

MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY

Programme Assessment committee (PAC) of Electronics and Communication Engineering

1. Dr. ArifuddinSohel, Professor and HOD
2. Dr. Kaleem Fatima, Professor
3. Dr. NaziaParveen,Professor
4. Dr. Ayesha Naaz,Professor
5. Mr J K Nag, Associate Professor and Associate Head
6. MrIftekharuddin,, Associate Professor
7. Dr. Sabir Hussain, Associate professor
8. Dr. M. A. Raheem, Assistant professor
9. Dr. Salma Fauzia, Assistant Professor



HEAD-ECE


Head of Department
Electronics & Communication Engineering
Muffakham Jah College of Engg & Tech.
Road No: 3, Banjara Hills Hyderabad - 500 034.


23/03/2022
PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034. A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
Department Advisory Board (DAB) of Electronics and Communication Engineering

S.No	Designation	Name	Details
1.	Head of Dept.	Dr.MohdArifuddinSohel, Professor	9885407094/ 040 23280244 arif.sohel@gmail.com arif.sohel@mcollege.ac.in
2.	Assoc. Head of Dept.	Mr J K Nag	9959848905/040 23280246/ J_k_nag@yahoo.com
3.	Dept. Senior Staff	Dr Kaleem Fatima (Prof)	9618073463/040 23280241/ kaleemfatima@gmail.com kaleemfatima@mcollege.ac.in
		Dr. NaziaParveen(Prof)	996609388Nazia_ifr@yahoo.co.in
		Dr. Ayesha Naaz (Prof)	9959129564/040 23280244 ayeshanaaz@mcollege.ac.in ayeshanaaz10@gmail.com
		MrIftqaruddin (Assoc.Prof)	9989125185/ iftqaruddin@mcollege.ac.in iftqaruddin2001@yahoo.com
		Mr. Syed Hifazat Ali Khan (Asst Prof selection grade)	9246561723 Hifazath.shak@gmail.com
		Mr Hakeem Aejaaz Aslam (Asst Prof)	9885696755 aejaazaslam@gmail.com
		MrMujaeeb-ur- Rehman (Lab Asst)	9247438238
4.	Parents	Mr.Khaja Hussain	
		Mrs.Arjuman	
5.	Professional Bodies	A. G MrKrishnakanth	
		Prof. C.R.Sarma (IEEE special interest group)	7207869910 crsarma@crsarma.com
6.	Industry	Mr. N. Venkatesh, Redpine Signals	9849456036/ nvenkatesh@ieee.org n.venkatesh@redpinesignals.com
		DrSubbaRangaiah K, Veda IIT	04030615555, profksr@vedaiit.com
7	Members, R & D	MrSaadullah, Scientist,DLRL	8331840050
		Dr. M Laxmi Narayana, Rtd Scientist DRDO (IEEE)	040-24440567 lnmerugu@ieee.org
8	Alumni members	Mr M A Q Asim	9849019543
		Mr Abdul Khader (AMD)	
		Mr. Iftexhar Ahmed	9849794795
		MrFasi (Qualcomm)	9493387080, 9121179077
9	Students	Ms. Najmah (4/4)	
		Mr Sameer(4/4)	
		MrNabeel (4/4)	
		Mr. Wael (3/4)	


PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
Hyderabad-500034


Head of Department
Electronics & Communication Engineering
Muffakham Jah College
Road No: 3, Banjara
Hyderabad-34

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering




Date: 4th November 2020

CIRCULAR




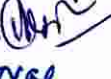
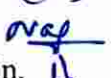

Members of PAC are hereby informed that Program Assessment Committee meeting is scheduled on 4th November 2020 from 10:30 AM in HOD's chamber.

All the members are requested to join the same.


Agenda for the meeting – IV semester Results


Head , ECED

Copy to:

1. Dr, Arifuddin Sohel, HOD, ECED 
2. Dr. Kaleem Fatima 
3. Dr. Nazia Parveen 
4. Dr. Ayesha Naaz 
5. Mr J K Nag 
6. Mr Iftekharuddin 

Head of Department
Electronics & Communication Engineering
Muffakham Jah College of Engineering & Tech.
Road No: 3, Banjara Hills, Hyderabad-34


PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034. A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering



Date: 15th February 2021

CIRCULAR

Members of PAC are hereby informed that ~~the~~ Program Assessment Committee meeting is scheduled on 15th February 2021 from 2:30 PM in HOD's chamber.

