



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	H.V.P.Mandal's College of Engineering & Technology, Amravati (M.S.)
• Name of the Head of the institution	Dr. Anant Balkrishna Marathe
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07212563342
• Mobile No:	9850268814
• Registered e-mail	principal@hvpmcoet.in
• Alternate e-mail	pl_ramteke@rediffmail.com
• Address	HVPM Campus, Hanuman Vyayam Nagar, Near Ambadevi Temple, Amravati (M.S.)
• City/Town	Amravati
• State/UT	Maharashtra State
• Pin Code	444605
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>Sant Gadge Baba Amravati University Amravati</b>				
• Name of the IQAC Coordinator	<b>Dr. Prabhakar Laxmanrao Ramteke</b>				
• Phone No.	<b>07212563342</b>				
• Alternate phone No.	<b>07212566566</b>				
• Mobile	<b>9421818808</b>				
• IQAC e-mail address	<b>pl_ramteke@rediffmail.com</b>				
• Alternate e-mail address	<b>prabhakarramteke69@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://hvpmcoet.in/wp-content/uploads/2021/08/AQAR_2019-20.pdf">http://hvpmcoet.in/wp-content/uploads/2021/08/AQAR_2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://hvpmcoet.in/wp-content/uploads/2021/08/hvpmcoet_academic_calendar_2020_21.pdf">http://hvpmcoet.in/wp-content/uploads/2021/08/hvpmcoet_academic_calendar_2020_21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>2.76</b>	<b>2.76</b>	<b>30/10/2017</b>	<b>29/10/2022</b>
<b>6.Date of Establishment of IQAC</b>			<b>30/07/2016</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Perennial Award fund	AICTE	2020-21	1.75 Lacs
Institutional 1	UBA Project 'Development of E-barricade System to monitor traveler's entry in a village'	AICTE	2020-21	0.5 Lakh Approved
Institutional 1	'Digital Platform as a bridge for Villagers and Consumers'	AICTE	2020-21	1 Lakh Approved

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

Induction programme was executed successfully for first year engineering students

National Service Scheme conducted awareness programs for clean campus, blood donation camp during Covid-19 crisis

Use SOP for Final year B.E. projects and discussed it in IQAC meeting for its implementation

Proposals for Financial Support for College Development

NBA and NAAC Accreditation initialization Plan

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Induction Program for first year	Successfully Conducts
Blood Donation Camp organization	Blood donation Camp Conducts during Covid-19
SOP for final year B.E. Projects	Implemented the SOP for execution of Project Development
Proposals for Financial Support	Proposal sent to AICTE/ University & others for financial support
NBA and NAAC Accreditation	Applied for NBA Accreditation for CSE Program and NAAC SSR preparation is initiated

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	27/12/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	15/01/2022

### Extended Profile

#### 1.Programme

1.1	11
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	927
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	90
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	180
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 3.Academic

3.1	55
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>
3.2	71
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	166.11
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	392
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Curriculum is essential ingredient of any education system. All other aspects whether it is teaching, learning and evaluation or infrastructure, learning resources, student activities and support system all these revolve around it. The curriculum planning is a continuous process that involves activities characterized by individuals, interrelationships among individuals and groups as they work together or isolated in studying, planning, developing and improving the curriculum.

Effective curriculum planning and decision making process is a key to success of any educational programs. Curriculum planning develop well coordinated, quality teaching, learning and assessment programmes which build students knowledge, skills and behaviours in the disciplines, as well as their interdisciplinary, physical,

personal, social and professional capabilities. A good curriculum plan support to overcome many obstacles. There are two important levels of curriculum planning: planning of programs, and planning of lessons. Need based curriculum design and development is very essential. Curriculum planning ensures: to reflect on backgrounds, priorities, and skills ordinarily brought to curriculum planning by key stakeholders, especially teachers, principals, parents, students and external facilitators, become familiar with the major problems involved in curriculum implementation. It provides opportunities to students to develop deep understanding. To critically reflect on the basic ideas that underlies research on curriculum implementation.

This Institution has the mechanism for well planned curriculum delivery and documentation w.r.t. to the aspects. The College is affiliated to Sant Gadge Baba Amravati University, Amravati and the curriculum and syllabi prescribed by the University is strictly followed. Academic Calendar includes (Working Days), Examination Time table (Days), Teaching and Examination Scheme is also given by affiliating University. The College is prepares its own academic schedule as per academic calendar of University. Course wise time table, internal assessment schedule in consultation with HOD's are to be accommodating along with effective coverage of syllabus, co-curricular and extracurricular activities, unit examination, common test examination, co-curricular activities, etc. .

#### Process of Planning & Effective Curriculum Implementation

1. Preparation of Academic Dairy & Academic Calendar of College
2. Distribution of College activity portfolios among faculty & other staff
3. Identification of key performance areas by the faculty
4. Distribution and allocation of subjects to teachers by HODs as per their expertise and workload
5. Display of academic Time-Table in respective department
6. Teachers are encouraged to impart the curriculum/subject syllabus through innovative teaching learning methods including brain storming, flip-class room based, power point presentations, assignments, discussions, workshops, seminars, industrial visits, e-learning resources, NPTEL Videos apart from regular/traditional chalk and talk methods is also used
7. Prerequisite canbe identifiedand its classes conducted before the start of mainsubject teaching
8. Preparation of Teaching & Session plan by subject teacher well in advance
9. Preparation of Laboratories to ensure working of Lab. instruments and its availability



10. Conduction of theory and practical as per academic schedule, teaching plan & session plan
11. Fast learners and slow learners are identified by Know your students' scheme, special remedial classes, tests conducts for weak students
12. Projects and assignment are allotted to the fast learners and final year students based on industry, Hackathon, UBA projects

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://hvpmcoet.in/wp-content/uploads/2021/08/hvpmcoet_academic_calendar_2020_21.pdf">http://hvpmcoet.in/wp-content/uploads/2021/08/hvpmcoet_academic_calendar_2020_21.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution is adheres to the academic calendar and conduct its business of continuous internal evaluation of curriculum in respect to fulfils the goals of course outcomes, program outcomes and mission vision of department and college . At the beginning, academic calendar is prepared by IQAC and Dean Academic in consultation with Head of Departments and guidelines provided by affiliating University and AICTE. Once it is getting approved by Hon. Principal, then it shall be uploaded on the College website. Academic calendar is strictly followed by the teachers, staff and the authorities on various bodies in respect to achieve the stated goals and objectives. There is flexibility/minor scope to modify the schedule in calendar if necessary by permission of the Head of Institution. As per this calendar the time-table of each Department is get prepared by the Head of respective Department and notified one week before on notice board and through efficient e-media. The lectures conducts by the subject teachers online/ offline or in blended mode as per time-table and Covid-19 guidelines received by local, state Government from time to time. Once the sufficient syllabus covers, schedule of evaluation and continuous evaluation is starts through examinations and other evaluation methodologies that are mentioned in table below. Basically CIE is a process done through examinations likes unit tests, common test, practical test, oral, Spot test; Group Discussion, Presentation, seminar, projects, Case Studies and other best practices for continuous internal evaluation for effective use of curriculum. The course teachers announces syllabus for assignments and tests in advance and according examinations are conducted w.r.t. to schedule in academic



**calendar.**

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**A. All of the above**

Academic council/BoS of Affiliating University  
 Setting of question papers for UG/PG programs  
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Sant Gadge Baba Amravati University, Amravati curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized by the Institute throughout the year as part of the curriculum that helps in this endeavor.

Environmental Science, Human Values, Indian Constitution and Professional Ethics are the mandatory part of affiliated University curriculum all most in all the UG programmes specially focused on the development of human values among the students, professional ethics and environmental consciousness to protect it.

Institute integrates crosscutting issues not only through the curriculum but also through NSS activities, UBA activities and other relevant programmes in continuous manner. Other events organised/ conducted to aware and learned to resolve the issues if happens:

1. Cultural Education (to take pride in national ethos so that one may not lose one's moorings).
2. Scientific Methodology, General Knowledge and Current Affairs: (to nurture a scientific temper and be aware of contemporary developments).
3. Rural development and current situations that support to foster a understanding of the rural life with a view to appreciate properly the polity and economy of our country and social forces at work
4. Agricultural awareness & operations to inculcate a spirit of working with one's own hands and develop an understanding of the contribution of rural life
5. Social Service to engender the spirit of brotherhood of man and to facilitate the establishment of casteless and classless society
6. Comparative Study of religion to create a spirit of tolerance and awaken the spirit of Brotherhood of Man and Fatherhood of God
7. Co-curricular Activities for all-round development of personality
8. Environment Studies for environment consciousness and its impact on everyday life

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

120

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

216

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

175

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**Programmes for advanced learners and slow learners**

**Fast learners and slow learners are identified by teachers through Know Your Students scheme, mentor mentee scheme, examination**

evaluation including tests, assignments, oral examination, practical examination etc. and other practices for identification and evaluation of fast and slow learner students.

The learning is precious and it empowers ideas. The speed of gaining new knowledge is practically as important as its volume. If you want to start learning faster, it needs a new approach which would enable to comprehend the essence of the matter and relate it with new concepts.

Strategy for Slow learner Students:

1. Encourage peer tutoring: This is one of the most effective strategies for slow learners. Teachers should encourage slow learners to study in groups. The more child interacts with others of his/her age, the more confident he/she will feel. The remedial classes and tests conducts for slow learner students.
2. Motivate for self introspect by analyze the learning style

Before you can start experimenting with different studying methods, need to understand what type of learner you are. If you want to start studying more efficiently, then it would be wise to record the lectures and listen to them instead of reading textbooks. If you are a visual learner, you should implement images, graphs, charts, infographics, colorful lists, flashcards, and other types of visual content when you study.

1. Provide online support to use right EdTech tools

Technology has the power of making everything easier. There are plenty of websites, online tools, and smart phone/tablet apps that will boost your skills of planning, writing, time management and brainstorming, etc. Encourage to download some pre-made kits online like:

- StudyBlue is one of the best online destinations when it comes to creating and discovering flashcards from all areas of study
- If you are looking for a tool that makes the process of brainstorming more effective, then you should try PapersGear
- SelfControl app, which will eliminate all distractions when you need to stay focused
- Quizlet is another website offers study tools that will transform the learning process into a fun activity
- Brainscape is an educational platform that makes complex subjects easy by relying on cognitive science

### Strategy for Fast learner Students:

A quick/fast learner is someone who is capable of understanding new information at a rapid pace. Fast learning also goes beyond just comprehension – you need to be able to show that you can apply what you learned to your work. When someone is a fast learner, they usually have strong communication and listening skills.

1. Special projects are allotted to fast learners & final year students based on industry, Hackathon, UBA work and other relevant areas.
2. To engage the fast learner in some other assignment by teachers through mini projects, program coding, small apps development, quiz making, role play, assignments, relevant video searching etc. that may be relevant to the subjects teaching etc.
3. Industrial project visit organization and report preparation assignment to fast learner
4. Analysis, design, and study of complex system

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
927	71

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College provides all the facilities to the faculties and gives



freedom to develop and adopt student-specific, contextual and innovative teaching methodologies using Core Technical Areas that can maximize the learning outcome. Seminars, problem-solving sessions, power point presentations, assignments, group discussions, group assignments, quizzes and mini projects are some of methodologies and exercises used to enhance their learning.

**Experiential Learning:** Learning by doing is considered one of the best means of arousing intellectual process among the students, first-generation learners. From year 2019 onwards, internship is introduced in the curriculum for all UG programmes. All UG and PG level students have Computer Education, Science programmes; learn by doing practical in their respective Labs. Educational tours and exposure programmes are organized by all departments for experiential learning.

**Participative Learning:** Peer-Learning is a strategy adopted to step up slow learners. Advanced learners are encouraged to learn through presentation of assignments, discussion and debate in classrooms and in Association meetings.

**Problem Solving Methodologies:** NSS Initiatives for Social Education, a curricular village extension programme for the second and third UG students, trains the students in various data collection and report preparation methodologies along with exposure to different socio-cultural, health, economic and environmental areas of concern.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers are encouraged to use ICT enable tools for effective teaching learning process and impart curriculum through it. The innovative teaching learning methods used as brain storming, flip-class room based, project based learning, power point presentations, assignments, group discussion, hands on workshops, seminars, industrial visits, e-learning resources, NPTEL Videos inclusive with traditional chalk and talk methods because of its own importance help to concentrate student's mind.

The key learning areas like University curriculum is taught through the use of ICT platforms like Google Class room, webex, Padlets in teaching-learning and students get aware with use this technology. It is programs, data projectors and interactive teaching box which are cost effective, provide facility for student management, improved modes of communication; eliminate usage of paper, evidence-based learning. The ICT devices are latest tools, concepts and techniques used by teacher, and students for information communication. There is great importance of ICT use in T-L and evaluation process as:

1. Teachers are able to teach better with graphics, video and graphics
2. Teachers can create interesting, well-designed and engaging activities
3. Provide better teaching- learning methods
4. To spread awareness about social impact of technological change in education and improving the digital culture

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

10

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

54

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for presentation.

**Transparent and Robust Mechanisms for Internal Assessment:**

- i. Formation of Internal Examination Committee. Question Paper Setting. Conduct of Examination. Result display. Interaction with students regarding their internal assessment.
- ii. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes increased and take active participation in various co-curricular and extra-curricular activities for their overall personality development. In this way mechanism of internal assessment is transparent and robust.
- iii. The major evaluation reforms of the university that the institution has adopted are as below: 1) Unitization of syllabus 2) Continuous evaluation system i.e. internal assessment by college 20% theory and 50% for practical and university end semester examination of 80% theory and 50% external practical examination. 3) On screen end examination theory paper evaluation. 4) On -line question paper delivery system for end semester examination

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

### 2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

There is a complete transparency in internal examination and assessment. At the beginning, faculty members inform the students about the various components of examination and its assessment. The internal assessment test schedules as per the university and communicated to the students well in advance.

To ensure proper conduct of formative tests, invigilators are assigned to each room. Evaluation is done by the subject teacher within three days from the date of examination. The evaluated answer papers are distributed to students for the verification and any grievances. The grievances are redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board. Day to day performance of the students is also assessed through practical examination, viva and the promptness in submitting the practical records. The marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva for laboratory courses. The quality of the projects, the evaluation is done by Project Review Committee along with the project guides. To ensure the transparency and curb the mal practices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed by the University.

**Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

**College Level:** The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students are facing any problems, they are solved by the institution Chief Examination Officer appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

There is special grievance redressal system at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled at SGBAU examination

section after forwarding such quires through the college examination section.

Continuous evaluation of students is essential for their sustainable performance hence structure evaluation process evolved for there continues assessment. The evaluation process includes unit test, common test, spot tests, assignment, oral, Q-A sessions that are conducts based on curriculum. Practical examination and oral examination is also a part of evaluation. We prefer to use Rubrics that help to achieve the desired outcomes of the course(s). Evaluation of student is done by external agency too for their Communication skill, Aptitude, Core technical knowledge for employability enhancement skills. The academic calendar is prepared & adhered for conduct of examination and other activities in line with Academic calendar of affiliated University. The College need follow the same with exploration of curricular activities other than internal examination schedules

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes, teachers and students are aware with stated programme and course outcomes of various programs at the Institution as it is available on the college website and teacher discussed with students white teaching the courses. The program and course outcomes are based on the objectives. Program Educational Objectives are based on the mission and the respective programs of College and Course objectives are based on course outcomes of an individual course. POs are attained through the Cos. Program Outcome is generally a broad statement. For example: Problem analysis: Identify, formulate, research literature, and analyze engineering problems to arrive at substantiated conclusions using first principles of mathematics, natural, and engineering sciences.

Teacher's awareness of Program and Course Outcomes:

Teachers of related programs are aware with Program and Course Outcomes and its objectives through the course curriculum and best



practices of Institution like accreditation process through NAAC or NBA national accreditation agencies. The program and course outcomes are nationally standards stated by accreditation bodies as mentioned below:

NBA Pos: 1. Engineering Knowledge, 2. Problem Analysis 3. Design/development of solutions 4. Conduct investigations of complex Problems 5. Modern tool usage 6. The engineer and society 7. Environment and sustainability 8. Ethics 9. Individual and team work, 10. Communication 11. Project management and finance 12. Life-long learning and

Course Outcomes is achieved from Curriculum through continuous Teaching, Learning, Assessment and Evaluations process

Student's awareness of Program and Course Outcomes:

Students get aware with PEOs and COs through information available on College web site, induction programme conducted for newly admitted students in which students have been made aware of the programme outcomes, discussion in mentor-mentee scheme concerned mentor explain program outcomes, university syllabus the course outcomes of all courses are already mentioned along with few more expected outcomes. Students academic diary etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment is done through an organized system of classroom teaching that ensures course outcomes and program outcomes are fulfilled through planned lectures. These classroom lectures are supplemented by co-curricular activities like debates, departmental tech-fests, guest lectures and industrial visits. Attainment of program outcomes, program specific outcomes and course outcomes are attained through an elaborate system of internal assessment that consists of tests, quizzes, assignments, Projects, etc. The direct and indirect assessments are conducted and every question is mapped with different COs of courses and Pos of programs. Attainment is



calculated by using weighted average calculation. The objectives of all the programs are to maintain quality of educations and to give the practical knowledge and competencies to students for their career and future development. All these programs said above are being evaluated by the institution effectively. As the education is bipolar system. The classroom teaching and learning ensures that course outcomes and program outcomes are fulfilled through plan lectures. The plan lectures debates, classroom lectures, festivals, guest lectures, industrial visits; departmental visits are always supported by curricular activities and extracurricular activities. It enables the students to make their knowledge more powerful, skillful and useful for their life and national development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

198

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://hvpmcoet.in/wp-content/uploads/2022/03/Student\\_Satisfaction\\_Survey\\_and\\_Result\\_Analysis\\_2020-21.pdf](http://hvpmcoet.in/wp-content/uploads/2022/03/Student_Satisfaction_Survey_and_Result_Analysis_2020-21.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

6.43

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

#### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

##### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

This College always promotes the extensive activities apart from regular teaching learning process. The following are some of extension activities carried out in College and neighborhood

communities for the sensitization of social issues for there holistic development.

Extensive activities conducts in College and other neighborhood communities are:

COVID Awareness

Wachan Prerna Din

Unnat Bharat Abhiyan

1. Title of Project Proposal: Development of E-barricade system to monitor traveller\'s entry in a Village  
SEG Comments:-+Rs 50000 approved initially. (added on date:- 2020-10-30 06:25:56) NCI:- Comments from PI:As per the comments of SEGs Rs 50000 approved initially. (added on date:- 2020-10-30 06:25:56) Request to release the approved fund as early as possible to do the project work. (added on date:- 2021-01-31 13:49:31)  
2. Title of Project Proposal: Digital Platform as a bridge for Villagers and Consumers  
SEG Comments:-The project seems helpful for farmers as it will help them for proper exposure to the marketing of their product and also it will help to raise their income. The proposal is satisfactory overall and should be considered for the grant of the fund required. (added on date:- 2020-10-20 05:07:31) Comments from PI: 1. Request to SEG Please evaluate positively. (added on date:- 2020-06-14 10:57:50) 2. Thanks to Subject Expert Group for granting the project. Sir please forward it to NCI with your remarkable comments to release the fund for timely project development (added on date:- 2021-01-31 14:25:26)

Blood Donation Camp

Tree Plantation

Swachh Campus

Womens and child development

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

20

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institute is having adequate infrastructure and physical facilities for conducting effective teaching learning process viz. classrooms, laboratories, computing equipments, and teaching learning tools. The budget is necessary for up-gradation of the teaching learning aids, infrastructure, tools and computational and other facilities. Hence following is the budget provision mentioned table 1, in respect to up- gradation of existing facility or purchase newly adequate infrastructure to facilitate adequate environment for T-L process in the blended mode.

The well infrastructural facility is available in the college. It includes campus area, number of class rooms with LCD facilities, seminar halls, computer centre, and major equipments for high computing facilities. The details are provided in table 2.

The Library is a one of most important source of learning. The available facilities in library like IMLS software, text books, reference books, e-books, journals, e-journals, digital databases, CDs, library automation, hardware-software and IT infrastructure are mentioned in table 3.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Yes, The Institute has adequate facilities for cultural activities, sports, games gymnasium, and yoga practices.

The College is having an air-cooled auditorium. The sports and games for the interested students of engineering college are arranged at indoor and outdoor stadium. Apart from that there is yoga centre where interested students provided facilities free of cost. Students are free to play the games / sports like holly ball, badminton,



chess, and a like.

#### Adequate Facilities:

##### AUDITORIUM

The college is having an air-cooled auditorium with sitting capacity of 200. The cultural activities of the college are performed at the auditorium. Apart from it some related activities also arrange at indoor hall.

##### INDOOR STADIUM

Huge Indoor Badminton Stadium named "Netaji Subhashchandra Bose Indoor Stadium" oval shaped with flood light arrangement. The stadium provides four Badminton courts and two table tennis courts having complete wooden flooring. It has stairs for 3 thousand spectators sitting capacity.

##### Yoga & Naturopathy Centre:

Yoga & Nature Cure Centre is established in the campus of the Mandal and at a Hill-Station Chikhaldara. Indoor and Out door patients are diagnosed and treated at Nature Cure Centre Hospital presently attached to Vidarbha Ayurved Hospital, Dhanwantary Nagar, Amravati.

##### HEALTH CENTER

Modern health centre with conditioning Hall and figure control section. It has various modern health apparatus and equipment like sauna Bath. Steam Bath, Vibrator, Cycle Exerciser etc. The college also has one Aerobic Centre.

##### SEMINAR HALL

The college is having well furnished Seminar Hall with sitting capacity of 150. ols.

##### SWIMMING POOL

The Institute has an Olympic standard international Swimming pool of size 50 m X 21m - 13 m X 21 m diving arena with filtration cum chlorination plant. The College possesses Olympic Type Swimming Pool of its kind. It measures 50 mtrs. x 21 mtrs with an additional area of 21 mtrs for diving purpose. It bears 'L' shape, College also

possesses mini swimming pool of standard size of 25x21 mtrs. for practice. In the same area there is one additional swimming pool for learners. Total there are 3 swimming pools.

#### Out Door Facilities:

A stadium worth Rs. 2 cores to accommodate 15000 spectators. Other facilities avail able at this stadium are as below:

Cinder Track - around, Conference hall, Judo hall, Wrestling hall, and many residential rooms with sanitation arrangements

#### Play Grounds:

The mother institutes have 100 acres land on which different play grounds and courts have been laid out. This induces 4 cemented Basket ball courts, One Football court, one Hockey court, 2 Cricket pitches, 3 Volleyball courts, Two Tennis courts, 4 Kabaddi grounds, 3 Kho-kho courts, Two Handball courts and facilities of one court each for Korfbal, Netball, Soft ball, Ball Badminton are available, Also there is arrangement of Archery range.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

20

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

20

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2.5

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Yes

Library is partially automated using SOUL Integrated Library Management System. The Software for University Libraries (SOUL) is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is user-friendly software developed with international standards for bibliographic formats. The software is designed to computerize all housekeeping operations in library.

