



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

MANGALWARI BAZAR ROAD, SADAR, NAGPUR-440001.

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

PHONE : 0712 2582749, 2583559, 6612827 FAX : 0712 2582749

website : www.anjumanengg.edu.in E-mail : eng_acet@rediffmail.com / eng.acet@gmail.com

Ref. No. : **ACET/P/2018/ 327 (A)**

Date : **29.11.2018**

OFFICE ORDER - IQAC

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

1. **CHAIRPERSON** - **DR. SAJID ANWAR,**
PRINCIPAL, ACET

2. **SENIOR ADMINISTRATIVE OFFICERS**

a) Dean - Academics	Dr. Syed Mohammad Ali
b) Dean - Research & Development	Dr. Ahmad Sajjad Khan
c) Dean - Students Activities	Dr. Yusuf Quazi
d) Dean - Administration	Prof. Pramod Gadge
e) Head, Mech	Dr. Akash Langde
f) Head, CSE	Prof. Mohammad Sharfoddin Khatib
g) Head, Extc	Prof. Mohammad Nasiruddin
h) Head, Expo	Dr. Mrs. Archana Shirbhate
i) Head, Civil	Prof. Syed Amir Hussain
j) Head, S&H	Prof. Mrs. Nawaz Khan
k) Head, T&P	Dr. Syed Naimuddin
l) Administrative Officer	Mr. Aamir Siddiqui
m) Librarian	Mr. Vikas Nagrale

3. **TEACHERS**

i) Prof. Khwaja Izhar Ahmad	Coordinator
j) Prof. Nafees Parvez	
k) Prof. Mrs. Itrat Fatema	
l) Prof. Mrs. Tasneem Khan	
m) Prof. Mrs. Najma N. Ansari	
n) Prof. Aquib Ansari	
o) Prof. Firoz Siddiqui	

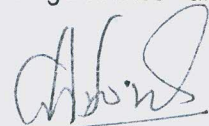
4. **MEMBER FROM MANAGEMENT**
Prof. Mohammad Rafiullah

5. **LOCAL SOCIETY, STUDENTS & ALUMNI**
 1. Mr. Tanveer Mirza - Entrepreneur
 2. Christopher Paul - III Year Expo
 3. Indranil Nikose - Alumni

Contd. 2/-

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 of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of the NAAC, to be submitted to NAAC.

**PRINCIPAL**

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Copy to ;

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