Chhatrapati Shivaji Institute of Technology

Internal Quality Assurance Cell (IQAC)

Date : 08.07.2019

C I R C U L A R

A meeting of the Internal Quality Assurance Cell is scheduled on 19th July 2019 in the Board Room at 3.30 PM to discuss the following. All the members are expected to be present at the meeting.

Agenda:-

1. Review of the academic performances and achievement.
2. Academic Calendar for the session 2019-20.
3. Faculty Development Programmes.
4. Measures to enhance Research & Innovation.
5. Industry Collaboration.
6. Feedback Mechanisms.
7. Outcome-Based Education

Director
Chhatrapati Shivaji Institute
of Technology Durg

Internal Quality Assurance Cell (IQAC)

Date: 22.07.2019

Minutes of the Meeting

Date : 19.07.2019   **Time : 3.30 PM**   **Venue: Board Room**

Members Present:

1. Dr. Anurag Verma
2. Dr. Santosh Sharma
3. Prof. Rajesh Kumar
4. Dr. Chandra Shekhar Sharma
5. Mrs. Deepti Dubey
6. Prof. Prabhas Gupta
7. Prof. Ashraf Jafari
8. Prof. Sanjay Singh
9. Mr. Rajesh Verma
10. Mr. Rahul Barchia, Alumni
11. Ms. Ms. Enid Philip, Student

Agenda:-

1. Review of the academic performances and achievement.
2. Academic Calendar for the session 2019-20.
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4. Measures to enhance Research & Innovation.
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6. Feedback Mechanisms.
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Contd.2..

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Shivaji Nagar, Balod Road, Durg, Chhattisgarh (India) 491 001
Phone : +91 - 9826937473, 7697477777
E-mail: info@csitdurg.in | Website: www.csitdurg.in

Minutes:-

Discussions & Resolutions:

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

1. **Review of the academic performances and achievements**

   The results of semester I, III, V, VII, were presented by the HODs. The Director expressed his satisfaction over the results. Director pointed that some subjects had registered poor performances in the University Exam, which does not collocates with the academic environ of the institute. The Director asked the HODs to monitor and counsel the teachers of the respective subjects to work hard to get better results in this academic session.

   - Remedial classes should be organized by the Departments for the students who have failed and got backlog.
   - The classes need to be supervised by the HODs for effective teaching.
   - TG must identify weak learners so that proper guidance can be given well in advance.

2. **Academic Plan 2019-20**

   It was decided that the Academic Plan will be finalized by Dr. Santosh Sharma & Prof. Rajesh Kumar. The University Academic Calendar has to be strictly kept in to consideration.

3. **Faculty Development Programmes.**

   The Director instructed all the Heads of the Departments to organize at least one FDP every semester. It is mandatory for all the faculties to attend at least one FDP in an academic session. The HOD and the IQAC Coordinator will look after the performance and participation of faculty members in seminars conferences and FDP's, and present a report.

4. **Measures to enhance Research & Innovation.**

   It was unanimously decided by the forum to establish a Research and Innovation Cell to enhance R&D activities. The HODs need to motivate the faculty members to undergo R&D activities at the college. Prof Ashraf Jafri shall be the in-charge of the R&D cell.

   The R&D cell will organise a workshop on outcome based education in the first week of August.
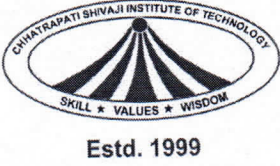
5. **Industry Collaboration.**

   The Training and Placement officer Mr. Sanjay Singh need to establish relationship with the nearby industries to enhance the employment scenario. Mr. Sanjay Singh is required to work on the MOUs and submit the same by 5 August 2019 to the Office of the Director. He was directed to chalk out a plan to visit the nearby industries for collaborations.

6. **Feedback Mechanisms**

   The feedback mechanism introduced in the previous academic sessions has to be continued with some new questions. IT In-Charge, Mr Sandeep Rangari will be leading the feedback team. Mr Vijay Hiradhar and Mr Sunil Srivastava shall co-ordinate with Mr Rangari in all the feedback related activities and report generations.

   a. 75% attendance will be mandatory for students to participate in feedback.

   b. The feedbacks should be taken online in Lab-VI without disturbing the theory classes.

   c. The feedbacks should be taken in November-December.
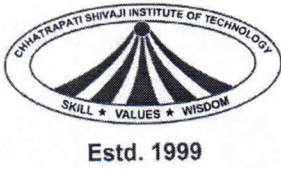
7. **Outcome-Based Education**

   As per the policy documents of AICTE, the Teaching at the Institute has to be outcome based.

