# Dr. Daulatrao Aher College of Engineering, Karad. Internal Quality Assurance Cell (IQAC)

		IVE AND ACADEMIC COLLEGE COMMITTEES
Sr.	Name of	Functions Of Committees
No.	Committee	
1	Governing Body (GB)	<ul> <li>Design, develop, and implement strategies to assess and improve the quality and effectiveness of all areas of the College in coordination with the vision, mission, goals and objectives of the institution</li> <li>Approve and revise policies from time to Time</li> <li>Budget &amp; Finance</li> </ul>
2	The College Development Committee	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
		<ul> <li>Decide about the overall teaching programmes or annual calendar of the college</li> <li>Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts</li> <li>Take review of the self-financing courses in the college, if any, and</li> </ul>
,		<ul> <li>make recommendations for their improvement</li> <li>Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college</li> </ul>
		<ul> <li>Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research</li> <li>Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process</li> </ul>
		Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
		<ul> <li>Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval</li> <li>Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);</li> <li>Make recommendations regarding the students' and employees' welfare activities in the college or institution;</li> </ul>

		<ul> <li>Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;</li> <li>Frame suitable admissions procedure for different programmes by following the statutory norms.</li> <li>Plan major annual events in the college, such as annual day, sports events, cultural events, etc.</li> <li>Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution</li> <li>Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.</li> </ul>
3	Special Cell Standing Committee for welfare of BC candidate	<ul> <li>To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.</li> <li>To ensure provisions of an environment where all such students feel safe and secure.</li> <li>To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.</li> <li>To provide the mechanism to redress the grievance of SC/ST students, if any</li> <li>To ensure protection and reservation as provided in the constitution of India.</li> <li>To arrange for special opportunities to enhance the carrier growth</li> <li>To aware the SC/ST students regarding various scholarships program of State Govt.</li> </ul>
4	Purchase Committee	<ul> <li>To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, University. AICTE etc.</li> <li>To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by BOG.</li> <li>To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.</li> <li>To review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Finance Committee.</li> <li>To invite quotations for items, which are centrally processed like Xerox papers, computer stationary, chalk boxes, student's journal material etc. well within time and arrange their procurement after negotiations.</li> <li>To arrange for order, inspection and acceptance/ rejection of the equipment received.</li> <li>To consider and scrutinize the reports and inspect the items/ equipment for writing off.</li> </ul>
5	Gymkhana Committee	<ul> <li>The Council may suggest the facilities to be provided to the students to improve sports and games activities.</li> <li>The Council shall motivate the students to participate in different sports activities.</li> </ul>
6	Academic Committee	<ul> <li>To prepare detailed academic calendar of the Institute</li> <li>To ensure that teaching activities start and end as specified in Academic Calendar.</li> </ul>

		<ul> <li>To conduct Result Analysis for all the disciplines and forward the report of the same along with action plan to Director.</li> <li>To take review of the completion of syllabus from time to time.</li> <li>To constitute a committee to review the Students Feedback Reports of the faculty members and advise the staff members to improve accordingly, if required.</li> <li>To formulate a committee to check on going practical's in laboratory and report the deficiencies to respective heads of the departments.</li> <li>To encourage the faculty to undertake imaginative assignments, industry relevant problems and create an awareness in current state of art technology.</li> </ul>
7	Anti-Ragging & Student Discipline Committee	<ul> <li>The Committee shall assure that discipline is adhered in the College by the Students.</li> <li>The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same.</li> <li>The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college</li> </ul>
8	Canteen/Food Safety Committee	<ul> <li>Plan, organize, control and evaluate the needs of the canteen.</li> <li>Ensure a healthy and safe work environment.</li> <li>Ensure the legal requirements of the canteen are maintained</li> <li>Monitor, and if required, upgrade the condition of the canteen's facilities and major equipment.</li> </ul>
9	Cultural Activity Committee	<ul> <li>The Council shall help in organizing cultural activities at the Faculty as well as University level.</li> <li>The Council shall motivate the students to participate in different cultural activities.</li> </ul>
10	Disaster Management Committee	<ul> <li>To coordinate the enforcement and implementation of the policy and plans for disaster management.</li> <li>To recommend provision of funds for the purpose of mitigation</li> </ul>
11	Entrepreneurship Development Committee	<ul> <li>To act as central facility for providing various services including information on all aspects of enterprise building to prospective entrepreneurs from the students and alumni.</li> <li>To create Entrepreneurial culture in the Institutes and other institutions in the region.</li> <li>To inculcate a culture of innovation driven entrepreneurship through student projects.</li> <li>To catalyze and promote development of S&amp;T knowledge-based enterprises and promote employment opportunities in the innovative areas.</li> <li>To assist prospective entrepreneurs in preparation of project reports.</li> <li>To provide incubation facility to student entrepreneurs.</li> </ul>
12	Examination Cell	<ul> <li>To deals with all the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations and decides the course of action.</li> <li>To conduct examinations and make policy decisions in regard to organizing and holding examinations, improving systems of examinations, moderations, etc. and also preparing a schedule of examinations.</li> </ul>