All the members are requested to join the same.

Agenda for the meeting ---

1. Software requirements
2. Conduct of Conference
3. Conduct of online classes
4. Miscellaneous

M. Arifuddin Sohail

Head , ECED

Copy to:

1. Dr, Arifuddin Sohail, HOD, ECED *[Signature]*
2. Dr. Kaleem Fatima *[Signature]*
3. Dr. Nazia Parveen *[Signature]*
4. Dr. Ayesha Naaz *[Signature]*
5. Mr J K Nag *[Signature]*
6. Mr Iftekharuddin, *[Signature]*

Head of Department
Electronics & Communication Engineering
Muffakham Jah College of Engg. & Tech.
Road No: 3, Banjara Hills, Hyderabad-34.

[Signature]
23/02/2021

PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034, A.P.

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

15th February 2021

Meeting Minutes (Online)

The following points were discussed in the PAC meeting held on 15th February 2021 .

Dr. Arifuddin Soheli, HOD, ECED, welcomed the PAC members.

Item no.1-

HOD, Dr. Arifuddin Soheli, asked the PAC members to recommend software required for smooth conduct of practicals. For research lab CADANCE and MENTOR Graphics were recommended. Also advance IoT kits were recommended for conducting workshops for the students.

Item no.2-

HOD insisted on conduct of conference in the year 2021, in this regard Ms. Salma Fauzia was to be requested to start with the preliminary works and plan for the conference in December 2021.

Item no.3-

As the classes for II and II year will be held online and IV year offline, the members recommended Mr. Sabir Hussain to take care of the task of check of projectors and check for sanitization of classrooms, etc.

Item no.4-


It was informed to the members that external Practical exams may commence from 1st march 2021 onwards, hence necessary Arrangements are to be made. Ms. Sucharitha and Ms. Shubhangi Saxena were requested to complete the task of result analysis.

Prepared by:

Dr.Ayesha Naaz

The following members were present in the meeting


1. Dr, Arifuddin Soheli, HOD, ECED
2. Dr. Kaleem Fatima
3. Dr. Nazia Parveen
4. Dr. Ayesha Naaz
5. Mr J K Nag
6. Mr Iftekharuddin,


PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

ADMINISTRATIVE DUTIES – ACADEMIC YEAR- 2021-22

S.No	Administration Duties	Faculty incharge(s)
1	Head of the Department	Dr. Arifuddin Sohel
2	Associate HoD	Mr. J K Nag
3	ME coordinator	Dr. Nazia Parveen
4	Program Coordinator	Dr. Ayesha Naaz
5	Laboratory in charges	
	Electronic Devices Lab	Mr Muneeruddin
	Workshop Lab	Dr. Sabir Hussain
	Intergrated Circuits Lab	Mr. Noorullah Khan
	Communication Lab	Mrs Nazeerunnissa
	Signal Processing Lab	Mrs B Sucharitha
	Microprocessors & Microcontroller Lab	Mr Hakeem Aejaaz Aslam
	Pspice / DCCN Lab	Dr. Salma Fauzia
	Microwave Lab	Mrs G Prashanthi
	Research Lab/ Project Lab	Dr. M A Raheem
	M.E. Digital Systems Lab	Mr Zakir Hussain
	PCB Lab	Mr Jaber Othman
6	In charge of University Practical exams	Mr. J K Nag
		Mr. Iftekharuddin
7	In charge of Internal exams	Dr. Kaleem Fatima
		Mrs. Shubhangi Saxena
		Mr. Jabar Othaman
		Mrs. Kamala Kumari
8	Incharge of projects	Dr. Kaleem Fatima
		Mr. J K Nag
		Dr. Ayesha Naaz
		Dr.Salma Fauzia
		Dr. Nazia Parveen(ME)
9	Incharge of departmental research activities	Dr. Sabir Hussain
10	Incharge of departmental patents	Dr.Salma Fauzia
11	Incharge for Technical Visits	Mr. Iftekharuddin
		Mr. Noorullah Khan
12	In charge of Guest lecture /Seminars & Workshop in the department.(Supporting)	Dr. M.A.Raheem
13	In charge of Sessional marks	


