

Memorandum of Association

1. Name of the society : "THE SULTAN-UL-ULOOM EDUCATION SOCIETY"
2. Address : 'Mount pleasant', 8-2-249, Road No. 3, Banjara Hills, Hyderabad - 500 034.
3. Aims and Objects :

This is a Muslim Minority institution envisaged under articles 25 to 30 of the constitution of India set up to promote modern and scientific education and to help develop the character of the younger generation of all castes, communities and religions in general and of Muslims in particular.

 - (a) The establishment of Technical, scientific and Educational Institutions at all levels and of diverse type, both residential and/or non-residential.
 - (b) The establishment of reading rooms, libraries, laboratories.
 - (c) The establishment of Gymnasia, playgrounds, sports clubs and coaching in different items of athletics, games and sports.
 - (d) The establishment of debating societies and holding of and / or participating in debating competitions.
 - (e) Organising and / or participating in seminars, conferences, symposia and other gatherings convened for the purpose of promoting education, character building and developing the talents of the youth.
 - (f) The encouragement of writing, production and distribution of books, periodicals, magazines and news-letters for the purpose of promotion of education and character building.
 - (g) Undertaking to run educational and other institutions of the type listed in sub-clauses above on behalf of the persons and / or bodies now in charge of those institutions.

CERTIFICATES:

"Certified that the Association is formed with no profit motive and no commercial activity is involved in its working".

DECLARATION :

We the undersigned persons in the Memorandum have formed into an Association and are responsible to run the affairs of the society and desirous of getting the society registered under public Societies registration Act, 1350 Fasli.)

3.IX. POWERS OF BOARD OF GOVERNORS :

The Board of Governors shall have full powers of management of the Society and its subordinate and affiliate institutions and shall be responsible for its/their day-to-day business, interalia :

- (i) To invite distinguished members of the Society to be its patrons and patron-in-chief.
- (ii) To invite and accept donations with or without conditions and to acquire in the name of the Society or in the name of the Governing Board by way of gift, purchase, exchange, lease or hire or otherwise howsoever any lands, buildings, assessments, rights, or common privileges for the purposes of the Society, provided that in the opinion of the Board of Governors any condition attached to a gift or donation is not onerous against the objects of the Society or in any other manner objectionable and is otherwise in order.
- (iii) To borrow or raise money as may be required for the purposes of the Society upon shares, securities, bonds, debentures, promissory notes or other obligations or securities of the Society or by Mortgage or charge on the property of the Society and to invest the available funds of the Society in accordance with these rules.
- (iv) To create posts and make appointments on such terms as it may in its absolute discretion decide, fill vacancies, direct transfers, retirements and give promotions, increments, honorarium, and grant leave as also extension of service to any officer, clerk or any other employee of the Society and to do all such other acts and things as may be necessary in connection with the employees of the Society.
- (v) To appoint such Sub-Committee or Sub-Committees with such powers as the Board of Governors may deem fit and to appoint its Governors for such purpose.
- (vi) To delegate all or any of their powers to a Sub-Committee or to any one of the members or any employee of the Society, or any other person, whether member of the Society or not as may be necessary for the proper functioning of the Society.
- (vii) To determine the General policies of the Society in conformity with objects laid down in the Memorandum of Association.
- (viii) To recommend to the General Body amendments to the Society's Rules and Regulations.
- (ix) To draw, make, accept, discount, endorse, negotiate, buy, sell, execute and issue bills of exchanges, Government of India and other Promissory Notes, cheques, warrants, debentures, and other negotiable or transferable instruments or securities.

- (x) To do all such acts and things as are incidental or conducive to the attainment of the above powers or more of them and to the objects specified in the Memorandum of Association.
- (xi) The Board of Governors shall have the powers to make bye-laws consistent with the Rules and Regulations of the Society.
- (xii) The Board of Governors shall also have the powers to constitute conciliation committee from time to time consisting of three or more members to resolve disputes or differences of opinion among members or among members and any authorities of the Society in respect of matters concerning any affairs of the Society and to provide that the findings of the conciliation committee shall be binding on all the parties to the conciliation proceedings including the Society.
- (xiii) Invite persons to meetings to obtain expert opinion or advice in respect of any matters of the management of the society that may be found necessary.

PROVIDED ALWAYS THAT in the exercise of its powers and the discharge of its duties the Board of Governors shall at all times be deemed to have acted in good faith and shall be immune from legal proceedings in any court of law by any member or members.

3.X. NOTICE OF MEETINGS

- (a) All General Body meetings, except such meetings requisitioned at the written request of members constituting 75 percent of the membership of the Society shall be convened by a notice of meeting issued not less than 15 days prior to the date of meeting.
- (b) The notice shall indicate the date, the time and the venue of the meeting.
- (c) The notice shall set-out the agenda for the meeting.
- (d) Meetings of the Board of Governors shall be called by giving three days prior notice inclusive of the date of the notice but not inclusive of the date on which the meeting is scheduled to be held and the meeting shall ordinarily be held in the office of the Society on the date and at the time indicated in the notice. Members of the Board of Governors may waive notice or accept shorter notice.

3. XI. QUORUM

- (a) 25% of the total strength of the membership shall constitute the quorum for the General Body.
- (b) Four members shall constitute the quorum for the meetings of the Board of Governors.
- (c) When a meeting of the General Body, other than a requisitioned General Body meeting could not be held for lack of quorum, it shall be adjourned and automatically held next day at precisely the same time and venue. No notice of such an adjourned meeting shall be necessary.



MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY

(Established by Sultan-UI-Uloom Education Society in 1980)
(Affiliated to Osmania University, Hyderabad)
(Approved By The AICTE & Accredited By NBA)

Ref: 25/MJ/17/S-2/W184/GC/2/617

September 12, 2017

To
The Members
Governing Council
M.J.C.E.T.

Sub: Convening of the 124th Governing Council Meeting on 16th day of
September 2017 at 3:00 P.M. at MJCET - Reg.

The Governing Council Meeting of MJCET (124th Meeting) will be held on
Saturday, the 16th September 2017 at 3:00 P.M in the Conference Hall, MJCET.
The Agenda of the Meeting is enclosed herewith. Kindly make it convenient to attend
the meeting.


ADVISOR-CUM-DIRECTOR
MJCET


- | | | |
|----|---|-------------------------------|
| 1 | Mr. Khan Lateef Mohammed Khan
Chairman, SUES | Chairman, G.C. |
| 2 | Mr. Zafar Javeed
Hon. Secretary, SUES | Ex-Officio, Member G.C. |
| 3 | Dr. Mir Akbar Ali Khan
Treasurer, SUES | Member, G.C. |
| 4 | Mr. Nisar Ahmed
Joint Secretary, S.U.E.S. | -do- |
| 5 | Mr. Nasim Nathani | -do- |
| 6 | Mr. Syed Abdul Wahab | -do- |
| 7 | Mr. Mir Wajid Ali Kamil | -do- |
| 8 | Mr. Nasiruddin Ahmed | -do- |
| 9 | Mr. Mohammed Jafer | Special Invitee |
| 10 | Dr. Basheer Ahmed | Advisor-cum-Director/Convenor |



MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

AGENDA OF GOVERNING COUNCIL MEETING OF M.J.C.E.T.(124th Meeting)
TO BE HELD ON SATURDAY THE 16th SEPTEMBER 2017 AT 3:00 P.M..

S.No:	Item	Page Nox
✓	Recitation from the HOLY QURAN.	
✓	Felicitation to the following three (3) faculty members for having acquired Ph.D. Degree:- 1. Dr. (Mrs.)Ishrath M.M Associate Professor, MED 2. Dr. Md. Ismail B. Assistant Professor, EED 3. Dr. Syed Amanullah Hussainy Asst. Professor, Mathematics Department 4. Dr. Mohammed Mahamood Ali Asst. Professor, CSE Department	5-9
✓	Confirmation of the Minutes of last Governing Council Meeting (123 rd) held on 14.3.2017.	1-4
1	Approval of Research Centres in MJCET by Osmania University.	10-12
2	Details of Admissions of Foreign Students in BE course in the academic year 2017-2018	13-15
3	Report on Robotics Center, MJCET organized Robotic Workshop at 51 Telangana Minority Residential Schools at the cost of Rs. 11.84 Lakhs.	16-23
4	Report on Placements 2017-2018	24
5	Agreement for SAP Training between MJCET and IPA Education Pvt. Ltd. facilitated by TASK.	25-38
6	B.E. Final Year Results (2016-2017 batch)	39
7	'Sweden-India Nobel Memorial Quiz' hosted by MJCET	40-45
8	Any other matter with the permission of the Chair.	


ADVISOR-CUM-DIRECTOR
MJCET

12/9

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY

MINUTES OF THE 123rd GOVERNING COUNCIL MEETING HELD
ON March 14, 2017 AT 3.00 P.M. IN THE CONFERENCE HALL

The 123rd Governing Council Meeting of Muffakham Jah College of Engineering and Technology was held on March 14, 2017 at 3.00 P.M. in the Conference Hall. The following members were present:

1. Mr. Khan Lateef Mohd. Khan, Chairman, Governing Council
2. Mr. Zafar Javeed, Hon. Secretary, SUES and Ex-Officio, Governing council
3. Dr. Mir Akbar Ali Khan, Treasurer, SUES and Member, Governing Council
4. Mr. Nisar Ahmed, Joint Secretary, SUES and Member, Governing Council
5. Mr. Nasim Nathani, Member, Governing Council
6. Mr. S. A. Wahab, Member, Governing Council
7. Mr. Nasiruddin Ahmed, Member, Governing Council
8. Mr. Mohammed Jafer, Special Invitee
9. Dr. Basheer Ahmed, Director and Convenor, Governing Council

The Principal, Dean-Academics and Dean-Administration & Student Affairs were present during the meeting.

The following members were given leave of absence:

1. Mr. Mir Wajid Ali Kamil, Member, Governing Council
2. Mr. Syed Ghouseuddin, Member, Governing Council

The following business was transacted:

1. The meeting commenced with qirat and its translation rendered by Prof. Ashfaqe Jafari, Dean Academics, MJCET.
2. Felicitations to Dr. Syed Ferhathullah Hussainy, Professor and Dean Administration, Dr. Md. Viqar Mohiuddin, Associate Professor and Associate Head, MED, Dr. J. Dhanraj Pamar, Assistant Professor, MED and Dr. Mahaboob Shaik Assistant Professor, EED for having acquired Ph. D. Degree



The Director informed the Governing Council members that the following faculty members obtained Ph. D. degree since the last GC meeting:

- i. Dr. Syed Ferhathullah Hussain in Mechanical Engineering from Osmania University
- ii. Dr. Mohammed Viquar Mohiuddin in Mechanical Engineering from Osmania University
- iii. Dr. J. Dhanraj Pamar in Mechanical Engineering from JNTUH
- iv. Dr. Mahaboob Shaik in EEE from Shri Jagdishprasad Jhabarmal Tiberwala University, Rajasthan.

The MJCET GC members presented bouquets to the faculty members and congratulated them on their achievement. The members wished them all the best in their future endeavors.

3. Action Taken Report

The Director presented the action taken report of the 122nd Governing Council Minutes. The Chairman enquired about the functioning of the placement cell and the number of placements made for the current batch. The Director informed the GC members that over 300 students have been placed in the ongoing placement season.

Since no other matter came up for discussion, the action taken report was taken on record and the minutes of the 122nd Governing Council were then confirmed.

4. Budget 2017-2018

The Director presented the budget proposals for the Financial Year 2017-2018. In the opening remarks he summarized the financial report of the out-going financial year 2016-2017. It was reported that the Receipts amounted to Rs. 30.38 crores and the expenditure to Rs. 27.86 crores thereby leaving a surplus of Rs 2.52 crores against the projected surplus of Rs. 17.26 lakhs.



For the year 2017-2018 the expected receipts through fees and other heads is Rs. 31.31 crores. The estimate of expenditure for 2017-2018 is Rs. 31.14 crores leading to a surplus of Rs. 16.29 lakhs.

The Director also informed the GC members that in the last financial year the BOG sanctioned an additional amount of Rs. 21.00 lakhs towards installation of a lift in Block - 1 and related civil works. This amount has been absorbed in the regular sanctioned budget under the head of 'additional budget' and the surplus of Rs. 2.52 crores for the year 2016-2017 is after absorbing this additional sanction in regular budget.

The following are the salient features of the budget:

- i. The Director informed the members that an amount of Rs. 11.285 crores was due under the tuition fees head for the year 2016-2017. While Rs. 6.073 crores was due from the State Government in the form of scholarships and tuition fee reimbursement, an amount of Rs. 5.147 crores was due from the students and it is to be collected by the college in the month of March-April before the II semester examinations. From UFRO an amount of Rs. 6.5 lakhs was due.

Against an enquiry by the GC members, the Director informed them that the previous year fee reimbursement arrears have been received in full from the State Government.