13	Hostel and Health	• To receive complaints if any, from the boys and girls students who
13	Care Committee	have been subject to harassment.
50	Care Committee	<ul> <li>To keep all records intact and in proper order of the complaints received.</li> </ul>
15		<ul> <li>To enquire into such complaints and establish the facts.</li> </ul>
		To keep an elaborate process document of each such case describing
		the methods adopted and the settlement reached in solving the
		problem.
o Lot		To suggest day care center.
		Organize/Conduct program related to student's welfare.    Conduct program related to student's welfare.   Conduct program
		Identify health needs of the community and make recommendations  to most them.
	1	<ul><li>to meet them.</li><li>To watch the overall process of planning so as to utilize materials,</li></ul>
		manpower and resources judiciously in order to improve health care
-		facilities at the DACOE.
	S.	• To monitor, evaluate health programmes after setting goals and
		objectives.
		To frame rules regarding working of the Health Centre.
14	Industrial/Education	To identify the industries for the visit.  The state of the same and from the state of the same and the state of the state of the same and the state of the
	visit Committee	• To make correspondence with the concern person from the industries.
a **		<ul> <li>To arrange the industry visit for students and faculty.</li> </ul>
		<ul> <li>To prepare the reports of industry visits.</li> </ul>
15	Internal Complaint	To receive complaints, if any from the lady staff and lady student
0	Committee	who have been subjected to sexual harassment.
		To decide the prohibition or making known contents and enquiry
		proceeding.
		To take action against frivolous complaints.  To take action against frivolous complaints.
		<ul> <li>To keep all records intact and in proper of the complaints received.</li> <li>To enquire into such complaints and establish facts.</li> </ul>
8		<ul> <li>Organize/conduct program related to women's welfare.</li> </ul>
16	Internal Quality	Development and application of quality benchmarks/parameters for
	Assurance Cell	various academic and administrative activities of the institution
	1155urunce Con	Facilitating the creation of a learner centric environment conducive to
		quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
		<ul> <li>Dissemination of information on various quality parameters of higher</li> </ul>
		education
		Organization of inter and intra institutional workshops, seminars on
		<ul> <li>quality related themes and promotion of quality circles</li> <li>Documentation of the various programmes / activities leading to quality</li> </ul>
		improvement
		Development of quality culture in the institution.
		Preparation of the Annual Quality Assurance Report (AQAR)as per
17	ICTE Charatan	<ul><li>guidelines.</li><li>To motivate the students to register for the student chapters</li></ul>
17	ISTE Chapter	<ul> <li>To motivate the students to register for the student chapters</li> <li>To form the student chapter in the institute and conduct various</li> </ul>
	Membership Committee	activities under student chapter.
	Committee	To apply for the various funding schemes of ISTE to conduct the
		programs.
18	Library Advisory	To prepare list of books, periodical and other reading materials as
	Committee	per the requirements of various departments.
		To suggest improvements to run the library smoothly.