PRINCIPAL
 Muffakham Jah College Of
 Engineering & Technology,
 Banjara Hills, Road No.3,
 HYDERABAD - 500 034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering


		I year	Mrs. Shaik Sabeera Khader
		II year	Ms. Maliha Naaz
		III year	Mrs. B.Sucharitha
		IV year	Mr. Zakir Hussain
		ME	Dr. Nazia parveen
14	In charge of Attendance		
		I year	Ms. Rafathunnisa
		II year	Ms. Maliha Naaz
		III year	Mrs. Kamala Kumari
		IV year	Mrs. Shubhangi Saxena
		ME	Dr. Nazia parveen
15	Incharge Newsletter		Ms. Maliha Naaz
			Ms. Rafathunnisa
16	Incharge of Placements-ECE dept		Mr. Hakeem Aejaaz Aslam
17	Student Internships		
			13
18	Incharge of Time Table		Mrs. Afshan Kaleem (BE)
			Mrs. Nazeer Unnisa (BE)
			Mrs. G.S.L.B.V.Prasanthi (ME)
19	Incharge of result analysis		Mrs. B.Sucharitha
			Mrs. Shubhangi Saxena
20	Incharge of feedback committee		Mr. J K Nag
			Dr. Md.Sabir Hussain
21	Feedback collection team		
		I year	Mr. Muneeruddin
			Mrs. Shaik Sabeera Khader
		II year	Mr. Zakir Hussain
			Mr. Noorullah Khan
		III year	Mrs. Kamala Kumari
			Ms. Rafathunnisa
		IV year	Mrs. B.Sucharitha
			Mrs. Shubhangi Saxena
		ME	Mrs. Afshan Kaleem
22	Feedback Evaluation team		
		I year	Ms. Rafathunnisa
		II year	Mrs. Shaik Sabeera Khader
		III year	Mrs. Nazeer Unnisa
		IV year	Mrs. G.S.L.B.V.Prasanthi
		ME	Mrs. Afshan Kaleem
23	Program Assessment Committee members		Dr. Arifuddin Sohel

PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

		Dr. Kaleem Fatima
		Dr. Nazia Parveen
		Dr. Ayesha Naaz
		Dr. Md.Sabir Hussain
		Mr. J K Nag
		Mr. Iftekharruddin
		Dr. M.A.Raheem
		Dr.Salma Fauzia
24	Incharge of Student Counselling (ECE Department)	Mr. Syed Hifazath Ali Khan
25	Incharge of Departmental Library	Dr.Salma Fauzia
		Mr. Jabar Othaman
26	Assistance in AICTE and OU Work	
	NBA	Dr. M.A.Raheem
	NAAC	Mrs. Kamala Kumari
	NIRF	Dr.Salma Fauzia
	AICTE	Ms. Maliha Naaz
27	Incharges of Student societies/clubs	
	IEEE	Ms. Maliha Naaz
	ROBOCON	Mr. Hakeem Aejaaz Aslam
	Robotics	Mrs. Kamala Kumari
	SIG	Dr.Salma Fauzia
28	Departmental incharge of website	
29	Class coordinators	
30	Class monitoring committee	
31	Hall ticket distribution and memo distribution	
32	Fee collection coordinator	Mr. Muneeruddin
		Mr. Hakeem Aejaaz Aslam
33	Incharge meeting minutes	Mrs. Shaik Sabeera Khader


PRINCIPAL
 Muffakham Jah College Of
 Engineering & Technology,
 Banjara Hills, Road No.3,
 HYDERABAD - 500 034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering


