



Everest Educational Society's Group of Institution's
COLLEGE OF ENGINEERING & TECHNOLOGY, AURANGABAD
Internal Quality Assurance Cell

ESTABLISHMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 12/07/2017
LOCATION: EES COE&T Conference Hall
SUBJECT: Formation of Internal Quality Assurance Cell

NAME	ATTENDEES	
	REPRESENT	POSITION
Prof. J. Q. Syed	EES COE&T	Secretary
Dr. M.V. Kulkarni	EES COE&T	Principal
Prof. R.D. Shelke	EES COE&T	Asst. Prof.
Prof. J. A. Khan	EES COE&T	Asst. Prof.
Prof. P.R. Dhas	EES COE&T	Asst. Prof.
Prof. S. A. Haseeb	EES COE&T	Asst. Prof.

This is to inform you that it has been decided to establish an internal quality assurance cell (IQAC) in our institution with effect from July 12, 2017. The IQAC committee will be headed by Dr.Mithun Kulkarni, Principal as the Chairman and will consist of members as given in the attachment.

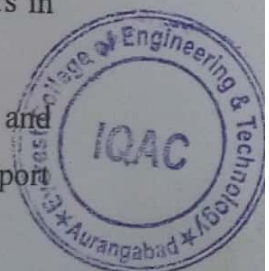
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The establishment and functioning of the IQAC will be based on the guidelines given by National Assessment and Accreditation Council (NAAC). It is available in the website <http://www.naac.gov.in/guidelines.asp>. It is attached herewith for your information.

HODs and in-charges of the functional unit are requested to go through the Guidelines for the IQAC. They are also requested to encourage all the teaching and non-teaching members in their departments to go through the guidelines.

The establishment of IQAC will enable the institution to assure quality in all academic and administrative activities and to facilitate continuous improvement. I request active support





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from all the faculty members and nonteaching staff to the IQAC committee and IQAC activities.

CONCLUSION:

- The Internal quality Assurance Cell is established in EES COE&T.





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Internal Quality Assurance Cell

LIST OF IQAC MEMBERS

Sr. No.	IQAC Member	Representing	Sign
1.	Dr. Mithun Kulkarni Principal	Head of the institution	
2	Prof. Syed Jibrin Quadri Managing Director, EESCOET	Management	
3	Mr. Gulam Akhtar	Local Society	
4	Prof. Rahul D. Shelke	Coordinator	
5	Mr. Syed Ali Quadri	Administrative Officer	
6	Mr. Ashfaque Alam Siddiqui (Industry)	Member	
7	Mr. Amitesh Kumar (Alumni)	Member	
8	Prof. Hashmi Riyaz Ahmed	Committee In-charge	
9	Prof. Shaikh Abdul Haseeb	Member	
10	Prof. Patil Balkrishna Keshavrao	Member	
11	Prof. Khan Junaid Ahmed	Member	
12	Prof. Shaikh Sohail Mohiuddin Abdullah	Member	
13	Prof. Warule Vishal Ramdas	Member	
14	Prof. Momin Abdul Khavi Abdul Rauf	Member	



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OFFICE ORDER

Ref: EESCOET/IQAC/2017-18

Date: 13/07/2017

The Composition of Internal Quality Assurance Cell for the Academic Year 2017-18 as per the guidelines of NAAC. The composition of the following members.

Sr. No.	IQAC Member	Representing	Sign
1.	Dr. Mithun Kulkarni Principal	Head of the institution	
2	Prof. Syed Jibrans Quadri Managing Director, EESCOET	Management	
3	Mr. Gulam Akhtar	Local Society	
4	Prof. Rahul D. Shelke	Coordinator	
5	Mr. Syed Ali Quadri	Administrative Officer	
6	Mr. Ashfaque Alam Siddiqui (Industry)	Member	
7	Mr. Amitesh Kumar (Alumni)	Member	
8	Prof. Hashmi Riyaz Ahmed	Committee In-charge	
9	Prof. Shaikh Abdul Haseeb	Member	
10	Prof. Patil Balkrishna Keshavrao	Member	
11	Prof. Khan Junaid Ahmed	Member	
12	Prof. Shaikh Sohail Mohiuddin Abdullah	Member	
13	Prof. Warule Vishal Ramdas	Member	
14	Prof. Momin Abdul Khavi Abdul Rauf	Member	

To: The Committee Members Concerned.

