#### HVPM's

#### College of Engineering and Technology, Amravati

#### Internal Quality Assurance Cell (IQAC)

#### (Where tireless striving stretches its arms towards perfection)

Minutes of First Meeting of IQAC for future planning and its action as per NAAC Reports and guideline held at Office of the Chamber of Director at 02.00 PM on 10-04-2019.

Following committee members and officials were present in the meeting.

S N	Name	Designation	Signature
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	y.
02	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	) In
03	Mr. R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	Photometer
04	Dr. V. N. Bapat	Academician Expert / Industrialist	
05	Dr. U. A. Kshirsagar	HOD, EXTC, COORDINATOR / DIRECTOR	when
067	Dr. A. B. Raut	HOD, CSE, MEMBERS	ntaro
07	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	Ting
80	Dr. R. R. Keole	HOD, IT, MEMBERS	Ry
09	Mr. S. V. Khond	HOD, FYE, MEMBERS	12.
10	Mr S S Rathi	HOD, MBA, MEMBERS	K.
<b>1</b> 1	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	Col-1-
12	Mr S V Nimkarde	HOD, Mechanical, MEMBERS	-0.4sr
13	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	Pt:

The meeting of IQAC for Academic Session 2018-2019 was held on 10<sup>th</sup> April, 2019. The meeting was chaired by Dr. S. P. Chendke, Director. 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 01-10-2018.

The action taken on the minutes of previous meeting on 01-10-2018 were discussed and issues related to AQAR were discussed detail and following decisions were taken:

# 02 Discussion on AQAR preparation and submission as per guidelines of 2018-2019.

AQAR guideline read by Dr. U. A. Kshirsagar (Coordinator of IQAC) and ask to prepare detailed 'Annual Quality Assurance Report Format (AQAR) 2018-2019. AQAR preparations for the year 2018-2019 are underway. Detailed discussions were held.

#### 03 Academic Review with quality focus.

Find out MQAR of each subjects, about academic progress development. Discussion and study of factors that affect the quality in academic, research, laboratory and other related areas. Hence expected and directed to develop quality plan.

## 04 Find rising projects.

Discussion on financial support agencies like UGC, AICTE, DST, and SERB which supports for conduction of refresher programs, workshops, seminars, mini or major research projects assistance.

#### 05 Any others by permission of chair

5.1) The confirm the discussion pertaining to the academic activities and compliance with norms, standards and guidelines of AICTE, NAAC, UGC, State government.

#### 5.2) Appointment of HOD Member on IQAC committee

After discussion it is finalized that one of the following member should be appointed as 'HOD Mechanical, member' on IQAC Committee.

1 Mr. S. V. NimkardeDepartment of Mechanical DepartmentMeeting ended with thanks to members by the Chairperson.

Minutes ratified Coordinator (IOAC)

Chairperson

#### **Ref: IQAC-ATR-2018-2019**

### Action Taken Report (ATR) Based On Minutes of IQAC Meetings (For IQAC meeting held on 01-10-2018)

The ATR of IQAC meeting held on 01-10-2018 at 04.00 p.m. in the office of the IQAC, H. V. P. M's College Of engineering and technology, Amravati is follows:

SN	Discussion	Action Taken
01 A	Action taken on the minutes of	previous Meeting on 01-10-2018.
	Were discussed and issues related to AQAR were discussed detail.	The action taken on the minutes of previous meeting on 01-10-2018.
02 F	Preparation of AICTE quality in	mprovement scheme (AQAIS) 2018
- 20	19	
	<ul> <li>* Detail discussions on AQIS</li> <li>2018-2019 were held.</li> <li>* Detailed project report</li> <li>preparations and submission</li> <li>of project.</li> </ul>	In this regard some-projects are submitted to AICTE under these schemes. Detail list is attached.
The	above decisions and actions	have been taken by the guidance

The above decisions and actions have been taken by the guidance of the Respected Director and Respected Principal of HVPM COET.

This ATR will be presented in the next IQAC meeting for its further perusal.

Dr. U. A. Kshirsagar Coordinator (IQAC)

Dr. A. B. Marathe

Principal & Chairperson (IQAC)

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#### HVPM's

## College of Engineering and Technology, Amravati

Internal Quality Assurance Cell (IQAC)

(Where tireless striving stretches its arms towards perfection)

#### Ref: IQAC/APR-2019

Date: 03-04-2019

#### CIRCULAR

To,

IQAC Members / All HODs

All the mentioned members of COET are hereby informed to remain present for meeting at Director Office on <u>10-04-2019</u> at 03.00 pm for academic review and AQAR Online submission Guideline for 2018-2019.

All members should come along-with their plan.

All should attend.