ADMINISTRATIVE DUTIES – ACADEMIC YEAR- 2021-22

S.No	Name of the Staff Member	Administration Duties	API points	Total points
1	Dr. Arifuddin Sohel	Overall in charge of all activities (Academic & administration) of the department.		
		PAC Member	5	5
2	Dr. Kaleem Fatima	In charge of Internal exams(overall-I,II,III and IV year)	5	
		Incharge of projects (BE-60 students)	5	
		PAC Member	5	15
3	Dr. Nazia Parveen	ME Coordinator	15	
		Incharge for attendance & sessional marks of ME		
		Incharge of projects (ME-24 students)		
		PAC Member.	5	20
4	Dr. Ayesha Naaz	Program Coordinator	15	
		Incharge of projects (BE-60 students)	5	
		Assistance in OU affiliation work		
		PAC Member.	5	25
5	Mr. J K Nag	Associate Head	15	
		Incharge OU practical Exams	10	
		Incharge of projects (BE-60 students)	5	
		Incharge of feedback committee.	5	
		PAC Member	5	40
6	Mr. Iftekharuddin	In charge for preparation of external practical exam timetable.	10	
		Incharge for Technical Visits	5	
		PAC Member	5	20
7	Dr. Md.Sabir Hussain	In charge of workshop lab.	5	
		Incharge Departmental Research activities		
		Incharge of feedback committee (along with Mr. J K Nag).	5	
		PAC Member.	5	15
8	Mr. Syed Hifazath Ali Khan	Counseling incharge (480 students)	5	
		In charge Feedback collection committee		5
9	Mr. Muneeruddin	In charge of Electronic Devices lab.	5	
		Member of feedback collection team -I year(60 students)	5	
		Fee collection coordinator (ECE)	5	15
10	Mrs. Nazeer Unnisa	In charge of Communication Lab.	5	


PRINCIPAL
 Muffakham Jah College Of
 Engineering & Technology,
 Banjara Hills, Road No.3,
 HYDERABAD - 500 034. A.P


MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

		Incharge of Time Table (BE)	5	
		Member of Feedback Evaluation Team (3/ 4 A&B)	5	15
11	Mrs. Afshan Kaleem	Incharge of Time Table (BE)	5	
		Feed back collection and analysis of ME	5	
				10
12	Mrs. B.Sucharitha	In charge of Signal Processing Lab.	5	
		In charge of Result Analysis (BE & ME)	5	
		Member of feedback collection team IV year (60 students)	5	
		In charge of Sessional marks-III year (120 students)	5	20
13	Mr. Hakeem Aeja Aslam	Incharge of MP&MC Lab.	5	
		Incharge of Placements-ECE dept	5	
		Fee collection coordinator (ECE)	5	
		Incharge Robocon club		15
14	Mrs. Shubhangi Saxena	Incharge of result analysis.(BE & ME)	5	
		Support staff for conducting Internal exams	5	
		Member of feedback collection team-IV year (60 students)	5	
		Incharge for attendance- IV year (120 students)	5	20
15	Mr. Zakir Hussain	Incharge of ME Digital Systems Lab.	5	
		Member of feedback collection team-II year (60 students)	5	
		Incharge of Sessional Marks- IV year (120 students)	5	
		Incharge for department file digitization		15
16	Mr. Noorullah Khan	In charge of Integrated Circuits Lab.	5	
		Incharge for Technical Visits	5	
		Incharge for attendance- II year (120 students)	5	
		Member of feedback collection team-II year (60 students)	5	20
17	Dr. M.A.Raheem	In charge of Guest lecture /Seminars & Workshop in the department.(Supporting)	5	
		In charge of Research / Project lab	5	
		Assistance in AICTE and OU Work (NBA)	5	
		PAC member	5	20
18	Mrs. G.S.L.B.V.Prasanthi	Incharge of Microwave lab	5	
		Incharge of Time Table (ME)	5	
		Member of feedback Evaluation team-II year	5	
19	Mr. Jabar Othaman	Incharge of PCB Lab	5	
		Incharge of Departmental Library	5	


PRINCIPAL
 Muffakham Jah College Of
 Engineering & Technology,
 Banjara Hills, Road No.3,
 HYDERABAD - 500 034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

		Support staff for conducting Internal exams	5	
20	Ms. Maliha Naaz	Member of feedback evaluation team (2/4 Sec-A & B)	5	
		Assistance in AICTE and OU Work(AICTE/NAAC)	5	
		Incharge for attendance of II year (120 students)	5	
		Incharge for sessional marks of II year (120 students)	5	
		Incharge of Department Newsletter		
		Incharge IEEE student branch		20
21	Dr.Salma Fauzia	Incharge of Pspice/DCCN Lab	5	
		Incharge of projects (60 students)	5	
		Assistance in AICTE and OU Work (NIRF)	5	
		Assistance for departmental patents		
		Incharge of Departmental Library		
		Incharge SIG (Students Interest Group)		
		PAC member	5	20
22	Mrs. Kamala Kumari	Assistance in AICTE and OU Work(NAAC)	5	
		Support staff for conducting Internal exams	5	
		Incharge for attendance of III year (120 students)	5	
		Member of feedback collection team-III year (60 students)	5	
		Incharge Robotics club		20
23	Mrs. Shaik Sabeera Khader	Incharge for sessional marks of I year (120 students)	5	
		Incharge for recording departmental meeting minutes		
		3. Member of feedback evaluation team-II year (120 students)	5	
		Member of feedback collection team -I year(60 students)	5	15
26	Ms. Rafathunnisa	Assisting in preparation of Department Newsletter		
		Incharge for attendance of I year (120 students)	5	
		1. Member of feedback collection team- III year(60 students)	5	
		3. Member of feedback evaluation team-I year (120 students)	5	15


PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

4th November 2020

Meeting Minutes

The following points were discussed in the PAC meeting held on 4th November 2020

Dr. Arifuddin Soheli, HOD, ECED, welcomed the PAC members.

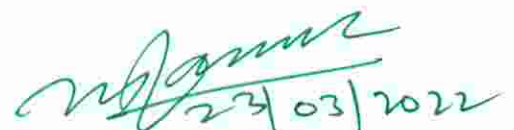
- HOD, ECED shared the results of IV year 2019 and informed the members that the students of the department secured 1st and 5th ranks in Osmania University.
- The members were also informed that the result analysis and roll of honours will be done by Ms. Sucharitha and Ms. Shubhangi.

Prepared by:

Dr. Ayesha Naaz

The following members were present in the meeting

1. Dr. Arifuddin Soheli, HOD, ECED
2. Dr. Kaleem Fatima
3. Dr. Nazia Parveen
4. Dr. Ayesha Naaz
5. Mr J K Nag
6. Mr Iftekharuddin


23/03/2022

PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034. A.P

**MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
ELECTRONICS AND COMMUNICATION ENGINEERING**

Date: 7th May 2021

Members of PAC are hereby informed that an online Program Assessment Committee Meeting is scheduled on 8th May 2021 from 10:30 AM with the following link :

<https://meet.google.com/nyz-qrfx-xrz>

** The members are requested to go through the academic duties allotted

Agenda for the meeting --- Academic duties

Copt to:

1. Dr. Kaleem Fatima

2. Dr. Nazia Parveen

3. Dr. Ayesha Naaz

4. Mr J K Nag

5. Mr Iftekharuddin,

6. Dr. Sabir Hussain

7. Dr. M A Raheem

8. Dr. Salma Fauzia


Head, ECED

Head of Department

Electronics & Communication Engineering

Muffakham Jah College of Engg. & Tech.

Road No: 3, Banjara Hills Hyderabad-500 034


23/03/2022

PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 27th May 2021

Members of PAC are hereby informed that an online Program Assessment Committee Meeting is scheduled on 29th May 2021 from 10:00 AM with the following link :

<https://meet.google.com/sog-mooe-dws>

Agenda for the meeting ---NAAC Best practices and Thrust Areas




Head, ECED

Head of Department

Electronics & Communication Engineering
Muffakham Jah College of Engg. & Tech.
Road No: 3, Banjara Hills Hyderabad-34


Copt to:


1. Dr. Kaleem Fatima 

2. Dr. Nazia Parveen

3. Dr. Ayesha Naaz 

4. Mr J K Nag 

5. Mr Iftekharuddin, 

6. Dr. Sabir Hussain 

7. Dr. M A Raheem

8. Dr. Salma Fauzia



PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No 3,

MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
ELECTRONICS AND COMMUNICATION ENGINEERING

Date: 10th May 2021

Meeting Minutes

The following points were discussed in the PAC meeting held on 8th May 2021



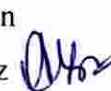



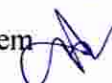
1. Dr. Arifuddin Soheli, HOD, ECED, Welcomed the PAC members.
2. The members discussed about the allotment of administrative workload for the next academic year 2021-2022
3. The Administrative workload has been mailed to the faculty and will do the changes if required.


