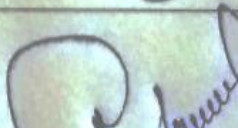
  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_