Dr. A. B. Marathe Principal, HVPM's COET

Dr. S. P. Chendke Director, HVPM's COET

- C. C.
- 1. Director—with a request to make it convenient to chair the meeting
- 2. All HODS
- 3. IQAC
- 4. Professors

## Following committee members and officials present for IQAC meeting. Date: 10-04-2019 Time: 03.00 pm

S.	Name	Designation	
N,			Signature
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	ete
02	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	
03	Mr. R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	A los
04	Dr. V. N. Bapat	Academician Expert / Industrialist	FUCT
05	Dr. U. A. Kshirsagar	HOD, EXTC COORDINATOR / DIRECTOR	ARd
067	Dr. A. B. Raut	HOD, CSE, MEMBERS	to unto
07	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	The
80	Dr. R. R. Keole	HOD, IT, MEMBERS	Fard SILLIA
09	Mr. S. V. Khond	HOD, FYE, MEMBERS	10 514119
10	Mr. S. S. Rathi	HOD, MBA, MEMBERS	00
11	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	88/4/19
12	Mr. S. V. Nimkarde	HOD, Mechanical, MEMBERS	251-814
13	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	A constant
-			- C 1/

# Following committee members and officials present for IQAC meeting.Date: 10-04-2019Time: 03.00 pm

S.	Name	Designation	Signature
N			
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	es :
02	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	Jula.
03	Mr. R. G. Khandekar		Q June
04	Dr. V. N. Bapat	Academician Expert / Industrialist	1~
05	Dr. U. A. Kshirsagar	HOD, EXTC, COORDINATOR / DIRECTOR	ABe
067	Dr. A. B. Raut	HOD, CSE, MEMBERS	KROW
07	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	TR
08	Dr. R. R. Keole	HOD, IT, MEMBERS	for Of
09	Mr. S. V. Khond	HOD, FYE, MEMBERS	VI.
10	Mr. S. S. Rathi	HOD, MBA, MEMBERS	J.
11	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	aprila
12	Mr. S. V. Nimkarde	HOD, Mechanical, MEMBERS	221
13	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	AL

#### **IQAC Meeting**

With respect to circular regarding the IQAC meeting that was scheduled on dated 10.04.2019 at 2pm at Director's office, meeting was conducted in time in presence of following IQAC members & authorities.

Chairman of Meeting: Dr. A. B. Marathe (Principal) was present for meet.

Chairman has welcome all members and other authorities of IQAC.

Discussion of meeting started by chairman's message on agenda.

IQAC coordinator has talk on format of AQAR Report.

Agenda of Meeting:

- 1. Discussion on AQAR Preparation and Submission as per guidelines of 2018-19
- 2. Academic Review with quality focus
- 3. Monthly 'Quality Development Plan' from every Department of Institution
- 4. DST Proposal
- 5. SERB Fund rising Projects
- 6. Any others by permission of chair

Minutes of Meeting:

- 1. AQAR guidelines read by coordinator of IQAC and ask to prepare it.
- 2. Find out monthly reports of each subjects, about academic progress development
- 3. Discussion and study of factors that affect the quality in academic, research, Laboratory and other related areas. Hence expected and directed to develop quality plan
- 4. Discuss on financial support agencies like UGC, AICTE, DST, and SERB which supports for conduction of refresher programs, workshops, seminars, mini or major research projects assistance.

#### HVPM's

#### College of Engineering and Technology, Amravati

#### Internal Quality Assurance Cell (IQAC) (Where tireless striving stretches its arms towards perfection)

Minutes of First Meeting of IQAC for preparation of AICTE quality improvement scheme (AQIS) 2018-2019 and guideline held at Office of the HOD EXTC at 04.00 PM on 01-10-2018.

Following committee members and officials were present in the meeting.

S	Name	Designation	Signature
N.			
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	ES C
02	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	June
03	Mr. R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	Plichent
04	Dr. V. N. Bapat	Academician Expert / Industrialist	. 1
05	Dr. U. A. Kshirsagar	HOD, EXTC, COORDINATOR / DIRECTOR	atte
06	Dr. M. E. Shelke,	Dean Academics First Shift MEMBERS	
07	Dr. A. B. Raut	HOD, CSE, MEMBERS	Than
80	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	
09	Dr. R. R. Keole	HOD, IT, MEMBERS	Ph
10	Mr. S. V. Khond	HOD, FYE, MEMBERS	The.
11	Mr. S. S. Rathi	HOD, MBA, MEMBERS	SF.
12	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	M.A-
13	Mr. H. R. Bhagat	HOD, Mach, MEMBERS	segar-
14	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	MIT-
15	Dr. V. L. Agrawal	In-charge HOD & INVITEE EXTC	Q
16	A. P. Vartak	INVITEE EXTC	

The meeting of IQAC for Academic Session 2018-2019 was held on 01<sup>th</sup> October, 2018. The meeting was chaired by Dr. U. A. Belorkar, Coordinator IQAC. 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 13-08-2018.

