



Group of Institutions

Kashti, Tal - Shrigonda, Dist-Ahmednagar, Maharashtra - 414 701

Faculty of Engineering

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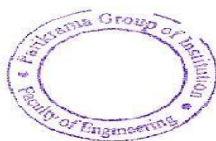
Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is accordance with the vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation is reflective of an effective leadership in tune with the vision and mission of the institution in the institutional governance

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

Sr. No.	Parameter	Document
1	Governance and Leadership	Vision mission of the Institution
2		Quality policy of the Institution
3		Governing body Functions, Roles and Responsibilities
4		College Development Committee, Functions, Rolls and Responsibilities
5		Internal quality Assurance Cell (IQAC)
6		Internal quality Assurance Cell (IQAC) constitution
7		Participation of Faculties in Different Committees



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VISION AND MISSION

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

VISION

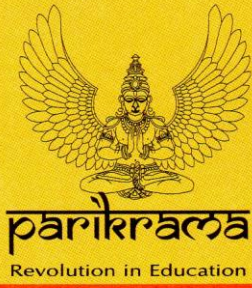
To provide opportunities for students to become able professionals for Socio- economic upliftment of rural India.

Mission:-

- Providing opportunities for students by encouraging them for professional education.
- Creating self-disciplined, mentally robust and morally strong professionals.
- To serve the needs of industry and society in general and rural areas in particular by imparting knowledge and skills.



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Quality Management Policy

We at the Faculty of Engineering, HSBPVT's Group of Institutions, Kashti, are committed to giving engineering students the best technical education possible.

We accomplish this by involving professionals and stakeholders in the realization of our vision for academic excellence. Continuously improving our quality system, we aim to enhance the skills and abilities of both our faculties and students. By providing real time information and training, we measure and analyse our objectives and mission.



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Certificate

This is to certify that

**HON. SHRI. BABANRAO PACHPUTE VICHARDHARA
TRUST GROUP OF INSTITUTIONS, FACULTY OF
ENGINEERING**

AT/P- KASHTI TAL- SHRIGONDA, AHMEDNAGAR - 414701,
MAHARASHTRA, INDIA

Has been found in compliance with requirement of

**Quality Management System
ISO 9001:2015**

For The Following Scope:

**“PROVIDE TECHNICAL EDUCATION TO SERVE THE NEEDS OF
INDUSTRY AND SOCIETY BY CREATING SKILLED MAN POWER.”**

Certificate No	:	QMS/092020/18122
Original Certificate Date	:	03rd - August -2021
Issue Date	:	03rd - August -2021
Expiry Date	:	02nd - August -2024

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Anand Kumar

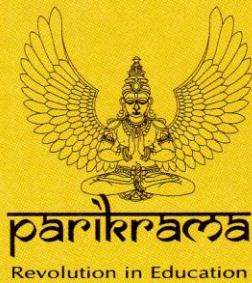
Authorised Signatory

Office: Gebirgsjaegerstrasse 29, Kirchdorf In Tirol, 6382, Austria

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GOVERNING BODY

The Governing Body of the Institute has members nominated by trust, nominee from affiliating university, industry, education, and nominees from State Government. The body also includes faculty members of the Institute and Principal. The Governing Body gives directions to the Institute and provides approvals to the Institute related policies and activities. The frequency of Governing Body meetings is twice a year.

Roles and responsibilities:

The Governing Body has following roles and responsibilities:

1. Formulate academic aims and objectives of the institution and guide the Institute towards the achievement of the same.
2. Examine and consider the recommendations of College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC) to prepare a road map for achieving the goals of the Institution.
3. Monitor academic, research and other related activities of the Institute and guide them in the correct direction.
4. Consider the recommendations of the staff selection committee and approve the same.
5. Consider the important communications, policy decisions received from the University, Government, AICTE, and UGC etc.
6. Encourage and facilitate Institute to apply for Accreditations/Certifications, if any.
7. Facilitate and encourage Institute faculty to apply for research projects/proposals
8. Monitor the student and faculty development programs and guiding the Institute appropriately so that they achieve the end objective.
9. Facilitate starting of new UG/PG programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG/PG program.
10. Facilitate checking the audited income and expenditure accounts and approve the same for the Institute annually.
11. Consider and facilitate Institute to resolve legal/court cases, if any

Composition:

The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the



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Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.

- a. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- b. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/Company.
- c. Nominee of the affiliating University/ Board.
- d. Nominee of the State Government/ UT (Ex-officio).
- e. An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/UT.
- f. Principal/Director of the concerned Technical Institution (as nominee of the Trust/Society/ Company) – Member Secretary.
- g. Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Associate Professor/Assistant Professor
- h. The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Education is from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.



