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# Chhatrapati Shivaji Institute of Technology

Approved by: AICTE, New Delhi | Affiliated to CSVTU, Bhilai

## Internal Quality Assurance Cell (IQAC)

Date : 17.07.2018

### C I R C U L A R

A meeting of the Internal Quality Assurance Cell is scheduled on 23<sup>rd</sup> July 2018 in the Board Room at 3.30 PM to discuss the following. All the members are expected to be present at the meeting.

#### Agenda:-

- Academic Plan for 2018-19
- Internal Assessment
- MOOC Courses
- Departmental Activity
- Any other Points with the Permission for Chairman

  
**Director**  
Director  
Chhatrapati Shivaji Institute  
of Technology Durg



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# Chhatrapati Shivaji Institute of Technology

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## Internal Quality Assurance Cell (IQAC)

Date: 23.07.2018

### Minutes of the Meeting

Date : 23.07.2018

Time : 3.30 PM

Venue: Board Room

#### Members Present:

1. Dr. Anurag Verma
2. Dr. Santosh Sharma
3. Prof. Rajesh Kumar
4. Mrs. Deepti Dubey
5. Prof. Prabhas Gupta
6. Prof. Ashraf Jafari
7. Prof. Sanjay Singh
8. Mr. Rajesh Deshmukh, Executive member, Shivnath Shikshan Evam Sewa Samiti
9. Mr. Rajesh Verma
10. Dr. Sharad belchandan, BMO, Govt. Medical Hospital Nikum, Durg
11. Mr. Rahul Barchia, Alumni
12. Ms. Bholi Pipariya, Student
13. Mr. Vinod Jain, Director, Corefab Pvt.Ltd, Bhilai [CG]
14. Mr. Jitendra Verma, Parent
15. Dr. Chandra Shekhar Sharma

#### Agenda:-

1. Academic Plan for 2018-19
2. Internal Assessment
3. MOOC Courses
4. Departmental Activity
5. Any other Points with the Permission for Chairman

#### Minutes:-

#### Points discussed & resolutions:

- The Director welcomed all the members present.
- The IQAC Coordinator presented the Agenda.

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## 1. Academic Plan 2018-19

It was decided that the Academic Plan will be finalized by Dr. Santosh Sharma & Prof. Prabhas Gupta.

The academic plan will present dates of all activities including those of the University's Academic Calendar.

## 2. Internal Assessment

All the members resolved that there will be two Class Tests & two Assignments for each subject. The Class Tests will be Administered by the Exam-Cell.

## 3. MOOC/NPTEL Courses

Prof. Prabhas Gupta shall be the Coordinator of the NPTEL & MOOC Courses. All the Heads need to motivate the students to take at least one Course from NPTEL.

The teachers also need to participate in at least one course form the list available list NPTEL courses.

## 4. Departmental Activity

Each Department should organize at least one Guest Lecture, one sports activity and a Technical Presentation in a semester.

## 5. Any other point with the permission of the Chair

### Membership and participation in quality control related organizations, & Ph.D Programmes

The IQAC Coordinator proposed to discuss Membership and participation in Quality -control activities of ISO, QCFI, NIRF etc. and motivating faculty members for PhD Programmes. The members present agreed to discuss the same.

- i. All the members in the meeting unanimously agreed that the Institute should take membership of the organizations that guide and certify organisational quality control activities.  
The members agreed that the Institute should contact with QCFI chapter for its membership and activities. Mrs. Deepti Dubey shall be SPOC to co-ordinate all the activities related to QCFI.
- ii. The Mechanical Engineering Department has potential to introduce PhD Programme, so it must proceed with CSVTU for its introduction. The faculty members should be motivated to register for PhD programme.

*Aw. emt*

**Director**

**Director**

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# Chhatrapati Shivaji Institute of Technology

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## Internal Quality Assurance Cell (IQAC)

Date : 23.11.2018

### C I R C U L A R

A meeting of the Internal Quality Assurance Cell is scheduled on 28<sup>th</sup> November 2018 in the Board Room at 4.00 PM to discuss the following. All the members are expected to be present at the meeting.

#### Agenda:-

- Presentation of the Minutes of previous meeting.
- Review of the actions taken
- Internal Assessment
- Remedial Teaching for poor performers
- Participation in quality assuring mechanism

*Anil P*  
**Director**  
Chhatrapati Shivaji Institute  
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## Internal Quality Assurance Cell (IQAC)

Date: 29.11.2018

### Minutes of the Meeting

Date : 28.11.2018

Time : 4.00 PM

Venue: Board Room

#### Members Present:

1. Dr. Anurag Verma
2. Dr. Santosh Sharma
3. Prof. Rajesh Kumar
4. Mrs. Deepti Dubey
5. Prof. Prabhas Gupta
6. Prof. Ashraf Jafari
7. Prof. Sanjay Singh
8. Mr. Rajesh Deshmukh, Executive member, Shivnath Shikshan Evam Sewa Samiti
9. Mr. Rajesh Verma
10. Dr. Sharad belchandan, BMO, Govt. Medical Hospital Nikum, Durg
11. Ms. Bholi Pipariya, Student
12. Mr. Jitendra Verma, Parent
13. Dr. Chandra Shekhar Sharma