- ii. An allocation of Rs. 43.84 lakhs was made for procurement of laboratory equipment after careful assessment of the Departmental requirements. The GC members were informed that in the last financial year, equipment procurement were done on a selective basis due to which only Rs. 27.3 lakhs were spent out of the allocated amount of Rs. 57.25 lakhs.
- iii. A provision of Rs. 51.54 lakhs has been made in the budget for 2017-2018 towards purchase of 145 computers in order to phase out the computers purchased during 2006 and 2007.
- iv. It is proposed to replace the two old lifts in Block - 5 for which a provision of Rs. 14 lakhs has been made in the budget for 2017-2018.
- v. A provision of Rs. 43.00 lakhs has been made for the library. Out of this, Rs. 13 lakhs has been earmarked under non-recurring head for purchase of books and Rs. 30.00 lakhs has been provided under recurring head for subscription to Journals. The

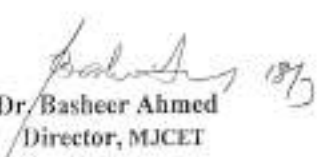


- 4
- Director informed the members that the college was meeting the minimum norms of AICTE for purchase of books and subscription to Journals.
- vi. The salaries budget for teaching and non-teaching staff has been enhanced to Rs. 22.52 crores against the actual expenditure of Rs. 20.28 crores in 2016-2017. Sanctioned vacant posts, increase of salaries due to D.A. and annual increment has been accounted for in the provision.
 - vii. As per AICTE norms the college is required to subscribe to 60 MBPS leased line henceforth. After negotiations, the college has been able to obtain a very competitive pricing from Pioneer Online for the 60 MBPS leased line at a reduced cost. Hence a provision of only Rs. 10 crores has been made in the next year's budget.
 - viii. The budget for R & D has been retained at Rs. 10 lakhs since only Rs. 4.96 lakhs were utilized in the last year. The director informed the members that additional budget would be sought from the BOG in case good projects are proposed and the budget of Rs. 10 lakhs is not sufficient for the purpose.
 - ix. An allocation of Rs. 52.6 lakhs has been made towards the annual maintenance contracts / expenses of various utilities in the college.
 - x. An enhanced allocation of Rs. 18 lakhs has been made for organizing conferences and workshops and this includes provision for an International Conference by CED/MED.

5. Proposal for Installation of 100 KW Solar Power Plant in MJCET Campus

Dr. K. N. Krishnan, Principal and Mr. J. V. R. Vithal, Associate Professor in EED conducted a feasibility study for installation of 100 KW solar power plant in MJCET Campus. A presented on the proposal was made by Mr. J. V. R. Vithal to the Governing council which outlined the proposed for installation of solar panels on the roof of Block - 1. The members appreciated the proposal and requested the Director to submit a Detailed Project Report along with the financial calculations of Internal Rate of Return (IRR) by taking into account the capital and O & M costs of the project.

Since no other matter came up for discussion, the meeting concluded with a vote of thanks to the chair.


Dr. Basheer Ahmed
Director, MJCET


Mr. Khan Lateef Md. Khan
Chairman

Date: 12-9-2017

NOTE - 1

RESEARCH CENTRES IN MJCET

It is to inform that the MJCET is having approved Research Centres in Mechanical Engineering Department and Electronics & Communication Engineering Department. In addition to the above the MJCET has also applied to Osmania University for approval of Research Centres in the following Departments.

1. Civil Engineering Department
2. Computer Science Engineering Department
3. Electrical & Electronics Engineering Department

In this connection, the OU Team has conducted inspections and they have satisfied with the academic/research facilities available in the college. The MJCET is going to receive an approval letter from OU for the above research centres any time in this week. The list of Research Supervisors (Department-wise) is enclosed herewith for kind information to the members of Governing Council, MJCET.


ADVISOR-CUM-DIRECTOR

To
All Members
Governing Council
MJCET

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MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

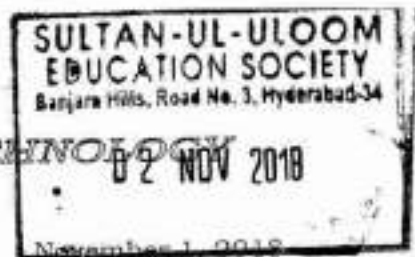
Date: 12-9-2017

LIST OF RESEARCH SUPERVISORS OF MJCET (DEPARTMENT-WISE)

Sl.No.	Department	Name of the Research Supervisor	Remarks
1	MED	i) Dr. N. Seetharamiah Professor & Head, MED	Research Centre Approved by OU
		ii) Dr. Nawazish Mehdi Professor, MED	
		iii) Dr. Khadar Vali Professor, MED	
2	ECE	i) Dr. (Mrs.) Kalcem Fatima Professor, ECE	Research Centre Approved by OU
		ii) Prof. E. Nagabhooshanam Ex-Professor, ECE	
3	CED	i) Dr. Ashfaque Jaferi Professor, CED & Dean (Academic) MJCET	Research Centre Approval letter from OU is expected shortly
		ii) Dr. Md. Hamraj Professor & Head, CED	
		iii) Dr. Mohd Moinuddin Ahmed Professor, CED	
		iv) Dr. Md. Abdullah Shariff Professor, CED	
4	CSE	i) Dr. A.A.Moiz Qyser Professor & Head, CSE	Research Centre Approval letter from OU is expected shortly
		ii) Dr. (Mrs.) Uma N Dulhare Professor, CSE	
5	EED	i) Dr. Haseeb Khan Professor & Head, EED	Research Centre Approval letter from OU is expected shortly
		ii) Dr. (Mrs.) Namratha Manohar Professor, EED	

Balwinder
Advisor-cum-Director

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)



Ref: 289/MJ/18/S-2/W401/GRKS/14/400

MINUTES OF THE MEETING OF ALL HEADS OF ENGINEERING DEPARTMENT AND
PH.D. SUPERVISORS OF MJCET HELD ON 27TH OCTOBER 2018 AT 3:00 P.M. IN
THE CONFERENCE HALL OF THE COLLEGE

A meeting of all the Heads of Engineering Departments and Ph.D. Supervisors of the College was convened on 27th October 2018 to discuss the following agenda items:-

1. Issues of Ph.D. Scholars allotted by OU
2. Functioning of Research Centres
3. Formation of Monitoring Committee
4. Any other matter

I/c Principal, Deans and all Heads of Engineering Departments and Ph.D. Supervisors attended the meeting.

The Director has welcomed all the members and briefed them about the Research Centres and Ph.D. Supervisors of the College.

The following are the details of the Research Centres, Ph.D. Supervisor and Candidates who were allotted to them by the Osmania University during the past years.

I. DEPARTMENT OF ECE

The Research Centre was established in the year 2012-2013:-

S.No.	Research Supervisor	Ph.D. Scholars allotted	Full Time/ Part Time
1	Dr. (Mrs.) Kaleem Fatima Professor	9	PT-7 (2 MJCET) FT-2
2	Dr. E. Nagabhushanam Professor (Retd.)	4	PT-4

*Noted - pls keep ya
informed about the
developments with OU
in the matter.*

Next page, please

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II. DEPARTMENT OF MECHANICAL ENGINEERING

The Research Centre was established in the year 2013-2014

<i>S.No.</i>	<i>Research Supervisor</i>	<i>Ph.D. Scholars allotted</i>	<i>Full Time/ Part Time</i>
1	Dr. N. Seetharamaiah I/c Principal & Head MED	10	All PT (Five are from MJCET)
2	Dr. Shaik Khader Vali Professor & I/c M.E. Programmes	7	PT-5 FT-2
3	Dr. Mohammed Mohinoddin Professor	8	PT-6 FT-2

III. Department of Civil Engineering

The Research Centre was established in the year 2017-2018

<i>S.No.</i>	<i>Research Supervisor</i>	<i>Ph.D. Scholars allotted</i>	<i>Full Time/ Part Time</i>
1	Dr. Ashfaque Jafari Professor & Dean (Academics)	4	PT-2 FT-2
2	Dr. Moinuddin Ahmed Professor	3	PT-2 FT-1
3	Dr. Mohammed Hamraj Professor & Head, CED	4	PT-1 FT-3
4	Dr. Mohammed Abdullah Shariff Professor, ME	3	FT-3

IV. Department of CSE

The Research Centre was established in the year 2017-2018

<i>S.No.</i>	<i>Research Supervisor</i>	<i>Ph.D. Scholars allotted</i>	<i>Full Time/ Part Time</i>
1	Dr. Ahmed Abdul Moiz Qyser Professor & Head CSED	4	PT-3 FT-1
2	Dr. (Mrs.) Uma N Dulhare Professor, CSED	4	PT-4

Next page, please

V. Department of Electrical Engineering

The Research Centre was established in the year 2017-2018

S.No.	Research Supervisor	Ph.D. Scholars allotted	Full Time/Part Time
1	Dr. Mohammed Haseeb Khan Professor & Head EED	4	PT-2 FT-2
2	Dr. (Mrs.) J. Namratha Manohar Professor	4	PT-1 FT-3

There are 68 Research Scholars out of which 37 are part-time and 31 are full time.

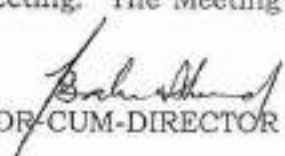
Dr. Ashfaque Jafari, Professor & Dean (Academics) and some other Professors have pointed out some issues such as maintenance of Attendance, Sitting Places, Course content, ID Cards and issue of Library Books etc. which are to be discussed in detail and a decision has to be taken in this regard.

The Director has informed the members that he is appointing a Committee Headed by Dr. N. Seetharamaiah, I/c Principal and Head Mechanical Engineering Dept to make suggestion on the academic matter and also other related issues faced by the College in view of the candidates allotted by the Osmania University, who belongs to various colleges other than the MJCET.

The members of the Committee are as under:-

1. Dr. N. Seetharamaiah, I/c Principal, Professor & Head MED : Chairman
2. Dr. Mohammed Haseeb Khan, Professor & Head EED : Member
3. Dr. Mohammed Hamraj, Professor & Head CED : Member
4. Dr. (Mrs.) Kaleem Fatima, Professor, ECED : Member
5. Dr. (Mrs.) Uma N Dulhare, Professor, CSED : Member

Director & I/c Principal will meet the Dean, Faculty of Engineering, Osmania University to clarify certain academic issues relating to Ph.D. Scholars. Clarifications will be intimated to the Committee, Ph.D. Supervisors and the Heads of Departments in the next meeting which will be held shortly. The suggestions made by the Committee will also be discussed in the next meeting. The Meeting ended with Vote of thanks to the Chair.


ADVISOR-CUM-DIRECTOR

To
All the Heads of Depts & Ph.D. Supervisors
MJCET

- Copy to :
1. The I/c Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration & Students Affairs), MJCET
 4. The Registrar, MJCET
 4. The Office File

✓ Cc: Hansa to office 10/11
IUB

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W261/GRKS/11

July 20, 2018

MINUTES OF THE MEETING OF ALL HEADS/ASSOCIATE HEADS OF DEPARTMENTS AND SECTIONS INCHARGE OF MJCET HELD ON 19TH JULY 2018 AT 11: 30 A.M. IN THE CONFERENCE HALL OF THE COLLEGE

* * * * *

All the Heads and Associate Heads and Sections Incharge/ Dean (Administration) & Principal, MJCET attended the meeting:-

Dr. Basheer Ahmed, Advisor-cum-Director welcomed all the members who attended the meeting.

He informed in the meeting that yesterday i.e on 18th July 2018 he had discussed with the Hon. Secretary about the Induction Programme for B.E. 1st year students and about the Orientation Function to be held for the fresher admitted during the academic year 2018-2019.

He has informed the members that a tentative date has been fixed as 25th July 2018 for the Orientation Function and the exact date will be informed later after confirmation from the Chief Guest. Mr. Anjani Kumar, IPS, Commissioner of Police, Hyderabad is being invited as Chief Guest for the Function.

He has informed the members that as per AICTE guidelines the Induction Programme is being conducted in the College for the B.E. 1st year students from 20.7.2018 to 4.8.2018 and the same has been hosted on the College Website. A copy of the programme has been given to all the Heads/Associate Heads/Dean (Admin) & Principal for their information and allotted the responsibility for making arrangements for the success of Induction Programme. A Certificate will be given to all the participants.

The Heads of Departments have been requested to prepare the workload and syllabus for the B.E. 1st year Students.

The Director has requested all the HODs and Physical Director to keep a watch on the 1st year students as they will be roaming in the Campus being freshers.

He has also informed all the members that 1st year classes will commence regularly from 7th August 2018.

The Meeting ended with Vote of thanks to the Chair.


ADVISOR-CUM-DIRECTOR

To
All the Heads of Depts/ Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration & Students Affairs), MJCET
 4. The Registrar, MJCET
 4. The Office File

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W246/GRKS/10

July 12, 2018

MINUTES OF THE MEETING OF ALL HEADS OF DEPARTMENTS AND SECTIONS
INCHARGE OF MJCET HELD ON 11TH JULY 2018 AT 11: 30 A.M. IN THE CONFERENCE
HALL OF THE COLLEGE

* * * *

Dr. Basheer Ahmed, Advisor-cum-Director welcomed all the members who attended the meeting.

He informed the members that he attended the meeting held at Osmania University convened by the Dean, Faculty of Engineering, OU on 9th July 2018 at 3:00 P.M. to discuss the matters relating to revised syllabus and other academic issues for the Academic year 2018-2019. All the Principals of Affiliated Engineering Colleges of OU attended the Meeting.

Director MJCET, briefed the outcome of the meeting. He has also informed that OU is conducting a (3) day Induction Programme for Engineering Faculty of affiliated Colleges at the OU Engineering College from 13th to 15th July 2018 as a part of AICTE Model curriculum guidelines. The Dean Engineering, OU requested all the Principals of affiliated colleges to sponsor the Engineering College - Induction Programme and also to depute 4 to 5 teaching staff of their college for the said programme. Director informed that the MJCET is contributing Rs. 50,000/- as Sponsorship for this programme and deputing 5 faculty members to attend the programme.

The Director has requested all the HODs to purchase Books and follow the instructions as prescribed in the revised syllabus. He also advised the Chief Librarian to initiate action in the matter.

He also advised the HOD to prepare the workload and keep ready Labs and Workshops for the B.E. 1st year Students who have been admitted during academic year 2018-2019. Commencement of B.E. 1st year classes will be informed shortly after consultation with the Hon. Secretary, SUES.

Next page, please

Dr. Syed Ferhathullah Hussainy, Professor & Dean (Administration & Students affairs) explained in detail about the tentative syllabus and curriculum for the academic year 2018-2019 which was discussed in the Meeting convened by the Dean faculty of Engineering OU. He has requested the Heads to get themselves prepared and also wait till the final approval received from the Dean, Engineering, OU and the same will be hosted on the website of Osmania University shortly.