Library used update version of the i.e. SOUL 2.0. It is classified into following broad modules. These modules have divided into sub-modules looking at the nature of functions handled by various functional divisions in college library.

- 1) Acquisition Module
- 2) Cataloguing Module
- 3) Circulation Module
- 4) Serials Control
- 5) Online Public Access Catalogue Module (OPAC)
- 6) Administration Module

At present, the library has created a database of 27,000 books available in the library using the SOUL Integrated Library Management System (ILMS). Library also created a database of college students and teachers in this software. Library provides OPAC facility to users for searching for available books in the library. Apart from this, Barcode technique is used for circulation of books, verification of books in the library and five rules of library science are followed.

#### DELNET access service

College libraries have merged their entire database into DELNET's Database, so users can search for library's book/s available in the library from DELNET's website or DELNET's Web-OPAC.

HVPM COET's Library and Information Center (Library) as a resource center competently participates in the teaching, learning and research process of the college. Covid-19 the disruption caused by the epidemic during this period has been handled very well by the library system. By making extensive use of ICT tools, the Library has strengthened its remote login facility by providing an uninterrupted source of information to the students and teachers through the library staff. The library provided a number of online databases within the consortia to support college education, teaching and research during the epidemic. Currently provides access to thousands of online journals and 6 databases. Prominent among them are IEEE, ACM Digital Library, Oxford University Press, Emerald Management, and EBSCO Source Elite. Apart from this library, also provide password and login of DELNET, N -LIST portal for remote access to e-resources.

Library Organized Virtual format Activities for students and

teachers during this period

- ULTRA VIOLET LIGHT sanitizer Machiche Udghatan,
- International Conference on Digital Landscape - Reinvention and Re-engineering of Libraries: Issues and Challenges,
- Provides the information on SOUL Software,
- Organized Webinar-cum-lecture on 'DELNET Networking Resources and Services'

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

2.56

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

209

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words:

\*Entire Campus is provided with wifi with Reliance Jio Info.com Limited (Jio Digital Life) facility with 5 access point.

\*Computer exclusively available to students :262

\*Computer available in library :16

\* Computer available in administrative :14

\* Computer available to faculty members :75

\* Computer available in Language Lab :25

\*Number of Legal Application software :30

\* Number of Legal system software :08

\*Printer Available to students:32

\*Number of A1 size photocopy machine:01

\*UPS: 10 kilo Watts 5 computer backup 1 hrs.

\*Microsoft Campus License: windowsand other software.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

392

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.98

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>



4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Procedures and policies for maintaining and utilizing physical academic and supports facilities like laboratory, library, and sports complex as bellow

#### Physical and Academic Facility:

There is separate maintains team work under maintenance department of college.

Maintenance team is works under guidance of workshop superintendent. Team include elicitation, carpenter, plumber, meson etc. They take care for the maintenance of available physical facilities.

#### Technical Team:

This team is available at college level and it work for the maintenance of computer system, its hardware, software and other peripherals of computer system along with care of computer networking and internet facility.

#### Mechanisms

- Maintenance team Asst. Workshop Supr., Technical team of Electrician, Carpenter, Plumber, Civil, Meson

A team of Supporting staff of Labs consisting of Technical asst., Skilled Asstt., Hardware Maintenance Engg.

#### Outsourcing of Major Maintenance

#### Strategy

Preventive Maintenance of Electrical Generator & cleaning of terrace before monsoon

Preventive Maintenance of Machine and computers

Use of Antivirus for Computers

Inspection for earthing and Leakage of current

Charging of batteries of Invertors

## Breakdown Maintenance

Generally outsource

Preventive Maintenance of Generator

Cleaning of Solar panel

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

773

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

18

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

355

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

280

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

**A. All of the above**

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

55

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Institutions have following facilities in terms of the committees to work smoothly in administrations, academics, co-curricular and extracurricular activities through which students are part of the execution of various activities. The committees are:-

1 IQAC Committee

2 Student Council (SDC)

- A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management
- Student Councils create a sense of ownership of the College and its activities among the students

Conducting Fresher's day/ Annual gathering every year

3 Anti-ragging committee:

- To set up anti-ragging squad committee in the College
- To ensure compliance with the provisions of these regulations as the provisions of any law for the time being in force concerning ragging and to monitor and oversee the performance of the anti-ragging squad in prevention of ragging in the institution

To make surprise raids on hostels, and other places vulnerable to incidents of ragging and having its potentials

4 Centre for IIIT&P:

1. To Identify the trainable and employable students by Conducting Various Training Programs and Assessments
2. To Develop Employability Attributes among Students
3. To Provide Training for English Communication, Soft Skills & Aptitude as a Part of Curriculum for Engineering Graduates
4. To Make Aware & Trained in Latest Available Technology in the Field of ENTC, CSE, IT And Management through regularly organizing Guest Lectures (In Person Or Remotely), Industry Expert Talks (In Person Or Remotely), Technical Workshops, Summer And Winter Internship Programs and Online Global Certification Examinations

5. To Conduct Placement Drives and Pool Campuses For Recruitments
6. To Provide off Campus Recruitment Opportunities based On Skill Mapping of Industry requirements And Candidate Possessed.
7. To Promote Placements Through Virtual Mode
8. To Foster The Industry - Institute Alliance
9. To Coordinate With Alumni Association Of H.V.P.M. College Of Engineering & Technology, Amravati.
10. To Execute Activities Under Skill Sharpening School (S Cube):  
- A Alumni Associations' Effort

To Improve Employability Skills Of Engineering Fraternity in Amravati City

#### 5 Feedback Committee:

- Feedback for enrich the curriculum and to improve the teaching-learning
- To increase the Quality of Teaching-Learning and add values

Feedback for improvement in infrastructural facilities and placement of the students

#### 6 NSS & UBA Committee:

Encourage the students to participate in social and national development activities through NSS and UBA

#### 7 Grievance Redressal Committee:

1. To deal with the grievances of teachers and other employees of the colleges to hear and settle grievances as far as may be practicable within six months and the committee shall make a report to the management council
2. To look into any complaints lodged by any student of Institute
3. To look into matters and resolve the issue safely
4. It shall be lawful for the grievances committee to entertain and consider grievances or complaints which are not within the jurisdiction of the tribunal and report to the management council to take such action as it deems fit and the decisions of the management council on on such report shall be final

#### 8 College Magazine Committee:

- To publish a regular student magazine that highlights the activities like art, poem, interview, articles and any other



### creativity of students

It is student-lead publication that is written by students, for students

#### 9 Hostel Management Committee:

To ensure an enriching stay at the hostel by monitoring on the daily issues regarding the hostel infrastructure, housekeeping & mess facilities, etc.

#### 10 Departmental Forums (Utkarsh, ITSA, FEAT, MESF):

To create independent discussion environment for students and promote self learning, group discussion, extra-curricular activities without much more teacher's intervention for their self exploration

#### 11 Cultural/ Youth Festival Club:

- The cultural club plan for all intra or/and inter collegiate cultural events in the College during the year

Promote to exhibit the cultural skills through participation in youth festival of Sant Gadge Baba Amravati University

#### 12 Area Adaptation:

It provide space to the students for innovation and new idea generation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Yes, Institute has registered alumni association. This association has been started from 14/12/2009 and registration number of association is MAH/823/09/AMT. This association includes president, Vice President, Secretary, Joint secretary, Treasurer, faculty as well as student members. Various programs like alumni meet alumni expert guidance to students and alumni expert seminars are arranged under this association. Alumni Feedback related to institute, academics, curriculum and infrastructure development are taken and used to improve the overall performance of the institution with quality focus. Alumni association support intraining and placement activities, to generate the awareness related to recent trends in technologies. Alumni also donate books to college library and their contribution in the form of training to students and guidance for student's welfare.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Governance of Institute consist of Governing Body, academic and administrative set ups and management. It is a reflection of Vision mission of Institution.

The vision and mission and leadership of an Institution are:

Vision of Institution:

To make this Institute a center of quality technical and professional education, training and promoting research

Mission of Institution:

1. To offer a well-balanced program of learning in technical and professional education
2. To provide opportunity for overall personality development, discipline and values in students
3. To establish linkage with industry and other stakeholders for the promotion of dissemination of knowledge of applied technology, placement of students and continuing education

**Institutional Leadership:** The governance of the Institution is a mirror of an effective leadership in tune with the vision and mission of Institution. The Institution follows a democratic and participatory mode of governance with all stakeholders participating in academic, research and administration. The Governing Body delegates authority, to the Principal who in turns share it with the different levels of functionaries in the College. The Heads of Departments, section in-charges, Co-ordinators of IQAC Cell, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play important roles in determining the Institutional policies and SOPs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Description of a case study is showing decentralization and participative management in the institution.

The College provides autonomy to Head of Department in various activities shown below:

Following are the three effective leadership practices through decentralization of work power and participative management.

1. Delegation of authority and operational autonomy to the department / Units
2. Leadership and Governance
3. Committees

1. Delegation of authority and operational autonomy to the department / Units

The College provides autonomy to Heads of Department in various prominent activities given below:-

Head of Department is member of selection committee for selection of faculty in department. He has an authority to take decision regarding academics as well as extra-curricular activities of their department like internal assessment exams, industrial tours, Short Term Training Program, requirement of consumable, non-consumable items, text books, journals & periodicals etc. academic authority for the allocation of subjects, preparation and execution of academic time table etc. The HoDs has financial authority at some extent within the provision of budget. Head of Department is member of selection committee for selection of faculty in department, innovation in teaching learning process beyond syllabus activities. An Institute promotes the culture of participative management that enables all Head of Departments, Deans, teaching & supporting staff

and students to give their advices, suggestions and participates in decision for the development of College. There is special College development committee is constituted as Maharashtra Public University Act 2016. Principal of the Institute frequently convene the meetings with Heads, academic deans, class teachers, faculties, supporting staff, students and parents. Meetings of all committees are regularly held for policy framing implementation strategy. The innovations in teaching learning process, beyond syllabus activities are the practices. An institute promotes the culture of participative management: The culture of participative management enables all Head of Departments, Deans, all teaching & supporting staff and students to give their advices, suggestions and participates in decision for development of the college. Principal of the institute frequently convenes the meetings with Head of Departments, academic deans, class teachers, faculties, supporting staff of the institute, students and parents. Meetings of all committees are regularly held for policy framing implementation strategy.

#### 1. Leadership and Governance

The governance of the Institution is a mirror of an effective leadership in tune with the vision and mission of Institution. The Institution follows a democratic and participatory mode of governance with all stakeholders participating in academic, research and administration. The Governing Body delegates authority, to the Principal who in turns share it with the different levels of functionaries in the College. The Heads of Departments, section in-charges, Co-ordinator of IQAC Cell, the Conveners, coordinators and members of various committees and cells along with the staff representatives on higher decision-making bodies play important roles in determining the Institutional policies and Standard Operating Procedures.

#### 1. The effective leadership is visible in Institutional practices through working of committees

1. College development Committee
2. IQAC Cell
3. Research Advisory Committee
4. Library Committee
5. College monitoring Committee
6. Anti-ragging committee
7. Student Council
8. Centre for IIIT&P
9. College Council

10. Grievance committee
11. SC/ST committee
12. Feedback Committee
13. Vishakha committee
14. Women grievance committee
15. College Magazine committee
16. Hostel Management
17. Library Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Curriculum Development

Development of course contents and its implementation for other employability attributes like Communication skill and soft skill. The course contents are developed, in consultation with Industry for the identified core areas like Software Testing, Remote Infrastructure Monitoring & Management, Information Security, Embedded System & IOT, Software development, VLSI, Automation Design. Contents of the courses are validated by other related Industries. Planning of implementation of design courses are made with the help of interested College faculty, resource person from industry and professional trainers and Assessment of trainees by internship, mock tests and placements.

### Teaching and Learning

The Institute fulfills statutory regulatory norms of AICTE and affiliated University regarding infrastructure facilities to fulfill the need of teaching learning process. Institute provides the infrastructural facilities of: advance ICT tools, amenities, research, innovation and development, curriculum enrichment, skill development and employment enhancement, books journals e-resources, digital library and other infrastructure to knowledge resource center, computer center with adequate computer requirements, language laboratories, virtual class room, seminar halls, Computers and Software etc. The Policy of institution in this respect is also reflected in mission, vision, objectives & goals.



## Examination and Evaluation

There is existed a centralized internal examination and evaluation system. On line submission of internal assessment marks and external practical examination marks submission in University.

Evaluation Reforms done by Institute on its own:

1. Evaluation of student by external agency for Communication skill, Aptitude, Core technical knowledge for employability enhancement scheme, Internship and evaluation of internship projects by industry experts.
- 2) Technical competition like Hackathon monitored by industry experts
- 3) Group assignments, subject seminars, mini-projects
- 4) Class test, Quiz
- 5) Remedial test
- 6) Internal work submission
- 7) Project report for the subjects like environmental studies
- 8) Use of Language lab for communication skill evaluation

## Research and Development

We have University approved research Lab in two subjects: 1. Computer Science & Engineering and 2. Electronics & Telecommunication Engineering

There are 15 research scholars admitted in these programmes. The research scholars is working on identified thrust areas in research Laboratory in four quadrants like Research and Development, technical activity, social, curricular and co-curricular activity in 360 degree. Appreciation /Awards/ Incentive for research and development should be given for deserves candidates.

## Library, ICT and Physical Infrastructure / Instrumentation

The Central digital library (knowledge resource center) facilities are available, which provide books journals e-resources, digital library, ICT infrastructure including LCD projectors, Wi-Fi and high



speed internet connectivity availability of NPTEL and other MOOC materials. High-speed, high bandwidth optical fiber lease line for internet facility is available with Wi-Fi facility, networking of computer (Intra-net). Digital library with high speed internet connection, e-repository consisting of NPTEL videos, e-books and other e-contents like study material, question paper, model answers, Subscription of e-journal, Membership national digital library (NDL), Motivation and incentives for conducting virtual class-rooms

#### Human Resource Management

The Institute has Planning to provide qualified & experience human resources and continual human resource development. Ensure high level of motivation and moral of faculty and staff with Sympathetic and Empathetic approach towards faculty and staff. There is Performance Based Appraisal System (PBAS) for staff. Technical skill training programme is arranged to Class IV employees. Career Advancement Schemes and promotional policy are implied for employees. Induction Program for newly recruited faculty is as per AICTE mandate and optimum utilization of human resources.

#### Industry Interaction / Collaboration

There is continuous institute-industry interaction for effective operationalization of the curriculum, Institution's network and Industry interaction, research bodies and University as:

1. Institute-Industry interaction and networking to aware with Industry trends to mitigate gap of University curriculum and technology in Industry applications
2. Industry experts of leading Industry Microsoft, CCIL are on Governing body of the College
3. Industry domain knowledge experts are on panel of 'adjunct and resource persons of Industry'
4. Organizing their inviting lectures during the course of study on related topics physically or virtually guidance taken for academic projects as per University curriculum
5. Visits to Industry, data centers, laboratories to supplement application of theoretical knowledge
6. Inviting scientists and researchers for key note addresses, expert talk as resource person during national conferences, seminars, workshop and other related meeting organized by Institution
7. Inviting scientist, researchers for training programme on the advanced curriculum topic

## 8. Joint publications of faculty with researchers/scientists/experts

Other area for Strategic Development and Deployment are:

Induction programme- It was executed successfully for first year engineering students. The basic idea were to open up the first year students with college environment through various practices during the induction like College culture, human values, nearby surrounding awareness, Own department visits.

National Service Scheme- NSS unit has conducted awareness programs for clean campus, blood donation camp during Covid-19 crisis. During this covid-19 crisis periods, blood were the requirement of patients.

Standard Operating Procedure for Final year B.E. projects- SOP for project development made and discussed it in IQAC meeting for its implementation.

Proposals for Financial Support for College Development- The proposal sent for financial assistance to conducts extracurricular events / technology project development/ customized project developments / Lab. Modernization etc.

NBA and NAAC Accreditation initialization Plan- As per strategic plan for the academic year 2020-21, initially College has applied for NBA Accreditation of Computer Science & Engineering program and successively other eligible programs shall be applied for NBA accreditation. The College has also decided to go for NAAC accreditation and preparation for the same is going on.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**The functioning of Institutional bodies is effective and efficient**

in view of policies, administration setup, appointments, service rules, procedure etc:

**Administration:**

The College has structured administrative and academic set-up for performing smooth functioning as per the policies and SOP of College along with functional committees.

List of Academic and Administrative Bodies/Committees/Cell at Institution & their functions::

Sr. No.

Academic and Administrative Committees/ Cells

Functions

01

College Development Committee

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
2. Recommend to the management about introducing new academic courses and creation of additional teaching and administrative posts.
3. Take review of the self-financing courses in the college, and make recommendations for their improvement
4. Promote the use of ICT tools in T-L Process
5. Prepare financial budget for Institute
6. Prepare the annual report on the work done by committee for the year ending

on the 30th June and submit the same to the management and University

1. Academic feedback

02

IQAC Cell

- Development and application of quality benchmarks for academic

and administrative activities of the institution

- Creation of a learner-centric environment conducive to quality education, technology for participatory teaching and learning process
- Feedback from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and institutional workshops, seminars and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/ enhancing quality

03

#### Research Advisory Committee

- To conduct interview of research candidates who applied for admission to Ph.D. Program
- Allocation of Research Supervisor as per availability of no. of seats and Supervisors, specializations and research scholar's interest
- Send the Seven copies of the Synopsis as recommended by the RAC along with soft copy.
- A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
- Check yearly progress report

04

#### Library Committee

- To plan and coordinate the committee's work in accordance with the goals of library and the College
- To make a policy for the modernization and improvement of library
- To create rules for well organization and functioning of library

- To prepare the annual budget and proposal for development of the library for approval for management council/ governing body of the College\
- To supervised library activities, direct and control
- Discuss about deficiency report of AICTE and check availability of sufficient no. books as per students

05

#### College Monitoring Committee

- To monitor & feedback for academic progress, quality assurance and syllabus review
- The academic activities of the Institute are supervised, direct and control
- Committee takes decisions on the critical academic matters if any

06

#### Anti Ragging Committee

- To set up anti-ragging squad committee in the College
- To ensure compliance with the provisions of these regulations as the provisions of any law for the time being in force concerning ragging and to monitor and oversee the performance of the anti-ragging squad in prevention of ragging in the institution
- To make surprise raids on hostels, and other places vulnerable to incidents of ragging and having its potentials

07

#### Student Council (SDC)

- A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management
- Student Councils create a sense of ownership of the College and its activities among the students
- Conducting Fresher's day/ Annual gathering every year

08

#### Centre for IIIT&P

Visit College web:

<http://hvpmcoet.in/t-and-p-objectives-activities/>

1. To Identify the trainable and employable students by Conducting Various Training Programs and Assessments
2. To Develop Employability Attributes among Students
3. To Provide Training for English Communication, Soft Skills & Aptitude as a Part of Curriculum for Engineering Graduates
4. To Make Aware & Trained in Latest Available Technology in the Field of ENTC, CSE, IT And Management through regularly organizing Guest Lectures (In Person Or Remotely), Industry Expert Talks (In Person Or Remotely), Technical Workshops, Summer And Winter Internship Programs and Online Global Certification Examinations
5. To Conduct Placement Drives and Pool Campuses For Recruitments
6. To Provide off Campus Recruitment Opportunities based On Skill Mapping of Industry requirements And Candidate Possessed.
7. To Promote Placements Through Virtual Mode
8. To Foster The Industry - Institute Alliance
9. To Coordinate With Alumni Association Of H.V.P.M. College Of Engineering & Technology, Amravati.
10. To Execute Activities Under Skill Sharpening School (S Cube):  
- A Alumni Associations' Effort
11. To Improve Employability Skills Of Engineering Fraternity in Amravati City

09

College Council

- To discuss the progress of studies and faculties in the College
- To bring to the notice of the College authorities the needs of the students
- To make recommendations to the principal or the the governing body for improvement of the academic efficiency of the college
- To advice the GB of College & Principal on matter relating to the internal management and discipline of students as may be referred to from time to time
- To bring to notice of the Governing Body any matter affecting the right and privileges of the teachers of College
- To promote good relations and increased cooperation within the College community with the purpose of creating cohesive culture.



10

#### Feedback Committee

- Feedback for enrich the curriculum and to improve the teaching-learning
- To increase the Quality of Teaching-Learning and add values
- Feedback for improvement in infrastructural facilities and placement of the students

11

#### Vishakha Committee

- To ensure the safety of women at workplaces and provide the guidelines for dealing with the cases that are related to sexual harassment

12

#### NSS & UBA Committee

- Encourage the students to participate in social and national development activities through NSS and UBA

13

#### SC/ST Committee

- To feel free by SC/ST students in the College premises
- To aware about atrocity act
- The SC/ST Committee/Cell monitors and endeavours to resolve issues / grievances relating to SC/ST students and staff at the Institution level.

14

#### Grievance Redressal Committee

1. To deal with the grievances of teachers and other employees of the colleges to hear and settle grievances as far as may be practicable within six months and the committee shall make a report to the management council
2. To look into any complaints lodged by any student of Institute
3. To look into matters and resolve the issue safely



4. It shall be lawful for the grievances committee to entertain and consider grievances or complaints which are not within the jurisdiction of the tribunal and report to the management council to take such action as it deems fit and the decisions of the management council on on such report shall be final

15

#### Women's Redressal Committee

- To safeguard the rights of female students, women faculty and staff members.
- To provide a platform for listening to women's complaints and redressal of the grievances.

16

#### College Magazine Committee

- To publish a regular student magazine that highlights the activities like art, poem, interview, articles and any other creativity of students
- It is student-lead publication that is written by students, for students

17

#### College Website Management Committee

- To disseminate the efforts and the achievements of the College, Students, Staff to the outer world through Website updates.
- To keep the website updated with information of Departments, faculty, committees, NIRF, mandatory disclosure, IQAC activities etc.

18

#### Hostel Management Committee

1. To ensure an enriching stay at the hostel by monitoring on the daily issues regarding the hostel infrastructure, housekeeping & mess facilities, etc.

19

#### Canteen Committee

- To ensure healthy and quality food preparation in the Canteen in safety environment.