Copy to: All HODs

Copy to: IQAC, Office

Copy to website Coordinator & Notice Boards

Copy submitted to: The Director

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MINUTS OF MEETING 2 (27/07/2017)

DATE: 27/07/2017
LOCATION: EES COE&T Conference Hall
SUBJECT: Guidelines for academic audit would be conducted.

ATTENDEES		
NAME	REPRESENT	RELATION
Dr. Mithun Kulkarni	EES COE&T IQAC	Head
Prof. Syed JibransQuadri	EES COE&T IQAC	Member
Mr. Gulam Akhtar	EES COE&T IQAC	Member
Prof. Rahul D. Shelke	EES COE&T IQAC	Coordinator
Mr. Syed Ali Quadri	EES COE&T IQAC	Member
Prof. Hashmi Riyaz Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Abdul Haseeb	EES COE&T IQAC	Member
Prof. Patil Balkrishna Keshavrao	EES COE&T IQAC	Member
Prof. Khan Junaid Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Sohail Mohiuddin	EES COE&T IQAC	Member
Prof. Warule Vishal Ramdas	EES COE&T IQAC	Member
Prof. Momin Abdul Khavi Abdul	EES COE&T IQAC	Member

I. Agenda of the Meeting:

a) IQAC chairman headed the first meeting and welcomed all the participants of the meeting. He briefed on the agenda of the meeting and following guidelines were discussed on the basis of which academic audit for the year 2017-18 would be conducted:

- Meeting Records.
- Mentorship monthly data
- Academic calendar
- Teaching innovative method
- FDP/Seminars/Lecture talks organized and attended/Industrial visits
- Resources added during the academic year





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- Code of ethics for responsible conduct of research
- Publications
- Teachers contribution in committees/Cells/Societies
- Workload allocations
- Examination work
 - a) Head Examiner
 - b) Department wise Class Test Incharges
 - c) External and internal examiners for practical's
 - d) Evaluation work

b) To prepare SSR for the purpose of application for NAAC accreditation.

II. Status of Quality Initiatives:

- a) To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments at the end of every semester on the basis of the above guidelines discussed.
- b) For the preparation of SSR it was decided that to form a 7-members NAAC Team who focused on accreditation work and collect data which require for preparation SSR.

III. Action Plan:

Different time slots were allotted to all Departments wherein they were expected to show their department's strengths, achievements, best practice and future plans and also give support and guidelines for preparation of SSR to NAAC Team members.

Chairman thanked all the members of the IQAC committee for their participation and active involvement in the discussion.





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ATTENDANCE OF MEETING 2 (27/07/2017)

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5	Mr. Syed Ali Quadri	Administrative Officer	
6	Mr. Ashfaque Alam Siddiqui (Industry)	Member	-
7	Mr. Amitesh Kumar (Alumni)	Member	-
8	Prof. Hashmi Riyaz Ahmed	Committee In-charge	
9	Prof. Shaikh Abdul Haseeb	Member	
10	Prof. Patil Balkrishna Keshavrao	Member	
11	Prof. Khan Junaid Ahmed	Member	
12	Prof. Shaikh Sohail Mohiuddin Abdullah	Member	
13	Prof. Warule Vishal Ramdas	Member	
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MINUTS OF MEETING 3 (15/09/2017)

DATE: 15/09/2017
LOCATION: EES COE&T Conference Hall
SUBJECT: Updation of the Various Initiatives of IQAC Cell

ATTENDEES		
NAME	REPRESENT	RELATION
Dr. Mithun Kulkarni	EES COE&T IQAC	Head
Prof. Syed JibransQuadri	EES COE&T IQAC	Member
Mr. Gulam Akhtar	EES COE&T IQAC	Member
Prof. Rahul D. Shelke	EES COE&T IQAC	Coordinator
Mr. Syed Ali Quadri	EES COE&T IQAC	Member
Prof. Hashmi Riyaz Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Abdul Haseeb	EES COE&T IQAC	Member
Prof. Patil Balkrishna Keshavrao	EES COE&T IQAC	Member
Prof. Khan Junaid Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Sohail Mohiuddin	EES COE&T IQAC	Member
Prof. Warule Vishal Ramdas	EES COE&T IQAC	Member
Prof. Momin Abdul Khavi Abdul	EES COE&T IQAC	Member