The Meeting ended with Vote of thanks to the Chair.


ADVISOR-CUM-DIRECTOR

To
All the Heads of Depts/ Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration & Students Affairs), MJCET
 4. The Registrar, MJCET
 4. The Office File

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W246/GRKS/10

July 12, 2018

MINUTES OF THE MEETING OF ALL HEADS OF DEPARTMENTS AND SECTIONS
INCHARGE OF MJCET HELD ON 11TH JULY 2018 AT 11: 30 A.M. IN THE CONFERENCE
HALL OF THE COLLEGE

* * * * *

Dr. Basheer Ahmed, Advisor-cum-Director welcomed all the members who attended the meeting.

He informed the members that he attended the meeting held at Osmania University convened by the Dean, Faculty of Engineering, OU on 9th July 2018 at 3:00 P.M. to discuss the matters relating to revised syllabus and other academic issues for the Academic year 2018-2019. All the Principals of Affiliated Engineering Colleges of OU attended the Meeting.

Director MJCET, briefed the outcome of the meeting. He has also informed that OU is conducting a (3) day Induction Programme for Engineering Faculty of affiliated Colleges at the OU Engineering College from 13th to 15th July 2018 as a part of AICTE Model curriculum guidelines. The Dean Engineering, OU requested all the Principals of affiliated colleges to sponsor the Engineering College - Induction Programme and also to depute 4 to 5 teaching staff of their college for the said programme. Director informed that the MJCET is contributing Rs. 50,000/- as Sponsorship for this programme and deputing 5 faculty members to attend the programme.

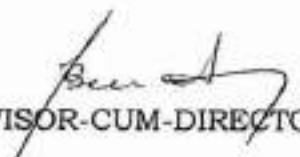
The Director has requested all the HODs to purchase Books and follow the instructions as prescribed in the revised syllabus. He also advised the Chief Librarian to initiate action in the matter.

He also advised the HOD to prepare the workload and keep ready Labs and Workshops for the B.E. 1st year Students who have been admitted during academic year 2018-2019. Commencement of B.E. 1st year classes will be informed shortly after consultation with the Hon. Secretary, SUES.

Next page, please

Dr. Syed Ferhathullah Hussainy, Professor & Dean (Administration & Students affairs) explained in detail about the tentative syllabus and curriculum for the academic year 2018-2019 which was discussed in the Meeting convened by the Dean faculty of Engineering OU. He has requested the Heads to get themselves prepared and also wait till the final approval received from the Dean, Engineering, OU and the same will be hosted on the website of Osmania University shortly.

The Meeting ended with Vote of thanks to the Chair.


ADVISOR-CUM-DIRECTOR

To
All the Heads of Depts/ Section I/c
MJCET

- Copy to :
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MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY

(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W246/GRKS/10

July 12, 2018

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INCHARGE OF MJCET HELD ON 11TH JULY 2018 AT 11: 30 A.M. IN THE CONFERENCE
HALL OF THE COLLEGE

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ADVISOR-CUM-DIRECTOR

To
All the Heads of Depts/ Section I/c
MJCET

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MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W52/GRKS/4

February 24, 2018

MINUTES OF THE MEETING OF ALL HEADS OF DEPARTMENTS AND SECTIONS
INCHARGE OF MJCET HELD ON 24TH FEBRUARY 2018 AT 11: 00 A.M. IN THE
CONFERENCE HALL OF THE COLLEGE

* * * * *

A meeting of all the Heads of the Departments and Sections I/c of MJCET was convened on **24th February 2018** at **11:00 A.M.** in the Conference Hall of the College to discuss about the arrangements for the visit of the Expert Committee of AICTE on **28th February 2018** and also the Graduation Day of the college which will be held on **3rd March 2018.**


All the Heads Departments and Section I/c attended the meeting:-

The Director requested all the HODs and Section I/c that **all the Staff [Teaching and No-Teaching] should be present on 28th February 2018.** They may be asked to keep ready their original qualification certificate, Aadhar Card, Pan card and ID Card. The Staff rooms, Labs etc. may be kept neat and clean. Attendance Register of the Students should be kept ready and all the Stock Register must be updated.

The Director has informed that the **Graduation Day of the College will be held on 3rd March 2018.** All the Heads of the Departments have been requested to make arrangements in this regard. All the students who have completed the course will be supplied gowns for the event. They may Consult Dr. Mohammed Arifuddin Sohel, Professor & Head ECE Department and Dr. Syed Ferhathullah Hussainy, Professor, MED & Dean (Admin) in the this regard.

Dr. Ashfaque Jafari, Professor, CED & Dean (Academic) has informed the details about the Class Test timings scheduled to be held for all the branches during the 1st week of March 2018.

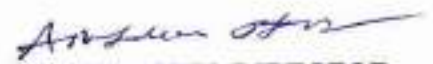
Next page, please



The Chief Librarian has been asked to update all the records about the Books purchased for the Inspection.

The Director has requested all the HOD and Section I/c that they may inform all students who have not paid their Fees should pay the fees immediately, otherwise they will not be permitted to write the Internal Examinations.

The Meeting ended with Vote of thanks to the Chair.


ADVISOR-CUM-DIRECTOR

for

To
All the Heads of Depts/ Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Registrar, MJCET
 4. The Office File

ACKNOWLEDGEMENT

1. C.E.D. *[Signature]* 26/2/2018 - ~~17. Admission Cell~~ -
2. Incharge, Engg. Graphics - *[Signature]* 26/2/18 - ~~18. Placement Cell~~ -
& Mechanics Section (CED)
3. E.E.E./EIE *[Signature]* 26/2 - 19. M.E. Office *[Signature]* -
4. E.C.E *[Signature]* 26/2/18 - 20. English *[Signature]* -
5. M.E.D./PROD *[Signature]* 26/2/18 - 21. Dean (Academic) *[Signature]* -
6. C.S.E./MCA *[Signature]* 26/2/18 - 22. Dean (Administration) - *[Signature]*
7. I.T. *[Signature]* 26/2/18 - 23. Registrar *[Signature]* ✓ -
8. Mathematics Section *[Signature]* 26/2 - 24. ~~Supervisor of Fire Services~~ -
9. Physics Section *[Signature]* 26/2 - 25. ~~Carpenter~~ -
10. Chemistry Section *[Signature]* 26/2/18 - 26. ~~Director's Office~~ -
11. Central Library *[Signature]* 26/2/18 - 27. Principal ✓ -
12. Physical Education *[Signature]* 26/2/18 - ~~28. Subordinate~~ -
13. ~~Accounts Section~~ -
14. ~~Academic Section~~ -
15. ~~Examination Cell~~ -
16. ~~Dispensary~~ -

SULTAN-UL-ULOOM
EDUCATION SOCIETY
B-1, Jangra Hills, Road No.3, Hyd.
10 FEB 2018

MUFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W26/GRKS/3/55

February 10, 2018

**MINUTES OF THE MEETING OF ALL HEADS OF DEPARTMENTS/SECTIONS AND
ASSOCIATE HEADS OF MJCET HELD ON 6TH FEBRUARY 2017 IN THE CONFERENCE
HALL OF THE COLLEGE**

A meeting of all the Heads of the Departments/Sections I/c of MJCET was convened on **6th February 2018** at **12:30 P.M.** to discuss about the arrangements for the event ADSOPHOS-2018 to be held in the college on **11th and 12th of February 2018.**

All the Heads Departments and Section I/c attended the meeting:-

The Director has advised all the Heads of the Departments and Section I/c to motivate all the staff members & Students to the take interest in the events of ADSOPHOS and make it a success. The staff may be advised to shift all the modules to be displayed/exhibited one day before i.e. 10th of February 2017 in the Ghulam Ahmed Hall in SUES Campus and should be arranged in a very systematic manner. The Director has requested the HODs to list out items to be displayed.

The HODs have been requested to keep a watch on students from outside Colleges to avoid disturbances.


All the HODs should coordinate with each other for the event in displaying the models and exhibits and also making arrangements. The Dean (Administration), Prof. Syed Ferhathullah Hussainy will Cooperate and guide them in this regard. Priority may be given for the R&D Projects and innovative items.

Next page, please

The Director has advised the HODs that 2nd and 3rd Students may also be instructed to participate in the event and make models to be displayed. The organizers should be instructed not to disturb the Furniture in the Class rooms/labs during the Festival.

After the event all the material may be shifted on 13th February 2018 and the Hall may be vacated completely.

The Meeting ended with Vote of thanks to the Chair.

Noted



ADVISOR-CUM-DIRECTOR

To
All the Heads of Depts/ Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Registrar, MJCET
 4. The Office File



cc: Hon. Sec to file
SUGS

**MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY**

(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W26/GRKS/3/55

February 10, 2018

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ASSOCIATE HEADS OF MJCET HELD ON 6TH FEBRUARY 2017 IN THE CONFERENCE
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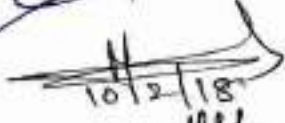
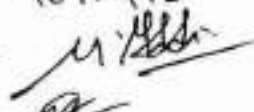



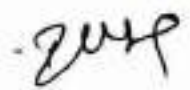







 10/2
ADVISOR-CUM-DIRECTOR

To
All the Heads of Depts/ Section I/c
MJCET

Copy to : 1. The Principal, MJCET
2. The Dean (Academic), MJCET
3. The Dean (Administration), MJCET
4. The Registrar, MJCET
4. The Office File

Cc: Hon. Sec to file
SUE 

ACKNOWLEDGEMENT

1. C.E.D. 
2. Incharge, Engg. Graphics & Mechanics Section (CED) 
3. E.E.D./I.E.D. 
4. E.C.E. 
5. M.E.D./Prod. 
6. C.S.E. 
7. I.T. 
8. Mathematics 
9. Physics 
- 10 Chemistry 
- 11 English 
- 12 M.E. Office 
13. Principal 
14. Dean (Academic) 
15. Dean (Administration) 
16. Registrar 
17. SUES 

3.1 JAN 2018

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: ~~125/MJ/18~~/S-2/W14/GRKS/2

January 31, 2018

**MINUTES OF THE MEETING OF ALL HEADS OF DEPARTMENTS/SECTIONS AND
ASSOCIATE HEADS OF MJCET HELD ON 30.1.2018 IN THE CONFERENCE HALL
OF THE COLLEGE**

A meeting of all the Heads of the Departments/Sections I/c and Associate Heads of MJCET was convened on 30th January, 2018 at 3:00 P.M. in the Conference Hall to discuss about the Ranks secured by the College Students for the Final year (batch 2013-14 to 2016-17) and Budget for the year 2018-2019 and other item, if any.

All the Heads Departments/Section I/c and Associate Heads attended the meeting:-

i) OU Ranks of 2016-2017 pass out batch

The Director has informed that the OU Controller of Examination (COE) has sent the Merit List of the Engineering batch 2013-14 to 2016-17 of Affiliated College of O.U. As per the list MJCET has secured 21 Ranks as under:-

1. B.E. Civil Engineering	-	5 (2,3,6,9 & 10)
2. B.E. Electrical Engineering	-	2 (1 & 2)
3. B.E. Electronics & Instrumentation Engg.	-	6 (1 to 5 & 7)
4. B.E. Electronics & Communication Engg.	-	3 (4,6 & 9)
5. B.E. Mechanical Engineering	-	2 (8 & 9)
6. B.E. Mechanical (Produc)	-	1 (1)
7. B.E. Information Techology	-	2 (6 &7)
	Total	<u>21</u>

The Director appreciated the University Ranks secured by the College Students (batch 2013-14 to 2016-17) compared to last years. He requested all the Heads of Departments that the students may be motivated for securing better Ranks during next year. He appreciated efforts of the HODs in this regard.

Next page, please

(ii) Budget 2018-2019

The Director informed the HODs that only essential items will be procured for the Labs from the budget of 2017-2018. Since many computers in the Labs are in need of replacements, it was proposed to procure about 150 Computers for the various Labs including English Lab.

For the year 2018-2019, the HODs were requested to review the proposed purchases of 2017-2018 and make new proposals if *required* for 2018-2019.

Adequate provision for conduct of International Seminars in Civil Engg. Dept, Mechanical Engg. Dept will be made in the budget of 2018-2019.

(iii) Any other item

The Chief Librarian, on the enquiry from the Director, has informed that the orders have been placed for the Purchase of books as decided in the last meeting of HODs.

The Director Placement Cell has informed that about 180 students of the College have got Placements in different Companies and there is likelihood of getting 20 more Placements shortly.

The Director has congratulated Prof. Mohammed Arifuddin Sohel, Head Department of ECE on his elevation to the grade of Senior Member of IEEE for the year 2018.

The Meeting ended with Vote of thanks to the Chair.