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[Link of Governing Body Composition and Meetings find here below in table](#)



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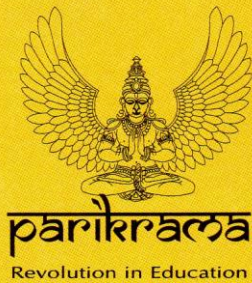
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Governing body composition and Meetings Year-wise	Find /View document
2017-18	View
2018-19	View
2019-20	View
2020-21	View
2021-22	View



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College Development Committee (CDC)

Objectives

The College Development Committee (CDC) creates the college's overall comprehensive development plan for academic, administrative, infrastructure expansion and enables the college to promote excellence in courses, co-curricular activities, and extracurricular activities. CDC evaluates the Institute's progress and offers suggestions for their development.

Roles and Responsibilities

- Prepare overall teaching program or academic calendar of the institute
- Suggest new add on modules to the Head of the Departments.
- Make specific recommendations to the management regarding research and consultancy activities in institute.
- To promote FDP/STTP/Workshops/Conferences for Teaching Improvement of faculty.
- To promote research culture in college among faculties.
- Prepare financial budget of the college and approving the same.
- Prepare students and employee welfare activities in the institute
- Track all activities of students and staff for the development of college

Functions

The College Development Committee shall,

- 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;
- decide about the overall teaching programmes or annual calendar of the college;
- recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;



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- make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
-) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;
- formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- make recommendations regarding the students' and employees' welfare activities in the college or institution;
- discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- Frame suitable admissions procedure for different programmes by following the statutory norms;
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council;
- Recommend the distribution of different prizes, medals and awards to the students.
- 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 of such college and the university;
- perform such other duties and exercise such other powers as may be entrusted by the management and the university;



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[CDC composition/body/order/ meetings link find/view here below in table](#)



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College Development Committee and Meetings Year wise	Find/ View document
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2021-22	View



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up gradation of institutions of higher education, NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

Strategies

- IQAC shall evolve mechanisms and procedures for:
- Ensuring timely, efficient and progressive performance of academic, administrative And financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response 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 intra institutional workshops, seminars on quality related themes and promotion of quality circles



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- 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 the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Benefits

IQAC will facilitate/contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organized methodology of documentation and internal communication

Composition

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC may be as follows:

- Chairperson: Head of the Institution
- A few senior administrative officers
- Three to eight teachers
- One member from the Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers /Industrialists/stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

Reference: <http://naac.gov.in>



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IQAC composition view link here below in table.

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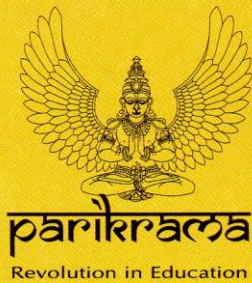
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IQAC Committee Composition Year wise	View/Find Document
2020-22	View
2022-23	View



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

Participation of Faculties in Different committees

Roles of Faculties

- To Prepare the Academic Calendar in coordination with all faculty members before commencement of academic year.
- To review, advice on and develop policies for learning, teaching and learning quality.
- To review and formulate policies to enhance students' learning motivation.
- To introduce and promoting different teaching methods.
- To set up academic reward systems.
- To promote academic activities and create an atmosphere of learning.
- To record student's personal data and other learning experience records.
- Systematically to help students pursue further studies or develop their career.
- To enhance teachers' development through holding different professional development activities.
- To enhance the teaching efficiency through perfecting the appraisal system.
- To conduct meetings for syllabus distribution amongst the faculty.

Functions

- To plan and prepare appropriately the assigned courses and lectures.
- To conduct assigned classes at the scheduled times.
- To demonstrate competence in classroom instruction.
- To implement the designated curriculum completely and in due time.
- To plan and implement effective classroom management practices.
- To design and implement effective strategies to develop self-responsible/independent learners.
- To promote students' intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self-exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects.
- To engage students in active, hands-on, creative problem-based learning.
- To provide opportunities for students to access and use current technology, resources and information to solve problems.



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- To provide opportunities for students to apply and practice what is learned.
- To engage students in creative thinking and integrated or interdisciplinary learning experiences.
- To build students' ability to work collaboratively with others.
- To adapt instruction/support to students' differences in development, learning styles, strengths and needs.
- To vary instructional roles (e.g. instructor, coach, facilitator, co-learner, audience) in relation to content and purpose of instruction and students' needs.
- To maintain a safe, orderly environment conducive to learning.
- To comply with requirements for the safety and supervision of students inside and outside the classroom.
- To define and communicate learning expectations to students.
- To apply appropriate multiple assessment tools and strategies to evaluate and promote the continuous intellectual development of the students.
- To assign reasonable assignments and homework to students as per university rules.
- To evaluate students' performances in an objective, fair and timely manner.
- To record and report timely the results of quizzes, assignments, mid- and final semester exams.
- To use student assessment data to guide changes in instruction and practice, and to improve student learning.



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[Find/ view link below for committee/meetings in table](#)



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Department committee year wise	View/Find document
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