



# ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

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Date : 07.03.17

## Minutes of Meeting Internal Quality Assurance Cell (IQAC) held on 6<sup>th</sup> March 2017

The inaugural meeting of the Internal Quality Assurance Cell (IQAC) of the Institute was held on 06/03/17 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. Syed Mohammad Ali, Dean (Academics)
- 2) Dr. Yusuf Quazi, Dean (Research and Development)
- 3) Dr. Ahmed Sajjad Khan, Dean (Students Activities)
- 4) Dr. Akash Langde, Head (Mechanical Engg. Deptt.)
- 5) Prof. Mohammad Sharfoddin Khatib, Head(Computer Science & Engg. Deptt.)
- 6) Prof. Mohammad Nasiruddin, Head (Electronics & Telecommunication Engg. Deptt.)
- 7) Prof. Mrs. Archana Shirbhate, Head (Electrical Engg. Deptt.)
- 8) Prof. Syed Amir Hussain, Head (Civil Engg. Deptt.)
- 9) Prof. Mrs. Nawaz Khan, Head (Science and Humanities Deptt.)
- 10) Prof. Ravindra Paliwal, Workshop Superintendent
- 11) Prof. Syed Naimuddin, Head (Training and Placement)
- 12) Mr. Aamir Siddiqui, Administrative Officer
- 13) Prof. Kamlesh Kelwade, Computer Centre Incharge
- 14) Mr. Vikas Nagrale, Librarian
- 15) Prof. Khwaja Izhar Ahmed
- 16) Prof. Tirupati Goskula
- 17) Prof. Mrs. Itrat Fatema
- 18) Prof. Mrs. Tasneem Khan
- 19) Prof. Aquib Ansari
- 20) Prof. Nawaz Sheikh
- 21) Prof. Firoz Siddiqui

The duties, functions and responsibilities of the IQAC were discussed. The IQAC then decided to take some initiatives for the improvement of institutional quality. The following suggestions were presented by the committee members:

1) Department wise student Technical training should be conducted to improve technical knowledge of the students. It was suggested that emphasis be given to topics currently relevant to the industry but not adequately covered in the syllabus. Earlier the focus was on Non-Technical Training, such as improvement in spoken English, Personality Improvement, etc. In addition to soft skill training, it was decided that technical training should also be imparted to enhance technical knowledge of the students to meet the industry requirement. It was further decided that the topics to be included in the training be verified by the IQAC. The process is continuous, and the topics on which training is being provided should be continuously reviewed and upgraded.

2) The internal examination pattern of the Institute should be changed from the academic year 2017-18. Earlier, one Class Test in the middle of the semester and a Sessional Exam at the end of the semester used to be conducted. The IQAC suggested that two Continuous Assessment Tests (CAT-I and CAT-II) during the course of the semester, followed by a Pre-University / Sessional Exam at the end of the semester, should henceforth be conducted. It is expected that this internal examination scheme will further enhance the quality of the students.

3) The Institute has been following the practice of collecting the details of syllabus covered by the respective subject teachers at the end of every month. If any subject syllabus is found to be lagging as per the schedule, then the Principal, through the respective departmental HODs, directs them to cover their syllabus by taking extra lectures. It was decided that this practice should be continued.

4) The IQAC suggested that a student feedback be taken in the middle of the semester for improvement of teaching quality. The feedback is to be intimated to the respective subject teachers for improvement in the quality of teaching learning process.

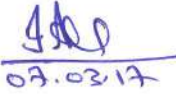
5) After consultation among the members of the IQAC, the following quality initiatives were finalized. It was suggested that these quality initiatives be carried out before the end of 2017.

Sr. No.	Name of Quality Initiative
1	Seminar on Geosynthesis: Advance Construction Technique
2.	Seminar on Water Proofing Techniques
3	Workshop on Application of AutoCAD (Civil) in Highway Engineering
4	Workshop on Communication Skills
5	Workshop on Personality Development
6	Workshop on Tips and Techniques to know Electronics
7	Workshop on Grooming & Etiquettes

8	National Conference on Advances in Engineering & Applied Science
9	Guest Lecture on Basic Electronics & Basic Electrical
10	Guest Lecture on Personality Development
11	STTP on "Orientation workshop on outcome based accreditation in Engineering education"
12	Guest Lecture on Research Methodology
13	Guest Lecture on Fluid Power and its applications in Engineering
14	Guest Lecture on Entrepreneurship Development
15	Guest Lecture on Computer Aided Manufacturing, Tool Designing and Die Making
16	Guest Lecture on Scope of Automotive Sector & ATV Design
17	Guest Lecture on Introduction to Bio Materials

It was agreed that the quality initiatives for the even semester of 2017-18 will be decided in the meeting of the IQAC to be held in the month of December 2017.

  
07.03.17

(Dr. Irfan Ahmed)

Coordinator, IQAC



(Dr. Sajid Anwar)

Chairman, IQAC

**PROF. DR. SAJID ANWAR**  
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Copy to:

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