Noted
[Signature]
2/2

[Signature]
ADVISOR-CUM-DIRECTOR

To
All the Heads of Engineering Departments
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Chief Librarian, Central Library, MJCET
 4. The Office File

cc: HODs to with
SVBS
[Signature]

[Signature]
2/2

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY

(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/18/S-2/W14/GRKS/2

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ADVISOR-CUM-DIRECTOR

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All the Heads of Engineering Departments
MJCET

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 3. The Dean (Administration), MJCET
 4. The Chief Librarian, Central Library, MJCET
 4. The Office File

c.c. Hasan Subs to with 10/3/18


o/c 31/1/18

ACKNOWLEDGEMENT

1. C.E.D. *Tjmd*
01-2-2018
2. Incharge, Engg. Graphics
& Mechanics Section (CED) - *[Signature]*
01.02.18
3. E.E.D./I.E.D. - *[Signature]*
11/2/18
4. E.C.E. - *[Signature]*
11/2/18
5. M.E.D./Prod. - *[Signature]*
11/2/18
6. C.S.E./~~MSA~~ - *[Signature]*
11/2/2018
7. I.T. - *[Signature]*
11/2/18
8. Mathematics - *[Signature]*
9. Physics - *[Signature]*
- 10 Chemistry - *[Signature]*
11/2/18
- 11 English - *[Signature]*
11/2
- 12 ~~MSA~~ ~~Coordinator~~ -
13. Principal - *[Signature]*
14. Dean (Academic) - *[Signature]*
15. Dean (Administration) - *[Signature]*
16. Registrar ✓
17. Library - *[Signature]*
18. Placement cell. - *[Signature]*

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY

(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W298/GRKS/13/511

January 16, 2018

MINUTES OF THE MEETING OF ALL HEADS OF ENGINEERING DEPARTMENTS OF
MJCET HELD ON 12.1.2018 IN THE CONFERENCE HALL OF THE COLLEGE

* * * * *

A meeting of all Heads of Engineering Department of the College was convened on 12th January 2018 at 3:00 P.M., to discuss and finalize the procurement of E-Journal Databases for the year 2018.

All the Heads of Engineering Departments attended the meeting:-

The Chief Librarian, circulated the relevant papers to all the Heads of the Departments for their consideration and finalization of E-Journal (International) Databases to be subscribed for the year 2018. As per the AICTE guidelines for PG courses, 5 International journals have to be procured each year.

After discussion it was decided to procure the E-journals (International Journals) Databases for the Departments, as follows:-

1. ASCE -2018 for Civil Engineering Department
2. IEEE - Online for ECE, EEE and CSE
3. Science Direct : Engineering - Mechanical for all other branches of Engg.

The Head Department of Mechanical Engineering has requested the Librarian to provide the list of E-Journals covered in the Data Bases of Science direct Springer and ASME.

The Meeting ended with vote of thanks to the Chair


ADVISOR-CUM-DIRECTOR 16/1/18

To
All the Heads of Engineering Departments
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET ✓
 3. The Dean (Administration), MJCET ✓
 4. The Office File

S. Library

o/c

- 1) CED — ~~17/11/2018~~
- 2) MED — ~~17/11/18~~
- 3) ECE — ~~17/11/18~~
- 4) EED — ~~17/11/18~~
- 5) IT — ~~17/11/18~~
- 6) CSE — ~~17/11/2018~~
- 7) Library — ~~17/11/18~~

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W298/GRKS/13/511

January 16, 2018

MINUTES OF THE MEETING OF ALL HEADS OF ENGINEERING DEPARTMENTS OF
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The Meeting ended with vote of thanks to the Chair


ADVISOR-CUM-DIRECTOR

16/1/18

To
All the Heads of Engineering Departments
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET ✓
 3. The Dean (Administration), MJCET ✓
 4. The Office File

S. Library

076

**MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY**

(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W298/GRKS/13/511

January 16, 2018

**MINUTES OF THE MEETING OF ALL HEADS OF ENGINEERING DEPARTMENTS OF
MJCET HELD ON 12.1.2018 IN THE CONFERENCE HALL OF THE COLLEGE**

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ADVISOR-CUM-DIRECTOR

To
All the Heads of Engineering Departments
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Office File



Rediffmail

Mailbox of bsatyam@rediffmail.com

[Print](#)

[C](#)

From: Dr. Srikanth C. Reddi - Librarian-CBIT <cbilic@gmail.com>

To: “jntu satyanarayana” <bsatyam@rediffmail.com>

Subject: Proposed E-Resources - 2018

Date: Wed, 10 Jan 2018 14:33:44 IST

Dear Sir

Greetings

As requested by you, we are here with sending the proposed resources to subscribe for 2018

1. IEEE All-Society Periodicals Package (ASPP) 145 Journals plus back file to 2000

2. ASCE e-journals Package 34 Journals plus back file to 1983

3. ASME e-journals Package 26 Journals plus back file to 2000

4. McGraw- Hill's Access Engineering

5. Springer Electrical, Electronics & Computer Science Engineering Collection Titles – 586; Comp. Science; Electrical Engg with Back files

6. Business Source Elite e-journal Collection

7. ProQuest Management Collection

8. ASTM Digital Library

9. Science Direct –Elsevier

10 J-GATE (Engineering and Technology)

11 J-Gate Social & Management Sciences (JSMS)

12. Sage –Management Collection

13. DELNET

14. IET Digital Library

This is for your information

With Best Wishes & Regards.....?

Dr. Srikanth C. Reddy

----- Knowledge is Power -----

Librarian & Head
Library & Information Centre / Learning Resource Centre
Chaitanya Bharathi Institute of Technology
CBIT, Gandipet, Hyderabad - 500 075, Telangana State, India.

Mobile : 08466997215

Email : cbitlic@gmail.com, librarian@cbit.ac.in

Website : www.library.cbit.ac.in

P *Please consider the environment before printing this e-mail.*

[Print](#)

[C](#)

Renewal of e- Journals (online journal) packages for the year 2018

S.No	E-Resources	Authorised Agent	Price	BANK/ GOC Conversion (Nov/2017)	TOTAL Price in INR	GST (@18%)	Total Amount in INR
1	American Society of Civil Engineers (ASCE)	GIST	Rs. 232650.00	1.00	232650.00	41,877.00	2,74,527.00
2	American Society of Mechanical Engineering (ASME)	GIST	Rs. 193630.00	1.00	193630.00	34,853.40	2,28,483.40
3	ACM Digital Library	GIST	\$ 7273.00	67.30	489472.90	88,105.12	5,77,578.02
4	IEL Growth Plan/ IEEE	EBSCO	\$ 47355.00	67.30	3186991.50	5,73,658.47	37,60,649.97
5	McGraw Hill- General Engg & Reference	Cybernto	\$ 2875.00	66.20	190325.00	34,258.50	2,24,583.50
6	EBSCO- Mgt.: Business Source Elite e-Journal	Cybernto	\$ 4466.00	66.20	295649.20	53,216.86	3,48,866.06
7	Nature Pub. Group.	Cybernto	E 5574.00	87.90	489964.60	88,191.83	5,78,146.43
8	I-GATE- Engg. & Tech. JET	Cybernto	Rs. 60000.00	1.00	60000.00	10,800.00	70,800.00
9	I-GATE-Social & Mgt Science JSMS	Cybernto	Rs. 60000.00	1.00	60000.00	10,800.00	70,800.00
10	Eisevier-SD- BioTechnology	APSA/ GIST	\$ 5381.00	67.30	362141.30	65,185.43	4,27,326.73
11	Eisevier-SD- Pharmacy	APSA/ GIST	\$ 6054.00	67.30	407434.20	73,338.16	4,80,772.36
12	Eisevier-SD- Environmental Engineering	APSA/ GIST	\$ 6054.00	67.30	407434.20	73,338.16	4,80,772.36
13	Eisevier-SD-Nano Technology	APSA/ GIST	\$ 2691.00	67.30	181104.30	32,598.77	2,13,703.07
14	Eisevier-SD- Chemical Engg	APSA/ GIST	\$ 4036.00	67.30	271622.80	48,892.10	3,20,514.90
15	Eisevier-SD-Geo Technology	APSA/ GIST	\$ 2019.00	67.30	135878.70	24,458.17	1,60,336.87
16	Eisevier-SD-Engg & Computer Science	APSA/ GIST	\$ 8745.00	67.30	588538.50	1,05,936.93	6,94,475.43
TOTAL = Rs.					7552827.20	13,59,508.90	89,12,336.10

* NOTE: Above Total Amount as per November 2017 Bank Exchange/GOC Rates. Prevailing BANK/GOC Conversion Rates on the date of Invoice will apply. 100% advance payment to be made against all e-journal bills as the subscriptions are subject to full advance payment as per AICTE/MHRD/e-ShodhSindhu Consortium.

MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
S.M. Nizamuddin Ahmed Central Library

Date: Oct. 18, 2017

CIRCULAR

Sub:- SMNA Central Library – Print Journals recommendation list for the year 2018 – Req. - Reg.

All the heads of departments are requested to send their lists of required Print Journals for U.G. and P.G. Courses as per the budget allocation to their department for the year 2018, to the central library on or before 31-10-2017. As per the UGC/AICTE Guidelines each section of 60 students of UG in a branch should subscribe 6 print journals and for PG 5 print journals every year. I am enclosing the existing list of print journals of your department. You are requested to go through the list and Include/Exclude/Continue of any print journal and recommend any new useful research oriented journal of your departmental interest for subscription.

EXISTING AND REQUIRED NUMBER OF JOURNALS DEPARTMENTAL WISE

S. No	UG		S. No	PG			
	Department	Existing		Required	Department	Existing	Required
1	Civil	12	-	1	S.E./PG	5	-
2	IE/EEE	12	-	2	PES/PG	5	-
3	ECE	12	-	3	DS/PG	5	-
4	CSE/IT	17	7	4	CSE/PG	5	-
5	Mech/Prod.	16	2	5	CAD/CAM	5	-
					Basic Sciences, Interdisciplinary & Magazines		
1	English	3	-	2	Maths	3	-
3	Physics	5	-	4	Chemistry	3	-
5	Interdisciplinary	7	-	6	Magazines	15	-


 Chief Librarian & Prof. of LISc. 18/10/17

Copy to all the Heads of Departments:

*www.archive.net
 27, 43, 76, 478 books
 on all subjects incldy
 Engg.
downloads are free.*

C

MUFFAKHAM JAH COLLEGE OF ENGINEERING & TECHNOLOGY
S.M.Nizamuddin Ahmed Central Library

Dt. Jan. 12, 2018

Budget Allocated for Journals

S.No.	Particulars	Budget Allocated	Requisition Raised/Pending	Payment Made
1	Budget Allocated for journals	30,00,000		
2	Print journals		174,485	
3	Purchased of News papers & bulk quantity of magazines payment made			40,000
4	E-Journals (Pending)		27,78,642	

Budget Allocated for Books

S.No.	Particulars	Budget Allocated	Requisition Raised	Order Palced	Payment Made
1	Budget Allocated for books	13,00,000			
2	Payment made(Scitech)				30,662
3	English			14,880	
4	EED			38,573	
5	Maths		10,834	23,453	
6	ECE		1,00,497		
7	Power electronics		35,570		
8	Physics		5,749		
9	Chemistry		8,355		
10	New Age Publication		17,079		

Received the list of books from IT department and it is under process for raising requisition.

Departments did not send their indent list of books

1. Computer Science Engineering
2. Mechanical Engineering
3. Civil Engineering
4. CSE/PG
5. CAD/CAM
6. SE/PG
7. DS/PG

LIST OF E-JOURNAL DATABASES TO SUBSCRIBE FOR THE YEAR 2018

S. No.	Name of E-Journal database	Duration	Amount	Subscribing Agency Account details
1	AICTE Science Direct Engineering + Computer science 275 E-Journals.+ Back Files since 2000 / 2018	1 year	6,88,284	Allied Publishers Subscription Agency, Citibank NA, parliament street, New Delhi. A/c No.0028868227 Micr code: 110037002 IFSC: CITI0000002
2	ASTM Digital Library	1 year	99,957	Book Supply Bureau, HDFC, Br. Code.0319, D-9, south extn-II, New Delhi. Swift :HDFCINBB A/c.03192320000168 Micr code:110240046 RTGS/IFCE: HDFC0000319
3	IEEE All Society periodicals package (ASPP) + POP ONLINE combo package <i>ECE, EEC, CSE</i>	1 year	8,94,038	EBSCO Information Services India Pvt. Ltd. Deutsche Bank, ECE House, New Delhi. A/c No.1527340000 Swift:DEUTINBBDEL IFSC:DEUTO796DEL
4	McGraw Hills Access Engineering (2018)	1 year	2,29,904	Global information systems technology (GIST), IDFC Bank Ltd. Gurgaon Golf Course, Haryana. Mirc.110751002 A/c. No. 10002736862 IFSC code: IDFB0021001
5	ASME - 2018	1 year	2,28,483	
	Springer Electrical, Electronics & Computer science Engineering 2018	1 year	2,97,369	
	ASCE - 2018	1 year	2,74,527	
	Knimbus Science & Technology Package	1 year	66,080	Knimbus Online Pvt. Ltd. HDFC Bank Ltd. DLF Gurgaon, Micr: 110240006 A/c..00448630001000 IFSC:HDFC0000044
Total amount			Rs.27.78,642.00	
(Twenty seven lakhs seventy eight thousand six hundred and forty two only)				

IEEE 23,159,36
ASCE - 2018
in our hand

21 NOV 2017

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W396/GRKS/11

November 15, 2017

MINUTES OF THE MEETING OF THE HOD, MJCET HELD ON 9.11.2017 AT 11:30 A.M.
IN THE CONFERENCE HALL

All the Heads of the Departments, Sections I/c and Associate heads have attended the Meeting. Dr. Basheer Ahmed, Advisor-cum-Director welcomed them to the meeting called for discussing the agenda items circulated earlier. The following are the minutes of the meeting:

1. Procurement of Books for Library

It was decided that library books should be purchased as per AICTE Norms. The following procurement is mandatory every year:-

For each B.E. Program – 50 titles and 250 volumes

For each M.E. Program – 50 titles and 200 volumes

After meeting the AICTE requirements, the balance amount of the Departmental budget for books shall be utilized for procurement of prescribed textbooks which are in demand. This would help more students in getting the books from the library. The Heads/Associate Heads will prepare list of Books before purchase.

2. Implementation of 5 day class work week w.e.f. II- semester 2017-2018

This item was discussed but final decision could not be taken as in some Departments the work load necessitated post-session class work. Hence it was decided that this item would be discussed in next meeting after preparation of detailed time-table for II semester by all the Departments by assuming 5 day class-work week.

