

**December 31, 2019, 11.00 A.M. in the Conference Hall, Block – 5, MJCET**

**AGENDA**

- 1.1.2.1 Introduction of certificate/diploma programs
- 1.3.2.1 Introduction of value added courses imparting transferable and life skills
- 2.2.1 Assessment of learning levels of the students after admission and organising special programs for advanced learners and slow learners
- 2.3.2 Use of ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.
- 2.3.4 Innovation and creativity in teaching-learning
- 3.2.2.1 Workshop/seminar on Intellectual Property Rights (IPR) and Industry Academia Innovative practices
- 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development
- 3.4.3 Extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC
- 5.1.3 Capability enhancement and development schemes

1. Competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Bridge courses

- 6.3.3.1 Professional development /administrative training programs organized by the institution for teaching and non teaching staff
- 7.1.10.1 Specific initiatives to address locational advantages and disadvantages
- 7.1.11.1 Initiatives taken to engage with and contribute to local community
- 7.1.14 Organizing appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations
- 7.1.15 Course on Human Values and professional ethics
- 7.1.17 Activities for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties
- 7.1.18 Organizing national festivals and birth / death anniversaries of the great Indian personalities

**MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

27<sup>th</sup> January 2020

**MINUTES OF THE MEETING**

The first meeting of IQAC was held on 31<sup>st</sup> December, 2019 at 11 A.M. in the Conference Hall of Block -5, MJCET.

The meeting commenced with the welcome address by the Dr. Basheer Ahmed, Chairman, IQAC.

Prof. Ashfaque Jafari, Coordinator, IQAC briefed the members about IQAC and put forth the agenda for discussion.

Agenda-wise points discussed in the IQAC meeting are as given below.

**Agenda 1: Introduction of Certificate and Diploma Programs**

1. During the last five years only three certificate programs were offered i.e., SAP training, Microsoft Cloud Computing and Mobile Application Development.
2. The requirement for conducting of the certificate programs are- it should be offered by external agency with end exam for certification and should be of duration of atleast 30 hrs.
3. Departments should identify the courses to be offered with one course per semester atleast.
4. Student opinion poll to be conducted prior to finalizing the certificate program as suggested by student council members.
5. Organization viz., NAC(Civil), MSME(for Entrepreneurship and Skill development), CISCO(Network Admin),National Instruments(LABVIEW), TALENT SPRINT (IIIT-H), CYIENT (MECH), PEARSON VUE(English based tests) etc, which are offering such courses to be tapped for providing certification based training programs.
6. SOLIDWORKS, MATLAB software training for certification needs to be considered.

**Agenda 2: Introduction of Value Added courses imparting transferable and Life skills**

1. The Value Added courses are not certification based, are of 30 hours or more duration and can be offered by the institution faculty.
2. The purpose of these courses was to provide life skills for employability.
3. Courses on Green Technologies, Artificial Intelligence, Auditing, Entrepreneurial Skills, Open Source Coding, English Language based can be considered.
4. Every department required to send two (02) proposals to the Dean Academics for 2019-2020 on or before **5<sup>th</sup> February 2020**.

5. Explore Google Summer Coders program and conduct interaction with students who have already undergone this program.
6. Explore the opportunities provided through Google Developers Club, Online Platforms like Kaggle, and Youtube Projects for students.

**Agenda 3: Assessment of Learning levels of the students after admission and organizing special programs for advanced learners and slow learners**

1. Collaborative cum Blended approach for students was suggested. In collaborative approach toppers and weak students to be combined during learning, while in blended approach course professor would upload a topic video followed by discussion based on it in the class post students viewing.
2. It was decided to form a committee and every department required to outline one online course to be offered every semester which would be assessed at different levels.

**Agenda 4: Use of ICT for Effective teaching with Learning Management Systems (LMS),**

**E-Learning resources etc**

1. It was highlighted that out of the 50 activities conducted in the college only 5 activities were accepted by NAAC on account of not being done under the correct bodies.
2. The NSS Unit was to be commissioned in the college shortly with 1 program officer, 100 students.
3. Need to do activities in a proper and structured way. In this direction the departments are required to :
  - a. Identify the various Extension Activities.
  - b. Identify the Social Issues.
  - c. Frame a comprehensive plan.
  - d. Execute the plan in six months
  - e. Document the information, activities and highlight the impact.

**Agenda 6: Capability enhancement and development schemes**

**Point 2: Career Counseling**

1. To form a committee under Placement Cell, with Training and Placement Officer as the lead and department Placement Coordinators as members.
2. Organize a 1-day session by experts like Gillete MACH for the students highlighting the various opportunities for the different programmes followed by report compilation.
3. Conduct a student feedback for their interest areas.

#### **Point 4: Remedial Coaching**

1. To conduct remedial classes after college hours. Departments required to do a survey to ascertain form of remedial coaching desired by students.
2. To provide for 1-1 attention to the students.

#### **Agenda 7: Course on Human Values and Professional ethics**

1. To form a committee to discuss modalities and frame guidelines.
2. To offer a 10 hour course with 5 hours on Human Values and 5 hours on Professional Ethics.
3. Human Values would be offered by English department and Professional Ethics would be offered by respective branches.

#### **Agenda 10: Workshop/Seminar on Intellectual Property Rights (IPR) and Industry Academia Innovative practices**

1. To conduct yearly workshop organized by ECE and Mechanical departments.

It was proposed to conduct of yearly student conference and promote student paper presentations.

It was suggested that a SOP (standard operations procedure) be formulated for the various activities to be conducted, timelines set and the executions monitored for effective compliance.

It was agreed to discuss the other agendas in the next meeting.

The meeting concluded with the co-coordinator Mrs. Maniza Hijab thanking all the members both internal and external for their valuable time and suggestions.

Prof. Ashfaque Jafari,  
Coordinator, IQAC-MJCET