Prepared by

Dr. Ayesha Naaz

**Workload attached

The following members were present in the meeting

1. Dr. Arifuddin Soheli, HOD & Convener of the meeting 
2. Dr. Kaleem Fatima 
3. Dr. Nazia Parveen
4. Dr. Ayesha Naaz 
5. Mr J K Nag 
6. Mr Iftekharuddin 
7. Dr. Sabir Hussain 
8. Dr. M A Raheem 


23/05/2021
PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3.
HYDERABAD - 500 034. A.P

**MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
ELECTRONICS AND COMMUNICATION ENGINEERING**

30/05/2021

Meeting Minutes (Online)






The following points were discussed in the PAC meeting held on 29/05/2021.

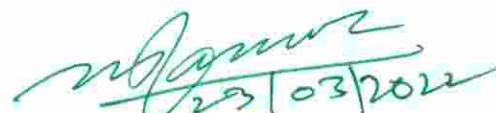
1. Thrust areas in college that need to be highlighted were discussed with respect to Section 7.2 that deals with best practices and 7.3 i.e Institutional Distinctiveness in criteria 7 of SSR.
2. PAC members were instructed to identify the best practices that can be implemented in college. A task to study the same by different colleges was also given under which every PAC member will study section 7.2 and 7.3 of three different colleges and discuss the key features, the possibility of implementation in our college and present their idea in the next meeting.
3. The sample SSR available on the internet was discussed.
4. Scholastic achievements and employment details of graduated students that were collected and how it is being maintained at departmental level was discussed.
5. Dr. Ayesha Naaz is working on digitization of departmental documents and she presented the overview of the same.
6. Every PAC member will give a brief presentation on wednesday 4 august at 2.00PM for best practices that can be implemented in the college.

Prepared by:

Dr.Salma Fauzia

The following members were present in the meeting

1. Dr, Arifuddin Soheli, HOD & Convener of the meeting 
2. Dr. Nazia Parveen
3. Dr. Ayesha Naaz 
4. Mr J K Nag 
5. Mr Iftekharuddin, 
6. Mr. Sabir Hussain 


29/05/2021
PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034. A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

Date: 17th feb 2021

The following was the action taken for the points discussed in PAC meeting held on 15th feb 2021.

Item no.1

HOD, Dr. Arifuddin Soheli had recommended the purchase of CADENCE software for research lab to the purchase committee and upon acceptance Entuple Technologies as an organization dedicated to enabling customers with global cutting edge technology solutions. Was asked to provide quotations for renewal of Cadence VLSI design Tool.

Item no.3-

Mr. Sabir Hussain presented a report on the status of projectors in various classrooms.

HOD informed the staff members of an additional projector which can be used in any emergency.



Head, ECED

Head of Department

Electronics & Communication Engineering

Muffakham Jah College of Engg. & Tech.

Road No: 3, Banjara Hills Hyderabad-34



PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034, A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Electronics and communication Engineering

7th November 2020

The following was the action taken for the points discussed in PAC meeting held on 4th November 2020.

The Department of ECE has given 88.98% results for 2015-19 batch. One student got a GPA of 10/10 in second semester and one student got GPA of 10/10 in fifth semester.

The subject wise result analysis was prepared by Mrs B Sucharitha and Mrs. Shubhangi Saxena. A summary of the result analysis is presented in the table below.

Year	1st Semester	2nd Semester	Overall 2019-20
B.E.(1/4)	84.16%	80%	82.08%
B.E.(2/4)	78.46%	66.67%	71.56%
B.E.(3/4)	85.38%	62.02%	73.7%
B.E.(4/4)	87.4%	91.17%	89.29%



Head, ECED

Head of Department

Electronics & Communication Engineering
Muffakham Jah College of Engg. & Tech.
Road No: 3, Banjara Hills Hyderabad-34


23/03/2022
PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034 A.P

MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
ELECTRONICS AND COMMUNICATION ENGINEERING

31/05/2021

The following was the action taken for the points discussed in PAC meeting held on 29/05/2021.

Item no:2 and 6

The faculty members came up with the ideas on best practices and HOD requested them to implement in form of Projects.

Item no:4

Data of the students was collected by creating a google form (as shown below) and the data was stored in Head's mjcollege account.