3. Class work timings for Friday

It was observed that due to 3 periods on Friday morning, scheduling of compensatory classes on Fridays was not feasible. Moreover, the students were getting a prolonged lunch break from 12.00 noon to 1.45 P.M. It was decided to schedule 4 periods on Friday morning also but curtaining the period duration from 60 minutes to 55 minutes.

Next page, please

Many students and faculty have been expressing the view that it was proving difficult to commence the A.N. class work at 1.45 P.M. due to Friday prayers. Hence, the A.N. could start from 2.00 P.M. instead of 1.45 P.M.

The revised timings of Friday will therefore be as follows:

F.N. Session 9.00 A.M. to 12.40 P.M. with 4 periods of 55 minutes each

A.N. Session 2.00 P.M. to 4.00 P.M. with 2 periods of 60 minutes each

4. Compensatory Class work

The Heads of the Departments were advised to adopt the nomenclature of Day 1, Day 2, Day 3, Day 4, Day 5, Day 6 in the timetables instead of Monday, Tuesday, Wednesday, Thursday, Friday and Saturday. This will be applicable to B.E. all years and M.E. 1st year.

The meeting ended with vote of thanks to the Chair.

Noted

[Signature]
ADVISOR-CUM-DIRECTOR 20/11

To
All the HOD/Section I/c
MJCET

[Signature]
21/11/17

- Copy to : 1. The Principal, MJCET
2. The Dean (Academic), MJCET
3. The Dean (Administration), MJCET
4. The Office File

✓ *Sc: Hm. Sec*
SUB *to inform*

[Signature] 20/11

[Signature]
[Signature] 20/11

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W396/GRKS/11

November 15, 2017

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IN THE CONFERENCE HALL

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After meeting the AICTE requirements, the balance amount of the Departmental budget for books shall be utilized for procurement of prescribed textbooks which are in demand. This would help more students in getting the books from the library. The Heads/Associate Heads will prepare list of Books before purchase.

2. Implementation of 5 day class work week w.e.f. II- semester 2017-2018

This item was discussed but final decision could not be taken as in some Departments the work load necessitated post-session class work. Hence it was decided that this item would be discussed in next meeting after preparation of detailed time-table for II semester by all the Departments by assuming 5 day class-work week.

3. Class work timings for Friday

It was observed that due to 3 periods on Friday morning, scheduling of compensatory classes on Fridays was not feasible. Moreover, the students were getting a prolonged lunch break from 12.00 noon to 1.45 P.M. It was decided to schedule 4 periods on Friday morning also but curtaining the period duration from 60 minutes to 55 minutes.

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The meeting ended with vote of thanks to the Chair.

Balraj, 20/11
ADVISOR-CUM-DIRECTOR

To
All the HOD/Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Office File

✓ cc: Hm. Sec for info
SUD
Balraj 20/11

O/c
Balraj
21/11/17

ACKNOWLEDGEMENT

- | | | | | | |
|--|---|---|---|--|--------------------|
| 1. C.E.D. | <u>Spr</u> | - | - | 17. Admission Cell | - |
| 2. Incharge, Engg. Graphics -
& Mechanics Section (CED) | <u>Spr</u> | - | - | 18. Placement Cell | - |
| 3. E.E.E./EIE | <u>S. D. S.</u>
<u>21/11/17</u> | - | - | 19. M.E. Office | - |
| 4. E.C.E | <u>[Signature]</u> | - | - | 20. English | <u>[Signature]</u> |
| 5. M.E.D./PROD | <u>[Signature]</u> | - | - | 21. Dean (Academic) | - ✓ |
| 6. C.S.E./MCA | <u>[Signature]</u>
<u>21/11/2017</u> | - | - | 22. Dean (Administration) | - ✓ |
| 7. I.T. | <u>[Signature]</u>
<u>21/11/17</u> | - | - | 23. Registrar | - ✓ |
| 8. Mathematics Section | <u>[Signature]</u> | - | - | 24. Supervisor of Fire
Services | - |
| 9. Physics Section | <u>[Signature]</u> | - | - | 25. Care Taker | - |
| 10. Chemistry Section | <u>[Signature]</u> | - | - | 26. Director's Office | - |
| 11. Central Library | <u>[Signature]</u>
<u>21/11/17</u> | - | - | 27. Principal | - |
| 12. Physical Education | - | - | - | 28. Website | - |
| 13. Accounts Section | - | - | - | (X) ME Personnel Dept | <u>[Signature]</u> |
| 14. Academic Section | - | - | - | | |
| 15. Examination Cell | - | - | - | | |
| 16. Dispensary | - | - | - | | |

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W396/GRKS/11

November 15, 2017

MINUTES OF THE MEETING OF THE HOD, MJCET HELD ON 9.11.2017 AT 11:30 A.M.
IN THE CONFERENCE HALL

* * * * *

All the Heads of the Departments, Sections I/c and Associate heads have attended the Meeting. Dr. Basheer Ahmed, Advisor-cum-Director welcomed them to the meeting called for discussing the agenda items circulated earlier. The following are the minutes of the meeting:

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The meeting ended with vote of thanks to the Chair.

[Signature]
ADVISOR-CUM-DIRECTOR 20/11

To
All the HOD/Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Office File

cc: Hon. Sec for infant
SUS

[Signature] 20/11

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)


Ref: 125/MJ/17/S-2/W382/NTH/7/702

November 7, 2017

NOTICE

All the Heads of Departments/Sections are requested to attend a meeting to be held on **Thursday, the 9th November 2017** at **11:30 A.M** in the Conference Hall, MJCET to discuss the following Agenda:-

- ✓ 1. Procurement of Books for Library
- ✓ 2. Implementation of 5 day class work week w.e.f. II semester 2017-2018.
- ✓ 3. Class work timings for Friday
4. Compensatory Class work
5. Any other matter.


ADVISOR-CUM-DIRECTOR

To
All Heads of Departments/Sections
M.J.C.E.T

- Copy to:
1. The Dean (Academic), MJCET
 2. The Dean (Administration), MJCET
 3. The Principal, MJCET
 4. The Registrar, MJCET

ACKNOWLEDGEMENT

- 1. C.E.D. *BY* - - 17. Admission Cell *BY 8/11/17*
- 2. Incharge, Engg. Graphics & Mechanics Section (CED) *BY* - 18. Placement Cell -
- 3. E.E.E./EIE *BY 8/11* - 19. M.E. Office *BY 8/11/2017*
- 4. E.C.E *BY 8/11/17* - 20. English *BY 8/11/17*
- 5. M.E.D./PROD *BY 8/11/17* - 21. Dean (Academic) ✓
- 6. C.S.E./MCA *BY 8/11/2017* - 22. Dean (Administration) - ✓
- 7. I.T. *BY 8/11/17* - 23. Registrar *BY 8/11/17*
- 8. Mathematics Section *BY 8/11/17* x 24. Supervisor of Fire Services -
- 9. Physics Section *BY 8/11/17* x 25. Care Taker -
- 10. Chemistry Section *BY 8/11/17* - 26. Director's Office -
- 11. Central Library *BY 8/11/17* x 27. Principal - *BY*
- 12. Physical Education *BY 8/11/17* x 28. Warden -
- 13. Accounts Section *BY 8/11/17*
- 14. Academic Section *BY 8/11/17*
- x 15. Examination Cell -
- x 16. Dispensary -

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W296/GRKS/7/507

July 31, 2017

MINUTES OF THE MEETING OF THE HOD, MJCET HELD ON 28.7.2017 AT 12:00 NOON
IN THE CONFERENCE HALL

All the Heads of the Departments, their Associate Heads and Sections I/c have attended the Meeting.


Dr. Basheer Ahmed, Advisor-cum-Director welcomed all the Heads of Departments and Section I/c.

He has informed that the College has got 15% quota for the Foreign Students during the academic year 2017-18. All the Heads of the Departments and Section I/c appreciated the efforts of the Director in this regard.

The Director then informed that he attended the Faculty Meeting of Engineering held on 26.7.2017 at OU Campus and explained the details about the agenda items of the Faculty Meeting. A copy of the agenda was given to Prof. Ashfaq Jafari, Dean (Academics) to take further action in the matter.

The Director requested all the Heads of the Department to be present at 11:00 A.M. on 29th July in the College and get themselves ready for the Commencement Day Function.

The meeting ended with vote of thanks to the Chair.


ADVISOR-CUM-DIRECTOR

To
All the HOD/Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Office File

- ① CED — ~~Amir~~
- ② MED —
- ③ ECE — ~~Amir~~
- ④ CSE → ~~Amir~~ 5/7/2017
21/07/2012
- ⑤ ITD — Idsam
- ⑥ EEE — ~~Amir~~
- ⑦ Maths — ~~Amir~~ 5/7/12
- ⑧ Chemistry — ~~Amir~~ 5/7/12
- ⑨ PHYSICS — ~~Amir~~
- ⑩ English. — Muhammad
- ⑪ Incharg Engg Mah/ Graphics. — ~~Amir~~ 5.7.2012
- ⑫ Dean (Academic) ←
- ⑬ Dean (Admin) — ~~Amir~~
- ⑭ Principal. B

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULOOM EDUCATION SOCIETY)

Ref: 125/MJ/17/S-2/W298/GRKS/8/511

July 31, 2017

MINUTES OF THE MEETING OF THE HOD, MJCET HELD ON 22.7.2017
IN THE CONFERENCE HALL

* * * * *

All the Heads of the Departments and Section I/c were present in the Meeting :-

Dr. Basheer Ahmed, Advisor-cum-Director welcomed all the HOD and I/c Section.

He informed about the changes made in the Headship in ECE Department and appointment of Associate Head in the following Department.


1. Prof. Arifuddin Sohail, Department of ECE has been appointed as Head Department of ECE in place of Prof. Kaleem Fatima. He took charge on 13.7.2017.
2. Prof. Syed Shabbeer Ahmed of CSE Department has been appointed as Associate Head of CSE Department in place of Ms. Afreen Sultana. He took charge on 14.7.2017.
3. Mr. Syed Siraj-ul-Haq, Associate Professor of Civil Engineering Department has been appointed as I/c Engineering Mechanics and Graphics Section vice Mrs. Qamar Sultana. He took charge on 13.7.2017.

Dr. (Mrs.) Kaleem Fatima, Professor was invited to attend the meeting as a Special Invitee. The Director has praised the efforts made by Dr. (Mrs.) Kaleem Fatima as Head Department during her tenure from 2010 to 2017, for the development of the Department. During her period of Headship M.E. Course in Digital System has been started in the ECE Department.

The Director has then informed that the seats which were reduced by the AICTE have been restored vide orders of Hon'ble High Court. All the members were very happy and appreciated the efforts of the Management and the Director in this regard.

The Director has then informed about the Almanac for B.E. I & II Semester of B.E. 3/4 & 4/4 and CBCS (B.E. 1/4) for the academic year 2017-2018. A copy of the Almanac was distributed to all the Head of Departments and I/c of Section.

The meeting ended with vote of thanks to the Chair.


ADVISOR, CUM-DIRECTOR

To

All the HOD/Section I/c
MJCET

- Copy to :
1. The Principal, MJCET
 2. The Dean (Academic), MJCET
 3. The Dean (Administration), MJCET
 4. The Office File

- ① CED — *[Signature]* 31/1
- ② MED — *[Signature]*
- ③ CSE → *[Signature]* 31/2/2017
- ④ ITD — *[Signature]*
- ⑤ ECE — *[Signature]* 31/7/2017
- ⑥ EEE — *[Signature]*
- ⑦ Maths — *[Signature]* 31/1/12
- ⑧ PHYSICS — *[Signature]*
- ⑨ English — *[Signature]* Minale
- ⑩ Chemistry — *[Signature]* 31/7/12
- ⑪ Dean (Academic) — *[Signature]*
- ⑫ Dean (Administration) — *[Signature]*
- ⑬ Principal — *[Signature]*
- ⑭ Incharge Engg Mech / Graphics — *[Signature]* 31.7.2017.

MINUTES OF THE DEPARTMENTAL MEETING HELD ON 03-01-2018
IN ROOM UG CAD/CAM LAB AT 9:30 A.M.

- Head convened a meeting with the available staff members and discussed the issues as mentioned below:
- Head started the meeting with New Year greetings and informed the commencement of II-Semester from 8th January 2018.
- Head asked all the staff members to sincerely involve in the student counseling activity. Group incharges are requested to address the students regularly and counsel them to improve their attendance, discipline, dress code and punctuality. Class work should be held with utmost seriousness throughout the semester to improve the results and backlogs/detentions should be drastically reduced. Now onwards, all information will be circulated through mails, whatsapp messages and Google sheets. Two class representatives have to be selected from each class, based upon the attendance criteria, by the concerned group incharges. Five minutes of grace time should be relaxed in between theory and laboratory courses. Attendance registers should be properly maintained by the course coordinators. Lab attendance registers and Lab assessment sheets should be filled by course coordinators and not by non-teaching staff members. Attendance registers and assessment sheets will be often inspected by the head or associate head.
- Associate Head asked the lab incharges to furnish lab details in the given format of Google sheet. He suggested them to raise the requisitions for lab consumables. He informed the Industrial visit incharges to initiate preparations for industrial visits in this semester.
- Dr. A.S. Reddy asked the staff to upload the last semester information in course matrix. Lab. Manuals should be updated.
- Dr. S.N. Mehdi and Dr. Md. Mohinoddin asked the Head to include research activity (Ph.D. guidance) in the work load and is denied by the Head.
- Mr. Siraj Ilyas Khany asked the time table incharge to accommodate faculty priorities in the class work schedules.
- Dr. Ishrat M.M. requested the Head for extension boxes and cables in class rooms for PPT. Module coordinators have to be nominated.
- Time table incharge Mr. M.A. Samad distributed the time table slips to the faculty for the II-Semester .
- Meeting concluded at 11.30 A.M.