The action taken on the minutes of previous meeting on 13-08-2018 were discussed and issues were discussed detail and following decisions were taken:

**02 Preparation of AICTE quality improvement scheme (AQIS) 2018-2019** Dr. U. A. Kshirsagar presented detailed of AICTE Quality improvement Scheme (AQIS) 2018-2019. Detailed discussion were held.

As per the meeting AQIS preparations for the year 2018-2019 are underway. The coordinator & member have given the scheme wise responsibility as follows.

SN	Name of Scheme	Applicatio	n	Coordinator(s) OR Member
		Opens	Closes	
01	Short Term Training	01-11-18	14-11-2018	Prof. P. M. Kakde,
	Programme (STT)			Prof. N. G. Jaiswal
02	AICTE-ISTE	01-11-18	14-11-2018	Dr. P. L. Ramteke
	Refresher			Prof. S. V. Khond
	Programmes			
03	RPS (UBA Project)	01-11-18	14-11-2018	Dr. U. A. Kshirsagar Dr. A. B. Raut Prof. M. M. Shingrup
04	QIP	01-10-18	31-10-18	Prof. S. V. Khond
05	Unnat Bharat Abhiyan (Applied)	15-11-18	28-11-18	Dr. U. A. Kshirsagar
06	Subscription to E-	15-11-18	28-11-18	Dr. M. B. Anasane
	Journals			Dr. A. V. Vartak
07	MODROB	29-11-18	12-12-18	Dr. A. B. Raut Dr. R. R. Keole Dr. V. L. Agrawal
08	Grant for Organizing	Round		Prof. H. R. Bhagat
	Conference	the year		

Meeting ended with thanks to members by the Coordinator.

Minutes ratified

Coordinator (IQAC)

 $\mathcal{A}$ Chairperson

**Ref: IQAC-ATR-2018-2019** 

### Action Taken Report (ATR) Based On Minutes of IQAC Meetings (For IQAC meeting held on 13-08-2018)

The ATR of IQAC meeting held on 26-03-2018 at 03.30 p.m. in the office of the IQAC, HVPM's College Of engineering and technology, Amravati is follows:

SN	Discussion	Action Taken
01 A	Action taken on the minutes of	previous Meeting on 26-03-2018.
	Were discussed and issues	The action taken on the minutes of
	related to AQAR were	previous meeting on 26-03-2018.
	discussed detail.	
02 F	Preparation and submission of	online AQAR Year 2017-18:
	Detail discussions on	Gave approval to submit AQAR to
	presented AQAR 2017-18	NAAC office. And AQAR Submitted
	were held.	to the NAAC office on dated 31-08-
		2018
03 8	& 04 Mobilization of resources	s through DST / DSIR / AICTE / for
min	or – major projects. & Consult	ancy projects.
	* Detailed project report	In this regard special report is not
	preparations.	submitted to IQAC
	* Submission of project for	
	resources mobilization	
05 F	uture Plans of all departments	5
	Detail discussion on	Generally it is decided to organize
	Organization of conferences	at least two programs each session.
	seminars, workshops	And 84 programs organized in AY
		2018-2019.
06 A	Any other point relevant for the	e meeting.
	Discussion on appointment of	After discussion appointed as HOD
	new IQAC member.	Mechanical, member on IQAC
		Committee.

The above decisions and actions have been taken by the guidance of the Respected Director and Respected Principal of HVPM COET.

This ATR will be presented in the next IQAC meeting for its further perusal.

Dr. U. A. Kshirsagar Coordinator (IQAC)

Dr. A. B. Marathe

Principal & Chairperson (IQAC)

### HVPM's College of Engineering and Technology, Amravati Internal Quality Assurance Cell (IQAC

#### CIRCULAR

As per the meeting held on dtd. 01-10-2018 with all heads of Departments, following Co-ordinators for mentioned schemes are hereby informed to upload the proposals on given schedule.

