



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR-440001.

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

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Ref. No. : **ACET/P/2017/** _____



Date : 07.03.17

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

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PRINCIPAL
AL-AMMAN COLLEGE OF ENGINEERING
& TECHNOLOGY, SADAR, NAGPUR

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Ref. No. : **ACET/P/2017/** _____

Date : 28.07.17

Minutes of Meeting Internal Quality Assurance Cell (IQAC) held on 27th July 2017

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 27/07/17 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. 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. Khwaja Izhar Ahmed
- 14) Prof. Tirupati Goskula
- 15) Prof. Mrs. Itrat Fatema
- 16) Prof. Mrs. Tasneem Khan
- 17) Prof. Aquib Ansari
- 18) Prof. Nawaz Sheikh
- 19) Prof. Firoz Siddiqui
- 20) Prof. Khwaja Ramizuddin

A review of the points discussed in the previous meeting of the IQAC, held on 6th March 2011, was carried out. The following observations were made:

- 1) The minutes of the last meeting were unanimously approved.




- 2) The Training Courses to be covered under Technical Training for the odd semester of 2017-18, as submitted by the Training Incharge, were reviewed and finalized. The Courses finalized are as follows:

Sr. No.	Department	Name of Training Course
1	Civil Engineering	Autocad 3D, Staad Pro Advance
2	Computer Science Engineering	Web Designing
3	Electronics and Telecommunication Engineering	C++ and Data Structure, JAVA
4	Mechanical Engineering	Autocad 3D, Ansys Advance
5	Electrical Engineering	MATLAB, Autocad 3D


- 3) The quality initiatives proposed were reviewed and their progress monitored.

It was agreed that the next meeting of the IQAC would involve a discussion of the following points:

- 1) Quality of Teaching Learning Process
- 2) Quality of internal semester Question Papers, Assignments and Evaluation
- 3) Quality of student projects, Project Laboratory
- 4) Industry-Institute interaction
- 5) Industrial Internship/Summer training for students
- 6) Average Pass Percentage of Students
- 7) Percentage of students going for higher studies
- 8) Professional Societies/Chapters
- 9) Publication of Technical Magazines, Newsletters, etc.
- 10) Student publications/participation in events/confereneces
- 11) Faculty participation in FDPs, STTPs, etc.
- 12) Faculty Research Publications
- 13) Sponsored Research, Consultancy (from Industry)
- 14) Faculty Performance Appraisal System
- 15) Academic audit system/process
- 16) Library facility
- 17) Usage of library by teachers and students
- 18) Internet facility
- 19) First Year Academic Performance
- 20) Student Feedback – collection, analysis, reward
- 21) Career guidance to students
- 22) Technical and non-technical training provided to the students
- 23) Institute ambience and cleanliness
- 24) Code of Ethics to check malpractices and plagiarism in research
- 25) Student – computer ratio
- 26) Facilities for differently-abled people.



The members of the IQAC are expected to come up with suggestions for Quality Improvement in the above mentioned points. The suggestions will be discussed in the next meeting of the IQAC, to be held in the last week of October 2017.


28.02.17

(Dr. Irfan Ahmed)

Coordinator, IQAC



(Dr. Sajid Anwar)

Chairman, IQAC

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Ref. No. : **ACET/P/2017/** _____

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.)
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- 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.

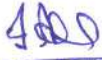
- 2) An attempt must be made to improve the quality of M.Tech. projects so that some patents may be filed on their basis.
- 3) Each faculty member should register for Google Scholar, and attach their publications there.
- 4) Faculty members should strive to get sponsored major/minor Interdisciplinary/Industry 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.

Two handwritten signatures in blue ink are present at the bottom of the page. The first signature is on the left and the second, larger signature is on the right.

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

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Minutes of Meeting Internal Quality Assurance Cell (IQAC) held on 20th June 2018

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 20/06/18 at 3:30 pm in the Seminar Hall 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 (Students Activities)
- 3) Dr. Ahmed Sajjad Khan, Dean (Research and Development)
- 4) Prof. Pramod Gadge, Dean (Administration)
- 5) Dr. Akash Langde, Head (Mechanical Engg. Deptt.)
- 6) Prof. Mohammad Sharfoddin Khatib, Head(Computer Science & Engg. Deptt.)
- 7) Prof. Mohammad Nasiruddin, Head (Electronics & Telecommunication Engg. Deptt.)
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- 15) Prof. Mrs. Tasneem Khan
- 16) Prof. Aquib Ansari
- 17) Prof. Nawaz Sheikh
- 18) Prof. Firoz Siddiqui
- 19) Prof. Khwaja Ramizuddin (Training Incharge)
- 20) Mr. Christopher Paul, Student Representative

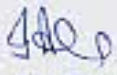
The following points/suggestions were discussed in the meeting:

- 1) 30-50% staff members from each Department of the Institute should publish at least one research paper in SCI/Scopus indexed journals in the academic year 2018-19.
- 2) In case of a research paper by staff/students of the Institute being accepted for publication in a paid SCI/Scopus indexed journal, 50% of the cost of publication will be paid by the

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- Institute. If the research paper is accepted for publication in a non-paid SCI/Scopus indexed journal, incentives will be provided to the publishing staff/students.
- 3) Faculty members should strive to get sponsored major/minor Interdisciplinary/Industry projects from external funding agencies such as UGC, AICTE, etc.
 - 4) Department of Electronics and Telecommunication Engineering of the Institute to study feasibility of organizing an IEEE Sponsored International Conference in the month of April 2019.
 - 5) Department level induction programs for 3rd Semester students as well as for 1st Year students to be held in the beginning of the academic year.
 - 6) Incubation related activities should be initiated, planned and implemented.
 - 7) Formation of different clubs to be initiated according to student interests, under the guidance of Dean (Student Activities). Each Department should have minimum two clubs, in addition to Departmental forums and Society Chapters.
 - 8) Library usage by staff should be increased (quarterly report to be generated).
 - 9) Participation/enrollment of students as well as faculty members in NPTEL online courses to be encouraged and increased.
 - 10) Processes for recycling of waste to be initiated.
 - 11) The internal examination and evaluation pattern for the coming academic year was discussed. It was decided to have only two internal examinations per semester, called as CAT-I and CAT-II. Each CAT to have a weightage of 6 marks out of 20 in the final internal evaluation. For the remaining 8 marks, multiple options/opportunities to be provided to the students.
 - 12) The preliminary draft of the Academic and Administrative Audit (AAA) format for the Institute was reviewed and discussed. It was decided to further review the AAA format and finalize it as soon as possible.



(Dr. Irfan Ahmed)

Coordinator, IQAC



(Dr. Sajid Anwar)

Chairman, IQAC

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