05/01/18
Dr N Seetharamaiah
Prof. & Head, MED

Copy to: Director for favour of information

All the staff members have attended the meeting except the following absentees:

1. Mr. Syed Khader Basha (Taken Head's permission)
2. Mr. Azgarullah Khan


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**MINUTES OF THE MEETING HELD ON 10-7-2017 IN
ROOM 1213 AT 12:00 P.M.**

- Head convened a meeting and discussed the matters pertaining to 1st Semester of 2017-18 academic year.
- 1st Semester time table copies are issued to faculty. Head appreciated the efforts made by Mr. Mohd Abdul Samad and Mr. Abdul Raheem Junaidi in the preparation of time table.
- 12 groups are formed and each group adopts a class. All the matters pertaining to the class such as attendance, conduct of the class work and discipline will be handled by the group. The group should work for the improvement of academic performance and take care of each and every student in the class.
- Head, asked all the staff members to be regular, punctual and prompt in handling the class work and syllabus coverage. Staff members are expected to take Head's permission and write in the movement register while leaving the campus for any reason.
- Tutorial classes will be held in the newly created rooms.
- Group incharge is expected to train/ guide the members in subject and class work preparation.
- Dr. A S Reddy, asked the Head to initiate printing of Lab Manuals and entry of 1st Semester 2016-17 marks, for which Head has agreed.
- Lab incharges requested Head to initiate civil works to prevent water leakage in labs during rainy season.
- Meeting concluded at 1:00 P.M.

Copy to: Director for favour of information


A **Dr N Seetharamaiah**
Prof. & Head, MED

All the staff members have attended the meeting except the following absentees.

1. Mrs. Ishrat M M
2. Dr. Mohd Viqar Mohiuddin
3. Mr. G Bhaskar
4. Mr. Syed Khadar Basha
5. Mr. H K Dora
6. Mr. Md Yahiya
7. Mrs. Syeda Romana
8. Mr. Md Irfan

OK
MEDH

OK


MINUTES OF THE MEETING HELD ON 28-3-2017 IN
ROOM NO 1213 AT 9:00 A.M.
AGENDA AICTE INSPECTION ON 30-3-2017

- ➔ Head convened an urgent meeting with the faculty members and discussed the various issues related to AICTE inspection.
- ➔ AICTE inspection is scheduled on **30th March, 2017.**
- ➔ All the staff members should be present before 8:45 AM without fail. No leaves will be sanctioned.
- ➔ Lab incharges are advised to keep their lab premises neat and clean. Orderliness and good working conditions should be maintained.
- ➔ The following documents should be available with the staff and in the labs.
 - a) Attendance Registers
 - b) Course files
 - c) Original Certificates
 - d) Adhar Card and Pan Card
 - e) Stock registers
 - f) Lab Manuals
 - g) List of Equipments with cost and date of installation
 - h) List of Experiments
- ➔ Dr. Dhanraj Pamar J & Mr. S Irfan Sadaq are asked to provide the information about computers, software and licenses in UG and PG CAD/CAM labs.
- ➔ Mr. V Suvarna Kumar is asked to provide the list of books, volumes and titles in the Departmental Library.
- ➔ Mr. Mohd Abdul Samad is asked to provide details about the class room facilities.
- ➔ Staff members are advised to work on 29-3-2017 (Holiday) if required and they are entitled to avail CCL later.
- ➔ Meeting concluded at 9:30 A.M.

Copy to: Director for favour of information



Dr N Seetharamaiah
Prof. & Head, MED

All the staff members have attended except the following absentees.

1. Dr. Syed Nawazish Mehdi
2. Dr. Shaik Khadar Vali
3. Mr. Md Yahiya
4. Mr. Irfan Ali
5. Mr. Azhar

Here (MED)
✓

MINUTES OF THE NBA MEETING HELD ON 17-3-2017 IN
UG CAD/CAM AT 12:00 P.M.

- Head convened a meeting with the faculty members and discussed the various issues related to NBA activities.
- ➔ Prof. Dr. A S Reddy asked the faculty to prepare course completion reports and course assessment reports for the courses handled by them in last semester as the University Results are declared. CO analysis of 1st Semester Courses is required to be completed.
- ➔ Module Coordinators are required to discuss with the concerned faculty and draft the curriculum gaps in the courses to address the issues with University or at college level.
- ➔ Module Coordinator for CAD/AM in production program has to be appointed in place of Dr. Afroz Mehar.
- ➔ Faculties are required to look at CO's for any refinements.
- ➔ All final year student project thesis should contain Appendix to show the mapping of PO's and PEO's and relevance of their work. Project management details are to be shown. Mr. Joseph George Konnully will guide the staff in this matter of Project Management.
- ➔ Project Coordinators are required to collect the Exit Survey forms and student details from the out going batch students (2013 batches).
- ➔ Prof. Dr. A S Reddy asked the Head to initiate MED lab manuals printing as the Soft copies are available. Minute changes are to be made in Workshop manual and Metrology and Instrumentation Manual, which will be taken up by the concerned lab incharges.
- ➔ Mrs. Ishrat M M asked the Lab Incharges to ensure the availability of the following documents in their labs, viz layout, name plates, list of equipments, list of experiments, syllabus copies, safety precautions, lab records, stock registers, correspondence file.
- ➔ Meeting concluded at 1:00 P.M.

Copy to: Director for favour of information


Dr N Seetharamaiah
Prof. & Head, MED

All the staff members have attended except the following absentees.

1. Mr. Sirajuddin Elyas Khanny
2. Mrs. Naseema
3. Mr. G Bhaskar
4. Mr. Md Yahiya



**MINUTES OF THE (ARIME-2017) MEETING HELD ON 23-1-2017 IN
UG CAD/CAM AT 1:00 P.M.**

- ➔ Head convened a meeting with the faculty members and discussed the various related issues to AIRME-2017 Workshop being organized by MED, MJCET during 30th Jan – 1st February, 2017:
- ➔ Head asked the faculty pursuing Ph.D and other interested faculty to participate in the workshop that will help in their research work.
- ➔ Head asked the faculty to give wide publicity about the workshop among the institutions, industry and research scholars and encourage their participation.
- ➔ The following committees are formed

SNo	Committee Activities	Faculty Responsible
1.	Proceedings, CD preparation	Mrs O Hema Latha Mr H Krishna Murty Dora
2.	Lunch and Snacks	Mr Mohd Abdul Samad Mr. Hasham Ali
3.	Transportation	Mr. V Suvarna Kumar Mr. Abdul Raheem Junaidi
4.	Banner, Posters, and Certificate Preparation	Mrs. NBV Lakshmi Kumari
5.	Purchases	Mr. Syed Khader Basha Mr. S Irfan Sadaq

- ➔ Head asked all the faculty to involve seriously in the activities entrusted to them and contribute their efforts in the success of workshop.
- ➔ Meeting concluded at 1:30 P.M.

Copy to: Director for favour of information



Dr N Seetharamaiah
Prof. & Head, MED

The following staff members are present :

1. Dr. N Seetharamaiah
2. Dr. S Nawazish Mehdi
3. Dr. A S Reddy
4. Dr. Mohd Moinuddin
5. Dr. Sadak Ali Khan
6. Dr. Mohd Viqar Mohiuddin
7. Mr. D Srinivas Rao
8. Mrs. Ishrat M M
9. Mr. V Suvarna Kumar
10. Mr. Mohd Abdul Samad
11. Mr. S Irfan Sadaq
12. Mrs. O Hema Latha
13. Mrs. Naseema
14. Mrs. NBV Lakshmi Kumari
15. Mr. Dhanraj Pamar
16. Mrs, Syeda Romana
17. Mr. Hasham Ali
18. Mr. H Krishna Murty Dora
19. Mr. Md Yahiya
20. Mr. Abdul Raheem Junaidi
21. Mr. Syed Khader Basha
22. Mr. Syed Adil
23. Mr. Mohd Abdul Muneem
24. Mr. Mohd Mujeeb Iqbal
25. Mrs. G Sailaja

Head (MED)
RM

**MINUTES OF THE NBA MEETING HELD ON 20-12-2016 IN
ROOM NO 1213 AT 9:30 A.M.**

- ➔ Head convened a meeting with the available staff members and discussed the NBA related issues as mentioned below:
- ➔ Dr. A S Reddy explained the importance of file work, documental evidences, course files, course matrix during NBA inspection. He asked Mrs Ishrat M M to explain the contents in NBA application.
- ➔ Mrs. Ishrat M M presented the details through PPT and Dr. A S Reddy summarized the important issues.
- ➔ As per NBA norms, number of Ph.D's, Faculty designations, student-staff ratio, infrastructure and Lab facilities, official records up keeping are very important.
- ➔ Dr. A S Reddy asked the staff to keep the files ready with the following documents.
 - Departmental Activities / Events.
 - Student and faculty list semester wise
 - Departmental Vision – Mission Statement
 - Course Files
 - Complete details of outgoing students such as Gate/ GRE / TOEFEL / IELTS / Universities / Placement etc and SWOT analysis.
- ➔ Training programs in CFD, NDT, SAP any one to be planned immediately.
- ➔ Course files, course handouts of the upcoming semester should be prepared immediately.
- ➔ Internal Quality Audit Cell (IQAC) to be formed in the department.
- ➔ Details about student project works, professional bodies such as SAE, EWB should be ready in all respects.
- ➔ Meeting concluded at 11:45 A.M.

Copy to: Director for favour of information



Dr N Seetharamaiah
Prof. & Head, MED

All the staff members have attended the meeting except the following absentees.

- | | |
|------------------------------|------------------------------|
| 1. Dr. Shaik Khadar Vali | 11. Mr. Md Yahiya |
| 2. Dr. Sadak Ali Khan | 12. Mr. Hasham Ali |
| 3. Mr. Mohd Viqar Mohiuddin | 13. Mr. Minhajuddin Saif |
| 4. Mr. Mohd Abdul Samad | 14. Mr. Syed Adil |
| 5. Dr. Afroz Mehar | 15. Mrs. Romana Mubeen |
| 6. Mrs. Naseema | 16. Mr. Md Irfan |
| 7. Mr. G Bhaskar | 17. Ms. Syeda Amatul Quadeer |
| 8. Mr. S Irfan Sadaq | 18. Mr. Ahmed Abdul Muneem |
| 9. Mr. Joseph George K | 19. Mr. KMD Mazharuddin |
| 10. Mr. Abdul Raheem Junaidi | |



MINUTES OF THE NBA MEETING HELD ON 20-12-2016 IN ROOM
UG CAD/CAM LAB AT 1:00 P.M.


- Head convened a meeting with the available staff members and discussed the academic and NBA related issues as mentioned below:
- He asked the staff members to be very punctual for class work and labs.
- He will verify the lecture plans at random.
- He asked the staff members to take active participation and responsibility in the National Workshop being organized by the department in January, 2017.
- Production class rooms are changed from this semester to improve discipline.
- He asked the faculty to enter the details of their activities and movements in the new register available in the Head's Chamber with immediate effect.
- Dr. A S Reddy, asked the staff to complete the file work assigned to their groups. He will verify the files on 22/12/2016.
- He advised that activities such as workshops, conferences, seminars, guest lectures and industrial visits should be conducted on regular basis and to be planned in the beginning of the semester.
- Mr. Sirajuddin Elyas Khanny, said he attended NBA meeting in OUCE previous day and listened to top NBA officials. He felt that Course files, CO-PO mapping, documental evidences are very important in NBA inspection.
- Mrs. Ishrat M M, expressed that faculty self appraisal score is very important in NBA inspection. Projects lab is required to show case the student projects and R & D Projects.
- Meeting concluded at 2:00 P.M.

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Dr N Seetharamaiah
Prof. & Head, MED

All the staff members have attended the meeting except the following absentees.

1. Dr. S N Mehdi
2. Dr. Shaik Khadar Vali
3. Dr. Mohd Moinoddin
4. Mr. Joseph George K
5. Mr. Abdul Raheem Junaidi
6. Mr. Md Irfan
7. Ms. Amatul Quadeer


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MINUTES OF THE NBA MEETING HELD ON 15-11-2016 IN ROOM 1213

AT 9:00 A.M.

- ➔ Head convened a meeting with the available staff members and discussed the issues as mentioned below:
- ➔ Head appealed to the staff to seriously involve in NBA activities as the dead line for completion of application is fast approaching.
- ➔ Head asked the staff to be available in UG CAD/CAM Lab and complete the CO Analysis and files updation.
- ➔ Dr. A S Reddy delegated files updation to the teams consisting of Seniors and Juniors and they are responsible for the files and accuracy of the information during the course of inspection.
- ➔ The details of the teams and files are mailed to all the staff.
- ➔ Mr. Mohd Viqar Mohiuddin asked the staff to furnish their details and accompany with him during submission into AICTE portal.
- ➔ Head strongly advised the staff to comply with NBA activities strictly as per the schedules given by NBA departmental incharges.
- ➔ Meeting concluded at 10:15 A.M.

Copy to: Director for favour of information


Dr N Seetharamaiah
Prof. & Head, MED

Members Present

- | | |
|-------------------------------|------------------------------|
| 1. Dr. N Seetharamaiah | 16. Mrs. O Hema Latha |
| 2. Dr. Syed Nawazish Mehdi | 17. Mrs. S Shahar Banu |
| 3. Dr. A S Reddy | 18. Mrs. G Sailaja |
| 4. Dr. Mohd Mohinoddin | 19. Mr. Syed Khader Basha |
| 5. Dr. Sadak Ali Khan | 20. Mr. V Suvama Kumar |
| 6. Mr. Sirajuddin Elyas Khany | 21. Mr. V Dharam Singh |
| 7. Mrs. Ishrat M M | 22. Mr. H Krishna Murty Dora |
| 8. Mr. Hakeemuddin Ahmed | 23. Mr. Md Yahya |
| 9. Mr. D Srinivas Rao | 24. Mr. Minhajuddin Saif |
| 10. Mr. Mohd Viqar Mohiuddin | 25. Mr. M A Mujeeb Iqbal |
| 11. Mr. G Prasanna Kumar | 26. Mr. Syed Adil |
| 12. Mr. Mohd Abdul Samad | 27. Mrs. Syeda Romana |
| 13. Mrs. NBV Lakshmi Kumari | 28. Mr. Md Irfan |
| 14. Dr. Afroz Mehar | 29. Mr. KMD Mazharuddin |
| 15. Mr. Dhanraj Pamar J | |

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MINUTES OF THE DEPARTMENTAL MEETING HELD ON 27-10-2016
IN ROOM UG CAD/CAM LAB AT 10:15 A.M.