SN	Name of Scheme	Appl	lication	Coordinator(s)
		Opens	Closes	
01	Short Term Training Programme (STT)	01-11-18	14-11-2018	Prof. P. M. Kakde, Prof. N. G. Jaiswal
02	AICTE-ISTE Refresher Programmes	01-11-18	14-11-2018	Prof. N. G. Jaiswal Dr. P. L. Ramteke Prof. S. V. Khond
03	RPS (UBA Project)	01-11-18	14-11-2018	Dr. U. A. Kshirsagar Dr. A. B. Raut
04	QIP	01-10-18	31-10-18	Prof. M. M. Shingrup Prof. S. V. Khond
05	Unnat Bharat Abhiyan (Applied) 2 Proposals	15-11-18	28-11-18	Dr. U. A. Kshirsagar
06	Subscription to E- Journals	15-11-18	28-11-18	Dr. M. B. Anasane Dr. A. V. Vartak
07	MODROB	29-11-18	12-12-18	Dr. A. B. Raut Dr. R. R. Keole
08	Grant for Organizing Conference	Round the year		Dr. V. L. Agrawal Prof. H. R. Bhagat

Coordinator IQAC HVPM's COET

Principal HVPM's COET

Director HVPM's COET

#### CIRCULAR

All the HOD of COET are hereby informed to remain present for meeting at office of the HOD EXTC on 01-94-2018 at 04.00 pm for preparation of AICTE quality improvement scheme (AQIS) 2018-2019

All should attend.

Dr. U. A. Belorkar

Date: 26-09-2018

Coordinator IQAC HVPM's COET Amravati.

C.C. All HODS



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#### ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (A Statutory Body of the Govt. of India) Nelson Mandela Marg, Vasant Kuni, New Delhi - 110070 Website, www.aicte-india.org



## AICTE Quality Improvement Scheme (AQIS) 2018-19

All india Council for Technical Education (AICTE) invites applications from AICTE approved Technical Institutes/ Deemed to be universities/ University departments / Students eligible for financial assistance under the following Schemes of Quality improvement during financial year 2018-2019

R	SCHEME NAME & BENEFICIARY	APPLICA	deside and the second se	WHERE TO
0	SURFICE HAME & BEREINGHAM	OPENS	CLOSES	APPLY
8	CHEMES FOR FACILITY			
1	Short Term Training Programme (STTP)	01.11.18	14-11-18	AICTE
2	AICTE - ISTE - Refresher Programmes	01.11.18	14-11-18	ISTE
3	Professor Eineritus (DPE)	e.		AICTE
4	Technical Book Writing	Round th	he year	AICTE
5	Travel Grant - (Faculty)	S. S.		AICTE
6	AICTE - INEA - DVP	at and Dame	30.10.18	INAE
7	AICTE - INAE - TRF	Already Open	31.12.18	INAE
8	QIP (Foreign University)	Aiready	Open	AICTE
9	RPS	01.11.18	14.11.18	AICTE
10	OIP	01.10.18	31.10.18	AICTE AICTE IIT Dethi
	CHEMES FOR STUDENTS			
11	Support to Students for Competition Abroad			AICTE
12	AICTE - (NAE - TB (Shidanta)	Round th	e year	INAE
13	National Doctoral Fellowship	15.04.19	30.05.19	PSG CoT
14	Pragati Scholarship for Girls	Alrendy Open	10.10.18	AICTE
19	Saksham Scholarship for Differently Abled	Already Open	10.10.18	AICTE
16	PG Scholarship	Alroady Open	30.09.18	AICTE
-	Research Internship in Canada (UG)	Through	STOPITEST	MITACS
17	Samriddhi (SC/ST Stodents start-tips)	15.11.18	28.11.18	AICTE
18	Prenana (Preparation SC/ST Students for		28,11,18	AICTE
12	Higher Studies)	15.11.18	20.11.10	mote
-	SCHEMS FOR INSTITUTES			IIT Daibi
20	Unnat Bharat Abhiyan	15.11.18	28.11.18	III Down
31	Subscription to E-Journals	15.11.18	28.11.18	AICTE
22	Stott & Personality Development Center for SC/ST	29,11.18	12.12.18	AICTE
23	MODROB	29.11.18	12.12.1B	AICTE
-		Round 1	he veer	AICTE
24		29.11.18/	12.12.18	AICTE
25		01.11.18	30.11.18	AICTE
26	Hostel-Diffirently Align Students	01.11.18	30.11.18	AICTE
1.1		01.11.13	38.11.18	AICTE
28	r detailed information, please refer to detailed adverti			and in the second second

Advi. No. AICTE/RIFD/05(04)/2018

#### **CIRCULAR**

All the HOF of COET are hereby informed to remain present for meeting it office of the HOF EXIC on 01.002018 at 04.00 pm for preparation of AICTE quality improvement scheme (AQIS) 2018-2019

All should ment.

12 Dr. U. A. Belorkar

Date: 26-09-2018

PH V. A. BEAMENRE

Coordinator IQAC HVPM's COET Amravati.

