



# ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR-440001.

(Managed by Anjuman Hami-E-Islam, Nagpur)

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## REVISED OFFICE ORDER MANAGEMENT INFORMATION SYSTEM (MIS) CELL

In order to have effective data management and to generate various reports at fingertips, Management Information System (MIS) cell is being constituted. The members of the Cell are as under;

Prof. Syed Irfan Ali		Convener
Prof. Syed Rehan		Co-convenor
Mr. Abeed Sheikh	CSE	Member
Mr. Mohammad Mohsin Khan	MECH	Member
Mr. Syed Maqsood	EXPO	Member
Mr. Tauseef Raza Khan	CIVIL	Member
Ms. Rubina Ahmed	ETC	Member
Mr. Noman Khan	S&H	Member

### ROLE & RESPONSIBILITIES MIS CONVENER:

- To design, plan, code, test and deploy software modules.
- To improve the Institute's operational efficiency, by proper management of data which can be made available as and when required.
- To prepare the database & to generate necessary reports required for University, DTE, AICTE, NAAC, NBA, etc.
- To develop new product / softwares as per the requirement to facilitate the various stakeholders to access real-time data.
- To provide graphical reports on various parameters to do the assessment of the Institution.
- To provide a feedback system that can help the institute to align its processes according to the needs of the situation.
- The Convenor will guide the Co-convenor regarding the operation, coding and maintenance of software.
- Any other MIS Related Work.

### ROLE & RESPONSIBILITIES CO-CONVENORS & MEMBERS :

- The Co-convenor is directed to learn coding, operation and maintenance of software from the Convenor.
- Members are directed to learn the operation of software from the Convenor & Co-convenor.
- Coding, Operation, Maintenance of software to be done by Co-convenor.
- Co-convenor has to coordinate with the staff of the institute and MIS Members and to provide training to operate the developed software.
- MIS Members have to provide Technical support to the Students etc. and do data entry whenever required.

*(Signature)*  
PRINCIPAL

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Copy to;

- The Hon'ble Administrator, AHI, for information.
- All the above concerned committee members.
- All the Deans, Heads, Administrative Officer, W/S, T&P, Librarian, Phy. Instructor for information.
- The Principal's file.