20

#### Departmental Forums (Utkarsh, ITSA, FEAT, MESF)

- To create independent discussion environment for students and promote self learning, group discussion, extra-curricular activities without much more teacher's intervention for their self exploration

21

#### Cultural/ Youth Festival Club

- The cultural club plan for all intra or/and inter collegiate cultural events in the College during the year
- Promote to exhibit the cultural skills through participation in youth festival of Sant Gadge Baba Amravati University

22

#### Training and Placement Committee

- To organize technical events and motivational talks to provide a platform for the budding engineers
- To facilitate the process of placement and ensure for that each eligible student get opportunity to participate

23

#### Steering Committee

#### For NBA/ NAAC/Academic Audit

- To provide advice, guidance on a lot of issues that need to face during NBA/NAAC such as budgets, infrastructure, accreditation evaluations method, strategies, and new challenges to ensure best outcomes

24

#### Area Adaptation

- It provide space to the students for innovation and new idea generation

25

#### Admission Committee

- To facilitate student support if any difficulties arise during the admission process of Govt. (online/offline)

26

#### Departmental Advisory Committee

- To advice/guide in performing the academic, administrative and other activities of the Department

:: College Development Committee functions and responsibilities

Name of Committee

Composition

Functions

Responsibilities

Frequency of meeting

#### College Development Committee

1. Chairperson of the management or his nominee ex-officio  
Chairperson ;
2. Secretary of the management or his nominee ;
3. one head of department, to be nominated by the principal or the head of the institution ;
4. Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman ;
5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves ;
6. Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;

1. Co-ordinator, Internal Quality Assurance Committee of the College
  2. President and Secretary of the College Students' Council;
  3. Principal of the college or head of the institution - Member - Secretary.
- 
1. prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster quality in curricular, co-curricular and extra-curricular activities
- 
1. Decide about the overall teaching programmes or annual calendar of the college;
- 
1. Recommend to the management about introducing new academic courses and creation of additional teaching and administrative posts.
  2. Take review of the self-financing courses in the college, and make recommendations for their improvement
  3. Promote the use of ICT tools in T-L Process
  4. Prepare financial budget for Institute
  5. Prepare the annual report on the work done by committee for the year ending

on the 30th June and submit the same to the management and University

- Academic feedback

1. Elected and Nominated members shall have a term of five years from the date of election or nomination.
- 
1. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term

1. To make specific recommendations to management to encourage and

strengthen research culture, consultancy and extension activities in the College;

1. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research

1. To encourage the use of ICT in T-L process
2. To organised

training programs for employees

of the college

1. To prepare annual financial budget, financial statements of the College and recommend same to management for approval

8. Recommend the administration about appropriate steps to be taken regarding

discipline, safety and security issues of the College

4 in

a year

The effective and efficient functioning of Institutional bodies in view of appointments, service rules, procedures are:

:: RECRUITMENT PROCEDURE & PROMOTIONAL POLICIES ::

1.0

APPOINTMENTS/ RECRUITMENT

1.1

There shall be three categories of faculty/staff members at institution:

- Academic: Director, Professor, Associate Professor, Assistant Professor, Librarian, etc.;
- Administrative: Registrar, Finance Officer etc.,
- Supporting Staff: Technical Assistants, Technical, Skill Lab. Assistant, Assistant Librarian, etc.

## 1.2

The Appointing Authority for all positions at the Institution (from Assistant Professor or equivalent grade and above) shall be the Governing Body, Principal and Gen. Secretary in accordance with the interview report of selection committee. The management of trust shall be the Appointing Authority for all other non-teaching posts at the Institution.

## 1.3

### PROCEDURE FOR APPOINTMENT/ RECRUITMENT OF FACULTY

For Recruitment of Regular faculty/teacher the selection committee as per ordinance by SGBAU.

1. H.R. Section in association with the concern H.O.D will determine the faculty requirement as per SGBAU Amravati / AICTE norms.
2. The faculty requirement so determined will be put up to Principal, director for information & finally to be approved by governing body.
3. H.R. Section will get the Roster sanctioned for regular posts from the BC Cell in SGBAU Amravati.
4. H.R. Section will get sanctioned and approval of Roster for regular posts from the BC Cell in Office of Regional Commissioner Amravati.
5. H.R. Section will arrange to write a letter and get posts as per reservation rules from the SGBAU Amravati.
6. On receipt of post distribution against various reservation categories approved from B.C. Cell of S.G.B. Amravati University, H.R. Section will arrange to get advertisement for the said posts approved & sanctioned from Collegiate Section of SGB, Amravati University, Amravati.
7. On receipt of approved Advertisement format from Collegiate Section, SGB Amravati University, H.R. Section will arrange to give advertisement in the local News Paper as well as national News Paper. (In English & Marathi language) as per University approved list of papers.

8. H.R. Section will arrange for list of Candidates from Employment office of State Govt. as per rule.
9. H.R. Section will receive the applications & will arrange to form scrutiny committee to scrutinize the applications.
10. H.R. Section will arrange to write a letter to SGBAU Amravati for demand of members of selection committee.
11. H.R. Section will arrange to get suitable date to conduct the interviews from Chairman & members of Selection Committee.
12. H.R. Section will arrange to send call letters with the signature of Principal to eligible candidates for interviews.
13. Non eligible candidates will also be informed stating reason of rejection of application.
14. H.R. Section will arrange to write note sheet for the nomination of chairman of selection committee from Hon. General Secretary.
15. H.R. Section will arrange the interviews on date fixed by members of selection committee.
16. H.R. Section will arrange to send proposal for approval to SGBAU Amravati for the selected candidate as per member of the selection committee along with their selection reports.
17. After receiving approval from SGBAU Amravati H. R. Section will arrange to issue appointment order to approved candidate.
18. H.R. Section will arrange to take notarized under taking from the selected candidates.
19. H.R. Section will arrange to take joining reports from the selected candidates.
20. End of entire Interview procedure will finally take on record or filed.

#### 1.4

##### Procedure for Recruitment of Supporting Staff:

For Recruitment of Regular Supporting Staff the selection committee as per SGBAU / Standard Code guidelines.

1. H.R. Section in association with Registrar will determine the Supporting Staff requirement as per SGBAU Amravati / AICTE norms/ Standard Code.
2. The Supporting Staff requirement so determined will be put up to Principal, Director for information & finally to be approved by Governing body.
3. H.R. Section will get the Roster sanctioned for regular posts from the BC Cell in SGBAU Amravati.
4. H.R. Section will get sanctioned and approval of Roster for regular posts from the BC Cell in Office of Regional



Commissioner Amravati.

5. H.R. Section will arrange to write a letter and get posts as per reservation rules from the SGBAU Amravati.
6. On receipt of post distribution against various reservation categories approved from B.C. Cell of S.G.B. Amravati University.
7. H.R. Section will put Note-sheet for the approval from Management to give advertisement. Also arrange to give advertisement in the News Paper as per University approved list of papers.
8. H.R. Section will arrange for list of Candidates from Employment office of State Govt. as per rule.
9. H.R. section will receive the applications & will arrange to form scrutiny committee to scrutinize the applications.
10. H.R. Section will arrange to get suitable date to conduct the interviews from the panel of Management.
11. The panel of management for the selection of Candidates consists of Director, Principal, Registrar and H.O.D of concern Department.
12. H.R. Section will arrange to send call letters with the signature of Principal to eligible candidates for interviews.
13. Non eligible candidate will also be informed stating reason of rejection of application.
14. H.R. Section will arrange the interviews on date fixed by the panel of Management.
15. H. R. Section will arrange to issue appointment orders to selected candidates.
16. H.R. Section will arrange to take joining reports from the selected candidates.
17. End of entire Interview procedure will finally take on record or filed.

1.5

Procedure for performance based incentive for Faculty:

The process for performance based incentive for Faculty will be as per following guidelines.

1. H. R. Section will distribute Academic Diaries containing performance based Appraisal form, designed as per UGC Norms before commencement of Academic session.
2. Faculty will submit those filled Academic Diaries at the end of session along with necessary documents and Score sheets of performance appraisal form to their Head of Department.
3. HOD will submit those diaries to H.R. Section along with their

remarks.

4. H. R. Section will scrutinize all submitted diaries and check all attached documents for concern Academic year.
5. H.R. Section will then put up the scrutinized diaries before the Principal/Dean (Academics) for perusal as an Assessor.
6. Principal /Dean (Academics) assess all diaries of faculty along with score mention on score sheet.
7. H.R. Section will arrange Interview of Assesses (faculty) before third party Evaluator for evaluation and mention score on evaluation sheet.
8. H.R. Section will compile score of all assesses.
9. H.R. Section will arrange merit list of higher scorer faculty.
10. H.R. section will put up the merit list before principal and Director to apply the incentive DA 1% to 5% to higher scorer faculty and will display the same on notice board.
11. End of entire performance based incentive for Faculty procedure will finally be taken on record.

## 1.6

Procedure for Staff Promotion:

The process of staff promotion will be as per Management guidelines only.

1. H. R. Section will get the applications from staff duly recommended by their concerning H.O.D & having a remark of Registrar & Principal for their promotions.
2. H.R. Section will determine the received applications.
3. H.R. section will then put the note-sheet before Management for the promotions to be done, due to achieving Higher Qualifications / Change in Designation or any.
4. H.R. Section will arrange to implement the recommendation of Management as per the promotion dates given by them.
5. End of entire Promotion procedure will finally be taken on record.

## 2.0

### POSITIONS

The various positions at each Institution are summarized below:

### 2.1

**PRINCIPAL:** The Principal shall be the chief Academic and

administrative Officer of the Institution and shall be responsible for its proper administration and functioning, imparting instruction and maintenance of discipline therein. The Principal shall have the powers, responsibilities, Status and service conditions as applicable as per AICTE norms.

## 2.2

**PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR:**

The persons assigned to these positions shall perform the functions by such as, teaching, research, extension, continuing education, scientific & industrial institute interaction, consultancy and others, which may be assigned to them by the Institution from time to time. They may also be delegated certain administrative and/or other functions/responsibilities at the Institution. The status, service conditions and responsibilities of Professor, Associate Professor, Assistant Professor shall be as per AICTE norms and Maharashtra State Government rules.

## 2.3

**ADJUNCT PROFESSOR:** These positions shall be available at the Institution by engaging the services of retired senior faculty members for specific academic assignments at the Institution, so as to benefit from their expertise and experience.

## 2.4

**LIBRARIAN:** The person occupying this position shall be in charge of the Library of the Institution and be responsible for its planning, development, up-keep, up-gradation, maintenance and administration. The status, service conditions and responsibilities of a Librarian shall be as per AICTE/ UGC Rules

## 2.5

**REGISTRAR:** The Registrar, shall be the Administrative Officer of the Institution, responsible for its proper governance and administration, who shall work directly under the directions and control of the

Principal/Director.

## 2.6

**FINANCE OFFICER:** The Finance Officer of the Institution, who shall work under the directions and control of the Registrar / Principal/ Director of the College.

### 3.0

#### ELIGIBILITY & PAY SCALE

The qualifications, experience and other requirements to be fulfilled by the candidates seeking the above appointments are as given below. The subjects/disciplines in which the recruitment is to be made shall be finalized by the Principal/ Director in consultation with the Heads of Departments, based on the institutional needs from time to time and the same got approved by affiliated University Sant Gadge baba Amravati University Amravati

### 3.1

#### PRINCIPAL:

- **Essential:** (i) Ph.D. Degree or equivalent in any engineering discipline from a reputed institution, preceded by UG/PG engineering Degree with high merit; (ii) Good publications record in refereed scientific/professional journals; (iii) Service as Professor at a reputed technical institution for a minimum of 10 years;
- **Desirable:** (i) Experience in academic/research administration as Deputy Director, Dean or Head of Department at a reputed technical institution;
  1. Guidance of students at UG/PG project work and at Ph.D. level;

Evidence of having taken up sponsored research, continuing education and/or consultancy assignments; (iv) Participation in professional society activities; (v) Intimate knowledge of technical education system in India and abroad and its development.

The posts of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 plus a Special Allowance of Rs. 3000 per month.

### 3.2

#### PROFESSOR:

**Essential:** (i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;

(ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 10 years; (iii) Evidence of post- Ph.D. research experience and ability to pursue high quality academic/research work independently;

1. Good publications record in refereed scientific/professional journals;
2. Age < 55 years on the last date of receiving application.

**Desirable:** (i) Evidence of having taken up sponsored research, continuing education and/or industrial consultancy; (ii) Proven record of academic/research leadership, guiding UG/PG and Ph.D. students and team work (iii) Participation in professional society activities; (iv) Good knowledge of technical education system in the country and its development

**Professor:** Pay Band of Rs. 37400-67000 with AGP of Rs. 10000

3.3

**ASSOCIATE PROFESSOR:**

**Essential:**

(i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;

(ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 10 years; (iii) Evidence of ability to pursue high quality academic/research work independently; (iv) Good publications record in refereed scientific/professional journals;

(v) Age < 55 years on the last date of receiving application.

**Desirable:** (i) Evidence of having taken up sponsored research, continuing education and/or industrial consultancy; (ii) Proven record of guiding UG/PG and Ph.D. students and team work (iii) Participation in professional society activities;

Pay Band of Rs. 37400-67000 with AGP of Rs. 9000

3.4

**ASSISTANT PROFESSOR:**

- **Essential:** (i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;

ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 5 years; (iii) Good publications record in refereed scientific/ professional journals; (iv) Age < 45 years on the last date of receiving application.

- **Desirable:** Evidence of participation in sponsored research, continuing education and/or industrial consultancy programmes; (ii) Proven record of guiding UG/PG students and team work; (iii) Participation in professional society activities.

Pay Band of Rs. 15600-39100 with AGP of Rs.6000

3.5

**ADJUNCT PROFESSOR:**

- **Essential:** (i) Senior Executive/Manager/Scientist from industry or R & D Laboratories with a minimum industrial/research experience of 10 years; (ii) Age < 55 years, on the date of consideration.
- **Desirable:** (i) Experience in human resource development, project guidance and/or developmental activities; (ii) Keen interest in teaching, research and academic functions.

3.6

**LIBRARIAN:**

- **Essential:** (i) Master's Degree in Library Science / Information Science / Documentation or equivalent with a minimum of 55% marks in aggregate, preceded by a consistently good academic record; (ii) Service experience as Deputy Librarian at a reputed institute for a minimum of 10 years; (iii) Age < 55 years on the last date of receiving



application.

- Desirable: (i) Knowledge of computers, internet and other recent advances in library operation and management. (ii) Ph.D. in Library Science;

Pay Band of Rs. 37400- 67000 with AGP of Rs. 9000

### 3.7

#### REGISTRAR:

- Essential: (i) PG Degree with at least First Class (or equivalent) in any discipline of engineering/technology/management from a reputed Institution or Ph.D. Degree in Science/Arts, preceded by a consistently good academic record; (ii) Teaching and administrative experience at an institution of higher education or research for a minimum of 10 years with a minimum of 8 years being spent in a responsible position. (iii) Age < 55 years on the last date of receiving application.
- Desirable: (i) Ph.D. Degree in engineering/technology/management from a reputed institution; (ii) Familiarity with administrative practices, financial

### 3.8

#### FINANCE OFFICER:

- Essential: (i) M.Com. having specialization in Accounting, Auditing and/or Costing with First Class (or equivalent) from a reputed Institution, preceded by a consistently good academic record; (ii) A minimum of 10 years experience in accounting/auditing/costing in an academic/research institution or industry, of which a minimum of 8 years are spent at a University/College or any other higher level institution. (iii) Age < 55 years on the last date of receiving application.
- Desirable: (i) Qualification in Chartered Accountancy; (ii) Experience in working with computers and other advancements in financial management; (iii) Knowledge of Government rules, regulations and practices in financial matters.



## 4.0

### COMMENCEMENT OF SERVICE

1. The service of an employee shall commence from the date on which he reports for service and he shall be entitled to salary from that date if he reports to duty before 1-30 PM or from the next day if he reports to duty after 1.30 PM
2. All appointments shall be made on contract in writing , except the casual and apprentice employees. They shall be appointed by a letter of appointment in writing.

## 4.1

### SENIORITY

1. Employee shall rank for seniority in the grade according to the dates of their commencement of service
2. When any post is filled by open competition, seniority of the candidates selected at the same interview should be in the order in which they are ranked by the selection committee, subject to the dates of joining their duties being the same.
3. When a holder of any post in a grade is reduced to a lower grade, he shall be placed at the top of the latter, unless the authority ordering such reduction directs that he shall rank in such grade next below any specified number thereof.

## 4.2

### PROMOTIONS

1. All departmental promotion shall be made on the basis of seniority-cum-merit
2. Through the Career Advancement Scheme (CAS as per AICTE Regulation and University directions)

## 4.3

### SERVICE BOOKS

1. Service Book shall be opted for every employee on the permanent establishment in the University. It shall be opened immediately on his being appointed in the service
2. In the service Book, every step in official life, including temporary and officiating promotions of all kinds, increments and leave of absence taken should be regularly and

concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave statement

3. The service books should be kept in the custody of HR Section

5.0

#### CODE OF ETHICS ( service rule)

There shall be a Code of Ethics to be strictly followed by all academic, administrative and technical staff, as prescribed in the Administrative Manual of the Institution, Academic diary etc.

6.0

#### PROMOTIONAL POLICIES

CAS- for Teachers as Per AICTE Sixth Pay

(University Direction No.63/2010 dated 20/10/2010)

The Institute follows the CAS Scheme as per AICTE Norms and regulations, University direction of UGC/ AICTE regarding the Promotions of faculties.

#### Procedure for CAS for Faculty:

The process of promotion under career advancement will be as per SGBAU / AICTE guidelines.

1. H. R. Section will arrange to invite the applications from teachers from various positions by issuing circular, duly signed by Principal.
2. H.R. section will arrange to form scrutiny committee to scrutinize the duly filled applications. Teachers will be informed about anomaly, if any and corrected applications will also be accepted.
3. H. R. Section will then put up the scrutinized applications before the principal for perusal.
4. H. R. Section will arrange to write a letter to SGBAU Amravati for demand of Screening cum evaluation committee.
5. H.R. Section will arrange to write a request letter to members of "Screening-cum-Evaluation Committee" for suitable date to conduct the meeting.
6. H.R. Section will issue the circular duly signed by Principal for meeting and circulate it to the eligible candidates.

7. H.R. Section will arrange meeting of CAS Committee as on date fixed by members of Screening-cum-Evaluation Committee.
8. H.R. Section will arrange to send the Selection report to SGBA University.
9. H.R. Section will arrange to implement the recommendation of committee as per the promotion dates given by the Committee.
10. End of entire Interview procedure will finally be taken on record.

For Non-teaching: The time-bound promotion as per rule and regulation of GOM.

Incentive are provided for better performing staff.

7.0

#### PAY SCALE, SERVICE CONDITIONS & CAREER ADVANCEMENT SCHEME FOR TEACHERS AND EQUIVALENT POSITIONS

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:

##### (a) Assistant Professor/Associate Professors/Professors in Technical institutions

1. Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re- designated as Assistant Professors with the said AGP of Rs. 6000.
2. An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
3. Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
4. Assistant Professors who do not have Ph.D or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
5. The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.

6. The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.
7. Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
8. Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band ' of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
9. Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.
10. Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
11. Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed In the Pay Band of Rs. 37,400- 67000 and re-designated as Associate Professor in the manner described in (x) above.
12. Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
13. Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
14. The pay of a directly recruited Professor shall be fixed at a

stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

15. Ten percent of the posts of Professors in a AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.
16. For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
17. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

08

#### WELFARE MEASURE

##### a) Provident Fund

Contributory Provident Fund, skim is implanted for faculty and staff fhe status quo shall continue.

##### b) Group Insurance mediclaim scheme

It is implemented for faculty and staff

09

#### R & D PROPOSAL

In order to promote research and development activities and generation of grants for modernization of laboratories through A.I.C.T.E./ DST / DSIR / UGC / University assistance schemes.

Proposals are to be submitted to AICTE / D.S.T. / D.S.I.R. / U.G.C. / University & other funding agency in following areas.

- Research Promotion Scheme (RPS)
- Modernization and removal of obsolesces (MDROB)
- Entrepreneurship Development Cell. (EDC)
- Seminar Grant
- Innovation Promotion Scheme
- Travel Grant
- Any other scheme applicable

Procedure :

1. HODs are to identify the activities in above mentioned areas with approval from Principal.
2. Prepare the proposal in accordance with funding agency guidelines.
3. Apply online on portal or off line as applicable in stipulated time frame.
4. Follow up for the expected result.

It is expected that each department submits at least two proposals in one academic year.



File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Institution has an effective welfare measures for teaching and non-teaching staff as mentioned below:

1. Provident fund, Group medical insurance, gratuity, advances in case of emergency, formation of co-op credit society for easy and seamless availability of loan, world class physical fitness facilities, Swimming, Health club, games and sports for faculties and staff

2. Contributory Provident Fund scheme to the teaching and non-teaching staff

3. Institute provides Wi-Fi facilities for all teaching and non-teaching staff as well as for the students in College premises

4. Institute provides concession in sports like Badminton,



Basketball, Swimming, Cricket, Football, Tennis, Archery, and Malakhamb to the faculties at College premises

5. Institute provides Group Insurance Mediclaim Policy for teaching and non-teaching staff as well as for their family members

6. The faculties and staff are taking the advantage of Group Insurance Mediclaim Policy

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**Performance Appraisal System for teaching and non-teaching staff:**

The factors of PBAS can be summarized as follows:-

**Category 1-Teaching-Learning and Evaluation Related Activities**

Category 2-Professional Development, Co-Curricular and Extension  
Activities

Category 3-Research, Publication and Academic contribution

Self-Appraisal is filled by each faculty. The Evaluation is done by Head of Department, Review by Principal and finalization of grading by External expert or Professor of the College with one to one faculty interaction and verification of evidences for the said claim on self appraisal. Based on overall performance evaluation of self appraisal, the teachers are awarded with incentive which motivates them to improve their further performance and it is also used for their promotions from existing level to next higher level.

The outcome of the review of the performance appraisal is noted in its own teacher's academic diary.

Transparency in Self Appraisal Evaluation:

1. Self Appraisal is available in Teachers diary at the end side of diary
2. The Teacher diary is distributed to teachers through HOD of each department
3. At each semester the data have to be filled up by each teachers
4. HoDs has to evaluate the performance in T-L, Research contribution , co-curricular and extra-curricular activities
5. Appraise is involved in finalization of Performance Based Appraisal Scheme (PBAS) by external experts
6. Academic Performance Indicators (APIs) from PBAS are considered for incentives, awards and Career Advancement Scheme (CAS)
7. Teachers are visible to improve in performance in PBAS
8. Transparency and development improvement in quality improvement and assurance of working in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Yes Institute has both internal and financial audit regularity. There are two types of institutional mechanism for audit. 1. Internal audit and 2. External audit

1. Internal Audit: Account officer, principal and head of institution is continuously monitoring the financial activities and conducts audit internally. Internal audit itself will be done by the Institute.