C.C. ARHODS



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#### ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (A Statutory Body of the GovL of India) Noison Mandela Marg, Vasant Kunj, New Delbi - 110070 Websile: www.akte-India.org



## AIGTE Quality Improvement Scheme (AOIS) 2018-19

All only consider the Fernance Protocol descent from ACTP ingroued Technical Institutes. Deemed to be under the following Scheines of Quality improve as a forming marchaily parameters of Quality improve as a formeter of Quality improve as a formeters of Quality improve as a formeter of Quality improve as a

F		APPLICA	TION .	WHERE TO APPLY
	SCHEME NAME & BEHEFICIARY	OPENS.	CLOSES	APPLIX
SC	HEMES FOR FACINTY			h and
ŧ ľ	Short Term Training Programme (STTP)	01.11.18	14 11-18	AICTE
2	AICTE - ISTE - Rofresher Programmes	01,11,18	14-11-18	ISTE
3	Professor Emeritus (OPF)			AICTE
4	Technical Book Wirling	Round th	is year	AICTE
5	Travel Grant (Faculty)			AICTE
1	AICTE - INEA - DVF	Manufi Dout	30.10.19	INAE
<u>n-</u>	AICTE - INAF - TPI	Alterray Open	31.12.18	INAE
7 1	DIP (Foreign University)	Almosty	Open	AICTE
81	RPS	01 11 18	14,11,15	AICTE
8	0.9	01 10 18	31.10.18	IIT Dolhi
10	CHEMES FOR STUDINTS			
1.1	S (port to Children Charling S (port to Children			ALCTE
11		Round th	e year	IMAE
17	AIGTE - INAE - TIG (Stridents)	15 04 19	30.95,19	PSG CoT
1.9	Untional Doctoral Fellowship	Already Open	10.10 18	AICTE
34	r and a reproduct of the to	Alr. aly Open	10 10 18	AICTE
15	providence Schelaris in the Orlingity Annual	the sty Open	30 09 18	AIGTE
15	p-g settingen and a setting	Through	MITAES	MITACS
17	Corperent les else bio d'analita de	11119	25 11 18	AICTE
11	Canvidge (i.e. S) - opers stored by the Primara (Second S) - S (Second S) for	15 11 18	28 11.18	AICTE
	Higher Start(F)			
	SCHEMS FOR INSTITUTES	15.1(.18	28 11 18	IIT Delbi
20	The second state of the second	15 11 18	28 11 18	AICTE
22	Skill & Prisonality Development Center for	29 11 1B	12 12.50	AICTE
2.12	SC/ST	29 11 18	12 12 18	AICTE
23			the ye≯r	AICTE
54		29 11 18	12.12.18	AICTE
25	ANOTE approved NDF research center	01 11.18	90.11.18	AICTE
26		011118	30 11 18	AIGTE
27		01 11 18	20.11.18	AICTE
28	or det illed information, p.na. is refer to detailed anywh			

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Member Secretary, AICTE

Adv1 No AICTE/HIED/05(0:1/2018

#### HVPM's

#### College of Engineering and Technology, Amravati

### Internal Quality Assurance Cell (IQAC) (Where tireless striving stretches its arms towards perfection)

Minutes of First Meeting of IQAC for future planning and its action as per NAAC Reports and guideline held at Office of the Chamber of Director at 03.00 PM on 13-08-2018.

Following committee members and officials were present in the meeting.

S	Name	Designation -	Signature
N		1	N
01	Dr A B Marathe	Principal CHAIR PERSON	es !
02	Dr S P Chendke	Director (COET) MEMBER MANAGEMENT	M
03	Mr R G Khandekar	NOMINEES FROM LOCAL SOCIETY	in
04	Dr V N Bapat	Academician Expert / Industrialist	1.1
05	Dr U A Kshirsagai	HOD EXTC COORDINATOR / DIRECTOR	uffe
06	DI NE Sherke	Dean Academics First Shift MEMBERS	
07	Dr.A.B.Raut	HOD, CSE, MEMBERS	That
08	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	due
09	Dr. R. R. Keole	HOD, IT. MEMBERS	ARI
10	Mr S V Khond	HOD, FYE, MEMBERS	12
11	Mr S S Rathi	HOD MBA, MEMBERS	Je
12	Mr. A. A. Karmarkar	T & P Officer MEMBERS	Ant
13	Mr H, R. Bhagat	HOD Mach MEMBERS	to the
14	Mr. V B Deshmukh	H R (COET), MEMBERS	W.F.
15	Dr. V. L. Agrawal	In-charge HOD & INVITEE EXTC	8-
16	A P Vartak	INVITEE EXTC	

The First meeting of IQAC for Academic Session 2018-2019 was held on 13<sup>th</sup> August, 2018. The meeting was chaired by Dr. S. P. Chendke, Director. 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 Submission of online AQAR Year 2017-2018

Dr. U. A. Kshirsagar presented detailed Annual Quality Assurance Report (AQAR) 2017-2018' prepared for submitting to NAAC office. Detailed discussions were held. Members suggested minor changes and gave approval to submit AQAR to NAAC office.

