

HVPM's
College of Engineering and Technology, Amravati

Internal Quality Assurance Cell (IQAC)

Minutes of First Meeting of IQAC for future planning and its action as per NAAC Reports and guideline held at Office of the IQAC (room no CF5) at 03.00 PM on 04-11-2017.

Following committee members and officials were present in the meeting.

S. N.	Name	Designation	Signature
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	
02	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	
03	Mr. R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	
04	Dr. V. N. Bapat	Academician Expert / Industrialist	
05	Dr. U. A. Kshirsagar	HOD, EXTC, COORDINATOR / DIRECTOR	
06	Dr. M. E. Shelke,	Dean Academics First Shift MEMBERS	
07	Dr. A. B. Raut	HOD, CSE, MEMBERS	
08	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	
09	Dr. R. R. Keole	HOD, IT, MEMBERS	
10	Mr. S. V. Khond	HOD, FYE, MEMBERS	
11	Mr. S. S. Rathi	HOD, MBA, MEMBERS	
12	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	
13	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	
14	Dr. P. K. Sontakke	INVITEE First Year	
15	Dr. V. L. Agrawal	INVITEE EXTC	
16	A. P. Vartak	INVITEE EXTC	
17	Dr. M. B. Anasane	INVITEE Library	
18	Dr. A. S. Shrirao	INVITEE First Year	
19	Dr. V. P. Chaudhari	INVITEE First Year	
20	Prof. K. G. Bagde	INVITEE CMPS	

The first meeting of IQAC for Academic Session 2017-18 was held on 04th November, 2017. The meeting was chaired by Dr. A. B. Marathe, Principal. The meeting started with welcome note to all IQAC Members & invitees. The following agenda points were discussed during the meeting.

1 Guide line & Expectations as per NAAC for All Ph. D. holders of COET:

Every Ph. D. Holders / Associate Professor must publish minimum two papers per academic year in SCOPUS / Peer reviewed / UGC / AICTE approved journals.

Dr. M. E. Shelke will inform that policy is framed in this respect. A three – member committee has been set up under the guidance of the Respected Principal and chairperson of IQAC. And the in-charge of that committee, as Dr. M. E. Shelke will be, Dr. A. B. Raut and Dr. M. B. Anasane will be member of this committee. This Committee should submit a report in the IQAC with one meeting a week. It is well worth the effort and unanimous.

2 Mobilization of resources through DST / DSIR / UGC / AICTE / for minor – major projects.

- i) Formulation of problems statements of projects.
- ii) Detailed project report preparations.
- iii) Submission of project for resources mobilization.

3 Consultancy projects:-

- i) Database of industries
- ii) Classification of industries
- iii) Visits to industries for problem identification.
- iv) Interaction with industry to provide solution from our side.

To resolved that document the process of attractive funds from various funding agencies and to get subsequent phases of fund as per funding agency terms pertaining to ongoing projects. Dr. A. B. Raut will inform that policy is framed in this respect. A three-member committee has been set up under the guidance of the Respected Principal and chairperson of IQAC. And the in-charge of this committee, as Dr. A. B. Raut will be, Dr. P. L. Ramteke and Prof. S. S. Rathi will be member of this committee.

4 Strengthen CTAS:-

- i) To ensure to enroll students to full capacity of CTA.
- ii) Identification of potential students from first year itself.
- iii) Interacting with more industry and resource persons.
- iv) Placement of CTAs students by In-charges.

5 Future plans of all departments:- Admission – Planning & Strategy

The academic activities of the College for new session 2018-2019. It is resolved to commend to discussion to the activity of admission of new students, communication from various academic agencies. The following decisions have been taken by the guidance of the Respected Director.

- i) Professional Consultant should be appointed and it should also be given to him with all responsibility regarding admission. And reception office should be established in college.
- ii) Mr. Vijay B. Deshmukh and his team will go to the institutions of Amravati district and Amravati city for the branding of the HVPM's College of Engineering and Technology, Amravati. Also, no teachers will go for admission in local institutions.
- iii) Speaking of the OMS students of DCPE, they will be motivated to get OMS admission of COET.
- iv) Respected principal has decided to set up a counseling center for admission in Kothrud, Pune.
- v) Use of Shetkari Abhiyan HVPM for admission in rural areas.
- vi) Prof. S. S. Rathi said that he will use social media for admission to MBA. Also, digital marketing will be done by placing 10 promotional program videos in Rs. 10,000/- and putting them on the local site. And also, workshops based on GST will be organized for target students.

Meeting ended with thanks to members by the Chairperson.