2. External audit: Accounts are audited every year by authorized chartered accountant, (CA) where College appointed the chartered accountant for external audit of financial activities. The last statutory, External Audit was done for the financial year 2019-2020. All the financial transactions inclusive of receipts and payments are making available by the account Department of College for checking and auditing of accounts from Chartered Accountant. The CA produces the Audited statement report & utilization certificates to the Institution. This way account management system helps to the finance and account section of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during

the year (INR in Lakhs)

3.25

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Institutional strategies for mobilization of funds:**

1. To established good rapport with industries
2. To make MOU with Industries to get benefits to both Institution and Industry
3. Efforts made by Institute, to get CSIR fund from Industry
4. Apply to AICTE, DST, and other funding agencies to mobilise the fund
5. Technology and customized projects proposals to AICTE under Unnat Bharat Abhiyan for adopted Village development
6. Proposals for Faculty Development Programs/ STTP

**Institutional strategies for optimal utilization of resources:**

1. Calculation for actual students and available teachers in each Department
2. Accordingly workload of teachers are distributed by HoDs
3. If spare teacher found other work is assigned to him
4. Similarly the lab work load is calculated
5. Find the actual lab hours as per no. of students available
6. Lab. Can be utilized by inter-department for its optimal use if it is free/available
7. The College is used all available resources optimally for cost benefits to all

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

### Contribution of IQAC for institutionalizing the quality assurance

1. Plan the activities at the start of academic session for quality improvement in academic and administration
2. IQAC meeting Schedule reparation for the session
3. Discussion with the members of IQAC and take appropriate suggestions for quality improvement
4. Preparation of academic Calendar for the session include academic and extra- curricular activities
5. Called Monthly quality assurance report from each Department and it is evaluated by IQAC Cell to assure quality and make suggestions for improvement
6. NSS and Unnat Bharat Abhiyan activities at College
7. Discussion on projects developments
8. Organization of National Conference/ Seminar organization/ STTP on 'Cyber Security'
9. Workshops on NBA & NAAC Accreditation Process
10. Discussion on project status of MBA Department
11. Preparation of proposals for AICTE quality improvement and other schemes
12. Sant Gadge Baba Amravati University Rajiv Gandhi Technical Proposal
13. NBA Prequalifier and SAR Preparation
14. Workshops/ Webinar organization
15. Review on Academics Progress Report
16. Preparation of AQAR by IQAC through Coordinators

### Quality Assurance process

Effective quality assurance mechanisms ensure the quality improvement.

To ensure quality assurance is embedded in the strategic direction

of the organization.

- Establishment of IQAC Cell at College
- Monthly Progress report of academics by each Department
- Ensures the syllabus covers as per time table and academic calendar.
- To conduct at least 4 IQAC Meeting in a year
- Vocational and professional training to the students for Skill development
- To fulfil the norms of AICTE apex body for infrastructure, teachers, library, Labs, classrooms, Seminar Hall, Sport facilities etc
- Quality assurance mechanism for teaching learning and evaluation
- Innovations in Program delivery and student assessments
- Organization of extra -curricular activities
- Feedback system to check quality
- Resource allocation and its optimum used

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

The institution reviews its teaching learning process:

The institute reviews teaching learning of the departments by IQAC cell through the reports on Monthly Quality Assurance Report (MQAR). IQAC review the syllabus covered by faculties monthly and if it is found syllabus is behind as per expectation then IQAC remind them to cover syllabus through conduction of extra classes.

Structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms:

1. IQAC is structured as per norms



2. It works as per the agenda of quality improvement in academics inclusive of Teaching learning
3. Academic Review is a part operations of academic progress
4. Learning outcomes are mapped with the performance of students in tests, assignments, viva, and university examination through IQAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://hvpmcoet.in/wp-content/uploads/2022/02/Institute Data 2020 21 for NIRF 2022 Engineering.pdf">http://hvpmcoet.in/wp-content/uploads/2022/02/Institute Data 2020 21 for NIRF 2022 Engineering.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Measures initiated by the Institution for the promotion of gender equity during the year 2020-2021 are as follows:

Annual gender sensitization action plan:

1. Women's Day Celebration on 8th March 2021
2. Participation of women and men faculties in Unnat Bharat Abhiyan Project
3. Participation of women and men faculties and staff in tree plantation program
4. Participation of women and men teachers in blood donation programme during COVID-19

Specific facilities provided for women in terms of:

1. Safety and security

The Women Grievance cells, cyber security awareness programs

2. Counseling

Frequently women students counselling shall be done for their hygienic safety and security

3. Common Rooms

Girls common room is available to rest in off and in vacant time for relaxes and discussion among them

4. Day care center for young children - It is available for care of young children

5. Any other relevant information

Women grievance Cell is available for taking their full care and any type of difficulties and or harassment

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**1. Waste Management:-**

Use of plastics in the form of packaging materials, wrappers, carry-bags and other commodity items has become an integral part of daily life in college campus. The thin, low density (High Volume-Low Weight) plastics become not only eye soars in the college campus but also cause great nuisance to public at large. It flies all over and creates pollution.

Thus college has taken a step forward and adopted '3 R' principle for plastic waste management.

**Sanitation and solid-liquid waste management from individual usage (through toilets / bathrooms):**

**1. Conservation of water by reuse with an innovative design of a**

modified bath and toilet unit

2. Technical intervention for hygiene, open defecation free Village and
3. To recycle water, reuse it and conserve

**Need:** The Village has small but definite population of people who reside on Government or Gram Panchayat land by encroachment. They are from most backward communities and poor. Since the land is encroached and do not belong to them legally, they cannot get any government subsidiary or support to construct toilets hence go for open defecation. They have to fetch water for daily consumption hence is reluctant to use water for flushing in toilets. However, they use water for bathing and cloth washing in their houses.

- **Brief Introduction of the Project**

Here a solid and liquid waste management system plays a very crucial role for improving the standard of living in rural areas particularly in Vidarbha region. The present project will be implemented in Pimpalgaon Bainai which comes under Nandgaon Khandeshwar Taluka in Amravati district (M.S). The basic idea behind this project is that in rural areas we have identified such locality comprising of tentatively 30 families where they do not have concrete houses along with toilets as they live on encroachment land where there is no basic infrastructure for collection and disposal of solid and liquid waste and there is also no specific location for this disposal. The community which was identified for this project is used to go on land for open defecation purpose. Since they are not eligible for toilets construction under any of the Government schemes, therefore they go for open defecation. With this proposal we are planning to construct the concrete toilets for solid and liquid waste disposal through decentralize waste water treatment process

- **Design and Working Principle of Model**

Bath room is built 1 meter above the toilet (Ground) level. It provides the necessary head difference for water to flow by gravity. The three compartmental water treatment tanks are located between bath room & toilet.

The water from the bath room flows down to the first compartment of the treatment tank.

The first compartment acts as a settling tank where the water comes

from the bathroom. The compartment has a perforated wall (Coarse screen) which filters the settled water into second compartment. The second compartment is having two walls i.e. one side wall of coarse screen of settling chamber and other side wall of fine screen. The compartment is filled with charcoal lumps obtained locally from burnt wood fuel. The bed of charcoal acts as absorption, adsorption and bio chemical treatment fixed bed system. The treated water filters goes into the third compartment which can act as storage tank or flush tank. The overflow of water from this compartment can be used for irrigation or water harvested through soak pit. And the water from storage tank is used for flushing the toilet. By this innovative design of twin toilet we can save 50% of water that required in daily use and keep life healthy and hygienic

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

**4. Ban on use of Plastic**

**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The location of institute is in the center of city. Besides having infrastructure as per the necessity for an educational campus, the institute puts in conscious efforts to enhance and nurture the eco-friendly environment on the campus. The campus consists of large number of outdoor, play grounds and open spaces. Faculty and Students take up projects to support the maintenance of healthy environment. The Institute authorities are very keen on making the campus eco-friendly by adopting Energy conservation practices, effective waste management at source, reuse of Blank pages, use of renewable energy, rain water harvesting and grey water for Plantation inside the campus, making the campus clean, green and healthy. Monitoring and upkeep of the green environment on the campus is done by the Maintenance department. SGB Amravati University has given the best environment award. The ministry of new and renewable energy (MNRE), Government of India, has sanctioned the conversion of existing campus into green campus.

Celebrated of Yoga day, Pledge of no Tobacco for healthy life of students, faculties and staff

Celebration of Birth Anniversary of Annabhau Sathe, Acharya Vinoba Bhave Jayanti, Maulana Abdul Kalam Azad, birth anniversary of India's most eminent Engineer Bharatratna Dr. Mokshakundam Vishveshwarya as an Engineer's Day, Celebrated 150th Birth Anniversary of Bhagat Singh Birth Anniversary, "Rashtrapita Mahatma Gandhi and Lal Bahadur Shastri", Birth anniversary of Iron man Late Sardar Vallabhbhai Patel, birth anniversary of Swami Vivekanand and Rastramata Jijau, Birth anniversary of Subhash Chandra Bose and Balasaheb Thakre, Shivaji Maharaj Jayanti,



Celebrated of Dhamma Chakra Pravartan Din, Homage to Priyadarshinin Late Indiraji Gandhi, Bal Gangadhar Tilak

Celebrated 73rd Independence Day, Republic day, Teachers Day, Women's Day, Indian Constitution Day, Celebrated World's International Peace Day, Ozon day, Hindi Divas, Reading Day, Balika Din, Artificial Intelligence Day, cultural activities and communal socioeconomic and other activities conducts by the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students and employees of the Institution are sensitizing to the constitutional obligations like human values, rights, duties and responsibilities of citizens through following activities:

Institute always tried for the holistic development of the students and employees to encourage human values, their rights, duties and responsibilities through participation in the social activities, national days celebration, seminars, workshops, Indian Constitution Day, Induction program etc.

To sensitize toward various facts of societies and to understand duty and responsibilities towards society as a citizen, following are some of sensitization activities:

Constitution Day Celebration:

Dr. Babasaheb Ambedkar Jayanti:

AI Day:

Birth Anniversary of Subhashchandra Bose & Balasaheb Thakare:

Birth Anniversary Rastramata Jijau & Swami Vivekananda:

Blood Donation Camp:

Institute performs the following other social activities for sensitization of students and staffs:

- The college facilitates to visit an Orphanage, Old-age home, Child helpline, Women helpline, HIV awareness among truck drivers and other vulnerable section of society through Red Ribbon Club. Organization of Joint cultural program with the involvement of students from North-East states of neighboring college and students of college viz. Music and Dance program
- Cyber security awareness programs for girls students
- NSS (National Services Scheme): Adoption of village and activities Rain harvesting, Water Conservation, Cleanliness drive, Tree plantation, Computer Literacy, Health check-up, Blood donation camps, help in the movement of digital India , eradication of blind faith and creation of scientific temper. Yoga, meditation practices among people, Technical awareness program in Ashram schools, Contribution to confidence building in farmers (Farmers awareness program), Adoption of neighboring villages and activities such as tree
- Social Gathering (Tarang) and Inter-collegiate tournaments by organizing sport festivals
- Making the college playground available to neighboring industries and communities on weekends
- Sharing computer Lab for the 11th and 12th students from neighboring college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**      **A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. Celebrated of Yoga day on 21-06-2020

2. Pledge of no Tobacco for students on 11-07-2020

3 Celebration of Birth Anniversary of Annabhau Sathe and Homage to Bal Gangadhar Tilak on 01-08-2020

4. Celebrated World Wide Web day on 01-08-2020

5. Eve of 73rd Independence Day, Tree plantation and Swachhata Abhiyan are organized in College campus by NSS and UBA unit on dated 14-08-2020

6. Celebrated 73rd Independence Day on 15-08-2020

7. Celebrated National Sport Day on 29-08-2020

8. Celebrated Teacher's Day on 05-09-2020

9. Celebrated International Literacy day on 08-09-2020

10. Celebrated Acharya Vinoba Bhave Jayanti 11-09-2020

11. Celebrated birth anniversary of Maulana Abdul Kalam Azad. On 11th Nov. 2020

12. Celebrated Hindi Divas on 14-09-2020

13. Celebrated the birth anniversary of India's most eminent Engineer Bharatratna

Dr. Mokshakundam Vishveshwarya as an Engineer's Day on 15-09-2020

14. Celebrated World's Ozon day on 16-09-2020

15. Celebrated International Peace Day on 21-09-2020

16. Celebration of 70th Indian Constitution day on 26 Nov. 2020

17. Celebrated Balika Din on 27-09-2020

18. Celebrated Bhagat Singh Birth Anniversary on 28-09-2020

19. Celebrated 150th Birth Anniversary of "Rashtrapita Mahatma Gandhi and Lal

Bahadur Shastri" on dated 02-10-2020

20. Celebrated of Dhamma Chakra Pravartan Din on 14-10-2020

21. Celebrated Innovation Day's on dated 15-10-2020

22. Celebrated of Birth anniversary of Iron man Late Sardar Vallabhbhai Patel & Homage

to Priyadarshinin Late Indiraji Gandhi on dated 31-10-2020

23. Celebration of 70th Indian Constitution Day on 26-11-2020

24. Celebrated the birth anniversary of Swami Vivekananda and Rastramata Jijau on dated

12-01-2021

25. Celebrated Birth anniversaries "Rajmata Jijau Masaheb and 'Swami Vivekananda on 12th Jan, 2021

26. Celebrated Birth anniversaries of Subhash Chandra Bose and Balasaheb Thakre on 23rd Jan 2021

27. Celebrated Artificial Intelligence Day on 29th January, 2021

28. Celebrated Shivaji Maharaj Jayanti on 19th February, 2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Following are three best practices successfully implemented by the Institution

1. Skills enhancement program for employment ready graduates
2. Human Value Education along with Professional and Technical Education
3. Innovative projects for inculcating the spirit of research & development

### 1. Skills enhancement program for employment ready graduates

It is undeniable revelation that 60 % of engineering graduates are not employable for the industries. The gap between university curriculum and dynamic expectation of industries is one of the causes of the same. While university curriculum is based upon the fundamental principles of science and engineering, the industry expect ready employable fresh graduates to start working immediately. The principle and concept of the practice of employability enhancement skill is to inculcate communication skill, soft skill and domain specific technical skill as per expectation of industries and in association with the industries. The same is evident in vision, mission, objectives and goals of the institution.

The Context:

Features of the practice are to bridge gap between industry's expectation from fresh engineering graduates and graduates attributes acquired after undergoing university curriculum and syllabus. Due to the best efforts by the college, students get qualified to seek university degree with flying colour through university curriculum and syllabus. Even though the same is necessary to get befitting employment in industries but it is not

sufficient as per industry's bench mark. To mitigate the challenges, it is necessary to identify the gap precisely and correctly to develop mechanism and structure to bridge it. To Frame and implement 'Beyond syllabus course contents' of required skill set is the motto of practice.

To implement the scheme, following process/ steps are taken:

- To identify industries who would support the initiative.
- To interact and to create confidence about the Institute and the proposal
- To identify the gap between University Curriculum and Industry expectations
- To design the curriculum, syllabus, scheme of training
- To get it validated from Industries
- To identify internal & external resources to implement the scheme
- To motivate & train the identified internal resources
- To identify and motivate the students who undergo beyond syllabus activity with focus and discipline
- To involve Industry for training, internship and evaluation
- To market the practice to user Industry
- To arrange for placement drives

Goal:

The application of knowledge and skill for solving real life problems is the main job profile of professional engineers. Mini and major projects carried out during course of study, give an opportunity to acquire the skills of application of principles of science and engineering. The engineering solution has to be economical, optimum, societal and environmental friendly and most importantly innovative. The attributes of aptitude for innovative, critical and creative thinking is a challenge. Institution consciously works for innovative projects to train the young minds to be future ready through the practices. Teachers also get oriented towards research and development, publications & patents.

The context:

The inculcation of research culture, critical and creative thinking, sensitization towards social and environmental issues for which optimal solution can be found using technology is a challenging task. The implementation of practice involves team of Heads of Department, young enthusiastic faculty, Training and Placement officer, interaction with industry experts and researchers. The



identification of statement of problem itself is a challenge. The present education system is tuned with writing answer script for the expected questions either from old question paper sets or text books, while engineering always encounter with unexpected challenging problems which are required to be solved under constraints of time, human and financial resources. To give, this real life experience through innovative projects posed many challenges during implementation of the schemes.

#### Practice:

A team of teachers from various technical domain areas and interest are identified to lead the group. The faculty is expected to advise, guide and facilitate project development with students. The faculty is given special training either in house or by deputing at industries, institute of higher learning or training centre. The students are identified on the basis of detailed analysis of their academic background, area of interest, flexibility to learn, attitude to accept challenges. They are groomed by giving beyond syllabus core technical area knowledge and skill through a structured program of about 120 hrs during third year of study. The industry inputs are also sought during training of the students. The statement of problems are identified from various sources like industry, analysis of social needs, thrust areas like clean energy, digital India, safety and security of women and as given by various State and Central Ministries on their website. A team of faculty and students design and develop the solution which is implemented as prototype. The projects are evaluated by industry, during various project competitions at inter collegiate, inter-university, state and national level. The practice becomes the novel teaching learning process also as the concept of self-learning, flipped learning, cogeneration of knowledge, participative and collaborative learning experience result in novel ideation and optimal solution for real life problems.

## 2. Human Value Education along with Professional and Technical Education

#### The Context:

The Value education is always essential to shape human life. The basic human values are peace, love, truth, non-violence and right conduct, trust, attitude etc. The need for value education among the Engineering professional students, teachers is constantly increasing as we continue to witness increasing violent activities, behavioral disorders and lack of unity in the society etc. Value education

enables us to understand the needs and visualize goals correctly and also indicate the direction for their fulfillment. It helps to remove confusions and contradictions and enables to rightly utilize the technological innovations. There are different views that call urgent need to inculcate human values in Indian society. Numerous traditional values which have been inherited from past remain valid and true to be adapted by future citizens but many fresh values to match confronting problems in emerging Indian culture. Presently, negative human values are in upper side. It may be because of neglect of value education which created vagueness and indiscipline in the mind of people.

To implement the scheme, following are the steps:

- To identify the staff and motivate to attend the AICTE training of UHV
- To identify and motivate the students to undergo for UHV training
- To motivate & train the identified internal staff resources
- To qualify as UHV trainer by passing their all examination criteria
- Formation of students groups of Mentee and teachers Mentors for UHV program
- Provide value based education to students apart from technical and professional

Goal:

To provide Human value education along with technical and professional education

Practice:

Now AICTE has also make mandatory the course of Universal Human Values in all Universities of India. In national education policy, it is one of important part in education. With reference to the context of Human Values, we are motivating the faculties to learn and earn AICTE Certification of UHV. And with this practice most of faculties are now UHV certified. One certified trainer can take 10-20 students for mentorship, and provide training of human values to their mentees. Presently College has 7-8 UHV certified faculties and 2-3 non-teaching staff also. Consistently we are providing value education to the students and staff along with technical and professional skills.

3. Innovative projects for inculcating the spirit of research &

## development

### Goal:

The application of knowledge and skill for solving real life problems is the main job profile of professional engineers. Mini and major projects carried out during course of study, give an opportunity to acquire the skills of application of principles of science and engineering. The engineering solution has to be economical, optimum, societal and environmental friendly and most importantly innovative. The attributes of aptitude for innovative, critical and creative thinking is a challenge. Institution consciously works for innovative projects to train the young minds to be future ready through the practices. Teachers also get oriented towards research and development, publications & patents.

### The context:

The inculcation of research culture, critical and creative thinking, sensitization towards social and environmental issues for which optimal solution can be found using technology is a challenging task. The implementation of practice involves team of Heads of Department, young enthusiastic faculty, Training and Placement officer, interaction with industry experts and researchers. The identification of statement of problem itself is a challenge. The present education system is tuned with writing answer script for the expected questions either from old question paper sets or text books, while engineering always encounter with unexpected challenging problems which are required to be solved under constraints of time, human and financial resources. To give, this real life experience through innovative projects posed many challenges during implementation of the schemes.

### Practice:

A team of teachers from various technical domain areas and interest are identified to lead the group. The faculty is expected to advise, guide and facilitate project development with students. The faculty is given special training either in house or by deputing at industries, institute of higher learning or training centre. The students are identified on the basis of detailed analysis of their academic background, area of interest, flexibility to learn, attitude to accept challenges. They are groomed by giving beyond syllabus core technical area knowledge and skill through a structured program of about 120 hrs during third year of study. The industry inputs are also sought during training of the students. The

statement of problems are identified from various sources like industry, analysis of social needs, thrust areas like clean energy, digital India, safety and security of women and as given by various State and Central Ministries on their website. A team of faculty and students design and develop the solution which is implemented as prototype. The projects are evaluated by industry, during various project competitions at inter collegiate, inter university, state and national level. The practice becomes the novel teaching learning process also as the concept of self-learning, flipped learning, cogeneration of knowledge, participative and collaborative learning experience result in novel ideation and optimal solution for real life problems.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The H.V.P.M. College of Engineering and Technology was established in the year 2002-2003 and is permanently affiliated to Sant Gadge Baba Amravati University, Amravati. The college is approved by AICTE, DTE, Maharashtra Government and belongs to a 105 years old trust which is having a mission of youth empowerment, social upliftment and the legendary work in field of Sports Engineering and Sports Technology. The college is given the responsibility by the All India Council for Technical Education (AICTE) to conduct orientation programme for or sports teacher of Technical Institution across country. Our students are having specialized training projects and internship in field of sports engineering and sports technology including sports data analysis and video analysis. On social front, the social relevant projects for community development are undertaken for the rural development using technological interventions that are successfully completed under National Service Scheme (NSS) and Unnat Bharat Abhiyan (UBA) Scheme.

#### OBJECTIVES

- To qualify the students for university and other examinations

for making them eligible for degrees conferred by university.

- To provide for research and for dissemination of knowledge through instructions, training and education.
- To take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research.
- To establish linkages with industries for the promotion of dissemination of knowledge of applied technology and for placement of students.
- To pay attention to welfare of society in general.
- To pay attention to overall development, discipline and values in students.