## 3 Mobilization of resources through DST / DSIR / UGC / AICTE / for minor - major projects. & 4 Consultancy projects:-

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. U. A. Belorkar gave information about various websites available for funding. She also encouraged to apply for various funding agencies. Also, the METY, Google, has information of various projects available for faculty.

#### 5 Future plans of all departments:-

Dr. U. A: Kshirsagar gave the information about the proposed plan or activity of academic year 2018-2019. This activity should be taken in every department. The plan activity is as follows.

Proposed Activity	Schedule
 Organization of conferences seminars,	Generally, it is decided
workshops & counseling programme	to organize at least two
	programs each session.

## 6 Any other point relevant for the meeting.

a) Appointment of HOD Member on IQAC committee

After discussion it is finalized that one of the following member should be appointed as 'HOD Mechanical, member' on IQAC Committee.

1 Mr. H. R. Bhagat Department of Mechanical Department

b) Apart from providing COET should also focus on skill development programme PMKVY courses can be offered and better still, the college can aspire to become a leading institute in various courses, for which there is a huge demand. In this regard Prof. S. R. Rathi informed the PMKVY.

c) Were discussed to give separate budget for conferences, seminars, workshops, counseling program, orientation and technical program or activity.
 It was suggested by all HOD that

Meeting ended with thanks to members by the Chairperson.

Minutes ratified Coordinator (IQAC)

Chairperson

#### HVPM's

## College of Engineering and Technology, Amravati

## Internal Quality Assurance Cell (IQAC)

(Where tireless striving stretches its arms towards perfection)

## Ref: IQAC/04/OCT-2018

Date: 10-08-2018

#### CIRCULAR

#### To.

IQAC Members / All HODs / Professors

All the mentioned members of COET are hereby informed to remain present for meeting at Principal office on 13-08-2018 at 03.00 pm for future CONTRACTOR OF A DESCRIPTION planning.

All members should come along-with their plan of following agenda.

#### AGENDA:

1 To Confirm the minutes of last meeting

2 Submission of online AQAR Year 2017-2018

3 Mobilization of resources through DST / DSIR / UGC / AICTE / for minor

- major projects.
- 4 Consultancy projects:-
- 5 Future plans of all departments: Xdmission Planning & Strategy

6 Any other point relevant for the meeting.

All should attend.

2.8.18

Coordinator IQAC HVPM's COET Amravati.

C. C.

- Director-with a request to make it convenient to chair the meeting 1:
- 2. AII HODS
- **IQAC** 3
- Professors 4.

	Name	Designation	Signature
1	Dr. A. B. Marathe	Principal, CHAIR PERSON	gr k
12	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	$\mathbf{Y}_{\mathbf{r}}$
)3	Mr R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	
04	Dr. V. N. Bapat	Academician Expert / Industrialist	
05	Dr. U. A. Kshirsagar /	HOD, EXTC, COORDINATOR	Street.
06	Dr. M. E. Shelke,	Dean Academics First Shift MEMBERS	10108118
07	Dr. A. B. Raut / Ms. R. R. Shelke	HOD, CSE, MEMBERS	* Holes
08	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	12
09	Dr. R. R. Keole	HOD, IT, MEMBERS	RK
1(	Mr. S. V. Khond	HOD, FYE, MEMBERS	- Y
1	1 Mr. S. S. Rathi	HOD, MBA, MEMBERS	1º
1	2 Mr. A. A. Karmarka	T & P Officer, MEMBERS	Mal
	13 Mr. H. R. Bhagat	HOD, Mechanical	HA.
	14 Mr. V. B. Deshmul	kh H_R. (COET), MEMBERS	

## Following committee members and officials present for IQAC meeting. Date: 13-08-2018 Time: 30.00 pm

S	Name	Designation	Signature
Ν			
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	estima e
02	Dr S P Chendke	Director (COET) MEMBER MANAGEMENT	Jun.
03	Mr. R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	Phelint
04	Dr. V. N. Bapat	Academician Expert / Industrialist	
05	Dr. U. A. Kshirsagar	HOD, EXTC, COORDINATOR / DIRECTOR	utte
06	Dr. M. E. Shelke,	Dean Academics First Shift MEMBERS	Cere
07	Dr. A. B. Raut	HOD, CSE, MEMBERS	A Raw Sta
08	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	T
09	Dr. R. R. Keole	HOD, IT, MEMBERS	Rh
10	Mr. S. V. Khond	HOD, FYE, MEMBERS	V
11	Mr. S. S. Rathi	HOD, MBA MEMBERS	IB
12	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	Al-l-
13	Mr. H. R. Bhagat	HOD, Mechanical, MEMBERS	Hal
14	Dr. V. L. Agrawal	INVITEE MEMBERS EXTC	G
15	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	Qt.
16	Dr. A.P. Vartat	Invina	A
			*

#### HVPM's

## College of Engineering and Technology, Amravati

## Internal Quality Assurance Cell (IQAC) (Where tireless striving stretches its arms towards perfection)

Minutes of First Meeting of IQAC for future planning and its action as per NAAC Reports and guideline held at Office of the Chamber of Director at 012.30 PM on 11-06-2019 Following committee members and officials were present in the meeting.