4		
		<ul> <li>To provide modernization and improvements of library and documentation services.</li> </ul>
	,	<ul> <li>To prepare the annual budget and proposal for development of library.</li> </ul>
3		To analyse library utilization register and take necessary action if
	2	required
19	D. (	Any other issues related to library  To some as an example where students and staff develop their writing.
19	Magazine	• To serve as an avenue where students and staff develop their writing skills, communication and presentation abilities.
	Committee	To update and inform students and staff about student relevant
8	,	topics and updates on recent technological, managerial, pharmaceutical and general changes.
		To provide a creative platform for student development and
		participation by contributing literature for publishing in the
		<ul><li>Institutes magazine.</li><li>To Identify and raise financial resources for publication of the in-</li></ul>
		house magazine.
		Receive the articles / reports from the students/staff and edit the
		same.
		• Ensure that no reports/articles objectionable to nature are published.
		<ul> <li>Appoint students as sectional editors.</li> </ul>
, r		Arrange to take photographs of staff and students required for the
		magazine on College Days / Send-off day, etc.,
2 2	d	Collect the testimonials from Alumni, Parents, Industry experts, and
		ex-staff members on their experiences with the Institute.  • Get the magazine printed once in a year and distribute (e-copy) to all
		the students and staff.
20	Maintenance	To identify areas other than buildings where consistent maintenance
	Committee	activity is needed and finalize the annual maintenance contracts
	,	with prior intimation to finance committee
	*	To carry out routine inspections to check water leakage, hygiene
		condition in mess and hostel campus, water tank and carry routine
		maintenance.
21	Mentoring	To address the conflicts in attitudes, habits and knowledge of the
(	Committee	<ul><li>students towards learning practices.</li><li>To monitor the students' regularity and discipline.</li></ul>
	- 4	<ul> <li>To monitor the students regularity and discipline.</li> <li>To enable the parents to know about the performance and regularity</li> </ul>
		of their wards.
		To counsel the students for solving their problems and taking
		confidence, building measures to achieve their goals.
7.		<ul> <li>To support students in their career related challenges.</li> </ul>
		To help the students to get the suitable jobs / placements
22	Parent-	To establish good relation between Parent and Teacher.
	Teacher Association	To take feedback from parent about improvement in  advantion/magnetics.
	ASSOCIATION	education/regarding any suggestion.
		<ul><li>To fulfill the requirement of parents.</li><li>Interact with the parents.</li></ul>
		<ul> <li>To provide monthly attendance/result of students to their parent.</li> </ul>
		<ul> <li>To provide monthly attendance/result of students to their parent.</li> <li>To maintain record of parent-teacher meeting.</li> </ul>

23	Research &	To locate and define areas where D & D work our he automical.
. 23	Development	<ul> <li>To locate and define areas where R &amp; D work can be extensively carried out</li> </ul>
		• To chalk out in consultation with various departments a detailed
	Committee	plan for laboratory development where R & D activities can be
	N.	taken up in a big way and department can generate revenue through
		consultancy.
	,	To maintain close liaison with industry and undertake sponsored
		projects.
		• To seek collaboration with other R & D Institutions Like IITs,
		Regional Colleges for mutual benefits.
		To prepare a comprehensive list of funding agencies that allocate
		funds for R & D projects
		To prepare project proposals for getting funds from various funding
		agencies like DST, CISR etc.
		To organize National/ International Conferences, Seminars on recent and thrust areas.
24	Training &	To develop the students to meet the industries recruitment process
	Placement Cell	To motivate the students to developed technical knowledge and soft
1 - 1	Tracement Cen	skills in terms of career planning and goal setting
		To motivate the students, aspire for higher education
19		To place the maximum number of students through campus and off
-		campus
		Providing resources and activities to facilitate the career planning
25	W. I. t. C	process
25	Website Committee	Chairman and every coordinator review the website on regular basis
		for maintaining, and updating website of AIMT.
		Every coordinator collects the information of their respective
	5	department which department wants to update on website.
		Every coordinator sends the data to convener.
.88	* *	Chairman sends the data to reviewer member for review.
		Chairman sends the reviewed data for updating after approval
26	Woman Welfare	To build self-esteem & dignity among girl students & ladies faculty
	Committee	member.
7	A	To offer services such as counseling, legal aid in case of atrocities
		against women.
		To creates awareness regarding women rights.
-		To arrange programs regarding health, personality development etc.
		To avoid and prohibit sexual harassment at workplace
		2.5 3. ora and promote serious nationalities at workplace

Right to Information	• As per RTI act 2005 any person can get information about the
	policies, procedure, human resources of the institute.
	<ul> <li>Application should be in the prescribed format as per the RTI act</li> </ul>
8	2005.
	• Within 30 days' information officer should provide the information
	to the applicant.
	<ul> <li>For any discrepancy or query contact to appellate officer.</li> </ul>
Y Y	<ul> <li>Strictly follow the rules and regulation of RTI.</li> </ul>
Faculty Crisyance	As per the AICTE & DTE guidelines institute reform faculty
racuity Gilevance	grievance & redressal cell.
	<ul> <li>Any faculty / staff member can contact to concern grievance</li> </ul>
	committee member through proper channel.  Criavanae call provide information about call chicatives & made of
	• Grievance cell provide information about cell objectives & mode of operation through handbooks & websites.
	Seek a solution through decision making process.  Propers a report of gricyanas & records for forther action if any
	• Prepare a report of grievance & records for further action if any.
Student Grievance	Any student can contact to concern grievance committee member
	through proper channel.
	• Grievance cell provide information about cell objectives & mode of
	operation through handbooks & websites.
	<ul> <li>Acknowledge &amp; analysis of grievance.</li> </ul>
	<ul> <li>Seek a solution through decision making process.</li> </ul>
	• Prepare a report of grievance & records for further action if any.
Gender Equality	Cell should prepare standard rules and regulation bylaws.
Gender Equanty	<ul> <li>It prevents gender discrimination by promoting gender amity</li> </ul>
	among the college student & employees
	<ul> <li>Make recommendation to principal for changes elaboration in the</li> </ul>
	rules, standing order & bylaws to make them gender & lay down
	procedure for prohibition resolution settlement and prosecution of
,	act in any form.
	<ul> <li>Recommend appropriate punitive actions to the guilty party by the</li> </ul>
	principal.
	<ul> <li>Create appropriate environment in the institution where students</li> </ul>
	and teachers perform their functions without any disadvantages
	related to the gender bias.
	related to the gender olds.
	Student Grievance  Gender Equality