## GOALS

- Technology for community development.
  - To develop & provide appropriate Sports Engineering and Sports Technologies.
  - To groom various departments and laboratories for research programs.
  - To develop thrust areas activities like Waste management, Green campus, Water conservation
  - To develop "lifelong learning" activities.
  - To achieve at least 50% placement of students.
- 
- AMENITIES
  - Sustainable development in form of renewable energy.
  - Green Ambience.
  - 24 hours of water and electric power supply.
  - Backup power supply DG Generator.
  - Surrounded by Sports complex having Running Track, Stadium, Playgrounds, and Swimming Pool.
  - Boys and Girls Hostels.
  - Pollution Free Campus.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Curriculum is essential ingredient of any education system. All other aspects whether it is teaching, learning and evaluation or infrastructure, learning resources, student activities and support system all these revolve around it. The curriculum planning is a continuous process that involves activities characterized by individuals, interrelationships among individuals and groups as they work together or isolated in studying, planning, developing and improving the curriculum.

Effective curriculum planning and decision making process is a key to success of any educational programs. Curriculum planning develop well coordinated, quality teaching, learning and assessment programmes which build students knowledge, skills and behaviours in the disciplines, as well as their interdisciplinary, physical, personal, social and professional capabilities. A good curriculum plan support to overcome many obstacles. There are two important levels of curriculum planning: planning of programs, and planning of lessons. Need based curriculum design and development is very essential. Curriculum planning ensures: to reflect on backgrounds, priorities, and skills ordinarily brought to curriculum planning by key stakeholders, especially teachers, principals, parents, students and external facilitators, become familiar with the major problems involved in curriculum implementation. It provides opportunities to students to develop deep understanding. To critically reflect on the basic ideas that underlies research on curriculum implementation.

This Institution has the mechanism for well planned curriculum delivery and documentation w.r.t. to the aspects. The College is affiliated to Sant Gadge Baba Amravati University, Amravati and the curriculum and syllabi prescribed by the University is strictly followed. Academic Calendar includes (Working Days), Examination Time table (Days), Teaching and Examination Scheme is also given by affiliating University. The College is prepares its own academic schedule as per academic calendar of University. Course wise time table, internal assessment schedule in consultation with HOD's are to be accommodating along with



effective coverage of syllabus, co-curricular and extracurricular activities, unit examination, common test examination, co-curricular activities, etc. .

#### Process of Planning & Effective Curriculum Implementation

1. Preparation of Academic Dairy & Academic Calendar of College
2. Distribution of College activity portfolios among faculty & other staff
3. Identification of key performance areas by the faculty
4. Distribution and allocation of subjects to teachers by HODs as per their expertise and workload
5. Display of academic Time-Table in respective department
6. Teachers are encouraged to impart the curriculum/subject syllabus through innovative teaching learning methods including brain storming, flip-class room based, power point presentations, assignments, discussions, workshops, seminars, industrial visits, e-learning resources, NPTEL Videos apart from regular/traditional chalk and talk methods is also used
7. Prerequisite canbe identifiedand its classes conducted before the start of mainsubject teaching
8. Preparation of Teaching & Session plan by subject teacher well in advance
9. Preparation of Laboratories to ensure working of Lab. instruments and its availability
10. Conduction of theory and practical as per academic schedule, teaching plan & session plan
11. Fast learners and slow learners are identified by Know your students' scheme, special remedial classes, tests conducts for weak students
12. Projects and assignment are allotted to the fast learners and final year students based on industry, Hackathon, UBA projects

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://hvpmcoet.in/wp-content/uploads/2021/08/hvpmcoet_academic_calendar_2020_21.pdf">http://hvpmcoet.in/wp-content/uploads/2021/08/hvpmcoet_academic_calendar_2020_21.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution is adheres to the academic calendar and conduct its business of continuous internal evaluation of curriculum in respect to fulfils the goals of course outcomes, program outcomes and mission vision of department and college . At the beginning, academic calendar is prepared by IQAC and Dean Academic in consultation with Head of Departments and guidelines provided by affiliating University and AICTE. Once it is getting approved by Hon. Principal, then it shall be uploaded on the College website. Academic calendar is strictly followed by the teachers, staff and the authorities on various bodies in respect to achieve the stated goals and objectives. There is flexibility/minor scope to modify the schedule in calendar if necessary by permission of the Head of Institution. As per this calendar the time-table of each Department is get prepared by the Head of respective Department and notified one week before on notice board and through efficient e-media. The lectures conducts by the subject teachers online/ offline or in blended mode as per time-table and Covid-19 guidelines received by local, state Government from time to time. Once the sufficient syllabus covers, schedule of evaluation and continuous evaluation is starts through examinations and other evaluation methodologies that are mentioned in table below. Basically CIE is a process done through examinations likes unit tests, common test, practical test, oral, Spot test; Group Discussion, Presentation, seminar, projects, Case Studies and other best practices for continuous internal evaluation for effective use of curriculum. The course teachers announces syllabus for assignments and tests in advance and according examinations are conducted w.r.t. to schedule in academic calendar.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/**

**A. All of the above**

**Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Sant Gadge Baba Amravati University, Amravati curriculum effectively integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics and leads to a strong value-based holistic development of students. Various activities are organized by the Institute throughout the year as part of the curriculum that helps in this endeavor.

Environmental Science, Human Values, Indian Constitution and Professional Ethics are the mandatory part of affiliated University curriculum all most in all the UG programmes specially focused on the development of human values among the students, professional ethics and environmental consciousness to protect it.

Institute integrates crosscutting issues not only through the curriculum but also through NSS activities, UBA activities and other relevant programmes in continuous manner. Other events organised/ conducted to aware and learned to resolve the issues if happens:

1. Cultural Education (to take pride in national ethos so that one may not lose one's moorings).
2. Scientific Methodology, General Knowledge and Current Affairs: (to nurture a scientific temper and be aware of contemporary developments).
3. Rural development and current situations that support to foster a understanding of the rural life with a view to

appreciate properly the polity and economy of our country and social forces at work

4. Agricultural awareness & operations to inculcate a spirit of working with one's own hands and develop an understanding of the contribution of rural life

5. Social Service to engender the spirit of brotherhood of man and to facilitate the establishment of casteless and classless society

6. Comparative Study of religion to create a spirit of tolerance and awaken the spirit of Brotherhood of Man and Fatherhood of God

7. Co-curricular Activities for all-round development of personality

8. Environment Studies for environment consciousness and its impact on everyday life

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

120

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**



File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

216

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

175

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### Programmes for advanced learners and slow learners

Fast learners and slow learners are identified by teachers through Know Your Students scheme, mentor mentee scheme, examination evaluation including tests, assignments, oral examination, practical examination etc. and other practices for identification and evaluation of fast and slow learner students.

The learning is precious and it empowers ideas. The speed of gaining new knowledge is practically as important as its volume. If you want to start learning faster, it needs a new approach which would enable to comprehend the essence of the matter and relate it with new concepts.

### Strategy for Slow learner Students:

1. Encourage peer tutoring: This is one of the most effective strategies for slow learners. Teachers should encourage slow learners to study in groups. The more child interacts with others of his/her age, the more confident he/she will feel. The remedial classes and tests conducts for slow learner students.
2. Motivate for self introspect by analyze the learning style

Before you can start experimenting with different studying methods, need to understand what type of learner you are. If you want to start studying more efficiently, then it would be wise to record the lectures and listen to them instead of reading textbooks. If you are a visual learner, you should implement images, graphs, charts, info graphics, colorful lists, flashcards, and other types of visual content when you study.

1. Provide online support to use right EdTech tools

Technology has the power of making everything easier. There are

plenty of websites, online tools, and smart phone/tablet apps that will boost your skills of planning, writing, time management and brainstorming, etc. Encourage to download some pre-made kits online like:

- StudyBlue is one of the best online destinations when it comes to creating and discovering flashcards from all areas of study
- If you are looking for a tool that makes the process of brainstorming more effective, then you should try PapersGear
- SelfControl app, which will eliminate all distractions when you need to stay focused
- Quizlet is another website offers study tools that will transform the learning process into a fun activity
- Brainscape is an educational platform that makes complex subjects easy by relying on cognitive science

Strategy for Fast learner Students:

A quick/fast learner is someone who is capable of understanding new information at a rapid pace. Fast learning also goes beyond just comprehension – you need to be able to show that you can apply what you learned to your work. When someone is a fast learner, they usually have strong communication and listening skills.

1. Special projects are allotted to fast learners & final year students based on industry, Hackathon, UBA work and other relevant areas.
2. To engage the fast learner in some other assignment by teachers through mini projects, program coding, small apps development, quiz making, role play, assignments, relevant video searching etc. that may be relevant to the subjects teaching etc.
3. Industrial project visit organization and report preparation assignment to fast learner
4. Analysis, design, and study of complex system

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
927	71

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College provides all the facilities to the faculties and gives freedom to develop and adopt student-specific, contextual and innovative teaching methodologies using Core Technical Areas that can maximize the learning outcome. Seminars, problem-solving sessions, power point presentations, assignments, group discussions, group assignments, quizzes and mini projects are some of methodologies and exercises used to enhance their learning.

**Experiential Learning:** Learning by doing is considered one of the best means of arousing intellectual process among the students, first-generation learners. From year 2019 onwards, internship is introduced in the curriculum for all UG programmes. All UG and PG level students have Computer Education, Science programmes; learn by doing practical in their respective Labs. Educational tours and exposure programmes are organized by all departments for experiential learning.

**Participative Learning:** Peer-Learning is a strategy adopted to step up slow learners. Advanced learners are encouraged to learn through presentation of assignments, discussion and debate in classrooms and in Association meetings.

**Problem Solving Methodologies:** NSS Initiatives for Social Education, a curricular village extension programme for the

second and third UG students, trains the students in various data collection and report preparation methodologies along with exposure to different socio-cultural, health, economic and environmental areas of concern.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The teachers are encouraged to use ICT enable tools for effective teaching learning process and impart curriculum through it. The innovative teaching learning methods used as brain storming, flip-class room based, project based learning, power point presentations, assignments, group discussion, hands on workshops, seminars, industrial visits, e-learning resources, NPTEL Videos inclusive with traditional chalk and talk methods because of its own importance help to concentrate student's mind.

The key learning areas like University curriculum is taught through the use of ICT platforms like Google Class room, webex, Padlets in teaching-learning and students get aware with use this technology. It is programs, data projectors and interactive teaching box which are cost effective, provide facility for student management, improved modes of communication; eliminate usage of paper, evidence-based learning. The ICT devices are latest tools, concepts and techniques used by teacher, and students for information communication. There is great importance of ICT use in T-L and evaluation process as:

1. Teachers are able to teach better with graphics, video and graphics
2. Teachers can create interesting, well-designed and engaging activities
3. Provide better teaching- learning methods
4. To spread awareness about social impact of technological change in education and improving the digital culture

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

45

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**



<b>10</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

<b>54</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned

subject. Topics are given by their teachers to the students to prepare for presentation.

**Transparent and Robust Mechanisms for Internal Assessment:**

i. Formation of Internal Examination Committee. Question Paper Setting. Conduct of Examination. Result display. Interaction with students regarding their internal assessment.

ii. The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, the interest of the student towards learning and attending the classes increased and take active participation in various co-curricular and extra-curricular activities for their overall personality development. In this way mechanism of internal assessment is transparent and robust.

iii. The major evaluation reforms of the university that the institution has adopted are as below: 1) Unitization of syllabus 2) Continuous evaluation system i.e. internal assessment by college 20% theory and 50% for practical and university end semester examination of 80% theory and 50% external practical examination. 3) On screen end examination theory paper evaluation. 4) On -line question paper delivery system for end semester examination

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

There is a complete transparency in internal examination and assessment. At the beginning, faculty members inform the students about the various components of examination and its assessment. The internal assessment test schedules as per the university and communicated to the students well in advance.

To ensure proper conduct of formative tests, invigilators are assigned to each room. Evaluation is done by the subject teacher within three days from the date of examination. The evaluated answer papers are distributed to students for the verification and any grievances. The grievances are redressed immediately. The

marks obtained by the students in internal assessment tests are displayed on the department notice board. Day to day performance of the students is also assessed through practical examination, viva and the promptness in submitting the practical records. The marks/grade scored by the student for each experiment is indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva for laboratory courses. The quality of the projects, the evaluation is done by Project Review Committee along with the project guides. To ensure the transparency and curb the malpractices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed by the University.

**Departmental Level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD.

**College Level:** The Institute appoints a Senior Supervisor for smooth conduction of examinations. If students are facing any problems, they are solved by the institution Chief Examination Officer appointed by the university. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

There is special grievance redressal system at University level: The queries related to results, corrections in mark sheets, other certificates issued by university are handled at SGBAU examination section after forwarding such queries through the college examination section.

Continuous evaluation of students is essential for their sustainable performance hence structure evaluation process evolved for their continuous assessment. The evaluation process includes unit test, common test, spot tests, assignment, oral, Q-A sessions that are conducted based on curriculum. Practical examination and oral examination is also a part of evaluation. We prefer to use Rubrics that help to achieve the desired outcomes of the course(s). Evaluation of student is done by external agency too for their Communication skill, Aptitude, Core technical knowledge for employability enhancement skills. The

academic calendar is prepared & adhered for conduct of examination and other activities in line with Academic calendar of affiliated University. The College need follow the same with exploration of curricular activities other than internal examination schedules

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Yes, teachers and students are aware with stated programme and course outcomes of various programs at the Institution as it is available on the college website and teacher discussed with students while teaching the courses. The program and course outcomes are based on the objectives. Program Educational Objectives are based on the mission and the respective programs of College and Course objectives are based on course outcomes of an individual course. POs are attained through the Cos. Program Outcome is generally a broad statement. For example: Problem analysis: Identify, formulate, research literature, and analyze engineering problems to arrive at substantiated conclusions using first principles of mathematics, natural, and engineering sciences.

Teacher's awareness of Program and Course Outcomes:

Teachers of related programs are aware with Program and Course Outcomes and its objectives through the course curriculum and best practices of Institution like accreditation process through NAAC or NBA national accreditation agencies. The program and course outcomes are nationally standards stated by accreditation bodies as mentioned below:

NBA Pos: 1. Engineering Knowledge, 2. Problem Analysis 3. Design/development of solutions 4. Conduct investigations of complex Problems 5. Modern tool usage 6. The engineer and society 7. Environment and sustainability 8. Ethics 9. Individual and team work, 10. Communication 11. Project management and finance 12. Life-long learning and

Course Outcomes is achieved from Curriculum through continuous Teaching, Learning, Assessment and Evaluations process

Student's awareness of Program and Course Outcomes:

Students get aware with PEOs and COs through information available on College web site, induction programme conducted for newly admitted students in which students have been made aware of the programme outcomes, discussion in mentor-mentee scheme concerned mentor explain program outcomes, university syllabus the course outcomes of all courses are already mentioned along with few more expected outcomes. Students academic diary etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment is done through an organized system of classroom teaching that ensures course outcomes and program outcomes are fulfilled through planned lectures. These classroom lectures are supplemented by co-curricular activities like debates, departmental tech-fests, guest lectures and industrial visits. Attainment of program outcomes, program specific outcomes and course outcomes are attained through an elaborate system of internal assessment that consists of tests, quizzes, assignments, Projects, etc. The direct and indirect assessments are conducted and every question is mapped with different COs of courses and Pos of programs. Attainment is calculated by using weighted average calculation. The objectives of all the programs are to maintain quality of educations and to give the practical knowledge and competencies to students for their career and future development. All these programs said above are being evaluated by the institution effectively. As the education is bipolar system. The classroom teaching and learning ensures that course outcomes and program outcomes are fulfilled through plan lectures. The plan lectures debates, classroom lectures, festivals, guest lectures, industrial visits; departmental visits are always supported by curricular activities and extracurricular activities. It enables the students to make their knowledge more

powerful, skillful and useful for their life and national development.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

198

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://hvpmcoet.in/wp-content/uploads/2022/03/Student\\_Satisfaction\\_Survey\\_and\\_Result\\_Analysis\\_2020-21.pdf](http://hvpmcoet.in/wp-content/uploads/2022/03/Student_Satisfaction_Survey_and_Result_Analysis_2020-21.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

6.43



File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

21

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

This College always promotes the extensive activities apart from regular teaching learning process. The following are some of extension activities carried out in College and neighborhood communities for the sensitization of social issues for there holistic development.

Extensive activities conducts in College and other neighborhood communities are:

COVID Awareness

Wachan Prerna Din

**Unnat Bharat Abhiyan**

1. Title of Project Proposal: Development of E-barricade system to monitor traveller\'s entry in a Village SEG Comments:--+Rs 50000 approved initially. (added on date:- 2020-10-30 06:25:56) NCI:- Comments from PI:As per the comments of SEGs Rs 50000 approved initially. (added on date:- 2020-10-30 06:25:56) Request to release the approved fund as early as possible to do the project work. (added on date:- 2021-01-31 13:49:31) 2.Title of Project Proposal:Digital Platform as a bridge for Villagers and Consumers SEG Comments:-The project seems helpful for farmers as it will help them for proper exposure to the marketing of their product and also it will help to raise their income. The proposal is satisfactory overall and should be considered for the grant of the fund required. (added on date:- 2020-10-20 05:07:31) Comments from PI: 1. Request to SEG Please evaluate positively. (added on date:- 2020-06-14 10:57:50) 2. Thanks to Subject Expert Group for granting the project. Sir please forward it to NCI with your remarkable comments to release the fund for timely project development (added on date:- 2021-01-31 14:25:26)

Blood Donation Camp

Tree Plantation

Swachh Campus

Womens and child development

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

<b>3.4 - Collaboration</b>	
<b>3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year</b>	
4	
File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year</b>	
<b>3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year</b>	
20	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<p>The Institute is having adequate infrastructure and physical facilities for conducting effective teaching learning process viz. classrooms, laboratories, computing equipments, and teaching learning tools. The budget is necessary for up-gradation of the teaching learning aids, infrastructure, tools and computational and other facilities. Hence following is the budget provision</p>	

mentioned table 1, in respect to up- gradation of existing facility or purchase newly adequate infrastructure to facilitate adequate environment for T-L process in the blended mode.

The well infrastructural facility is available in the college. It includes campus area, number of class rooms with LCD facilities, seminar halls, computer centre, and major equipments for high computing facilities. The details are provided in table 2.

The Library is a one of most important source of learning. The available facilities in library like IMLS software, text books, reference books, e-books, journals, e-journals, digital databases, CDs, library automation, hardware-software and IT infrastructure are mentioned in table 3.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Yes, The Institute has adequate facilities for cultural activities, sports, games gymnasium, and yoga practices.

The College is having an air-cooled auditorium. The sports and games for the interested students of engineering college are arranged at indoor and outdoor stadium. Apart from that there is yoga centre where interested students provided facilities free of cost. Students are free to play the games / sports like holly ball, badminton, chess, and a like.

**Adequate Facilities:**

#### **AUDITORIUM**

The college is having an air-cooled auditorium with sitting capacity of 200. The cultural activities of the college are



performed at the auditorium. Apart from it some related activities also arrange at indoor hall.

#### INDOOR STADIUM

Huge Indoor Badminton Stadium named "Netaji Subhashchandra Bose Indoor Stadium" oval shaped with flood light arrangement. The stadium provides four Badminton courts and two table tennis courts having complete wooden flooring. It has stairs for 3 thousand spectators sitting capacity.

#### Yoga & Naturopathy Centre:

Yoga & Nature Cure Centre is established in the campus of the Mandal and at a Hill-Station Chikhaldara. Indoor and Out door patients are diagnosed and treated at Nature Cure Centre Hospital presently attached to Vidarbha Ayurved Hospital, Dhanwantary Nagar, Amravati.

#### HEALTH CENTER

Modern health centre with conditioning Hall and figure control section. It has various modern health apparatus and equipment like sauna Bath. Steam Bath, Vibrator, Cycle Exerciser etc. The college also has one Aerobic Centre.

#### SEMINAR HALL

The college is having well furnished Seminar Hall with sitting capacity of 150. ols.

#### SWIMMING POOL

The Institute has an Olympic standard international Swimming pool of size 50 m X 21m - 13 m X 21 m diving arena with filtration cum chlorination plant. The College possesses Olympic Type Swimming Pool of its kind. It measures 50 mtrs. x 21 mtrs with an additional area of 21 mtrs for diving purpose. It bears 'L' shape, College also possesses mini swimming pool of standard size of 25x21 mtrs. for practice. In the same area there is one additional swimming pool for learners. Total there are 3 swimming pools.

#### Out Door Facilities:

A stadium worth Rs. 2 cores to accommodate 15000 spectators.

Other facilities available at this stadium are as below:

Cinder Track - around, Conference hall, Judo hall, Wrestling hall, and many residential rooms with sanitation arrangements

Play Grounds:

The mother institutes have 100 acres land on which different play grounds and courts have been laid out. This induces 4 cemented Basket ball courts, One Football court, one Hockey court, 2 Cricket pitches, 3 Volleyball courts, Two Tennis courts, 4 Kabaddi grounds, 3 Kho-kho courts, Two Handball courts and facilities of one court each for Korfbal, Netball, Soft ball, Ball Badminton are available, Also there is arrangement of Archery range.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

20

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

20

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year**

<b>(INR in lakhs)</b>	
<b>2.5</b>	
File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>
<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p><b>Yes</b></p> <p>Library is partially automated using SOUL Integrated Library Management System. The Software for University Libraries (SOUL) is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is user-friendly software developed with international standards for bibliographic formats. The software is designed to computerize all housekeeping operations in library.</p> <p>Library used update version of the i.e. SOUL 2.0. It is classified into following broad modules. These modules have divided into sub-modules looking at the nature of functions handled by various functional divisions in college library.</p> <ol style="list-style-type: none"> <li>1) Acquisition Module</li> <li>2) Cataloguing Module</li> <li>3) Circulation Module</li> <li>4) Serials Control</li> <li>5) Online Public Access Catalogue Module (OPAC)</li> <li>6) Administration Module</li> </ol>	

At present, the library has created a database of 27,000 books available in the library using the SOUL Integrated Library Management System (ILMS). Library also created a database of college students and teachers in this software. Library provides OPAC facility to users for searching for available books in the library. Apart from this, Barcode technique is used for circulation of books, verification of books in the library and five rules of library science are followed.

#### DELNET access service

College libraries have merged their entire database into DELNET's Database, so users can search for library's book/s available in the library from DELNET's website or DELNET's Web-OPAC.

HVPM COET's Library and Information Center (Library) as a resource center competently participates in the teaching, learning and research process of the college. Covid-19 the disruption caused by the epidemic during this period has been handled very well by the library system. By making extensive use of ICT tools, the Library has strengthened its remote login facility by providing an uninterrupted source of information to the students and teachers through the library staff. The library provided a number of online databases within the consortia to support college education, teaching and research during the epidemic. Currently provides access to thousands of online journals and 6 databases. Prominent among them are IEEE, ACM Digital Library, Oxford University Press, Emerald Management, and EBSCO Source Elite. Apart from this library, also provide password and login of DELNET, N -LIST portal for remote access to e-resources.