S N	Name	Designation	Signature
01	Dr. A. B. Marathe	Principal, CHAIR PERSON	25
02	Dr. S. P. Chendke	Director (COET) MEMBER MANAGEMENT	XX
03	Mr. R. G. Khandekar	NOMINEES FROM LOCAL SOCIETY	Phelimeter
04	Dr V N Bapat	Academician Expert / Industrialist	
05	Dr. U. A. Kshirsagar	HOD, EXTC, COORDINATOR / DIRECTOR	Abet
067	Dr. A. B. Raut	HOD, CSE, MEMBERS	Naw
07	Dr. P. L. Ramteke	Dean Academics Second Shift, MEMBERS	Table .
08	Dr. R. R. Keole	HOD, IT, MEMBERS	Rh
09	Mr. S. V. Khond	HOD, FYE, MEMBERS	Arr.
10	Mr. S. S. Rathi	HOD, MBA, MEMBERS	K
11	Mr. A. A. Karmarkar	T & P Officer, MEMBERS	Mul
12	Mr S V Nimkarde	HOD, Mechanical, MEMBERS	2/2
13	Mr. V. B. Deshmukh	H. R. (COET), MEMBERS	At.
14	Dr. P. K. Sontakke	Invitee Member, EXTO	-
15	Dr. V. L. Agrawal	Invitee Member, E <del>irst Year</del>	Q/
16	Ms. K. G. Bagde	Invitee Member, CS	U

The meeting of IQAC for Academic Session 2018-2019 was held on 10<sup>th</sup> April, 2019. The meeting was chaired by Dr. S. P. Chendke, Director. 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 10-04-2019.

The action taken on the minutes of previous meeting on 10-04-2019 were discussed and issues related to AQAR were discussed detail and following decisions were taken:

02 Information as per feat proforma about the job profile of professor and associate professor expected as per NAAC, NBA, and AICTE. Also keep, sample form for Academic Audit Report, NBA (SAR):

a) Feat proforma guided by Dr. A. B. Marathe (Principal & Chair person of IQAC, COET) and asks to prepare detailed "Feat Proforma for a Professors / Associate Professors" 2018-2019. Detailed discussions were held.

**b)** Academic Audit: The internal members of the IQAC should illustrate modalities for internal academic audit and also ensure creating a department wise database.

Meeting ended with thanks to members by the Chairperson.

Minutes ratified

Coordinator (IQAC)

91

Chairperson

#### **Ref: IQAC-ATR-2018-2019**

### Action Taken Report (ATR) Based On Minutes of IQAC Meetings (For IQAC meeting held on 11-06-2019)

The ATR of IQAC meeting held on 11-06-2019 at 04.00 p.m. in the office of the IQAC, H. V. P. M's College Of engineering and technology, Amravati is follows:

SN	Discussion	Action Taken	
01 Action taken on the minutes of		f previous Meeting on 11-06-2019.	
	Were discussed and issues	The action taken on the minutes of	
	related to AQAR, were	previous meeting on 10-06-2019.	
	discussed detail.		

02 Required Information as per feat proforma about the job profile of professor and associate professor expected as per NAAC, NBA, and AICTE. Also keep, sample form for Academic Audit Report, NBA (SAR):

To perform	regular Academic	Under the direction of Principal,
Audits and	l Feat proforma	regular academic audits were
during this	year and Detailed	conducted to ensure ali
discussions	were held.	departments. In this regard action in
		process. And Filled feat proforma
		have been submitted by all
		professors and associated
		professors put-up to the governing
		body for the suggestions.

The above decisions and actions have been taken by the guidance of the Respected Director and Respected Principal of HVPM COET.

This ATR will be presented in the next IQAC meeting for its

further perusal.

Dr. U. A. Kshirsagar Coordinator (IQAC)

Dr. A. B. Marathe

Principal & Chairperson (IQAC)

#### HVPM'S COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRAVATI

#### <u>Circular</u>

All Professor and Associate Professors of COET are hereby informed to remain present for meeting at Principal office on 11-06-2019 at 12.30 pm for college development in academic year 2018-2019.

You are required to submit the information as per given format about the job profile of professor and associate professor expected as per NAAC, NBA, and AICTE. Also keep, sample form for Academic Audit Report, NBA (SAR).