Minutes ratified

Sd-
Director / Coordinator (IQAC)

Sd-
Chairperson

HVPM's
College of Engineering and Technology, Amravati

Internal Quality Assurance Cell (IQAC)

Minutes of Second Meeting of IQAC for future planning and its action as per NAAC Reports and guideline held at Office of the IQAC (room no CF5) at 03.30 PM on 26-03-2018.

Following committee members and officials were present in the meeting.

S. N.	Name	Designation	Signature
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	
02	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	
03	Mr. R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	
04	Dr. V. N. Bapat	Academician Expert / Industrialist	
05	Dr. U. A. Kshirsagar	HOD, EXTC, COORDINATOR / DIRECTOR	
06	Dr. M. E. Shelke,	Dean Academics First Shift MEMBERS	
07	Dr. A. B. Raut	HOD, CSE, MEMBERS	
08	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	
09	Dr. R. R. Keole	HOD, IT, MEMBERS	
10	Mr. S. V. Khond	HOD, FYE, MEMBERS	
11	Mr. S. S. Rathi	HOD, MBA, MEMBERS	
12	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	
13	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	
14	Dr. P. K. Sontakke	INVITEE First Year	
15	Dr. V. L. Agrawal	INVITEE EXTC	
16	A. P. Vartak	INVITEE EXTC	
17	Dr. M. B. Anasane	INVITEE Library	
18	Dr. A. S. Shrirao	INVITEE First Year	
19	Dr. V. P. Chaudhari	INVITEE First Year	
20	Prof. K. G. Bagde	INVITEE CMPS	

The second meeting of IQAC for Academic Session 2017-18 was held on 26th March, 2018. The meeting was chaired by Dr. A. B. Marathe, Principal. The meeting started with welcome note to all IQAC Members & invitees. The following agenda points were discussed during the meeting.

01 Action taken on the minutes of previous Meeting on 26-03-2018.

The action taken on the minutes of previous meeting on 26-03-2018 were discussed and issues related to AQAR were discussed detail and following decisions were taken:

02 Preparation and submission of online AQAR Year 2017-18:

AQAR preparations for the year 2017-2018 are underway. The coordinator has given the criteria wise responsibility as follows.

SN	Name of Committee	Coordinator(s)
O1	Infrastructure, Development & Administration	Mr. S. V. Dhole Dr. M. B. Anasane Mr. S. V. Khond
O2	Academic	Dr. U. A. Belorkar Dr. A. B. Raut Dr. M. E. Shelke Dr. P. L. Ramteke

Documentation & File Preparations

Section A		
SN	Name of Criteria	Coordinator(s)
O1	Profile of the Affiliated / Constituent College	Mr. S. V. Dhole Dr. M. . B. Anasane

Section B		
SN	Name of Criteria	Coordinator(s)
O1	Curricular Aspects	Prof. R. R. keole
O2	Teaching Learning Evaluation	Prof V. L. Agrawal
O3	Research Consultancy & Extension	Prof. Prajkta Chapke
O4	Infra-Structure & Learning Resources	Dr. P. D. Sontakke
O5	Students Support & Progression	Prof. Poonam Manjare
O6	Governance & Leadership and Management	Prof. Akshya Vartak
O7	Innovation & Best Practices	Prof. Pankaj Jaiswal
	ENTC	Dr. U. A. Belorkar
	CMPS	Dr. A. B. Raut

	IT	Dr. R. R. Keole
	Mechanical	Mr. A. A. Karmarkar
	FYBE	Mr. S. V. Khond
	MBA	Mr. Serves Rathi

The respective coordinators are doing their own work.

03 Future plans of all departments:- Admission – Planning & Strategy

The academic activities of the College for new session 2018-2019. It is resolved to commend to discussion to the activity of admission of new students, communication from various academic agencies. The following decisions have been taken by the guidance of the Respected Authority.

- i) And reception office should be established in college.
- ii) Mr. Vijay B. Deshmukh and his team will go to the institutions of Amravati district and Amravati city for the branding of the HVPM's College of Engineering and Technology, Amravati
- iii) Speaking of the OMS students of DCPE, they will be motivated to get OMS admission of COET.
- iv) Prof. S. V. Khond has guided to set up a counseling center for admission in Kothrud, Pune.
- v) Use of Shetkari Abhiyan HVPM for admission in rural areas.

04 Any other point relevant for the meeting.

- i) Head of concerned departments were discussed to give separate budget for orientation and technical program or activity. It was suggested by Dr. R. R. Keole that.
- ii) News related to the achievements of the college are not publish in the news paper. Prof. S. V. Khond had said that there is lack of publicity.
- iii) The discussed freely in the pending salary.
- iv) The discussed freely to maintained visitors register, Security guard, Road construction and TA/DA for external and experts.

Meeting ended with thanks to members by the Chairperson.

Minutes ratified.

Sd-

Coordinator (IQAC)

Sd-

Chairperson