Library Organized Virtual format Activities for students and teachers during this period

- ULTRA VIOLET LIGHT sanitizer Machiche Udghatan,
- International Conference on Digital Landscape - Reinvention and Re-engineering of Libraries: Issues and Challenges,
- Provides the information on SOUL Software,
- Organized Webinar-cum-lecture on 'DELNET Networking Resources and Services'

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
--	--------------------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>
--

<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>
---

2.56

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>
--

<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>
---

209

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words:

\*Entire Campus is provided with wifi with Reliance Jio Info.com Limited (Jio Digital Life) facility with 5 access point.

\*Computer exclusively available to students :262

\*Computer available in library :16

\* Computer available in administrative :14

\* Computer available to faculty members :75

\* Computer available in Language Lab :25

\*Number of Legal Application software :30

\* Number of Legal system software :08

\*Printer Available to students:32

\*Number of A1 size photocopy machine:01

\*UPS: 10 kilo Watts 5 computer backup 1 hrs.

\*Microsoft Campus License: windowsand other software.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

392

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.98

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Procedures and policies for maintaining and utilizing physical academic and supports facilities like laboratory, library, and sports complex as bellow

Physical and Academic Facility:

There is separate maintains team work under maintenance department of college.

Maintenance team is works under guidance of workshop superintendent. Team include elicitation, carpenter, plumber, meson etc. They take care for the maintenance of available physical facilities.

Technical Team:

This team is available at college level and it work for the maintenance of computer system, its hardware, software and other peripherals of computer system along with care of computer networking and internet facility.

Mechanisms

- Maintenance team Asst. Workshop Supr., Technical team of Electrician, Carpenter, Plumber, Civil, Meson

A team of Supporting staff of Labs consisting of Technical asst., Skilled Asstt., Hardware Maintenance Engg.

Outsourcing of Major Maintenance

Strategy

Preventive Maintenance of Electrical Generator & cleaning of terrace before monsoon

Preventive Maintenance of Machine and computers

Use of Antivirus for Computers

Inspection for earthing and Leakage of current

Charging of batteries of Invertors

**Breakdown Maintenance**

Generally outsource

Preventive Maintenance of Generator

Cleaning of Solar panel

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

773

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

18

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
---	----------------------------

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>
<b>355</b>

<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>
<b>280</b>

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>
--	----------------------------

<p><b>grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	
--	--

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**55**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

**10**

--	--

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>



5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Institutions have following facilities in terms of the committees to work smoothly in administrations, academics, co-curricular and extracurricular activities through which students are part of the execution of various activities. The committees are:-

1 IQAC Committee

2 Student Council (SDC)

- A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management
- Student Councils create a sense of ownership of the College and its activities among the students

Conducting Fresher's day/ Annual gathering every year

3 Anti-ragging committee:

- To set up anti-ragging squad committee in the College
- To ensure compliance with the provisions of these regulations as the provisions of any law for the time being in force concerning ragging and to monitor and oversee the performance of the anti-ragging squad in prevention of ragging in the institution

To make surprise raids on hostels, and other places vulnerable to incidents of ragging and having its potentials

4 Centre for IIIT&P:

1. To Identify the trainable and employable students by Conducting Various Training Programs and Assessments
2. To Develop Employability Attributes among Students
3. To Provide Training for English Communication, Soft Skills & Aptitude as a Part of Curriculum for Engineering Graduates
4. To Make Aware & Trained in Latest Available Technology in the Field of ENTC, CSE, IT And Management through regularly organizing Guest Lectures (In Person Or Remotely), Industry Expert Talks (In Person Or Remotely), Technical Workshops, Summer And Winter Internship Programs and Online Global

#### Certification Examinations

5. To Conduct Placement Drives and Pool Campuses For Recruitments
6. To Provide off Campus Recruitment Opportunities based On Skill Mapping of Industry requirements And Candidate Possessed.
7. To Promote Placements Through Virtual Mode
8. To Foster The Industry - Institute Alliance
9. To Coordinate With Alumni Association Of H.V.P.M. College Of Engineering & Technology, Amravati.
10. To Execute Activities Under Skill Sharpening School (S Cube): - A Alumni Associations' Effort

To Improve Employability Skills Of Engineering Fraternity in Amravati City

#### 5 Feedback Committee:

- Feedback for enrich the curriculum and to improve the teaching-learning
- To increase the Quality of Teaching-Learning and add values

Feedback for improvement in infrastructural facilities and placement of the students

#### 6 NSS & UBA Committee:

Encourage the students to participate in social and national development activities through NSS and UBA

#### 7 Grievance Redressal Committee:

1. To deal with the grievances of teachers and other employees of the colleges to hear and settle grievances as far as may be practicable within six months and the committee shall make a report to the management council
2. To look into any complaints lodged by any student of Institute
3. To look into matters and resolve the issue safely
4. It shall be lawful for the grievances committee to entertain and consider grievances or complaints which are not within the jurisdiction of the tribunal and report to the management council to take such action as it deems fit and the decisions of the management council on on such report shall be final

**8 College Magazine Committee:**

- To publish a regular student magazine that highlights the activities like art, poem, interview, articles and any other creativity of students

It is student-lead publication that is written by students, for students

**9 Hostel Management Committee:**

To ensure an enriching stay at the hostel by monitoring on the daily issues regarding the hostel infrastructure, housekeeping & mess facilities, etc.

**10 Departmental Forums (Utkarsh, ITSA, FEAT, MESF):**

To create independent discussion environment for students and promote self learning, group discussion, extra-curricular activities without much more teacher's intervention for their self exploration

**11 Cultural/ Youth Festival Club:**

- The cultural club plan for all intra or/and inter collegiate cultural events in the College during the year

Promote to exhibit the cultural skills through participation in youth festival of Sant Gadge Baba Amravati University

**12 Area Adaptation:**

It provide space to the students for innovation and new idea generation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the**

Institution participated during the year	
0	
File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded
<b>5.4 - Alumni Engagement</b>	
5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	
<p>Yes, Institute has registered alumni association. This association has been started from 14/12/2009 and registration number of association is MAH/823/09/AMT. This association includes president, Vice President, Secretary, Joint secretary, Treasurer, faculty as well as student members. Various programs like alumni meet alumni expert guidance to students and alumni expert seminars are arranged under this association. Alumni Feedback related to institute, academics, curriculum and infrastructure development are taken and used to improve the overall performance of the institution with quality focus. Alumni association support in training and placement activities, to generate the awareness related to recent trends in technologies. Alumni also donate books to college library and their contribution in the form of training to students and guidance for student's welfare.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>
<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Governance of Institute consist of Governing Body, academic and administrative set ups and management. It is a reflection of Vision mission of Institution.

The vision and mission and leadership of an Institution are:

Vision of Institution:

To make this Institute a center of quality technical and professional education, training and promoting research

Mission of Institution:

1. To offer a well-balanced program of learning in technical and professional education
2. To provide opportunity for overall personality development, discipline and values in students
3. To establish linkage with industry and other stakeholders for the promotion of dissemination of knowledge of applied technology, placement of students and continuing education

**Institutional Leadership:** The governance of the Institution is a mirror of an effective leadership in tune with the vision and mission of Institution. The Institution follows a democratic and participatory mode of governance with all stakeholders participating in academic, research and administration. The Governing Body delegates authority, to the Principal who in turns share it with the different levels of functionaries in the College. The Heads of Departments, section in-charges, Co-ordinators of IQAC Cell, the Conveners of various committees and cells along with the staff representatives on higher decision-making bodies play important roles in determining the Institutional policies and SOPs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Description of a case study is showing decentralization and participative management in the institution.

The College provides autonomy to Head of Department in various activities shown below:

Following are the three effective leadership practices through decentralization of work power and participative management.

1. Delegation of authority and operational autonomy to the department / Units
2. Leadership and Governance
3. Committees

1. Delegation of authority and operational autonomy to the department / Units

The College provides autonomy to Heads of Department in various prominent activities given below:-

Head of Department is member of selection committee for selection of faculty in department. He has an authority to take decision regarding academics as well as extra-curricular activities of their department like internal assessment exams, industrial tours, Short Term Training Program, requirement of consumable, non-consumable items, text books, journals & periodicals etc. academic authority for the allocation of subjects, preparation and execution of academic time table etc. The HoDs has financial authority at some extent within the provision of budget. Head of Department is member of selection committee for selection of faculty in department, innovation in teaching learning process beyond syllabus activities. An Institute promotes the culture of participative management that enables all Head of Departments,



Deans, teaching & supporting staff and students to give their advices, suggestions and participates in decision for the development of College. There is special College development committee is constituted as Maharashtra Public University Act 2016. Principal of the Institute frequently convene the meetings with Heads, academic deans, class teachers, faculties, supporting staff, students and parents. Meetings of all committees are regularly held for policy framing implementation strategy. The innovations in teaching learning process, beyond syllabus activities are the practices. An institute promotes the culture of participative management: The culture of participative management enables all Head of Departments, Deans, all teaching & supporting staff and students to give their advices, suggestions and participates in decision for development of the college. Principal of the institute frequently convenes the meetings with Head of Departments, academic deans, class teachers, faculties, supporting staff of the institute, students and parents. Meetings of all committees are regularly held for policy framing implementation strategy.

#### 1. Leadership and Governance

The governance of the Institution is a mirror of an effective leadership in tune with the vision and mission of Institution. The Institution follows a democratic and participatory mode of governance with all stakeholders participating in academic, research and administration. The Governing Body delegates authority, to the Principal who in turns share it with the different levels of functionaries in the College. The Heads of Departments, section in-charges, Co-ordinator of IQAC Cell, the Conveners, coordinators and members of various committees and cells along with the staff representatives on higher decision-making bodies play important roles in determining the Institutional policies and Standard Operating Procedures.

#### 1. The effective leadership is visible in Institutional practices through working of committees

1. College development Committee
2. IQAC Cell
3. Research Advisory Committee
4. Library Committee
5. College monitoring Committee
6. Anti-ragging committee
7. Student Council
8. Centre for IIIT&P

9. College Council
10. Grievance committee
11. SC/ST committee
12. Feedback Committee
13. Vishakha committee
14. Women grievance committee
15. College Magazine committee
16. Hostel Management
17. Library Committee

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

### Curriculum Development

Development of course contents and its implementation for other employability attributes like Communication skill and soft skill. The course contents are developed, in consultation with Industry for the identified core areas like Software Testing, Remote Infrastructure Monitoring & Management, Information Security, Embedded System & IOT, Software development, VLSI, Automation Design. Contents of the courses are validated by other related Industries. Planning of implementation of design courses are made with the help of interested College faculty, resource person from industry and professional trainers and Assessment of trainees by internship, mock tests and placements.

### Teaching and Learning

The Institute fulfills statutory regulatory norms of AICTE and affiliated University regarding infrastructure facilities to fulfill the need of teaching learning process. Institute provides the infrastructural facilities of: advance ICT tools, amenities, research, innovation and development, curriculum enrichment, skill development and employment enhancement, books journals e-resources, digital library and other infrastructure to knowledge resource center, computer center with adequate computer requirements, language laboratories, virtual class room, seminar halls, Computers and Software etc. The Policy of institution in

this respect is also reflected in mission, vision, objectives & goals.

#### Examination and Evaluation

There is existed a centralized internal examination and evaluation system. On line submission of internal assessment marks and external practical examination marks submission in University.

Evaluation Reforms done by Institute on its own:

1. Evaluation of student by external agency for Communication skill, Aptitude, Core technical knowledge for employability enhancement scheme, Internship and evaluation of internship projects by industry experts.
- 2) Technical competition like Hackathon monitored by industry experts
- 3) Group assignments, subject seminars, mini-projects
- 4) Class test, Quiz
- 5) Remedial test
- 6) Internal work submission
- 7) Project report for the subjects like environmental studies
- 8) Use of Language lab for communication skill evaluation

#### Research and Development

We have University approved research Lab in two subjects: 1. Computer Science & Engineering and 2. Electronics & Telecommunication Engineering

There are 15 research scholars admitted in these programmes. The research scholars is working on identified thrust areas in research Laboratory in four quadrants like Research and Development, technical activity, social, curricular and co-curricular activity in 360 degree. Appreciation /Awards/ Incentive for research and development should be given for deserves candidates.

### Library, ICT and Physical Infrastructure / Instrumentation

The Central digital library (knowledge resource center) facilities are available, which provide books journals e-resources, digital library, ICT infrastructure including LCD projectors, Wi-Fi and high speed internet connectivity availability of NPTEL and other MOOC materials. High-speed, high bandwidth optical fiber lease line for internet facility is available with Wi-Fi facility, networking of computer (Intranet). Digital library with high speed internet connection, e-repository consisting of NPTEL videos, e-books and other e-contents like study material, question paper, model answers, Subscription of e-journal, Membership national digital library (NDL), Motivation and incentives for conducting virtual classrooms

### Human Resource Management

The Institute has Planning to provide qualified & experience human resources and continual human resource development. Ensure high level of motivation and moral of faculty and staff with Sympathetic and Empathetic approach towards faculty and staff. There is Performance Based Appraisal System (PBAS) for staff. Technical skill training programme is arranged to Class IV employees. Career Advancement Schemes and promotional policy are implied for employees. Induction Program for newly recruited faculty is as per AICTE mandate and optimum utilization of human resources.

### Industry Interaction / Collaboration

There is continuous institute-industry interaction for effective operationalization of the curriculum, Institution's network and Industry interaction, research bodies and University as:

1. Institute-Industry interaction and networking to aware with Industry trends to mitigate gap of University curriculum and technology in Industry applications
2. Industry experts of leading Industry Microsoft, CCIL are on Governing body of the College
3. Industry domain knowledge experts are on panel of 'adjunct and resource persons of Industry'
4. Organizing their inviting lectures during the course of study on related topics physically or virtually guidance taken for academic projects as per University curriculum

5. Visits to Industry, data centers, laboratories to supplement application of theoretical knowledge
6. Inviting scientists and researchers for key note addresses, expert talk as resource person during national conferences, seminars, workshop and other related meeting organized by Institution
7. Inviting scientist, researchers for training programme on the advanced curriculum topic
8. Joint publications of faculty with researchers/scientists/experts

Other area for Strategic Development and Deployment are:

Induction programme- It was executed successfully for first year engineering students. The basic idea were to open up the first year students with college environment through various practices during the induction like College culture, human values, nearby surrounding awareness, Own department visits.

National Service Scheme- NSS unit has conducted awareness programs for clean campus, blood donation camp during Covid-19 crisis. During this covid-19 crisis periods, blood were the requirement of patients.

Standard Operating Procedure for Final year B.E. projects- SOP for project development made and discussed it in IQAC meeting for its implementation.

Proposals for Financial Support for College Development- The proposal sent for financial assistance to conducts extracurricular events / technology project development/ customized project developments / Lab. Modernization etc.

NBA and NAAC Accreditation initialization Plan- As per strategic plan for the academic year 2020-21, initially College has applied for NBA Accreditation of Computer Science & Engineering program and successively other eligible programs shall be applied for NBA accreditation. The College has also decided to go for NAAC accreditation and preparation for the same is going on.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of Institutional bodies is effective and efficient in view of policies, administration setup, appointments, service rules, procedure etc:

Administration:

The College has structured administrative and academic set-up for performing smooth functioning as per the policies and SOP of College along with functional committees.

List of Academic and Administrative Bodies/Committees/Cell at Institution & their functions::

Sr. No.

Academic and Administrative Committees/ Cells

Functions

01

College Development Committee

1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
2. Recommend to the management about introducing new academic courses and creation of additional teaching and administrative posts.
3. Take review of the self-financing courses in the college, and make recommendations for their improvement



4. Promote the use of ICT tools in T-L Process
5. Prepare financial budget for Institute
6. Prepare the annual report on the work done by committee for the year ending

on the 30th June and submit the same to the management and University

#### 1. Academic feedback

02

#### IQAC Cell

- Development and application of quality benchmarks for academic and administrative activities of the institution
- Creation of a learner-centric environment conducive to quality education, technology for participatory teaching and learning process
- Feedback from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and institutional workshops, seminars and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/ enhancing quality

03

#### Research Advisory Committee

- To conduct interview of research candidates who applied for admission to Ph.D. Program
- Allocation of Research Supervisor as per availability of no. of seats and Supervisors, specializations and research scholar's interest
- Send the Seven copies of the Synopsis as recommended by the

RAC along with soft copy.

- A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
- Check yearly progress report

04

#### Library Committee

- To plan and coordinate the committee's work in accordance with the goals of library and the College
- To make a policy for the modernization and improvement of library
- To create rules for well organization and functioning of library
- To prepare the annual budget and proposal for development of the library for approval for management council/ governing body of the College\
- To supervised library activities, direct and control
- Discuss about deficiency report of AICTE and check availability of sufficient no. books as per students

05

#### College Monitoring Committee

- To monitor & feedback for academic progress, quality assurance and syllabus review
- The academic activities of the Institute are supervised, direct and control
- Committee takes decisions on the critical academic matters if any

06

#### Anti Ragging Committee

- To set up anti-ragging squad committee in the College
- To ensure compliance with the provisions of these regulations as the provisions of any law for the time being in force concerning ragging and to monitor and oversee the performance of the anti-ragging squad in prevention of ragging in the institution
- To make surprise raids on hostels, and other places

vulnerable to incidents of ragging and having its potentials

07

Student Council (SDC)

- A Student Council provides an opportunity for students to engage in a structured partnership with teachers, students and management
- Student Councils create a sense of ownership of the College and its activities among the students
- Conducting Fresher's day/ Annual gathering every year

08

Centre for IIIT&P

Visit College web:

<http://hvpmcoet.in/t-and-p-objectives-activities/>

1. To Identify the trainable and employable students by Conducting Various Training Programs and Assessments
2. To Develop Employability Attributes among Students
3. To Provide Training for English Communication, Soft Skills & Aptitude as a Part of Curriculum for Engineering Graduates
4. To Make Aware & Trained in Latest Available Technology in the Field of ENTC, CSE, IT And Management through regularly organizing Guest Lectures (In Person Or Remotely), Industry Expert Talks (In Person Or Remotely), Technical Workshops, Summer And Winter Internship Programs and Online Global Certification Examinations
5. To Conduct Placement Drives and Pool Campuses For Recruitments
6. To Provide off Campus Recruitment Opportunities based On Skill Mapping of Industry requirements And Candidate Possessed.
7. To Promote Placements Through Virtual Mode
8. To Foster The Industry - Institute Alliance
9. To Coordinate With Alumni Association Of H.V.P.M. College Of Engineering & Technology, Amravati.
10. To Execute Activities Under Skill Sharpening School (S Cube): - A Alumni Associations' Effort
11. To Improve Employability Skills Of Engineering Fraternity

in Amravati City

09

#### College Council

- To discuss the progress of studies and faculties in the College
- To bring to the notice of the College authorities the needs of the students
- To make recommendations to the principal or the the governing body for improvement of the academic efficiency of the college
- To advice the GB of College & Principal on matter relating to the internal management and discipline of students as may be referred to from time to time
- To bring to notice of the Governing Body any matter affecting the right and privileges of the teachers of College
- To promote good relations and increased cooperation within the College community with the purpose of creating cohesive culture.

10

#### Feedback Committee

- Feedback for enrich the curriculum and to improve the teaching-learning
- To increase the Quality of Teaching-Learning and add values
- Feedback for improvement in infrastructural facilities and placement of the students

11

#### Vishakha Committee

- To ensure the safety of women at workplaces and provide the guidelines for dealing with the cases that are related to sexual harassment

12

#### NSS & UBA Committee

- Encourage the students to participate in social and

national development activities through NSS and UBA

13

#### SC/ST Committee

- To feel free by SC/ST students in the College premises
- To aware about atrocity act
- The SC/ST Committee/Cell monitors and endeavours to resolve issues / grievances relating to SC/ST students and staff at the Institution level.

14

#### Grievance Redressal Committee

1. To deal with the grievances of teachers and other employees of the colleges to hear and settle grievances as far as may be practicable within six months and the committee shall make a report to the management council
2. To look into any complaints lodged by any student of Institute
3. To look into matters and resolve the issue safely
4. It shall be lawful for the grievances committee to entertain and consider grievances or complaints which are not within the jurisdiction of the tribunal and report to the management council to take such action as it deems fit and the decisions of the management council on on such report shall be final

15

#### Women's Redressal Committee

- To safeguard the rights of female students, women faculty and staff members.
- To provide a platform for listening to women's complaints and redressal of the grievances.

16

#### College Magazine Committee

- To publish a regular student magazine that highlights the

activities like art, poem, interview, articles and any other creativity of students

- It is student-lead publication that is written by students, for students

17

#### College Website Management Committee

- To disseminate the efforts and the achievements of the College, Students, Staff to the outer world through Website updates.
- To keep the website updated with information of Departments, faculty, committees, NIRF, mandatory disclosure, IQAC activities etc.

18

#### Hostel Management Committee

1. To ensure an enriching stay at the hostel by monitoring on the daily issues regarding the hostel infrastructure, housekeeping & mess facilities, etc.

19

#### Canteen Committee

- To ensure healthy and quality food preparation in the Canteen in safety environment.

20

#### Departmental Forums (Utkarsh, ITSA, FEAT, MESF)

- To create independent discussion environment for students and promote self learning, group discussion, extra-curricular activities without much more teacher's intervention for their self exploration

21

#### Cultural/ Youth Festival Club

- The cultural club plan for all intra or/and inter collegiate cultural events in the College during the year



- Promote to exhibit the cultural skills through participation in youth festival of Sant Gadge Baba Amravati University

22

#### Training and Placement Committee

- To organize technical events and motivational talks to provide a platform for the budding engineers
- To facilitate the process of placement and ensure for that each eligible student get opportunity to participate

23

#### Steering Committee

##### For NBA/ NAAC/Academic Audit

- To provide advice, guidance on a lot of issues that need to face during NBA/NAAC such as budgets, infrastructure, accreditation evaluations method, strategies, and new challenges to ensure best outcomes

24

#### Area Adaptation

- It provide space to the students for innovation and new idea generation

25

#### Admission Committee

- To facilitate student support if any difficulties arise during the admission process of Govt. (online/offline)

26

#### Departmental Advisory Committee

- To advice/guide in performing the academic, administrative and other activities of the Department

:: College Development Committee functions and responsibilities

Name of Committee

Composition

Functions

Responsibilities

Frequency of meeting

College Development Committee

1. Chairperson of the management or his nominee ex-officio  
Chairperson ;
2. Secretary of the management or his nominee ;
3. one head of department, to be nominated by the principal or  
the head of the institution ;
4. Three teachers in the college or recognized institution,  
elected by the full-time amongst themselves out of whom at  
least one shall be woman ;
5. One non-teaching employee, elected by regular non-teaching  
staff from amongst themselves ;
6. Four local members, nominated by the management in  
consultation with the principal, from the fields of  
education, industry, research and social service of whom at  
least one shall be alumnus;

1. Co-ordinator, Internal Quality Assurance Committee of the  
College
2. President and Secretary of the College Students' Council;
3. Principal of the college or head of the institution -  
Member - Secretary.