- Head convened a meeting with the available staff members and discussed the issues as mentioned below:
- Action to be taken for improvement of results, remedial classes etc.
- Placement & higher studies data collection.
- Conferences, workshops, training programs, seminars etc by dept.
- DAB meeting.
- PAC Committee formation and its analysis data.
- Display of projects (Place allocation)
- To fill the NBA form requirements are

- CO Analysis data of (1604-12) batch

With respect to CO Analysis data collection of assessment matrix of (1604-12) batch the following staff are allocated.

- Mr. Md Irfan & Ms. Syeda Amatul Quadeer (1st Year)
- Mr. V Suvarna Kumar (II yr – I Sem)
- Mr. G Prasanna Kumar (II yr – II Sem)

- Result Analysis data

With respect to the Collection of Result Analysis Data for 2nd & 3rd Year, Mr. D Srinivas Rao has to submit the information by 31/10/2016.

- Higher Studies & Placement information.


- | | |
|-------------------------------------|------------------|
| • Mrs. NBV Lakshmi Kumari | - 2014-15 Mech-A |
| • Mr. Abdul Raheem Junaidi | - 2016 Mech-A |
| • Mrs. Ishrat M M | - 2016 Mech-B |
| • Mr Adil and Mr. Viqar | - 2015 Mech-B |
| • Mr. Yahiya and Mr, Hakeemuddin | - 2014 Mech-B |
| • Mr. G Prasanna and Mrs G Shailaja | - 2016 Prod |
| • Mr. Dhanraj Pamar & Mr H K Dora | - 2015 Prod |
| • Mr. Romana & Dr Khadar Vali | - 2014 Prod |

Submit the information by 31/10/2016.

- Faculty Information (Conference / Workshop & Publications), Mr. Hakeemuddin Ahmed
- IIIrd year (1604-12) batch CO Analysis data to be submitted by the respective faculty before going for external exams.
- Meeting concluded at 11:00 A.M.

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Dr N Seetharamaiah
Prof. & Head, MED

27/10/16

MINUTES OF THE DEPARTMENTAL MEETING HELD ON 15-10-2016
IN ROOM UG CAD/CAM LAB AT 10:00 A.M.

- ➔ Head convened a meeting with the teaching & non teaching staff members and discussed the following issues as mentioned below:
- ➔ Dr. S Khadar Vali informed the staff that he has worked as Head, MED for about 5 years and thanked all the staff for their full cooperation and support during his tenure.
- ➔ Dr. N Seetharamiah is appointed as Head, MED. He appealed the staff to involve in the departmental activities and accomplish the task as per the schedule.
- ➔ Mr. D Srinivas Rao has handed over the charge of Associate Head to Mr. Mohd Viqar Mohiuddin. He thanked all the staff for their cooperation and requested the staff to extend their support to him. He requested Dr. S Khadar Vali to support NBA activities in the department.
- ➔ Mrs. Ishrat M M appreciated Dr. S Khadar Vali for his administrative, record keeping and document verification skills.
- ➔ Dr. A S Reddy asked the staff to send pending course matrix of 2014-15. Class Test question papers have to be graded as per blooms index and should be submitted along with solution.
- ➔ Meeting concluded at 11:15 A.M.

The following faculty Members have attended:


- | | |
|-------------------------------|----------------------------|
| 1. Dr. Syed Nawazish Mehdi | 13. Dr. Afroz Mehar |
| 2. Dr. Shaik Khadar Vali | 14. Mrs. Naseema |
| 3. Dr. N Seetharamiah | 15. Mrs. S Shahar Banu |
| 4. Dr. A S Reddy | 16. Mrs. O Hema Latha |
| 5. Dr. Mohd Moinoddin | 17. Mr. S Irfan Sadaq |
| 6. Dr. Md Sadak Ali Khan | 18. Mrs. G Sailaja |
| 7. Mr. Sirajuddin Elyas Khary | 19. Mr. Joseph George K |
| 8. Mrs. Ishrat M M | 20. Mr. V Suvama Kumar |
| 9. Mr. D Srinivas Rao | 21. Mr. M A Mujeeb Iqbal |
| 10. Mr. Md Viqar Mohiuddin | 22. Mrs Syeda Romana |
| 11. Mr. G Prasanna Kumar | 23. Ms. Syeda Amtul Qadeer |
| 12. Mrs NBV Lakshmi Kumari | 24. Mr. Ahmed Abdul Muneem |

Copy to: Director for favour of information

MED

for

Dr


Dr N Seetharamiah
Prof. & Head, MED

Date: 27-9-2016

MINUTES OF THE DEPARTMENTAL MEETING HELD ON 27-9-2016
IN ROOM UG CAD/CAM LAB AT 3:00 P.M.

- Head convened a meeting with the available staff members and discussed NBA related issues as mentioned below:
- NBA inspection dates may be communicated after submitting revised SAR.
- The following tasks should be accomplished urgently on top most priority on or before 30th September, 2016.
 - CO analysis of all the remaining courses of 2015-16 year I & II Sem.
 - Soft copies of all lab manuals.
 - Student information of passed out batches.
 - Faculty Profile.
- The above information is required to be furnished urgently in the revised SAR form.
- Staff members are requested to work overtime and complete the tasks as per the deadlines given.
- Meeting concluded at 4:00 P.M.

The following faculty Members have attended:

- | | |
|----------------------------|----------------------------|
| 1. Dr. Syed Nawazish Mehdi | 12. Mrs. O Hema Latha |
| 2. Dr. Shaik Khadar Vali | 13. Mr. G Bhaskar |
| 3. Dr. A S Reddy | 14. Mr. S Irfan Sadaq |
| 4. Dr. Mohd Moinoddin | 15. Mr. Joseph George K |
| 5. Mr. Hakeemuddin Ahmed | 16. Mr. V Suvama Kumar |
| 6. Mrs. Ishrat M M | 17. Mr. Md Yahiya |
| 7. Mr. D Srinivas Rao | 18. Mr. Md Hasham Ali |
| 8. Mr. Mohd Abdul Samad | 19. Mr Syed Adil |
| 9. Mrs NBV Lakshmi Kumari | 20. Mrs Syeda Romana |
| 10. Mr. Dhanraj Pamar J | 21. Mr. Md Irfan |
| 11. Mrs. Naseema | 22. Ms. Syeda Amtul Qadeer |

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Dr S.Khadar Vali
Prof. & Head, MED

Mohd
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Date: 27.07.2016

To

The Director cum Advisor,
MJCET, Banjara Hills, Hyd.

(Through Proper Channel)

Forwarded
Chy
28/7

Respected Sir,

Sub: Repair of Rain water seepage in Foundry Lab - Req. - Reg.


New Equipments of Sand Testing Lab in the Foundry shop of Mechanical Engineering Department are getting damaged due to rain water seepage. Since last three years requests are continuously been made to stop the seepage problem, and two times repair works are said to be done, but the problem still persists.

Before water used to drip only in sand testing lab, but after repairs the seepage increased and now the problem is spread to the whole foundry lab. In yesterday's rain, the water drips from main roof and also through the false roofing of sand testing lab, damaging the equipments and also affecting the regular classes. Due to stagnant water in the foundry lab, today the students have to be shifted to the forging lab to carry out their exercises.

Hence it is a kind request for you to direct the concerned authorities to find some permanent solution to stop seepage problem and carryout the repair work at the earliest.

Thanking you,

Yours Sincerely,


22/7/2016
Mohd. Viquar Mohiuddin
Incharge Foundry Lab,
M.E.D., M.J.C.E.T.

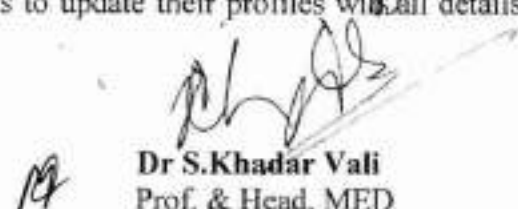

M. Babu
for attend weekly

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MINUTES OF THE MEETING HELD ON 12-5-2016
(AT UG CAD/CAM LAB).

- ➔ Head, MED convened departmental meeting with teaching staff on 12/5/2016 in UG CAD/CAM Lab at 2:30 PM and discussed the following issues.
- ➔ OU inspection is scheduled on 17/5/2016, labs and premises should be clean & neat, lab manuals and registers should be kept ready. All are requested to be present and no leaves will be sanctioned on that day.
- ➔ Attendance registers, class and faculty time tables of 2014-15 and 2015-16 should be made available for inspection by official from Vigilance Department, any time.
- ➔ Mrs. Ishrat M. Mirzana is made as Incharge Mechanical Program Coordinator in place of Prof A S Reddy who is proceeding on leave.
- ➔ Mr. Abdul Raheem Junaidi will provide the email address of out going batch students, Mrs Ishrath and Mr S Irfan Sadaq will collect the Exit survey and other information from the outgoing students.
- ➔ Lab incharges will conduct the stock verification and update the list of equipment and other records.
- ➔ Mr. Sirajuddin Elyas Khany will conduct the Alumini Survey and employer survey (in the suitable format). Mr. Syed Adil will assist him in this matter.
- ➔ Dr. Prof Syed Nawazish Mehdi, along with Dr. Mohd Moinuddin are requested to conduct the workshops, seminars conferences and guest lecturers regularly in the department, Mr Hakeemuddin Ahmed will collect and provide the four years data of these activities.
- ➔ Staff members are identified for marks entry of all the years.
- ➔ Mr. D Srinivas Rao will initiate action for the conduct of DAB and PAC meetings shortly.
- ➔ Dr. A S Reddy advised all the faculty to collect maximum number of photos and information pertaining to all the student activities, events, technical fests, orientation, graduation day, placement trainings, guest lecturers, E-Cell, EWB, SAE group photos etc. They carry much weightage in NBA inspection.
- ➔ All the staff are advised to assemble in UG CAD/CAM Lab every day and execute the activities as planned and discussed commencing from tomorrow i.e. 13/5/2016.
- ➔ Mrs. Ishrat M M requested all the staff members to update their profiles with all details and mail them to her.
- ➔ Meeting concluded at 4:00 P.M.


Dr S.Khadar Vali
Prof. & Head, MED

Copy to Advisor Cum Director for favour of information

Members attended the meeting

- | | |
|--------------------------------|-------------------------------|
| 1. Dr. Syed Nawazish Mehdi | 11. Mrs NBV Lakshmi Kumari |
| 2. Dr. Shaik Khadar Vali | 12. Mrs G Sailaja |
| 3. Dr. A S Reddy | 13. Mr. Joseph George Konnuly |
| 4. Mr. Sirajuddin Elyas Khanny | 14. Mr. Abdul Raheem Junaidi |
| 5. Mrs. Ishrat M M | 15. Mr. V Suvarna Kumar |
| 6. Dr. Mohd Mohinoddin | 16. Mr H Krishna Murthy Dora |
| 7. Mr. D Srinivas Rao | 17. Mr. Md Yahiya |


H. B. D.
F.M.

MINUTES OF THE DEPARTMENTAL MEETING HELD ON 13-2-2016
IN UG CAD/CAM AT 12:00 P.M.

- Head convened a meeting with the staff members and discussed the following issues.
- Counseling of students as per the procedure is mandatory as it is a part of NBA work.
- Faculty members have been allocated about 20-25 students for general counseling.
- The deadline for completing the general counseling has been fixed as 20th February, 2016, Similarly the course counseling form should also be completed by 20th February 2016.
- The updated course files should be ready to be verified by the central committee by next week.
- In view of the growing need of photo copies of documents, is proposed to purchase a Xerox machine for the department.
- The course closure report work has to be completed in order to complete the course file and for that reason CO Analysis has to be completed.
- Meeting concluded at 1:20 P.M.

The following faculty Members have attended:

- | | |
|-----------------------------|--------------------------------|
| 1. Dr. Syed Nawazish Mehdi | 11. Dr M Sowjanya |
| 2. Dr. Shaik Khadar Vali | 12. Mr S Irfan Sadaq |
| 3. Mr. Siraj Elyas Khany | 13. Mrs G Sailaja |
| 4. Dr. Sadak Ali Khan | 14. Mr. Joseph George Konnullu |
| 5. Mr. Hakeemuddin Ahmed | 15. Mr V Suvarna Kumar |
| 6. Mr. D Srinivas Rao | 16. Mr V Dharam Singh |
| 7. Mr Mohd Viquar Mohiuddin | 17. Mr H Krishna Murthy Dora |
| 8. Mr. Mohd Abdul Samad | 18. Mr. Md Yahiya |
| 9. Mrs NBV Lakshmi Kumari | 19. Mr. M A Mujeeb Iqbal |
| 10. Mrs Afroz Mehar | 20. Mr Syed Adil |
| | 21. Mrs Syeda Romana |

Copy to: Director for favour of information


Dr S.Khadar Vali
Prof. & Head, MED

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MINUTES OF THE DEPARTMENTAL MEETING HELD ON 2-11-2015
IN UG CAD/CAM AT 1:00 P.M.