#### Agenda:-

1. Presentation of the Minutes of previous meeting.
2. Review of the actions taken
3. Internal Assessment
4. Remedial Teaching for poor performers
5. Participation in quality assuring mechanism

#### Minutes:-

#### Points discussed & resolutions:

1. The Director welcomed all the members present. The IQAC Coordinator Dr. Chandra Shekhar Sharma Presented the Minutes of the previous meeting. All the members present and endorsed the minutes.
2. The IQAC Coordinator presented the action taken report with is as follows:

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Title	Action Taken/ Out come
Academic Plan for 2018-19	Academic plan made and circulated
Internal Assessment	CT-I and CT-II organized and result are displayed
MOOC Courses	Coordinator Mr. Prabhas Gupta contacted the students. More than one hundred students have registered in NPTEL courses
Departmental Activity	Departments have started organizing activities
Membership and participation in quality control related organisations	Coordinator Mrs. Deepti Dubey has extended communication with. There will be a workshop by QCFI. Mechanical Engg Workshop has been arranged as per 5s.
Faculty Members in PhD	Four teachers undergoing PhD Program have been provided with studying facilities for PhD. One faculty registered for PhD in CSE.

The members expressed satisfaction over the actions taken.

### 3. Internal Assessment

All the departments conducted the class tests for different subjects in coordination with the exam cell. The results have been displayed and conveyed to the concern classes.

### 4. Remedial Teaching for poor performers

The result of CT-I and CT-II shows that some subjects are not having satisfactory results. All the failed students need special guidance classes. HODs need to organize special guidance classes from 4.00 to 5.00 PM for poor performers.

### 5. Participation in quality assuring mechanism

The IQAC Coordinator proposed that the institute should register and participate in NIRF ranking and AISHE Survey. All the members present endorsed the proposal and consented to appoint IQAC coordinator Dr. Chandra Shekhar Sharma as the focal person for NIRF related activities. Registrar Mr. Rajesh Verma will look after AISHE related affairs.

*Arun M*  
Director

*Dinesh*  
Director  
Chhatrapati Shivaji Institute  
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## Internal Quality Assurance Cell (IQAC)

Date : 08.02.2019

### C I R C U L A R

A meeting of the Internal Quality Assurance Cell is scheduled on 15<sup>th</sup> February 2019 in the Board Room at 3.00 PM to discuss the following. All the members are expected to be present at the meeting.

#### Agenda:-

1. Presentation of the Minutes of previous meeting.
2. Review of the actions taken
3. End Semester Examination
4. Research and development activities
5. Performance in NPTEL Courses
6. Participation in quality assuring mechanism

*Anil Kumar*  
**Director**  
Chhatrapati Shivaji Institute®  
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## Internal Quality Assurance Cell (IQAC)

Date: 15.02.2019

### Minutes of the Meeting

Date : 15.02.2019

Time : 4.00 PM

Venue: Board Room

#### Members Present:

1. Dr. Anurag Verma
2. Dr. Santosh Sharma
3. Prof. Rajesh Kumar
4. Mrs. Deepti Dubey
5. Prof. Prabhas Gupta
6. Prof. Ashraf Jafari
7. Prof. Sanjay Singh
8. Mr. Rajesh Deshmukh, Executive member, Shivnath Shikshan Evam Sewa Samiti
9. Mr. Rajesh Verma
10. Dr. Sharad belchandan, BMO, Govt. Medical Hospital Nikum, Durg
11. Ms. Bholi Pipariya, Student
12. Mr. Jitendra Verma, Parent
13. Dr. Chandra Shekhar Sharma

#### Agenda:-

1. Presentation of the Minutes of previous meeting.
2. Review of the actions taken
3. End Semester Examination
4. Research and development activities
5. Performance in NPTEL Courses
6. Participation in quality assuring mechanism

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## Minutes:-

### Points discussed & resolutions:

#### 1. Presentation of the Minutes of previous meeting

The Director welcomed the members present. The IQAC Coordinator Dr. Chandra Shekhar Sharma Presented the Minutes of the previous meeting. All the members endorsed the minutes.

#### 2. The IQAC Coordinator presented the action taken report with is as follows:

Title	Action Taken/ Out come
Internal Assessment	CT-I and CT-II scheduled keeping and view the activities
Remedial Teaching for poor performers	Departments organized extra classes for the academically poor students
Participation in quality assuring mechanism	Prof. Rajesh Kumar and Registrar Mr. Rajesh Verma Submitted the entries at the NIRF and AISHE portals.

The members expressed satisfaction over the actions taken.

#### 3. End Semester Examinations

The subject teacher should to provide questions banks to the students for practicing. PPTs of all the five units should be shown and teachers should give thorough revision.

#### 4. Research and development activities

The teacher should submit proposals for TEQIP funds available at the university. The proposals should be submitted to the Director in the proforma provided by the University. All the Teachers should participate in at least two annual conferences in a year and should publish at least one research-paper.

#### 5 Performance in NPTEL Courses

The NPTEL Coordinator Prof. Prabhas Gupta was appreciated for his commendable efforts in brining good number of participation in NPTEL courses. More than seventy percent of the participants passed the exams, which implicates the quality efforts.

*Shivnath*  
Director

Chhatrapati Shivaji Ins  
of Technology Durg