1. prepare an overall comprehensive development plan of the  
college regarding academic, administrative and  
infrastructural growth, and enable college to foster  
quality in curricular, co-curricular and extra-curricular  
activities

1. Decide about the overall teaching programmes or annual  
calendar of the college;

1. Recommend to the management about introducing new academic courses and creation of additional teaching and administrative posts.
2. Take review of the self-financing courses in the college, and make recommendations for their improvement
3. Promote the use of ICT tools in T-L Process
4. Prepare financial budget for Institute
5. Prepare the annual report on the work done by committee for the year ending

on the 30th June and submit the same to the management and University

- Academic feedback

1. Elected and Nominated members shall have a term of five years from the date of election or nomination.

1. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term

1. To make specific recommendations to management to encourage and

strengthen research culture, consultancy and extension activities in the College;

1. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research

1. To encourage the use of ICT in T-L process

2. To organised

training programs for employees

of the college

1. To prepare annual financial budget, financial statements of the College and recommend same to management for approval

8. Recommend the administration about appropriate steps to be taken regarding

discipline, safety and security issues of the College

4 in

a year

The effective and efficient functioning of Institutional bodies in view of appointments, service rules, procedures are:

:: RECRUITMENT PROCEDURE & PROMOTIONAL POLICIES ::

1.0

APPOINTMENTS/ RECRUITMENT

1.1

There shall be three categories of faculty/staff members at institution:

- Academic: Director, Professor, Associate Professor, Assistant Professor, Librarian, etc.;
- Administrative: Registrar, Finance Officer etc.,
- Supporting Staff: Technical Assistants, Technical, Skill Lab. Assistant, Assistant Librarian, etc.

1.2

The Appointing Authority for all positions at the Institution (from Assistant Professor or equivalent grade and above) shall be the Governing Body, Principal and Gen. Secretary in accordance with the interview report of selection committee. The management of trust shall be the Appointing Authority for all other non-teaching posts at the Institution.

### 1.3

#### PROCEDURE FOR APPOINTMENT/ RECRUITMENT OF FACULTY

For Recruitment of Regular faculty/teacher the selection committee as per ordinance by SGBAU.

1. H.R. Section in association with the concern H.O.D will determine the faculty requirement as per SGBAU Amravati / AICTE norms.
2. The faculty requirement so determined will be put up to Principal, director for information & finally to be approved by governing body.
3. H.R. Section will get the Roster sanctioned for regular posts from the BC Cell in SGBAU Amravati.
4. H.R. Section will get sanctioned and approval of Roster for regular posts from the BC Cell in Office of Regional Commissioner Amravati.
5. H.R. Section will arrange to write a letter and get posts as per reservation rules from the SGBAU Amravati.
6. On receipt of post distribution against various reservation categories approved from B.C. Cell of S.G.B. Amravati University, H.R. Section will arrange to get advertisement for the said posts approved & sanctioned from Collegiate Section of SGB, Amravati University, Amravati.
7. On receipt of approved Advertisement format from Collegiate Section, SGB Amravati University, H.R. Section will arrange to give advertisement in the local News Paper as well as national News Paper. (In English & Marathi language) as per University approved list of papers.
8. H.R. Section will arrange for list of Candidates from Employment office of State Govt. as per rule.
9. H.R. Section will receive the applications & will arrange to form scrutiny committee to scrutinize the applications.
10. H.R. Section will arrange to write a letter to SGBAU Amravati for demand of members of selection committee.
11. H.R. Section will arrange to get suitable date to conduct the interviews from Chairman & members of Selection Committee.
12. H.R. Section will arrange to send call letters with the signature of Principal to eligible candidates for interviews.
13. Non eligible candidates will also be informed stating reason of rejection of application.
14. H.R. Section will arrange to write note sheet for the nomination of chairman of selection committee from Hon.

General Secretary.

15. H.R. Section will arrange the interviews on date fixed by members of selection committee.
16. H.R. Section will arrange to send proposal for approval to SGBAU Amravati for the selected candidate as per member of the selection committee along with their selection reports.
17. After receiving approval from SGBAU Amravati H. R. Section will arrange to issue appointment order to approved candidate.
18. H.R. Section will arrange to take notarized under taking from the selected candidates.
19. H.R. Section will arrange to take joining reports from the selected candidates.
20. End of entire Interview procedure will finally take on record or filed.

#### 1.4

Procedure for Recruitment of Supporting Staff:

For Recruitment of Regular Supporting Staff the selection committee as per SGBAU / Standard Code guidelines.

1. H.R. Section in association with Registrar will determine the Supporting Staff requirement as per SGBAU Amravati / AICTE norms/ Standard Code.
2. The Supporting Staff requirement so determined will be put up to Principal, Director for information & finally to be approved by Governing body.
3. H.R. Section will get the Roster sanctioned for regular posts from the BC Cell in SGBAU Amravati.
4. H.R. Section will get sanctioned and approval of Roster for regular posts from the BC Cell in Office of Regional Commissioner Amravati.
5. H.R. Section will arrange to write a letter and get posts as per reservation rules from the SGBAU Amravati.
6. On receipt of post distribution against various reservation categories approved from B.C. Cell of S.G.B. Amravati University.
7. H.R. Section will put Note-sheet for the approval from Management to give advertisement. Also arrange to give advertisement in the News Paper as per University approved list of papers.
8. H.R. Section will arrange for list of Candidates from Employment office of State Govt. as per rule.
9. H.R. section will receive the applications & will arrange



- to form scrutiny committee to scrutinize the applications.
10. H.R. Section will arrange to get suitable date to conduct the interviews from the panel of Management.
  11. The panel of management for the selection of Candidates consists of Director, Principal, Registrar and H.O.D of concern Department.
  12. H.R. Section will arrange to send call letters with the signature of Principal to eligible candidates for interviews.
  13. Non eligible candidate will also be informed stating reason of rejection of application.
  14. H.R. Section will arrange the interviews on date fixed by the panel of Management.
  15. H. R. Section will arrange to issue appointment orders to selected candidates.
  16. H.R. Section will arrange to take joining reports from the selected candidates.
  17. End of entire Interview procedure will finally take on record or filed.

#### 1.5

Procedure for performance based incentive for Faculty:

The process for performance based incentive for Faculty will be as per following guidelines.

1. H. R. Section will distribute Academic Diaries containing performance based Appraisal form, designed as per UGC Norms before commencement of Academic session.
2. Faculty will submit those filled Academic Diaries at the end of session along with necessary documents and Score sheets of performance appraisal form to their Head of Department.
3. HOD will submit those diaries to H.R. Section along with their remarks.
4. H. R. Section will scrutinize all submitted diaries and check all attached documents for concern Academic year.
5. H.R. Section will then put up the scrutinized diaries before the Principal/Dean (Academics) for perusal as an Assessor.
6. Principal /Dean (Academics) assess all diaries of faculty along with score mention on score sheet.
7. H.R. Section will arrange Interview of Assesses (faculty) before third party Evaluator for evaluation and mention score on evaluation sheet.

8. H.R. Section will compile score of all assesses.
9. H.R. Section will arrange merit list of higher scorer faculty.
10. H.R. section will put up the merit list before principal and Director to apply the incentive DA 1% to 5% to higher scorer faculty and will display the same on notice board.
11. End of entire performance based incentive for Faculty procedure will finally be taken on record.

## 1.6

### Procedure for Staff Promotion:

The process of staff promotion will be as per Management guidelines only.

1. H. R. Section will get the applications from staff duly recommended by their concerning H.O.D & having a remark of Registrar & Principal for their promotions.
2. H.R. Section will determine the received applications.
3. H.R. section will then put the note-sheet before Management for the promotions to be done, due to achieving Higher Qualifications / Change in Designation or any.
4. H.R. Section will arrange to implement the recommendation of Management as per the promotion dates given by them.
5. End of entire Promotion procedure will finally be taken on record.

## 2.0

### POSITIONS

The various positions at each Institution are summarized below:

### 2.1

**PRINCIPAL:** The Principal shall be the chief Academic and administrative Officer of the Institution and shall be responsible for its proper administration and functioning, imparting instruction and maintenance of discipline therein. The Principal shall have the powers, responsibilities, Status and service conditions as applicable as per AICTE norms.

### 2.2

**PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR:**

The persons assigned to these positions shall perform the functions by such as, teaching, research, extension, continuing education, scientific & industrial institute interaction, consultancy and others, which may be assigned to them by the Institution from time to time. They may also be delegated certain administrative and/or other functions/responsibilities at the Institution. The status, service conditions and responsibilities of Professor, Associate Professor, Assistant Professor shall be as per AICTE norms and Maharashtra State Government rules.

### 2.3

**ADJUNCT PROFESSOR:** These positions shall be available at the Institution by engaging the services of retired senior faculty members for specific academic assignments at the Institution, so as to benefit from their expertise and experience.

### 2.4

**LIBRARIAN:** The person occupying this position shall be in charge of the Library of the Institution and be responsible for its planning, development, up-keep, up-gradation, maintenance and administration. The status, service conditions and responsibilities of a Librarian shall be as per AICTE/ UGC Rules

### 2.5

**REGISTRAR:** The Registrar, shall be the Administrative Officer of the Institution, responsible for its proper governance and administration, who shall work directly under the directions and control of the

Principal/Director.

### 2.6

**FINANCE OFFICER:** The Finance Officer of the Institution, who shall work under the directions and control of the Registrar / Principal/ Director of the College.

### 3.0

#### ELIGIBILITY & PAY SCALE

The qualifications, experience and other requirements to be fulfilled by the candidates seeking the above appointments are as

given below. The subjects/disciplines in which the recruitment is to be made shall be finalized by the Principal/ Director in consultation with the Heads of Departments, based on the institutional needs from time to time and the same got approved by affiliated University Sant Gadge baba Amravati University Amravati

### 3.1

#### PRINCIPAL:

- Essential: (i) Ph.D. Degree or equivalent in any engineering discipline from a reputed institution, preceded by UG/PG engineering Degree with high merit; (ii) Good publications record in refereed scientific/professional journals; (iii) Service as Professor at a reputed technical institution for a minimum of 10 years;
- Desirable: (i) Experience in academic/research administration as Deputy Director, Dean or Head of Department at a reputed technical institution;
  1. Guidance of students at UG/PG project work and at Ph.D. level;

Evidence of having taken up sponsored research, continuing education and/or consultancy assignments; (iv) Participation in professional society activities; (v) Intimate knowledge of technical education system in India and abroad and its development.

The posts of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 plus a Special Allowance of Rs. 3000 per month.

### 3.2

#### PROFESSOR:

Essential: (i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;

(ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 10 years; (iii) Evidence of post-

Ph.D. research experience and ability to pursue high quality academic/research work independently;

1. Good publications record in refereed scientific/professional journals;
2. Age < 55 years on the last date of receiving application.

Desirable: (i) Evidence of having taken up sponsored research, continuing education and/or industrial consultancy; (ii) Proven record of academic/research leadership, guiding UG/PG and Ph.D. students and team work (iii) Participation in professional society activities; (iv) Good knowledge of technical education system in the country and its development

Professor: Pay Band of Rs. 37400-67000 with AGP of Rs. 10000

3.3

ASSOCIATE PROFESSOR:

Essential:

(i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;

(ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 10 years; (iii) Evidence of ability to pursue high quality academic/research work independently; (iv) Good publications record in refereed scientific/professional journals;

(v) Age < 55 years on the last date of receiving application.

Desirable: (i) Evidence of having taken up sponsored research, continuing education and/or industrial consultancy; (ii) Proven record of guiding UG/PG and Ph.D. students and team work (iii) Participation in professional society activities;

Pay Band of Rs. 37400-67000 with AGP of Rs. 9000

3.4

ASSISTANT PROFESSOR:

- **Essential:** (i) Ph.D. Degree or equivalent in the concerned discipline from a reputed institution, preceded by a UG/PG Degree in the relevant discipline in First Class (or equivalent) with consistently good academic record;

ii) Teaching/Research/Industrial experience in the relevant discipline for a minimum of 5 years; (iii) Good publications record in refereed scientific/ professional journals; (iv) Age < 45 years on the last date of receiving application.

- **Desirable:** Evidence of participation in sponsored research, continuing education and/or industrial consultancy programmes; (ii) Proven record of guiding UG/PG students and team work; (iii) Participation in professional society activities.

Pay Band of Rs. 15600-39100 with AGP of Rs.6000

3.5

**ADJUNCT PROFESSOR:**

- **Essential:** (i) Senior Executive/Manager/Scientist from industry or R & D Laboratories with a minimum industrial/research experience of 10 years; (ii) Age < 55 years, on the date of consideration.
- **Desirable:** (i) Experience in human resource development, project guidance and/or developmental activities; (ii) Keen interest in teaching, research and academic functions.

3.6

**LIBRARIAN:**

- **Essential:** (i) Master's Degree in Library Science / Information Science / Documentation or equivalent with a minimum of 55% marks in aggregate, preceded by a consistently good academic record; (ii) Service experience as Deputy Librarian at a reputed institute for a minimum of 10 years; (iii) Age < 55 years on the last date of receiving application.
- **Desirable:** (i) Knowledge of computers, internet and other recent advances in library operation and management. (ii) Ph.D. in Library Science;



Pay Band of Rs. 37400- 67000 with AGP of Rs. 9000

3.7

REGISTRAR:

- **Essential:** (i) PG Degree with at least First Class (or equivalent) in any discipline of engineering/technology/management from a reputed Institution or Ph.D. Degree in Science/Arts, preceded by a consistently good academic record; (ii) Teaching and administrative experience at an institution of higher education or research for a minimum of 10 years with a minimum of 8 years being spent in a responsible position. (iii) Age < 55 years on the last date of receiving application.
- **Desirable:** (i) Ph.D. Degree in engineering/technology/management from a reputed institution; (ii) Familiarity with administrative practices, financial

3.8

FINANCE OFFICER:

- **Essential:** (i) M.Com. having specialization in Accounting, Auditing and/or Costing with First Class (or equivalent) from a reputed Institution, preceded by a consistently good academic record; (ii) A minimum of 10 years experience in accounting/auditing/costing in an academic/research institution or industry, of which a minimum of 8 years are spent at a University/College or any other higher level institution. (iii) Age < 55 years on the last date of receiving application.
- **Desirable:** (i) Qualification in Chartered Accountancy; (ii) Experience in working with computers and other advancements in financial management; (iii) Knowledge of Government rules, regulations and practices in financial matters.

4.0

COMMENCEMENT OF SERVICE

1. The service of an employee shall commence from the date on which he reports for service and he shall be entitled to salary from that date if he reports to duty before 1-30 PM or from the next day if he reports to duty after 1.30 PM
2. All appointments shall be made on contract in writing , except the causal and apprentice employees. They shall be appointed by a letter of appointment in writing.

#### 4.1

##### SENIORITY

1. Employee shall rank for seniority in the grade according to the dates of their commencement of service
2. When any post is filled by open competition, seniority of the candidates selected at the same interview should be in the order in which they are ranked by the selection committee, subject to the dates of joining their duties being the same.
3. When a holder of any post in a grade is reduced to a lower grade, he shall be placed at the top of the latter, unless the authority ordering such reduction directs that he shall rank in such grade next below any specified number thereof.

#### 4.2

##### PROMOTIONS

1. All departmental promotion shall be made on the basis of seniority-cum-merit
2. Through the Career Advancement Scheme (CAS as per AICTE Regulation and University directions)

#### 4.3

##### SERVICE BOOKS

1. Service Book shall be opted for every employee on the permanent establishment in the University. It shall be opened immediately on his being appointed in the service
2. In the service Book, every step in official life, including temporary and officiating promotions of all kinds, increments and leave of absence taken should be regularly and concurrently recorded, each entry being duly verified with reference to departmental orders, pay bills and leave statement

3. The service books should be kept in the custody of HR Section

5.0

#### CODE OF ETHICS ( service rule)

There shall be a Code of Ethics to be strictly followed by all academic, administrative and technical staff, as prescribed in the Administrative Manual of the Institution, Academic diary etc.

6.0

#### PROMOTIONAL POLICIES

##### CAS- for Teachers as Per AICTE Sixth Pay

(University Direction No.63/2010 dated 20/10/2010)

The Institute follows the CAS Scheme as per AICTE Norms and regulations, University direction of UGC/ AICTE regarding the Promotions of faculties.

##### Procedure for CAS for Faculty:

The process of promotion under career advancement will be as per SGBAU / AICTE guidelines.

1. H. R. Section will arrange to invite the applications from teachers fro various position by issuing circular, duly signed by Principal.
2. H.R. section will arrange to form scrutiny committee to scrutinize the duly filled applications. Teachers will be informed about anomaly, if any and corrected applications will also be accepted.
3. H. R. Section will then put up the scrutinized applications before the principal for perusal.
4. H. R. Section will arrange to write a letter to SGBAU Amravati for demand of Screening cum evaluation committee.
5. H.R. Section will arrange to write a request letter to members of "Screening-cum-Evaluation Committee' for suitable date to conduct the meeting.
6. H.R. Section will issue the circular duly signed by Principal for meeting and circulate it to the eligible candidates.
7. H.R. Section will arrange meeting of CAS Committee as on

date fixed by members of Screening-cum-Evaluation Committee.

8. H.R. Section will arrange to send the Selection report to SGBA University.
9. H.R. Section will arrange to implement the recommendation of committee as per the promotion dates given by the Committee.
10. End of entire Interview procedure will finally be taken on record.

For Non-teaching: The time-bound promotion as per rule and regulation of GOM.

Incentive are provided for better performing staff.

7.0

#### PAY SCALE, SERVICE CONDITIONS & CAREER ADVANCEMENT SCHEME FOR TEACHERS AND EQUIVALENT POSITIONS

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:

##### (a) Assistant Professor/Associate Professors/Professors in Technical institutions

1. Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.
2. An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
3. Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
4. Assistant Professors who do not have Ph.D or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
5. The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their

satisfying other conditions as laid down by AICTE.

6. The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.
7. Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
8. Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band ' of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
9. Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.
10. Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
11. Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed In the Pay Band of Rs. 37,400- 67000 and re-designated as Associate Professor in the manner described in (x) above.
12. Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
13. Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed



- or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
14. The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
  15. Ten percent of the posts of Professors in a AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.
  16. For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
  17. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

08

#### WELFARE MEASURE

##### a) Provident Fund

Contributory Provident Fund, skim is implanted for faculty and staff fhe status quo shall continue.

##### b) Group Insurance mediclaim scheme

It is implemented for faculty and staff

09



## R & D PROPOSAL

In order to promote research and development activities and generation of grants for modernization of laboratories through A.I.C.T.E./ DST / DSIR / UGC / University assistance schemes.

Proposals are to be submitted to AICTE / D.S.T. / D.S.I.R. / U.G.C. / University & other funding agency in following areas.

- Research Promotion Scheme (RPS)
- Modernization and removal of obsolesces (MDROB)
- Entrepreneurship Development Cell. (EDC)
- Seminar Grant
- Innovation Promotion Scheme
- Travel Grant
- Any other scheme applicable

### Procedure :

1. HODs are to identify the activities in above mentioned areas with approval from Principal.
2. Prepare the proposal in accordance with funding agency guidelines.
3. Apply online on portal or off line as applicable in stipulated time frame.
4. Follow up for the expected result.

It is expected that each department submits at least two proposals in one academic year.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Institution has an effective welfare measures for teaching and non- teaching staff as mentioned below:

1. Provident fund, Group medical insurance, gratuity, advances in case of emergency, formation of co-op credit society for easy and seamless availability of loan, world class physical fitness facilities, Swimming, Health club, games and sports for faculties and staff
2. Contributory Provident Fund scheme to the teaching and non-teaching staff
3. Institute provides Wi-Fi facilities for all teaching and non-teaching staff as well as for the students in College premises
4. Institute provides concession in sports like Badminton,

Basketball, Swimming, Cricket, Football, Tennis, Archery, and Malakhamb to the faculties at College premises

5. Institute provides Group Insurance Mediclaim Policy for teaching and non-teaching staff as well as for their family members

6. The faculties and staff are taking the advantage of Group Insurance Mediclaim Policy

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

7

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

7

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

**Performance Appraisal System for teaching and non-teaching staff:**

**The factors of PBAS can be summarized as follows:-**

**Category 1-Teaching-Learning and Evaluation Related Activities**

**Category 2-Professional Development, Co-Curricular and Extension Activities**

**Category 3-Research, Publication and Academic contribution**

Self-Appraisal is filled by each faculty. The Evaluation is done by Head of Department, Review by Principal and finalization of grading by External expert or Professor of the College with one to one faculty interaction and verification of evidences for the said claim on self appraisal. Based on overall performance evaluation of self appraisal, the teachers are awarded with incentive which motivates them to improve their further performance and it is also used for their promotions from existing level to next higher level.

The outcome of the review of the performance appraisal is noted in its own teacher's academic diary.

**Transparency in Self Appraisal Evaluation:**

1. Self Appraisal is available in Teachers diary at the end side of diary
2. The Teacher diary is distributed to teachers through HOD of each department
3. At each semester the data have to be filled up by each teachers
4. HoDs has to evaluate the performance in T-L, Research contribution , co-curricular and extra-curricular activities
5. Appraise is involved in finalization of Performance Based Appraisal Scheme (PBAS) by external experts
6. Academic Performance Indicators (APIs) from PBAS are considered for incentives, awards and Career Advancement Scheme (CAS)
7. Teachers are visible to improve in performance in PBAS
8. Transparency and development improvement in quality improvement and assurance of working in the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Yes Institute has both internal and financial audit regularity. There are two types of institutional mechanism for audit. 1. Internal audit and 2. External audit

1. Internal Audit: Account officer, principal and head of institution is continuously monitoring the financial activities and conducts audit internally. Internal audit itself will be done by the Institute.