- Head convened a meeting with available staff members and discussed the following issues.
- It is urgently required to furnish the information regarding the Project Works (2014-15) and map with POS and PSO's and to be mailed back to Mrs Ishrat M M & Dr. M Sowjanya by today itself compulsory before 4:00 PM. and update the status to Head.
- Course end Survey forms of respective course of semester (2015-16 I-Sem) are to be completed immediately. Separate notice has been issued in this regard. Please follow the guide lines given to in the notice.
- General Counseling & Course Counseling matters have been discussed. Counselors are advised to strictly follow the instructions and maintain the data in the given format. The incharge of this activity Mr. Hakeemuddin is asked to monitor the progress of the work periodically and keep the status updated.
- Head once again reiterated the importance of NBA work and asked the faculty members to follow the instructions and submit the data as and when required with due priority to the NBA works.
- Head also intimated the faculty members that NBA form has to be filled in for both (Mech & Prod) on or before 4th November, 2015 and completed soft copy is to be mailed to Dean (Acad) and Director.
- Meeting concluded at 1:30 P.M.

The following faculty Members have attended:

- | | |
|----------------------------|--------------------------------|
| 1. Dr. Syed Nawazish Mehdi | 11. Mrs. S. Shahar Banu |
| 2. Dr. Shaik Khadar Vali | 12. Mrs G Sailaja |
| 3. Mr. A.S. Reddy | 13. Mr. S. Irfan Sadaq |
| 4. Mr. Sadak Ali Khan | 14. Mr. Joseph George Konnully |
| 5. Mr. Hakeemuddin Ahmed | 15. Mr. Syed Khader Basha |
| 6. Mrs. Ishrat M.M | 16. Mr V Suvarna Kumar |
| 7. Mr. D Srinivas Rao | 17. Mr V Dharam Singh |
| 8. Dr. Mohd Mohinoddin | 18. Mr H Krishna Murthy Dora |
| 9. Mr. G Prasanna Kumar | 19. Mr. Md Yahya |
| 10. Mrs. Naseema | 20. Mr. Mohd Hasham Ali |

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Dr S.Khadar Vali
Prof. & Head, MED





Date: 21-09-2015

MINUTES OF THE MEETING HELD ON 18-09-2015 AT 3.00 PM
IN UG CAD /CAM LAB

- Head convened a meeting with all the teaching staff and reviewed the preparation for NBA inspection of MED labs scheduled on 19/9/2015.
- Head advised the Lab incharge to coordinate with lab course coordinators and keep the following documents ready for inspection on Saturday.
 1. Assessment booklets
 2. Lab Manuals
 3. List of Experiments as per OU Syllabus.
 4. Equipments status report.
 5. Stock register.
 6. Equipment adequence/ short falls (As per OU Syllabus).
 7. Furniture short falls.
 8. Display of the time table/ precautions / etc.
 9. First Aid Box
 10. Cleanliness and neatness of the premises.
- Head asked the Lab incharge and Lab Course coordinators to be available in the labs and cooperate with inspection committee and present all the details.
- Meeting concluded by 4.00 PM.


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Dr. S. Khadar Vali
Professor & Head MED

Members Present:

1. Dr Syed Nawazish Mehdi
2. Dr. S. Khader Vali
3. Mr A S Reddy
4. Mr Sirajuddin Elyas Khany
5. Mrs Ishrat M M
6. Mr Hakeemuddin Ahmed
7. Dr Mohd Mohioddin
8. Mr Sadak Ali Khan
9. Mr. D. Srinivas Rao
10. Mr Mohd Viqar Mohiuddin
11. Mr Md Abdul Samad
12. Mrs Afroz Mehar
13. Mrs O Hema Latha
14. Mrs S Shahar Banu
15. Mr Joseph George Konnuly
16. Mr Syed Khader Basha
17. Mr V Suvarna Kumar
18. Mr V Dharam Singh
19. Mr Mohd Hasham Ali
20. Mr Md Yahiya

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF MECHANICAL ENGINEERING

Date: 13-7-2012

MINUTES OF THE MEETING (NTS) HELD ON 13-7-2012 AT 10:30 AM IN UG

CAD/CAM LAB., MED

1. Meeting is held mainly about NBA Accreditation work and forth-coming Semester Work Load, Head informed the staff.
2. Head narrated about Revised College Timings, Tutorial Classes, Pre-Session and Post-Session incorporated in the Time Table.
3. Head insisted in every lab list of equipment, list of experiments, shop layout in the form of laminated-sheets should be made available.
4. Charts should be available in the labs.
5. Safety precautions chart should be made available in every lab.
6. Each lab should have First Aid Box with all the items.
7. Exclusive Project Lab in the dept. is being planned.
8. Procurement of lab materials, consumables for the forth-coming semester to be planned well in advance.
9. Head informed incentives for the staff members for upgrading their skills is being planned.
10. Head informed I-Sem. Academic Calendar is ready and staff are required to collect.
11. I-Sem. Time table is ready and distributed to the staff members.
12. Head asked the staff members to update the Stock Registers and keep the Lab Manuals ready.
13. Lab Experiment schedule in each lab have to be prepared and displayed.
14. Labeling of equipment in the labs is required to be done.
15. Cleanliness and Orderliness in the labs have to be improved.
16. Mr. Altaf Ahmed Khan stated that Electrical Panel Boards should be thoroughly checked and separate electrical panel should be installed in Machine Tool Lab.

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17. One Turner Technician is required in the Machine Shop, Mr. Altaf Khan stated.
18. Retired positions should be promptly filled-up, staff urged the Head.
19. Mr. Altaf Khan stated that separate Budget should be available for preparing the Charts and other NBA related works, as it was done earlier.
20. Mr. Aziz M. Khan stated that Smithy and Welding Shops immediately need Lab Attendent against retirement of Mr. Naser Maqsood.
21. Staff felt that budget allocation and purchase of materials should be initiated promptly so that settlement of the bills within the current financial year can be done without any delay.
22. Mr. Majid Ali Hashmi stated that Microscopes in Metallurgy Lab immediately require repairs as 10 Nos. are not in working condition. One separate P-IV System is required for recording the Micro Structures of the Metals, Head accepted.
23. Mr. Mansoor Hyder Khan stated that large No. of Final Year Projects are being done in Machine Shop and staff are working in the late hrs. He requested compensation for the extra work. Head told that overtime compensation will be planned in consultation with principal.
24. Attender is immediately required in Workshop Practice, Mr. Waseem stated. A separate Store Room and Almirahs are required in Workshop for safe custody of Tools and equipments.
25. Head informed that prolonged record writing, drawings by students in labs should be avoided and the lab time should be effectively utilized for Practicals, staff agreed.
26. Mr. Altaf Khan stated that lab Internal Marks should be judiciously awarded by the faculty, Head accepted with the suggestions.

Meeting concluded at 12:00 Noon.





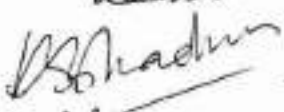

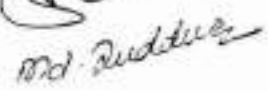

HEAD, MED.

Copy to the Principal, MJCET for information.
Circulation and File.

List of Staff attended meeting
Name (Regarding Labels) Sign

D/12/2/2012

S.No

- | | | |
|----|-----------------------|--|
| 1 | Attaf Ahmed Khan |  |
| 2 | Mamoon H. Khan |  |
| 3 | Mohd. Waleem |  |
| 4 | MOHD. HYDERUDDIN |  |
| 5 | Jusber Khan |  |
| 6 | M. Q. Baig |  |
| 7 | Syed. Abdul Khader |  |
| 8 | B. Veerabhadram |  |
| 9 | SYED. JALAL-UDDIN |  |
| 10 | KHAJA HUSSAIN |  |
| 11 | S. H. A. HASMI |  |
| 12 | S. A. Basith |  |
| 13 | G. Narasing Rao |  |
| 14 | Aziz. M. KHAAL |  |
| 15 | Md. Qudus |  |
| 16 | Mohd Zaheeruddin |  |
| 17 | Mohd. Shoaib Khan Aze |  |
| 18 | Md. Qutubuddin |  |

MUFFAKHAM JAH COLLEGE OF ENGINEERING AND TECHNOLOGY
DEPARTMENT OF MECHANICAL ENGINEERING

Date: 12-7-2012

(Teaching staff)

MINUTES OF THE MEETING HELD ON 12-7-2012 AT 10:30 AM IN UG
CAD/CAM LAB., MED

1. Change of Syllabus of few courses communicated to staff and Revised Syllabus copies have been circulated among the staff.
2. Head stated that minutes of the meeting with Principal will be communicated to the staff by e-mail. Hard copies have been circulated in the meeting.
3. Revised College Timings have been discussed. 10 minutes of extra time is allotted for opening of the class rooms. Pre-Sessions and Post-Sessions are introduced for conducting Tutorial Classes.
4. Checking of Students Attendance Registers by Vice-Principal, Academics twice in a Semester discussed. Staff are advised to promptly update the attendance registers and keep them ready for scrutiny.
5. Attendance of the students have to be promptly monitored and poor students to be counselled. An EDP Cell is likely to be formed for communicating with Parents / Guardians. Till then staff are advised to contact the Parents of the students with poor attendance and keep them informed.
6. Student Councillors for 20 – 25 students. Same person will continue for all the four years. Matter discussed.
7. Granting of attendance to students participating in Extra Curricular activities and attending the class tests as per the O.U. guidelines.
8. Head informed the staff about the Revised Library Timings. Staff are advised to recommend the books in the library and utilize the Budget Allocated for the same.
9. As per the NBA guidelines, tutorial classes for minimum of two courses of each class to be conducted., This has been discussed at length.
10. Mentoring System to be adopted for the improvement of academic standards and help the weak students to improve.

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11. Head asked the staff to plan for remedial classes for weak students.
12. Teaching Plan, Course File of the respective courses have to be properly maintained by the staff.
13. Head informed about the display of the I-Semester Academic Calendar.
14. First Aid Boxes should be available in each lab. Lab Incharges are advised to take care of it.
15. Lab Attendance of the students to be promptly recorded.
16. Semester Teaching Load distribution have been discussed at length. Teaching Load slips are distributed in the meeting.
17. Mr. A.S. Reddy felt that Professors and some seniors are under utilized and taking less load. He suggested that teaching load allotment should be done strictly as per the guidelines i.e. 8-hrs load for Professors, 12-hrs for Associates and 16-hrs for Assistant Professors. Head stated that care is taken while distributing the load. All staff members are uniformly distributed as per the guidelines.
18. Mr. A.S. Reddy felt that Project Work guidance by the staff should be done properly. Records should be available with Head. Internal marks of the Project works should be given judiciously. For which Head accepted.
19. A batch of four students in Project work. Atleast two batches should be guided by each faculty, not to allow more than three batches.
20. Inter disciplinary project works have to be discontinued in view of the Administrative difficulties. Dr. Mohd. Mohinoddin felt that inter disciplinary project should be encouraged.
21. Separate project lab to be established in the department. The lab for BAJA and SUPRA may be improved. Extension of Thermal Lab for project works to be considered, Mr. A.S. Reddy stated. Head told that matter will be sorted out in consultation with principal.
22. Seminar Hall should be under the custody of the department or it should be opened and closed by Registrar Office as per the schedule given by the dept. Mr. A.S. Reddy advised.
23. All the student Seminars should be conducted in Seminar Hall only and arrangements may be made for the same.

24. Attendance in the project work seminars should be improved.
25. One more OHP is required in the dept. Dr. N. Seetharamaiah stated and Head accepted.
26. Before commencement of the classes, furniture, Fans and other amenities should be arranged properly. Toilets to be well maintained, Mr. Sirajuddin Elyas Khany and Mr. A.S. Reddy stated.
27. List of equipments, List of experiments, Shop lay out, Charts and Labels should be available in the labs, Head advised the staff.
28. Cleaning of labs not being done regularly. Mr. Siraj stated and Head assured that it will be taken care.
29. Mr. A.S. Reddy felt that PPT and LCD projector should be available in Workshops for demonstration of workshop activities (trade wise) to the students.
30. Long hour teaching, drawings, record writing during the workshop hrs. should be avoided. Mr. A.S. Reddy & Mr. Siraj advised the staff members.

Meeting concluded at 12:00 Noon.

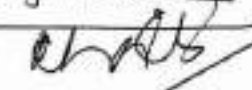
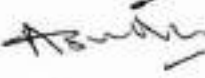



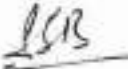


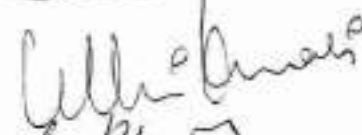

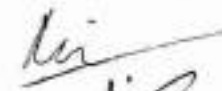

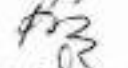
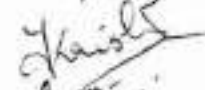

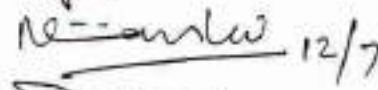




HEAD, MED.

Copy to the Principal, MJCET for information.
Circulation and File.

Departmental meeting on 12/7/2012

List of Staff members attended

SNO	Name	Signature
1)	Dr. S. Khader Vali, Head	
2)	Mr AS Reddy ..	
3)	N. Seetharamaiah	
4)	Stakemuddin Ahmed	
5)	Sheik Shifu	
6)	S. Shabar Bains	
7)	G. Santaja	
8)	O. Hema Katha	
9)	NBV Lakshmi Kumari	
10)	G. Bhosker	
11)	M. Raju	
12)	J. Dhansing Pamar	
13)	P. Vasanth Reddy	
14)	S. Jai Krishna	
15)	S.E. Khany	
16)	D. Srinivasa Rao	
17)	Dr. M. H. Mohan Kumar	
18)	M. A. SAMUD	
19)	G. M. Sayeed Ahmed	