## INSTITUTE VISION

To be a Competent Engineering Knowledge Centre for Socio-Economic

# INSTITUTE MISSION

- 1. By empowering students with knowledge, essential technical skills &
- 2. By fostering effective interaction & networking with all stakeholders for the benefit & continuous development of the profession and society.
- 3. By creating professional and responsible engineers for research, entrepreneurship and leadership.

Prepared By:		
W	Approved By:	
PRINCIPAL V	SECRETARY	





### PEOs.

- PEO-1: Solve real-life engineering problems exhibiting a solid foundation in Mathematics,
   Science and Electronics and Telecommunication Engineering.
- PEO-2: Demonstrate good scientific and engineering breadth so as to comprehend, design, analyze and to create a product and optimum solutions in diverse fields.
- PEO-3: Communicate effectively and interact responsibly with colleagues, clients, employers and the society.
- PEO-4: Adapt technological and cultural changes through lifelong- learning and higher studies.

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Date: 8/11/2017

## VISION

To be a competent engineering knowledge centre for socio-Economic development

## **MISSION**

- 1) Empowering students with knowledge, essential technical skills and ethical Values.
- 2) Fostering effective interaction and networking with all stakeholders for the benefit and continuous development of the profession and society.
- 3) Creating professional and responsible engineers for Research, entrepreneurship and leadership

Prepared By:

PRINCIPAL:

Dustin

Approved By:

SECRETARY:

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Date- 2/11/2017

## **Schedule**

The schedule of Stakeholder meeting for Redefining Institute Vision &n Mission Statements is as follows:

Date- 2/11/2017

Venue: Conference Hall, AGTI's Dr. Daulatrao Aher College of Engineering, Karad.

Sr.No.	Schedule
1	Welcome, Felicitation
2	Institute Presentation
3	Discussion & Finalization of Vision & Mission Statements
6	Vote of thanks

IQAC Co-ordinator





Date: 2/11/2017

#### **Agenda of Meeting**

- 1. Review of Data collected from Stakeholders.
- 2. Redefining Institute Vision & Mission Statement
- 3. Discussion & Finalization of Vision & Mission Statement.

**IQAC** Co-ordinator





Date: 3/11/2017

## Minutes of Meeting

Meeting for redefining Vision & Mission Statements of Institute is held on 2/11/2017 at 2:30 pm in Conference Hall ..

Agenda 1: Review of Data collected from Stakeholders.

Resolution: Discussion on data collected from stakeholders. In All Departments, Suggestions From Industry person, Alumni, Parent, Employer, Faculty, Students were collected All Suggestions are compiled which are taken from stakeholders.

Agenda 2: Redefining of Institute Vision & Mission Statement

Resolution: Discussion on following Draft of Redefine Institute Vision & Mission Statement Which is prepared by Considering suggestions of stakeholders. The Stakeholders Put their opinion about statements.

Mr. Sachidanad Kulkarni put their suggestions as VISION statements Should be inspiring & motivating to audience, Catchy & easily connecting. MISSION Statement Should be measurable on its result.

Mr. Nayakawadi Aviraj S suggested To make productive engineers for Industry,





Agenda 3: Discussion & Final Draft of Vision & Mission Statement

Resolution: Finalized & Approved following Institute vision & Mission statements

#### INSTITUTE VISION

To be a Competent Engineering Knowledge Centre for Socio-Economic Development.

#### INSTITUTE MISSION

- 1) Empowering Students with knowledge, essential technical skills & ethical values.
- 2) Fostering effective interaction & networking with all stakeholders for the benefit & continuous development of the profession and society.
- 3) Creating professional and responsible engineers for research, entrepreneurship and leadership

W.