I. Agenda of the Meeting:

a) IQAC chairman headed the first meeting and welcomed all the participants of the meeting. He briefed on the agenda of the meeting:

- Record of monthly Attendance
- Reformation of the Vision and Mission
- Reformation of The Course File

II. Status of Quality Initiatives:

a) The record of the monthly attendance is of the students is displayed on the notice board and the parents of the defaulter students are called for perusal for every month. Chairman says generally it is tedious task for any teacher for to maintain attendance records and calculating attendance percentage is very time consuming





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by manually so recommended to use computerized system to make defaulter list and take corrective actions to all Heads of the Departments.

- b) The discussion was done among the IQAC members to Reform College Vision and Mission.
- c) The course file generally updated by faculty members during each semester in which printouts are taken on loose paper. To have uniformity structure is to be modified.

III. Discussion on the new initiatives:

- 1) Computerized system is very handy to maintain the attendance record of the students. It is very to maintain and calculation of the attendance of the students.

- 2) The reform Vision and Mission of the college are as below

Vision: To prepare our students for meeting global mechanical engineering challenges and contributes to the prosperity of the society

Mission: I) To Develop the ability of the students towards meeting diversified Engineering needs of industries and higher education and provide opportunities to the students to exhibit to exhibit leadership, teamwork and effective communication skills

II) To promote students awareness about innovation, the importance of professional ethical practices and the needs of sustainable environment

- 3) Course file is will be printed in the in booklet except notes

IV. Action Plan:

- a) Attendance software is distributed to all the department
- b) The vision and mission is printed and Circulated
- c) Course file Booklet is Prepared and Distributed

Chairman thanked all the members of the IQAC committee for their participation and active involvement in the discussion.





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ATTENDANCE OF MEETING 3 (15/09/2017)

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5	Mr. Syed Ali Quadri	Administrative Officer	
6	Mr. Ashfaque Alam Siddiqui (Industry)	Member	—
7	Mr. Amitesh Kumar (Alumni)	Member	—
8	Prof. Hashmi Riyaz Ahmed	Committee In-charge	
9	Prof. Shaikh Abdul Haseeb	Member	
10	Prof. Patil Balkrishna Keshavrao	Member	
11	Prof. Khan Junaid Ahmed	Member	
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MINUTS OF MEETING - 4 (29/11/2017)

DATE: 28/11/2017
LOCATION: EES COE&T Conference Hall
SUBJECT: Review of the last Meeting and new task Allocation

ATTENDEES		
NAME	REPRESENT	RELATION
Dr. Mithun Kulkarni	EES COE&T IQAC	Head
Prof. Syed JibranQuadri	EES COE&T IQAC	Member
Mr. Syed Ali Quadri	EES COE&T IQAC	Member
Mr. Ashfaque Alam Siddiqui	INDUSTRY	Member
Prof. Rahul D. Shelke	EES COE&T IQAC	Coordinator
Prof. Hashmi Riyaz Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Abdul Haseeb	EES COE&T IQAC	Member
Prof. Patil Balkrishna Keshavrao	EES COE&T IQAC	Member
Prof. Khan Junaid Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Sohail Mohiuddin	EES COE&T IQAC	Member
Prof. Warule Vishal Ramdas	EES COE&T IQAC	Member
Prof. Momin Abdul Khavi Abdul	EES COE&T IQAC	Member

I. Agenda of the Meeting:

- a) IQAC chairman headed the meeting and welcomed all the participants of the meeting. He briefed on the agenda of the meeting:
- Remaining Task Discussion
 - Result Analysis
 - Faculty Development Programme

II. Discussion on the new initiatives:

- 1) Collection of data related to seminar workshops and lecture talks till the semester and planning for next semester program.
- 2) Preparation and analysis of the result of the last semester
- 3) All faculties are instructed attend at least one faculty development program at the end of semester.





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III. Action Plan:

All departments submits data of events organized up till the date and ensure to fulfill the remaining task within the stipulated time efficiently.