The image shows a screenshot of a Google Form titled "Scholastic achievements and Employment Details". The form is divided into two sections. Section 1 of 20 is titled "Scholastic achievements and Employment Details" and contains a message: "Dear students, Please upload the softcopy of relevant document that you have achieved during your course of Engineering and the employment particulars(if any)". Below this message are two text input fields: "Name of the student" and "Roll No.". Section 2 of 20 is titled "Higher studies" and contains a message: "Choose appropriate option to upload the document(s) one at a time, Choose GO TO NEXT SECTION if uploading in this section is finished". Below this message is a question: "Choose the option to upload the relevant document *". There are five radio button options: GATE, GRE, IELTS, TOEFL, and CAT. A sixth option, PG CET, is partially visible at the bottom.

M. J. Khan
23/03/2021
PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034

Off campus placement

Description (optional)

Name the companies/ organizations whose interviews were attended by you . Also mention the organization in which you were selected.

Short answer text

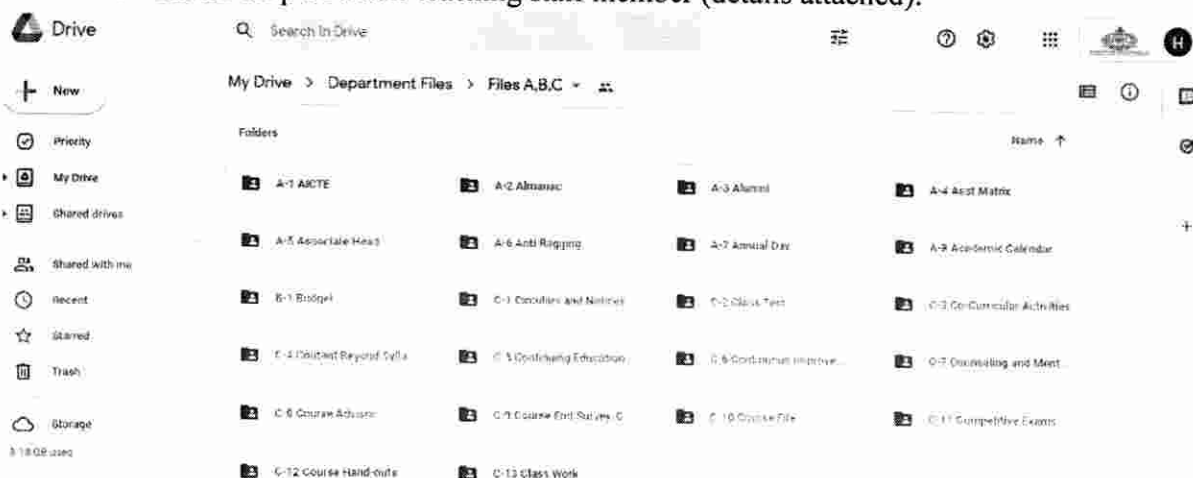
Upload the offer letter from the company(s)

Add file

View folder

Item no:5

For digitization of the files, the mjcollege account of Head, ECED was used. Various folders were created and staff members were given the responsibilities to upload the documents with the help of a non-teaching staff member (details attached).




Sl. No.	Name Of The Staff Member	File no.	File name
1.	Dr. Md. Arifuddin Sohel (Mr. M.A. Majeed Zubair)	H-1	Head of Department
		O-3	O.U-B.O.S Meetings & Syllabus Revision
2.	Dr. Kaleem Fatima (Mr. Syed Zaheeruddin)	D-1	Departmental Advisory Board (DAB)
		D-2	Departmental Core Committee