**IQAC** Co-ordinator

PRINCIPAL





Date: 3/11/207

#### REPORT

Date: 2/11/2017

Topic: To Finalize Institute Vision & Mission Statements

Audience: Stakeholders, Principal, All HODs, NBA Coordinator, Criteria Coordinator

To Finalize Institute Vision & Mission Statements meeting was arranged on 2/11/2017 in Conference Hall Stakeholders was invited. They shared their experience and give suggestions for Institute Vision & Mission

The important points discussed were as follows:

- 1. Discussion on data collected from stakeholders
- 2. Discussion on current vision & mission statements.
- 3. Finalization of Institute vision & Mission statements

Finally the session was concluded by Vote of Thanks.

IQAC Co-ordinator















# G.K. Gujar Memorial Charitable Trust's DR.ASHOK GUJAR TECHNICAL INSTITUTE'S DR. DAULATRAO AHER COLLEGE OF ENGINEERING,KARAD Vidyanagar Extn., Dist. Satara

Department of Electronics & Tele-communication Engineering

Date: 2/11/2017

## **Agenda of Meeting**

- 1. Review of Data collected from Stakeholders.
- 2. Redefining Institute Vision & Mission Statement
- 3. Discussion & Finalization of Vision & Mission Statement.

Sr. No.	Name of Stakeholders	Name of Institute/Industry	Sign
	Sachidanan	SRC (onsulfing)	3
2	Shefali Chaudhary	SRK Consultings, Rune	Dufal
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**	vikram Lade	K-S-TIVERA, KAFAO	Clade
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<i>(</i> )	Mobile Bhagavani.	Alumanjugveda ditulkanj Parkent	phichle
7)	Noyakenia l'Avisig	Fensey Technology	(2) reg [
8)	Sandeep Gune.	Hikan Industries PVI chil. Sanderp. gunc Prikann. in	Jimis
9)	Vaibhor V. Rangate	HOD, MCH, DACOE	5.12
<0 y	Brakash J Chonge	HOD Effe	Chio.



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14 My H K Shele	1841 ISAC - Co-ordinatur
16 Mr S. A. Lawade 16 Mr F.S. Kari 7- Mr. PI Kinikar (18 Mr Mahind R.N.	faith (NBA Co-ordinator  (Mechanical Engl  faith (NBA Carleia - I G-ord)  Chil Engs.  Relind - CSF- Crit-1
1	1 au 2:11:17
(23) Ms H.R. Powas	2/11/19 - Critoria - 1 Co-ordinator E FTC Dept





Date: 2/11/2017

## SUGGESTIONS GIVEN BY STAKEHOLDERS

## 1) Mr. Sachidanad Kulkarni

#### **VISION Statement:**

- 1. Need to be more meaningful and complete from all perspective.
- 2. Catchy & easily connecting.
- 3. Appealing.
- 4. Should be inspiring & motivating to audience.

#### **MISSION Statement:**

- 1. Make one line Statement.
- 2. Should be measurable on its result.
- 3. Everyone should it's their path & Action.

## 2) Mr. Nayakawadi Aviraj S.

- 1. To make productive engineers for Industry.
- 2. Target to reach placement up to 90%.
- 3. Available the Industry Expert to train teachers as well as students.
- 4. Appoint some Industrial Trainers ,Adjunct Faculty.

#### 3) Mr. Kade Vikram B.

- 1. Arrange Field visit per month.
- 2. Should have Knowledge of Recent Software in CIVIL Engg. Course.

IQAC Co-ordinator

Banawadi Karad Eg



Date: 2/11/2017

## Agenda of Meeting

- 1. Review of Data collected from Stakeholders.
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- 3. Discussion & Finalization of Vision & Mission Statement.

IQAC Co-ordinator

Banawadi Karad Banawadi Karad

# suggestions if any

- () Visson Stort needs to be more meaningful and complete forom all perspectives.
  - Cathy & easily connecting
  - Aperling
  - should be ispiring & motivating to achieve

2) thissian -

- Maice one liner stont
- Should be mensurable on It's sepuls.
- Everyone Showed it's their path of Action.

Consultings.

Set Consultings.

Punce.





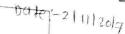
Date: 2/11/2017

## Agenda of Meeting

- 1. Review of Data collected from Stakeholders.
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IQAC Co-ordinator







## <u>VISION</u>

To be a competent engineering knowledge centre for socio-**Economic development** 

## <u>MISSION</u>

- 1) Empowering students with knowledge, essential technical skills and ethical Values.
- 2) Fostering effective interaction and networking stakeholders for the benefit and continuous development of the profession and society
- 3) Creating professional and responsible engineers for Research, entrepreneurship and leadership

Name: Vikram B Kade Type of Stakeholder: Industry

K.S Infra pvt. Ltd. Karad.



Principal