.MEETING 4 (28/11/2017)

Sr. No.	IQAC Member	Representing	Sign
1.	Dr. Mithun Kulkarni Principal	Head of the institution	
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4	Prof. Rahul D. Shelke	Coordinator	
5	Mr. Syed Ali Quadri	Administrative Officer	
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7	Mr. Amitesh Kumar (Alumni)	Member	-
8	Prof. Hashmi Riyaz Ahmed	Committee In-charge	
9	Prof. Shaikh Abdul Haseeb	Member	
10	Prof. Patil Balkrishna Keshavrao	Member	
11	Prof. Khan Junaid Ahmed	Member	
12	Prof. Shaikh Sohail Mohiuddin Abdullah	Member	
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MINUTS OF MEETING - 5 (18/01/2018)

DATE: 17/01/2018
LOCATION: EES COE&T Conference Hall
SUBJECT: Appointment of new Chairman

ATTENDEES		
NAME	REPRESENT	RELATION
Dr. D.K. Gupta	EES COE&T IQAC	Head
Prof. Syed JibransQuadri	EES COE&T IQAC	Member
Mr. Syed Ali Quadri	EES COE&T IQAC	Member
Mr. Ashfaque Alam Siddiqui	INDUSTRY	Member
Mr. Amitesh Kumar ()	ALUMNI	Member
Prof. Rahul D. Shelke	EES COE&T IQAC	Coordinator
Prof. Hashmi Riyaz Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Abdul Haseeb	EES COE&T IQAC	Member
Prof. Patil Balkrishna Keshavrao	EES COE&T IQAC	Member
Prof. Khan Junaid Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Sohail Mohiuddin	EES COE&T IQAC	Member
Prof. Warule Vishal Ramdas	EES COE&T IQAC	Member
Prof. Momin Abdul Khavi Abdul	EES COE&T IQAC	Member

I. Agenda of the Meeting:

- a) IQAC member representing from management headed the meeting and welcomed all the participants of the meeting. He briefed on the agenda of the meeting:
- Appointment of new chairman

II. Discussion on the new initiatives:

As college ex principle Dr. M. V. Kulkarni resigned from the post, the new principle Dr. D. K. Gupta will be new chairman of the IQAC.





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MEETING - 5 (18/01/2018)

Sr. No.	IQAC Member	Representing	Sign
1.	Dr. D.K. Gupta Principal	Head of the institution	
2	Prof. Syed Jibran Quadri Managing Director, EESCOET	Management	
3	Mr. Gulam Akhtar	Local Society	
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MINUTS OF MEETING – 6 (09/04/2018)

DATE: 09 /04/2018
LOCATION: EES COE&T Conference Hall
SUBJECT: Internal Academic Audit

ATTENDEES		
NAME	REPRESENT	RELATION
Dr. D.K. Gupta	EES COE&T IQAC	Head
Prof. Hashmi Riyaz Ahmed	EES COE&T IQAC	Coordinator
Prof. Rahul D. Shelke	EES COE&T IQAC	Member
Prof. Shaikh Abdul Haseeb	EES COE&T IQAC	Member
Prof. Patil Balkrishna Keshavrao	EES COE&T IQAC	Member
Prof. Khan Junaid Ahmed	EES COE&T IQAC	Member
Prof. Shaikh Sohail Mohiuddin	EES COE&T IQAC	Member

I. Agenda of the Meeting:

a) IQAC member representing from management headed the meeting and welcomed all the participants of the meeting. IQAC coordinator briefed on the agenda of the meeting:

- Internal Academic Audit for the year 2017-18

II. Discussion on the new initiatives:

All the Heads of Departments informed that the Internal Academic Audit of the entire department will be scheduled from 23rd April to 25th April. The list of members for Academic Audit will be send to each department soon.

III. Action Plan:

All the data as per the Academic Audit format should be readily available with each department when Audit Team decided by IQAC will visit to department.





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MEETING - 6 (09/04/2018)

Sr. No.	IQAC Member	Representing	Sign
1.	Dr. D.K. Gupta Principal	Head of the institution	
2	Prof. Syed Jibran Quadri Managing Director, EESCOET	Management	
3	Mr. Gulam Akhtar	Local Society	
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