PRINCIPAL

Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
TRABAD - 500 074

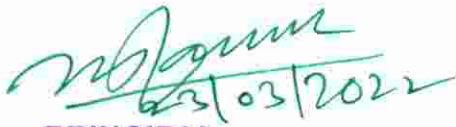
		D-3	Departmental Laboratories
		O-1	Osmania University – Compliance Report
		M-4	MODROBS Proposal
3.	Dr. Nazia Parveen (Mr. Mohd. Mateen Ali)	P-8	PG Programme
		R-1	R & D Projects / Consultancy works
		R-1.1	R & D Projects and Consultancy work- J.C Bose
		S-2	Service Courses
		S-8	Students Fee
4.	Dr. Ayesha Naaz (Mr. M.A. Majeed Zubair)	C-4	Content Beyond Syllabus
		C-5	Continuing Education
		C-6	Continuous Improvement
		C-9	Course End Survey/CO-PO Mapping
		D-1	Departmental Advisory Board (DAB)
5.	Mr. J.K. Nag (Mr. Shaik Kareemullah)	A-2	Almanac
		A-5	Associate Head
		A-8	Academic Calendar
		L-3	Lab External Exams
		M-6	Monthly Report /Annual report
6.	Mr. Iftekharuddin (Mr. Mohammed Sohail Ahmed)	I-2	Industry Institute Interactions
		I-3	Institutional Sponsorships
		L-1	Laboratory Manuals
		M-5	Mini Projects
		S-11	Student lateral entry
7.	Mr. Syed Hifazath Ali Khan (Mr. Mohd. Mujeebur Rehman)	C-7	Counseling and Mentoring
		M-2	Maintenance file
		N-2	Non-Teaching Staff
		P-6	Purchase File
		P-7	Purchase of Consumables
8.	Mr. Md. Muneeruddin		
9.	Mrs. Nazeerunnisa		
10.	Mrs. Afshan Kaleem (Mrs. J. Padma)	F-1	Faculty Performance Appraisal
		F-3	Feed Back
		P-1	Physical Infrastructure
		S-9	Student Readmission
		T-2	Time Tables
11.	Mrs. B. Sucharitha		
12.	Mr. Hakeem Aejaz Aslam (Mr. Shaik Abdul Razakh)	E-1	Employer Survey
		E-3	Exit survey
		P-2	Placements
		S-14	Student Internships
		S-4-2	ROBOCON



PRINCIPAL
 Muffakham Jah College Of
 Engineering & Technology,
 Banjara Hills, Road No.3,
 HYDERABAD - 500 324, A.P.

13.	Dr. Sabir Hussain		
14.	Mrs. Shubhangi Saxena		
15.	Mr. Mohd. Zakir Hussain		
16.	Mr. Md. Noorullah Khan		
17.	Mr. M.A. Raheem (Mr. Syed Zaheeruddin)	A-3	Alumni
		A-4	Assessment Plan and Assessment Matrix
		E-2	Entrepreneurship Cell
		G-2	Guest Lectures
		P-5	Projects
18.	Ms. G.S.L.B.V. Prasanthi		
19.	Mr. Jabar Othman Jabar		
20.	Ms. Maliha Naaz (Mr. Khan Faiz Mohammed)	C-11	Competitive Exams
		H-2	Higher Studies
		M-1	M.O.U's
		S-4-1	IEEE
		S-7	Student Attendance – Box File
21.	Mrs. Salma Fauzia		
22.	Mrs. Kamala Kumari (Mrs. J. Padma)	C-2	Class Test
		L-2	Library
		P-9	Ph.D Research Centre
		P-11	Publications
		S-4-3	Robotics
23.	Ms. Sheik Sabeera Khader		
25.	Ms. Rafath Unnisa (Mr. Mohd. Mateen Ali)	C-12	Course Hand-outs
		N-3	Newsletter / Technical Magazine
		S-3	Student Achievements
		S-5	Student Admissions
		S-6	Student Roll list

Non-Teaching Staff

Mr. Haseeb Ahmed	C-1	Circulars and Notices
	I-4	Inward / Outward Register
	P-10	Part Time Assignment


PRINCIPAL
 Muffakham Jah College Of
 Engineering & Technology,
 Banjara Hills, Road No.3,
 HYDERABAD - 500 034. A P


 Head, ECED
 Head of Department
 Electronics & Communication Engineering
 Muffakham Jah College of Engg. & Tech
 Road No: 3, Banjara Hills Hyderabad-3

**MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
ELECTRONICS AND COMMUNICATION ENGINEERING**

12/05/2021


The following was the action taken for the points discussed in PAC meeting held on 8/05/2021.


Item no:2 and 3

The faculty has noted the administrative workload as allotted by the HOD.

On request of Mrs. Afshan Kaleem, she was relived from duty of making time table .

However, Mrs. Afshan Kaleem and Mrs G Prashanthi were included into the Class test team on the recommendation of Dr. Kaleem Fatima.


23/03/2022
PRINCIPAL
Muffakham Jah College Of
Engineering & Technology,
Banjara Hills, Road No.3,
HYDERABAD - 500 034. A.P


Head of Department
Electronics & Communication Engineering
Muffakham Jah College of Engg. & Tech
Road No: 3, Banjara Hills Hyderabad-3