



Ref. No.: ACET/P/2022/3042

Date : 20.10.2022

## REVISED OFFICE ORDER - IQAC

In view of enhancing Internal Quality in terms of academic and administrative performance of the institution, an Internal Quality Assurance Cell (IQAC) being re-constituted herewith. Following are the members of the cell.

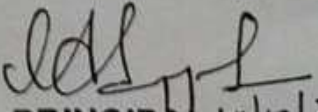
1.	<u>CHAIRPERSON</u>	: DR. SYED MOHAMMAD ALI PRINCIPAL, ACET
2.	<u>TEACHERS ALL LEVEL</u>	
	• Professor, ETC	:Dr. Ahmed Sajjad Khan
	• Associate Professor, S & H	:Dr. Mrs. Nawaz Khan
	• Associate Professor, CSE	:Prof.Kamlesh Kelwade
	• Assistant Professor, ETC	:Prof. Ruhina Quazi
	• Assistant Professor, CSE	: Prof. Ritesh Shrivastava
	• Assistant Professor, CIVIL	:Prof. Aquib Ansari
	• Assistant Professor, MECH	: Prof. Sajid Siddiqui
	• Assistant Professor, ETC	: Prof. Firoz Siddiqui
	• Assistant Professor, Electrical	: Prof. Shafique Menon
3.	<u>MEMBER FROM MANAGEMENT</u>	: Prof. Mohammad Rafiullah
4.	<u>SENIOR ADMINISTRATIVE OFFICERS</u>	
	• Dean Publicity	: Dr. Sajid Anwar
	• Dean - R & D	: Dr. Akash Langde
	• Dean - Administration	: Dr. Ahmad Sajjad Khan
	• Dean - Academics	: Dr. Sayyed Naimuddin
	• Dean - Students Activities	: Dr. Mohammad Nasiruddin
	• Dean - Alumni	: Prof. Pramod Gadge
	• HOD - S&H	: Dr. Tasneem Khan
	• Head - EXPO	: Dr. Ruhi Uzma Sheikh
	• Head - CIVIL	: Dr. Rashmi Bade
	• Head - CSE	: Prof. Nazish Khan
	• Head - MECH	: Dr. Namrata Lotia
	• Head - ET	: Prof. Sanjay Ganar
	• Administrative Officer	: Mr. Aamir Siddiqui

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5.	LOCAL SOCIETY STUDENTS & ALUMNI	: Dr. Asad Hayat
		: Mr. Shashwat - Final Year - EXPO
		: Faraz Rana Siddiqui - Alumni
6.	NOMINEE FROM EMPLOYERS / INDUSTRIALISTS / STAKE HOLDERS	: Mr. Tanveer Mirza - Entrepreneur
		: Mr. Faizan Faiyaz Khan - Civil Engineer
		: Mr. Asad Zahir Khan
7.	SENIOR TEACHERS COORDINATOR IQAC	: Dr. Archana Shirbhate

### FUNCTIONS AND RESPONSIBILITIES OF THE IQAC CELL.

- Development and application of Quality bench marks / parameters for various academic and administrative activities of the institution.
- Facilitating the creation of learner – centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for Interactive teaching and learning process.
- Taking feedback response from students, parents and other stake holders in view of enhancing quality related institutional process.
- To disseminate information on various quality parameters of higher education.
- To organize inter and intra institutional workshops, seminars in view of quality enhancement.
- Maintaining records (documentations) of the various programmes / activities leading to quality improvement.
- To act as a Nodal agency of the institution for coordinating quality related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional data base through MIS for the purpose of maintaining / enhancing the institutional quality.
- Development of quality culture in the institution.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of the NAAC before due date.
- Preparation for NAAC second cycle.
- Any other work as per guidelines of IQAC.

  
PRINCIPAL 19/10/22

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Copy to ;

- All the concerned staff members.
- Principal's file.