



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/2020/ 569

Date : 14.02.2020

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. CHAIRPERSON : DR. SYED MOHAMMAD ALI
PRINCIPAL, ACET
2. TEACHERS ALL LEVEL
 - Professor, ETC : Dr. Ahmad Sajjad Khan
 - Associate Professor, CSE : Prof. Mohammad Sharfoddin Khatib
 - Assistant Professor, S&H : Dr. Tasneem Khan
 - Assistant Professor, ETC : Prof. Ruhina Quazi
 - Assistant Professor, MECH : Prof. Nafees Parvez
 - Assistant Professor, CIVIL : Prof. Aquib Ansari
 - Assistant Professor, EXPO : Prof. Shafique Memon
 - Assistant Professor, CSE : Prof. Imteyaz Shahzad
3. MEMBER FROM MANAGEMENT : Prof. Mohammad Rafiullah
4. SENIOR ADMINISTRATIVE OFFICERS
 - Dean - R&D & Head-MECH : Dr. Akash Langde
 - Dean - Academics : Dr. Leena Gahane
 - Dean - Alumni : Dr. Yusuf Quazi
 - Dean - Students Activities : Prof. Mohammad Nasiruddin
 - Dean - Administration : Prof. Pramod Gadge
 - HOD - S&H : Prof. Azafar Ahsan
 - Head - EXPO : Dr. Archana Shirbhate
 - Head - CIVIL : Prof. Ashfaque Ansari
 - Administrative Officer : Mr. Aamir Siddiqui

In personal file.

2.

5. LOCAL SOCIETY	: Mr. Aziz ur Rahman Khan
STUDENTS &	: Ms. Sundus - Final Year - ETC
ALUMNI	: Indranil Nikose - Alumni
6. NOMINEE FROM EMPLOYERS /	: Mr. Tanveer Mirza - Entrepreneur
INDUSTRIALISTS /	: Mr. Faizan Faiyaz Khan - Civil Engineer
STAKE HOLDERS	: Ms. Vanshika Assudani
7. SENIOR TEACHERS COORDINATOR IQAC	: Prof. Khwaja Izhar Ahmad

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.

For circulation to all staff.

Copy to;

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

[Signature]
14/2/20

PRINCIPAL

ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

[Signature]
14/02/2020

[Signature]
15/02/2020

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15/2/20