



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

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Date : 08.11.17

Minutes of Meeting Internal Quality Assurance Cell (IQAC) held on 6th November 2017

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 06/11/17 at 3:30 pm in the Conference Room of the Institute under the chairmanship of Dr. Sajid Anwar, Principal, Anjuman College of Engineering and Technology. The following members were present for the meeting:

- 1) Dr. Yusuf Quazi, Dean (Research and Development)
- 2) Dr. Ahmed Sajjad Khan, Dean (Students Activities)
- 3) Dr. Akash Langde, Head (Mechanical Engg. Deptt.)
- 4) Prof. Mohammad Sharfoddin Khatib, Head(Computer Science & Engg. Deptt.)
- 5) Prof. Mohammad Nasiruddin, Head (Electronics & Telecommunication Engg. Deptt.)
- 6) Prof. Mrs. Archana Shirbhate, Head (Electrical Engg. Deptt.)
- 7) Prof. Syed Amir Hussain, Head (Civil Engg. Deptt.)
- 8) Prof. Mrs. Nawaz Khan, Head (Science and Humanities Deptt.)
- 9) Prof. Ravindra Paliwal, Workshop Superintendent
- 10) Mr. Aamir Siddiqui, Administrative Officer
- 11) Prof. Kamlesh Kelwade, Computer Centre Incharge
- 12) Mr. Vikas Nagrale, Librarian
- 13) Prof. Tirupati Goskula
- 14) Prof. Mrs. Itrat Fatema
- 15) Prof. Mrs. Tasneem Khan
- 16) Prof. Aquib Ansari
- 17) Prof. Nawaz Sheikh
- 18) Prof. Firoz Siddiqui
- 19) Prof. Khwaja Ramizuddin (Training Incharge)

The following points/suggestions were discussed in the meeting:

- 1) Each Department of the Institute should have at least one research paper per staff member in SCI/Scopus indexed journals in each academic year.

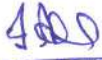
- 2) An attempt must be made to improve the quality of M.Tech. projects so that some patents may be filed on their basis.
- 3) Each faculty member should register for Google Scholar, and attach their publications there.
- 4) Faculty members should strive to get sponsored major/minor Interdisciplinary/Industry projects from external funding agencies such as UGC, AICTE, etc.
- 5) An International Conference should be organized in the Institute in a span of every two years. The organization of the International Conference can be rotated among the various Departments of the Institute.
- 6) A Power Point Presentation should be prepared by each faculty member on each unit of the subject taught by them.
- 7) Department-wise Internal Quality Assurance Cells should be formed, with the Head of the Department as its Chairperson. The Departmental IQAC is assigned the responsibility of performing the academic audit of the respective Department. The audit report is to be submitted to the Institute IQAC.
- 8) The students should have at least 2 internship (Summer/Winter training) certificates before the completion of their degree.
- 9) Apart from the Institute induction program for First Year Students, Department level induction programs must also be held in the month of January (2nd Semester).
- 10) Incubation related activities should be initiated, planned and implemented.
- 11) Seminars to be held for the students to make them aware about the different career opportunities after completion of their degree.
- 12) Training to be provided to the students according to their interests. Formation of different clubs to be initiated according to student interests, under the guidance of Dean (Student Welfare).
- 13) The process of formation of digital library (18 terminals) which was underway, should be completed as soon as possible.
- 14) The library working hours should be increased. Library usage by staff should be increased (quarterly report to be generated).
- 15) Code of Ethics to check malpractices and plagiarism in research to be formulated and published on the Institute website.
- 16) Institute cleanliness facilities to be improved. Possibility of recycling of waste to be explored.
- 17) The student-computer ratio for the Institute was found to be satisfactory, as were the facilities for differently-abled people.

18) Special boards to be placed near the doors of classrooms to facilitate display of notices.

19) Sanitary Pad Vending machine and Disposing machine to be provided in Ladies washrooms.

The next meeting of the IQAC is suggested to be held on 8th December 2017 to review the above points, as well as to decide the course of action for the next semester.



08.11.17
(Dr. Irfan Ahmed)

Coordinator, IQAC



(Dr. Sajid Anwar)

Chairman, IQAC

PROF. DR. SAJID ANWAR
PRINCIPAL
ANJUMAN COLLEGE OF ENGINEERING
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Copy to:

- 1) Office, ACET, for record
- 2) Members of IQAC.