2. External audit: Accounts are audited every year by authorized chartered accountant, (CA) where College appointed the chartered accountant for external audit of financial activities. The last statutory, External Audit was done for the financial year 2019-2020. All the financial transactions inclusive of receipts and payments are making available by the account Department of College for checking and auditing of accounts from Chartered Accountant. The CA produces the Audited statement report & utilization certificates to the Institution. This way account management system helps to the finance and account section of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)



**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

3.25

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

**Institutional strategies for mobilization of funds:**

1. To established good rapport with industries
2. To make MOU with Industries to get benefits to both Institution and Industry
3. Efforts made by Institute, to get CSIR fund from Industry
4. Apply to AICTE, DST, and other funding agencies to mobilise the fund
5. Technology and customized projects proposals to AICTE under Unnat Bharat Abhiyan for adopted Village development
6. Proposals for Faculty Development Programs/ STTP

**Institutional strategies for optimal utilization of resources:**

1. Calculation for actual students and available teachers in each Department
2. Accordingly workload of teachers are distributed by HoDs
3. If spare teacher found other work is assigned to him
4. Similarly the lab work load is calculated
5. Find the actual lab hours as per no. of students available
6. Lab. Can be utilized by inter-department for its optimal use if it is free/available
7. The College is used all available resources optimally for cost benefits to all

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

### Contribution of IQAC for institutionalizing the quality assurance

1. Plan the activities at the start of academic session for quality improvement in academic and administration
2. IQAC meeting Schedule reparation for the session
3. Discussion with the members of IQAC and take appropriate suggestions for quality improvement
4. Preparation of academic Calendar for the session include academic and extra- curricular activities
5. Called Monthly quality assurance report from each Department and it is evaluated by IQAC Cell to assure quality and make suggestions for improvement
6. NSS and Unnat Bharat Abhiyan activities at College
7. Discussion on projects developments
8. Organization of National Conference/ Seminar organization/ STTP on 'Cyber Security'
9. Workshops on NBA & NAAC Accreditation Process
10. Discussion on project status of MBA Department
11. Preparation of proposals for AICTE quality improvement and other schemes
12. Sant Gadge Baba Amravati University Rajiv Gandhi Technical Proposal
13. NBA Prequalifier and SAR Preparation
14. Workshops/ Webinar organization
15. Review on Academics Progress Report
16. Preparation of AQAR by IQAC through Coordinators

### Quality Assurance process

Effective quality assurance mechanisms ensure the quality improvement.

To ensure quality assurance is embedded in the strategic direction of the organization.

- Establishment of IQAC Cell at College
- Monthly Progress report of academics by each Department
- Ensures the syllabus covers as per time table and academic calendar.
- To conduct at least 4 IQAC Meeting in a year
- Vocational and professional training to the students for Skill development
- To fulfil the norms of AICTE apex body for infrastructure, teachers, library, Labs, classrooms, Seminar Hall, Sport facilities etc
- Quality assurance mechanism for teaching learning and evaluation
- Innovations in Program delivery and student assessments
- Organization of extra -curricular activities
- Feedback system to check quality
- Resource allocation and its optimum used

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

The institution reviews its teaching learning process:

The institute reviews teaching learning of the departments by IQAC cell through the reports on Monthly Quality Assurance Report (MQAR). IQAC review the syllabus covered by faculties monthly and if it is found syllabus is behind as per expectation then IQAC remind them to cover syllabus through conduction of extra classes.

Structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms:

1. IQAC is structured as per norms
2. It works as per the agenda of quality improvement in academics inclusive of Teaching learning
3. Academic Review is a part operations of academic progress
4. Learning outcomes are mapped with the performance of students in tests, assignments, viva, and university examination through IQAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://hvpmcoet.in/wp-content/uploads/2022/02/Institute Data 2020 21 for NIRF 2022 Engineering.pdf">http://hvpmcoet.in/wp-content/uploads/2022/02/Institute Data 2020 21 for NIRF 2022 Engineering.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Measures initiated by the Institution for the promotion of gender equity during the year 2020-2021 are as follows:

Annual gender sensitization action plan:

1. Women's Day Celebration on 8th March 2021
2. Participation of women and men faculties in Unnat Bharat Abhiyan Project
3. Participation of women and men faculties and staff in tree plantation program
4. Participation of women and men teachers in blood donation programme during COVID-19

Specific facilities provided for women in terms of:

1. Safety and security

The Women Grievance cells, cyber security awareness programs

2. Counseling

Frequently women students cancelling shall be done for their hygienic safety and security

3. Common Rooms

Girls common room is available to rest in off and in vacant time for relaxes and discussion among them

4. Day care center for young children - It is available for care of young children

5. Any other relevant information

Women grievance Cell is available for taking their full care and any type of difficulties and or harassment

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**1. Waste Management:-**

Use of plastics in the form of packaging materials, wrappers, carry-bags and other commodity items has become an integral part of daily life in college campus. The thin, low density (High Volume-Low Weight) plastics become not only eye soar in the college campus but also cause great nuisance to public at large. It flies all over and creates pollution.

Thus college has taken a step forward and adopted '3 R' principle for plastic waste management.

Sanitation and solid-liquid waste management from individual usage (through toilets / bathrooms):

**1. Conservation of water by reuse with an innovative design of**



- a modified bath and toilet unit
- 2. Technical intervention for hygiene, open defecation free Village and
- 3. To recycle water, reuse it and conserve

Need: The Village has small but definite population of people who reside on Government or Gram Panchayati land by encroachment. They are from most backward communities and poor. Since the land is encroached and do not belong to them legally, they cannot get any government subsidiary or support to construct toilets hence go for open defecation. They have to fetch water for daily consumption hence is reluctant to use water for flushing in toilets. However, they use water for bathing and cloth washing in their houses.

- Brief Introduction of the Project

Here a solid and liquid waste management system plays a very crucial role for improving the standard of living in rural areas particularly in Vidarbha region. The present project will be implemented in Pimpalgaon Bainai which comes under Nandgaon Khandeshwar Taluka in Amravati district (M.S). The basic idea behind this project is that in rural areas we have identified such locality comprising of tentatively 30 families where they do not have concrete houses along with toilets as they live on encroachment land where there is no basic infrastructure for collection and disposal of solid and liquid waste and there is also no specific location for this disposal. The community which was identified for this project is used to go on land for open defecation purpose. Since they are not eligible for toilets construction under any of the Government schemes, therefore they go for open defecation. With this proposal we are planning to construct the concrete toilets for solid and liquid waste disposal through decentralize waste water treatment process

- Design and Working Principle of Model

Bath room is built 1 meter above the toilet (Ground) level. It provides the necessary head difference for water for flow by gravity. The three compartmental water treatment tanks are located between bath room & toilet.

The water from the bath room flows down to the first compartment of the treatment tank.

The first compartment acts as a settling tank where the water comes from the bathroom. The compartment has a perforated wall (Coarse screen) which filters the settled water into second compartment. The second compartment is having two walls i.e. one side wall of coarse screen of settling chamber and other side wall of fine screen. The compartment is filled with charcoal lumps obtained locally from burnt wood fuel. The bed of charcoal acts as absorption, adsorption and bio chemical treatment fixed bed system. The treated water filters goes into the third compartment which can acts as storage tank or flush tank. The over flow of water from this compartment can be used for irrigation or water harvested through soak pit. And the water from storage tank is used for flushing the toilet. By this innovative design of twin toilet we can save 50% of water that required in daily used and keep life healthy and hygienic

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

B. Any 3 of the above

<p><b>vehicles</b></p> <p><b>3. Pedestrian Friendly pathways</b></p> <p><b>4. Ban on use of Plastic</b></p> <p><b>5. landscaping with trees and plants</b></p>	
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>A. Any 4 or all of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The location of institute is in the center of city. Besides having infrastructure as per the necessity for an educational campus, the institute puts in conscious efforts to enhance and nurture the eco-friendly environment on the campus. The campus consists of large number of outdoor, play grounds and open spaces. Faculty and Students take up projects to support the maintenance of healthy environment. The Institute authorities are very keen on making the campus eco-friendly by adopting Energy conservation practices, effective waste management at source, reuse of Blank pages, use of renewable energy, rain water harvesting and grey water for Plantation inside the campus, making the campus clean, green and healthy. Monitoring and upkeep of the green environment on the campus is done by the Maintenance department. SGB Amravati University has given the best environment award. The ministry of new and renewable energy (MNRE), Government of India, has sanctioned the conversion of existing campus into green campus.

Celebrated of Yoga day, Pledge of no Tobacco for healthy life of students, faculties and staff

Celebration of Birth Anniversary of Annabhau Sathe, Acharya Vinoba Bhave Jayanti, Maulana Abdul Kalam Azad, birth anniversary of India's most eminent Engineer Bharatratna Dr. Mokshakundam Vishveshwarya as an Engineer's Day, Celebrated 150th Birth Anniversary of Bhagat Singh Birth Anniversary, "Rashtrapita Mahatma Gandhi and Lal Bahadur Shastri", Birth anniversary of Iron man Late Sardar Vallabhbhai Patel, birth anniversary of Swami Vivekanand and Rastramata Jijau, Birth anniversary of

Subhash Chandra Bose and Balasaheb Thakre, Shivaji Maharaj Jayanti,

Celebrated of Dhamma Chakra Pravartan Din, Homage to Priyadarshinin Late Indiraji Gandhi, Bal Gangadhar Tilak

Celebrated 73rd Independence Day, Republic day, Teachers Day, Women's Day, Indian Constitution Day, Celebrated World's International Peace Day, Ozon day, Hindi Divas, Reading Day, Balika Din, Artificial Intelligence Day, cultural activities and communal socioeconomic and other activities conducts by the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students and employees of the Institution are sensitizing to the constitutional obligations like human values, rights, duties and responsibilities of citizens through following activities:

Institute always tried for the holistic development of the students and employees to encourage human values, their rights, duties and responsibilities through participation in the social activities, national days celebration, seminars, workshops, Indian Constitution Day, Induction program etc.

To sensitize toward various facts of societies and to understand duty and responsibilities towards society as a citizen, following are some of sensitization activities:

Constitution Day Celebration:

Dr. Babasaheb Ambedkar Jayanti:

AI Day:

Birth Anniversary of Subhashchandra Bose & Balasaheb Thakare:

**Birth Anniversary Rastramata Jijau & Swami Vivekananda:**

**Blood Donation Camp:**

Institute performs the following other social activities for sensitization of students and staffs:

- The college facilitates to visit an Orphanage, Old-age home, Child helpline, Women helpline, HIV awareness among truck drivers and other vulnerable section of society through Red Ribbon Club. Organization of Joint cultural program with the involvement of students from North-East states of neighboring college and students of college viz. Music and Dance program
- Cyber security awareness programs for girls students
- NSS (National Services Scheme): Adoption of village and activities Rain harvesting, Water Conservation, Cleanliness drive, Tree plantation, Computer Literacy, Health check-up, Blood donation camps, help in the movement of digital India , eradication of blind faith and creation of scientific temper. Yoga, meditation practices among people, Technical awareness program in Ashram schools, Contribution to confidence building in farmers (Farmers awareness program), Adoption of neighboring villages and activities such as tree
- Social Gathering (Tarang) and Inter-collegiate tournaments by organizing sport festivals
- Making the college playground available to neighboring industries and communities on weekends
- Sharing computer Lab for the 11th and 12th students from neighboring college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence**

**A. All of the above**



**to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. Celebrated of Yoga day on 21-06-2020
2. Pledge of no Tobacco for students on 11-07-2020
- 3 Celebration of Birth Anniversary of Annabhau Sathe and Homage to Bal Gangadhar Tilak on 01-08-2020
4. Celebrated World Wide Web day on 01-08-2020
5. Eve of 73rd Independence Day, Tree plantation and Swachhata Abhiyan are organized in College campus by NSS and UBA unit on dated 14-08-2020
6. Celebrated 73rd Independence Day on 15-08-2020
7. Celebrated National Sport Day on 29-08-2020
8. Celebrated Teacher's Day on 05-09-2020
9. Celebrated International Literacy day on 08-09-2020
10. Celebrated Acharya Vinoba Bhave Jayanti 11-09-2020
11. Celebrated birth anniversary of Maulana Abdul Kalam Azad. On

11th Nov. 2020

12. Celebrated Hindi Divas on 14-09-2020

13. Celebrated the birth anniversary of India's most eminent Engineer Bharatratna

Dr. Mokshakundam Vishveshwarya as an Engineer's Day on 15-09-2020

14. Celebrated World's Ozon day on 16-09-2020

15. Celebrated International Peace Day on 21-09-2020

16. Celebration of 70th Indian Constitution day on 26 Nov. 2020

17. Celebrated Balika Din on 27-09-2020

18. Celebrated Bhagat Singh Birth Anniversary on 28-09-2020

19. Celebrated 150th Birth Anniversary of "Rashtrapita Mahatma Gandhi and Lal

Bahadur Shastri" on dated 02-10-2020

20. Celebrated of Dhamma Chakra Pravartan Din on 14-10-2020

21. Celebrated Innovation Day's on dated 15-10-2020

22. Celebrated of Birth anniversary of Iron man Late Sardar Vallabhbhai Patel & Homage

to Priyadarshinin Late Indiraji Gandhi on dated 31-10-2020

23. Celebration of 70th Indian Constitution Day on 26-11-2020

24. Celebrated the birth anniversary of Swami Vivekananda and Rastramata Jijau on dated

12-01-2021

25. Celebrated Birth anniversaries "Rajmata Jijau Masaheb and 'Swami Vivekananda on 12th Jan, 2021

26. Celebrated Birth anniversaries of Subhash Chandra Bose and Balasaheb Thakre on 23rd Jan 2021

27. Celebrated Artificial Intelligence Day on 29th January, 2021

28. Celebrated Shivaji Maharaj Jayanti on 19th February, 2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Following are three best practices successfully implemented by the Institution

1. Skills enhancement program for employment ready graduates
2. Human Value Education along with Professional and Technical Education
3. Innovative projects for inculcating the spirit of research & development

### 1. Skills enhancement program for employment ready graduates

It is undeniable revelation that 60 % of engineering graduates are not employable for the industries. The gap between university curriculum and dynamic expectation of industries is one of the causes of the same. While university curriculum is based upon the fundamental principles of science and engineering, the industry expect ready employable fresh graduates to start working immediately. The principle and concept of the practice of employability enhancement skill is to inculcate communication skill, soft skill and domain specific technical skill as per expectation of industries and in association with the industries. The same is evident in vision, mission, objectives and goals of the institution.

The Context:

Features of the practice are to bridge gap between industry's

expectation from fresh engineering graduates and graduates attributes acquired after undergoing university curriculum and syllabus. Due to the best efforts by the college, students get qualified to seek university degree with flying colour through university curriculum and syllabus. Even though the same is necessary to get befitting employment in industries but it is not sufficient as per industry's bench mark. To mitigate the challenges, it is necessary to identify the gap precisely and correctly to develop mechanism and structure to bridge it. To Frame and implement 'Beyond syllabus course contents' of required skill set is the motto of practice.

To implement the scheme, following process/ steps are taken:

- To identify industries who would support the initiative.
- To interact and to create confidence about the Institute and the proposal
- To identify the gap between University Curriculum and Industry expectations
- To design the curriculum, syllabus, scheme of training
- To get it validated from Industries
- To identify internal & external resources to implement the scheme
- To motivate & train the identified internal resources
- To identify and motivate the students who undergo beyond syllabus activity with focus and discipline
- To involve Industry for training, internship and evaluation
- To market the practice to user Industry
- To arrange for placement drives

Goal:

The application of knowledge and skill for solving real life problems is the main job profile of professional engineers. Mini and major projects carried out during course of study, give an opportunity to acquire the skills of application of principles of science and engineering. The engineering solution has to be economical, optimum, societal and environmental friendly and most importantly innovative. The attributes of aptitude for innovative, critical and creative thinking is a challenge. Institution consciously works for innovative projects to train the young minds to be future ready through the practices. Teachers also get oriented towards research and development, publications & patents.

The context:

The inculcation of research culture, critical and creative thinking, sensitization towards social and environmental issues for which optimal solution can be found using technology is a challenging task. The implementation of practice involves team of Heads of Department, young enthusiastic faculty, Training and Placement officer, interaction with industry experts and researchers. The identification of statement of problem itself is a challenge. The present education system is tuned with writing answer script for the expected questions either from old question paper sets or text books, while engineering always encounter with unexpected challenging problems which are required to be solved under constraints of time, human and financial resources. To give, this real life experience through innovative projects posed many challenges during implementation of the schemes.

#### Practice:

A team of teachers from various technical domain areas and interest are identified to lead the group. The faculty is expected to advise, guide and facilitate project development with students. The faculty is given special training either in house or by deputing at industries, institute of higher learning or training centre. The students are identified on the basis of detailed analysis of their academic background, area of interest, flexibility to learn, attitude to accept challenges. They are groomed by giving beyond syllabus core technical area knowledge and skill through a structured program of about 120 hrs during third year of study. The industry inputs are also sought during training of the students. The statement of problems are identified from various sources like industry, analysis of social needs, thrust areas like clean energy, digital India, safety and security of women and as given by various State and Central Ministries on their website. A team of faculty and students design and develop the solution which is implemented as prototype. The projects are evaluated by industry, during various project competitions at inter collegiate, inter-university, state and national level. The practice becomes the novel teaching learning process also as the concept of self-learning, flipped learning, cogeneration of knowledge, participative and collaborative learning experience result in novel ideation and optimal solution for real life problems.

#### 2. Human Value Education along with Professional and Technical Education

#### The Context:

The Value education is always essential to shape human life. The basic human values are peace, love, truth, non-violence and right conduct, trust, attitude etc. The need for value education among the Engineering professional students, teachers is constantly increasing as we continue to witness increasing violent activities, behavioral disorders and lack of unity in the society etc. Value education enables us to understand the needs and visualize goals correctly and also indicate the direction for their fulfillment. It helps to remove confusions and contradictions and enables to rightly utilize the technological innovations. There are different views that call urgent need to inculcate human values in Indian society. Numerous traditional values which have been inherited from past remain valid and true to be adapted by future citizens but many fresh values to match confronting problems in emerging Indian culture. Presently, negative human values are in upper side. It may be because of neglect of value education which created vagueness and indiscipline in the mind of people.

To implement the scheme, following are the steps:

- To identify the staff and motivate to attend the AICTE training of UHV
- To identify and motivate the students to undergo for UHV training
- To motivate & train the identified internal staff resources
- To qualify as UHV trainer by passing their all examination criteria
- Formation of students groups of Mentee and teachers Mentors for UHV program
- Provide value based education to students apart from technical and professional

Goal:

To provide Human value education along with technical and professional education

Practice:

Now AICTE has also make mandatory the course of Universal Human Values in all Universities of India. In national education policy, it is one of important part in education. With reference to the context of Human Values, we are motivating the faculties to learn and earn AICTE Certification of UHV. And with this practice most of faculties are now UHV certified. One certified



trainer can take 10-20 students for mentorship, and provide training of human values to their mentees. Presently College has 7-8 UHV certified faculties and 2-3 non-teaching staff also. Consistently we are providing value education to the students and staff along with technical and professional skills.

### 3. Innovative projects for inculcating the spirit of research & development

#### Goal:

The application of knowledge and skill for solving real life problems is the main job profile of professional engineers. Mini and major projects carried out during course of study, give an opportunity to acquire the skills of application of principles of science and engineering. The engineering solution has to be economical, optimum, societal and environmental friendly and most importantly innovative. The attributes of aptitude for innovative, critical and creative thinking is a challenge. Institution consciously works for innovative projects to train the young minds to be future ready through the practices. Teachers also get oriented towards research and development, publications & patents.

#### The context:

The inculcation of research culture, critical and creative thinking, sensitization towards social and environmental issues for which optimal solution can be found using technology is a challenging task. The implementation of practice involves team of Heads of Department, young enthusiastic faculty, Training and Placement officer, interaction with industry experts and researchers. The identification of statement of problem itself is a challenge. The present education system is tuned with writing answer script for the expected questions either from old question paper sets or text books, while engineering always encounter with unexpected challenging problems which are required to be solved under constraints of time, human and financial resources. To give, this real life experience through innovative projects posed many challenges during implementation of the schemes.

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students. The faculty is given special training either in house or by deputing at industries, institute of higher learning or training centre. The students are identified on the basis of detailed analysis of their academic background, area of interest, flexibility to learn, attitude to accept challenges. They are groomed by giving beyond syllabus core technical area knowledge and skill through a structured program of about 120 hrs during third year of study. The industry inputs are also sought during training of the students. The statement of problems are identified from various sources like industry, analysis of social needs, thrust areas like clean energy, digital India, safety and security of women and as given by various State and Central Ministries on their website. A team of faculty and students design and develop the solution which is implemented as prototype. The projects are evaluated by industry, during various project competitions at inter collegiate, inter university, state and national level. The practice becomes the novel teaching learning process also as the concept of self-learning, flipped learning, cogeneration of knowledge, participative and collaborative learning experience result in novel ideation and optimal solution for real life problems.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The H.V.P.M. College of Engineering and Technology was established in the year 2002-2003 and is permanently affiliated to Sant Gadge Baba Amravati University, Amravati. The college is approved by AICTE, DTE, Maharashtra Government and belongs to a 105 years old trust which is having a mission of youth empowerment, social upliftment and the legendary work in field of Sports Engineering and Sports Technology. The college is given the responsibility by the All India Council for Technical Education (AICTE) to conduct orientation programme for or sports teacher of Technical Institution across country. Our students are having specialized training projects and internship in field of sports engineering and sports technology including sports data

analysis and video analysis. On social front, the social relevant projects for community development are undertaken for the rural development using technological interventions that are successfully completed under National Service Scheme (NSS) and Unnat Bharat Abhiyan (UBA) Scheme.

#### OBJECTIVES

- To qualify the students for university and other examinations for making them eligible for degrees conferred by university.
- To provide for research and for dissemination of knowledge through instructions, training and education.
- To take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research.
- To establish linkages with industries for the promotion of dissemination of knowledge of applied technology and for placement of students.
- To pay attention to welfare of society in general.
- To pay attention to overall development, discipline and values in students.

#### GOALS

- Technology for community development.
- To develop & provide appropriate Sports Engineering and Sports Technologies.
- To groom various departments and laboratories for research programs.
- To develop thrust areas activities like Waste management, Green campus, Water conservation
- To develop "lifelong learning" activities.
- To achieve at least 50% placement of students.

#### • AMENITIES

- Sustainable development in form of renewable energy.
- Green Ambience.
- 24 hours of water and electric power supply.
- Backup power supply DG Generator.
- Surrounded by Sports complex having Running Track, Stadium, Playgrounds, and Swimming Pool.
- Boys and Girls Hostels.
- Pollution Free Campus.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Plan of action for the next academic year

- To prepare and send proposals for funding
- To upgrade the College Infra structure
- To motivate students for self explore and use SWAYAM, NPTEL, e-pathshala
- To identify and developed Skill based projects
- To improve Strong interaction of Department with their Alumni
- To improve Department-Industry interaction & Research attitude environment
- To perform Academic Audit of Department and College
- Academic and Administrative Quality Improvement