This exercise is necessary to prepare ourselves for mandatory NBA within 3 years.

All members should come along-with their job profile format.

Dr. A. B. Marathe Principal

Date: 28-05-2019

		NOL ON
01	Dr. Anjali Babarao Raut (Dahake)	Professor Received Chapter
02	Dr. Ujwala Ajabrao Belorkar (Kshirsagar)	Professor
03	Dr. Prabhakar Laxmanrao Ramteke	Professor
04	Mr. Sarang Vasantrao Khond	Asso. Professor
05	Dr. Pritibala Krishnarao Sontakke	Asso. Professor
06	Dr. Ranjeet Ramesh Keole	Asso. Professor
07	Dr. Vijay Liladhar Agrawal	Asso. Professor f. 19
08	Ms Karuna G Bagde	Asso. Professor KB 16209

## Feat Proforma for a Professors / Associate Professors

#### For Academic Year 2018-2019

01 Name of Teacher	
02 Designation	: Professor / Associate Professor
	r ensuing 3 or 4 years:
	ssor & Associate Professor (Expected as per NBA, AICTE NAAC)

## 05 Project Identification & Resource mobilization:

5.1	Efforts taken to identify problem statements for projects
5.2	Identified domain area & potential scope for research / project (Key / Thrust area)
5.3	Formulation of problems statements of projects Detailed project
5.5	report preparation Submission of project for resources mobilization.

## 06 Type of programme Organized:

Type of the Programme (STTP/Workshop/Training/ Seminar/	Duration	Level of programme (National / International / University /
Conference)		College)

## 07 Any other mapping with NBA expectations (refer sr. no. 04)

Date:	Signature
Remark:	
Principal:	
	<b>.</b>
Observations of Governing Body / G.D.C:	

evoluting

## Feat Proforma for a Professors / Associate Professors

#### For Academic Year 2018-2019

01 Name of Teacher	:
02 Designations	: Professor / Associate Professor
03 Vision & Mission for	r ensắring 3 or 4 years:
04 Job profile of Profes	SSOF & ASSOCIATE Professor (Expected as per NBA, AICTE NAAC)

05 Project Identification & Resource mobilization:

5.1	Efforts taken to identify problem statements for projects	
52	Identified domain area & potential scope for research / project (Key / Thrust area)	
5.3	Formulation of problems statements of projects	
5.4	Detailed project report preparation	
5.5	Submission of project for resources mobilization.	

## 06 Type of programme Organized:

Duration	Level of programme
	(National / International / University / College)
	Duration

## 07 Any other mapping with NBA expectations (refer sr. no. 04)

Date:	Signature
Remark:	
Principal:	
	<u>.</u>
Observations of Governing Body / G.D.C:	
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#### **Ref: IQAC-ATR-2018-2019**

### Action Taken Report (ATR) Based On Minutes of IQAC Meetings (For IQAC meeting held on 10-04-2019)

The ATR of IQAC meeting held on 10-04-2019 at 04.00 p.m. in the office of the IQAC, H. V. P. M's College Of engineering and technology, Amravati is follows:

SN	Discussion	Action Taken
01 /	Action taken on the minutes of	previous Meeting on 10-04-2019.
	Were discussed and issues	The action taken on the minutes of
	related to AQAR, were-	previous meeting on 10-04-2019.
	discussed detail.	
02	Discussion on AQAR prep	aration and submission as per
gui	delines of 2018 - 2019	
	AQAR preparations for the	AQAR preparations for the year
	year 2018-2019 are	2018-2019 are underway:
	underway. New guidelines of	
	AQAR read by coordinator	
	and detailed discussions were	
	held.	
03 /	Academic reviews with quality	focus.
	Detailed discussion on overall	In this regard action in process.
	MQAR about academic	
	progress development of	
	each department.	
04 F	Fund rising projects.	
	Discussion on financial	In this regard action in process.
	support agencies like UGC,	
	AICTE, DST, and SERB.	
05 A	Any others by permission of cl	nair.
5.1	Detailed discussion on	In this regard action in process. f

	pertaining standards			
	guidelines of AICTE, NAAC,			
	UGC and State Government.			
5.2 Appointment o HOD Member on IQAC committee				
	After discussion it is finalized	Prof. S. V. Nimkarde should be		
	that one of the member of on	appointed as HOD Mechanical,		
	IQAC.	member on IQAC Committee.		

The above decisions and actions have been taken by the guidance of the Respected Director and Respected Principal of HVPM COET.

This ATR will be presented in the next IQAC meeting for its further perusal.

Dr. U. A. Kshirsagar Coordinator (IQAC)

Dr. A. B. Marathe Principal & Chairperson (IQAC)