

ANJUMAN-I-ISLAM'S  
**M. H. SABOO SIDDIK COLLEGE OF ENGINEERING**  
8, Saboo Siddik Polytechnic Road, Byculla, Mumbai-400008

Date : 11.10.2023

**Minutes of meeting** of the Internal Quality Assurance Cell (IQAC) held on Wednesday, 11<sup>th</sup> October, 2023 in the Conference Room of the College.

**PRESENT**

1	Dr. Shaikh Abdullah, Vice-President, Anjuman-I- Islam and I/c Campus	Representative of Management
2	Dr. Aslam Khan, Executive Chairman BVTE, Anjuman-I- Islam and Founder, Octaware Technologies	Representative of Industry
3	Dr. Mohiuddin Ahmed, Director, MHSSCOE	Member
4	Dr. Ganesh Kame, I/C Principal	Chairman
5	Er. Zaheer Khan, Vice Principal	Teacher's Representative
6	Dr. Iqbal Ahmed Shaikh, Associate Professor	Coordinator
7	Dr. Irfan Landge, Associate Professor & Dean (A)	Teacher's Representative
8	Er. Abdul Sayeed, I/c HoD Extc. Engg.	Teacher's Representative
9	Dr. Mrs. Shagufta S., Associate Professor	Teacher's Representative
10	Dr. Bhaskar Gardas, Assistant Professor	Teacher's Representative
11	Ms. Ahlam Ansari, Assistant Professor	Teacher's Representative
12	Mrs. Rushali T., Assistant Professor	Teacher's Representative
13	Mr. Wajihuddin Sayyed , Registrar	Representative of Administration
14	Mr. Shaikh Jahid	Representative of Students
15	Mr. Lazarus D'souza HR Manager Maxvel Technologies Pvt. Ltd.	Representative of Employer
16	Dr. Ashok Dhale, NAAC Co-ordinator	Special Invitee

Mr. Masud Memon, Mr. Rais Shaikh, Dr. Zeenat Shaikh, members of IQAC were absent.

The meeting commenced with the recitation of verses from Holy Quran by Dr. Ahrar Ahmad. Dr. Iqbal Shaikh welcomed all the members of IQAC and highlighted the brief introduction, roles and responsibilities of IQAC. He introduced the internal and external members of the committee. A power point presentation (PPT) and the same is presented in the meeting agenda alongwith the notes prepared.

**1. To ratify the name of Chairman, IQAC**

It was informed that Dr. Ganesh Kame has resigned and Dr. Javed Habib is acting as an I/c Principal of Anjuman-I-Islam's M.H. Saboo Siddik College of Engineering and he will be the Chairman, IQAC.

**2. To add Dr. Ashok Dhale on IQAC as NAAC co-ordinator**

It is decided to include Dr. Ashok Dhale, I/c HOD & Professor (Automobile Engineering) in IQAC as NAAC co-ordinator.

**3. To discuss the academic audit and its implementation.**

Dr. Iqbal Shaikh informed that the academic audit is not linked with the academic audit portal available on portal of University of Mumbai. Dr. Irfan Landge informed that practice so far is to take update of coverage of syllabus, Laboratory work in form of mid semester and end semester review. Dr. Irfan suggested that academic audit draft should be presented in the HODs meeting.

4. **To discuss and finalize the ways to train the mentors.**

Dr. Shaikh Abdullah, Vice-President, Anjuman-I-Islam permitted to arrange a session/workshop by an eminent mentor from the field of academics to the teachers of our college acting as mentors.

5. **To discuss the discipline among the student.**

- Dr. Shaikh Abdullah, Vice-President suggested to explore the utilization of Dr. Alma Latifi hall for students' lunch purpose during lunch hours.
- Dr. Iqbal Shaikh suggested to circulate the code of conduct among the students.
- Dr. Aslam suggested that keep the I-card wearing to all the students compulsorily.

6. **To discuss the admissions and placement of Civil Engineering Department.**

Mr. Zaheer Khan informed that direct admission in Civil Engineering is quite satisfactory as far as lateral entry is concerned but First year admission is less than 50% for 2023-24. The matter was discussed to improve the admission and remove deficiencies for the next academic year 2024-25. He suggested that placement data for the current year should have been discussed.

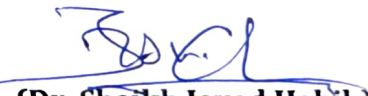
7. **Anything with the permission of the chair**

Remarks and suggestions by Mr. Lazarus D'souza HR Manager Maxvel Technologies PVT Ltd., Representative from the Employer are as under :

*Civil Engineering students are facing job problems due to casual habits, carelessness, students are overall good but not joining duty, only joining for experience. Some times students accepts offer letter but not joined. Some students are working for 3 months and then left. He suggested only the needy students should be sent for the interviews.*

Meeting ended with vote of thanks by Dr. Iqbal Shaikh.



  
(Dr. Shaikh Javed Habib)  
Chairman, IQAC

**Action Items :**

- Academic audit draft be discussed in HODs meeting and prepare the report.**
- Dr. Iqbal Shaikh will arrange session/workshop from an eminent speaker on the issue of good mentoring.**
- Dr. Shaikh Javed Habib, I/c Principal will arrange meeting of Principals of all units to discuss the issue of indiscipline among students and to prevent students of other units roaming in premises of degree and using elevator, washrooms and consuming water.**
- Dr. Iqbal Shaikh will prepare code of conduct of discipline for implementation.**
- I/c Principal will make it compulsory wearing I-card with lanyard for all the students.**

Copy to : All concerned staff members



## Attendance Sheet of IQAC meeting on 11th October 2023

SR No	Name	Committee Position	Signature
1	Dr. Shaikh Abdullah	Representative of Management	
2	Dr. Aslam Khan	Representative of Industry	
3	Dr. Mohiuddin Ahmed	Member	
4	Dr. Ganesh Kame	Chairman	
5	Er. Zaheer Khan	Teacher's Representative	
6	Dr. Iqbal Ahmed Shaikh	Coordinator	
7	Dr. Irfan Landge	Teacher's Representative	
8	Er. Abdul Sayeed	Teacher's Representative	
9	Dr. Mrs. Shagufta S	Teacher's Representative	
10	Dr. Bhaskar Gardas	Teacher's Representative	
11	Ms. Ahlam Ansari	Teacher's Representative	Shams 11 Oct 23
12	Mrs. Rushali T	Teacher's Representative	
13	Mr. Wajihuddin Sayyed	Representative of Administration	
14	Mr. Shaikh Jahid	Representative of Students	Jahid
15	Mr. Masud Memon	Representative of Alumni	ABSENT
16	Mr. Rais Shaikh	Representative of Local Society	ABSENT
17	Dr. Zeenat Shaikh	Representative of Parents	
18	Mr. Lazarus D'souza	Representative of Employer	
19	Dr. Ashok Dhale	Special Invitee	 11/10/2023



  
Chairman IQAC