   HODs must see that the subject files and course files should be made according to the programs. Proper mapping should be done for COs, PEOs and PSOs.

   Question papers must be set as per Bloom's Taxonomy. All the questions must state CO and Bloom's Level

Director
Director
Chhatrapati Shivaji Institute
of Technology Durg

Internal Quality Assurance Cell (IQAC)

Date : 11/12/2019

NOTICE

A meeting of all the members of the IQAC has been scheduled on 19/12/2019 to discuss the following agenda. The HoDs and members who were delegated the task in the previous meeting are required to come with the summaries of the actions taken.

Agenda:-

1. Presentation of the Minutes of previous meeting for endorsement.
2. Actions taken plan
3. Discussions on the remedial classes taken.
4. Organizing of Seminar & Conference
5. R & D Activities
6. Project Proposals for TEQUIP-III

Director
Director
Chhatrapati Shivaji Institute
of Technology Durg

Internal Quality Assurance Cell (IQAC)

Date: 19.12.2019

Minutes of the Meeting

Date : 19.12.2019   **Time : 3.30 PM**   **Venue: Board Room**
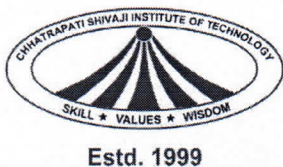
Members Present:

1. Dr. Anurag Verma
2. Dr. Santosh Sharma
3. Prof. Rajesh Kumar
4. Dr. Chandra Shekhar Sharma
5. Mrs. Deepti Dubey
6. Prof. Prabhas Gupta
7. Prof. Ashraf Jafari
8. Prof. Sanjay Singh
9. Mr. Rajesh Verma
10. Mr. Rahul Barchia, Alumni
11. Ms. Ms. Enid Philip, Student

Agenda:-

1. Presentation of the Minutes of previous meeting for endorsement.
2. Actions taken plan
3. Discussions on the remedial classes taken.
4. Organizing of Seminar & Conference
5. R & D Activities
6. Project Proposals for TEQUIP-III

Contd.2..

1. Presentation of the Minutes of previous meeting for endorsement:

The IQAC coordinator welcomed all the members and presented the minutes of the previous meeting held on 19 JULY 2019.
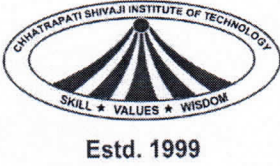
The members endorsed the minutes.

2. Actions taken:

Title	Action Taken/ Out come
Remedial Classes	On the Teachers took the Remedial classes & previous session. HoDs Monitored the record & take the details.
Academic Plan	Prof. Santosh Sharma & Prof. Rajesh Kumar made the plan. The plan was delayed due to CSVTU's delay in releasing the University plan.
FDP	Departments organized FDP's on various technical topics.
R&D Activities	Teachers wrote one paper each, communicated to the SCI Journals.
Industry Collaboration	TPO Contacted 20 industries for campus drives.
Feed –back	Online Feedback from the students were done at Lab - VI by Mr Sandeep Rangari, Mr Sunil Srivastava, Mr Vijay Hiradhar.
Outcome based	The Subject files & Course file in the semester were made as per the guidance with COs, POs & PEOs, mappings have been done in the file and question papers were set with mentioning of Bloom's level & CO.

3. Discussions on the remedial classes taken:

The Heads of the Departments informed that remedial classes were taken for the poor performers in University examination. Remedial classes were organized for in all 14 subjects. The classes were scheduled from 4:00 p.m. to 5:30 p.m. so that the regular teaching ours are not disturbed. Total 132 hours lectures were dedicated to remedial classes by the teachers of different departments.

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4. Organizing of Seminar & Conference:

The Director Sir praised the student seminars organized by Institute Innovation Council. The members endorsed the Director Sir's suggestion to organize at least one seminar or workshop per academic session by each department. In the coming semester each department will be organizing at least one seminar or workshop on the topic concerning to the technical subjects or the themes related to the employability skills of the students.

The Institute's annual National Conference AICON 20 will be organized in the near future. The Heads of the Departments should work on the theme of AICON to be presented in the next meeting. The dates of AICON will be finalized in consultation with the management and shall be communicated to the Heads of the Departments later

5. The R&D Activities at the Institute requires to be boosted:

- Each faculty should write at least one research paper in an academic session and communicate it to SCI journals.

- HoDs required to delegate the job of R&D to a professor who can keep records of publications, patents, etc. Every faculty of the college should be writing one paper for AICON 20.

- IQAC coordinator shall be presenting a summary of R&D activities in the upcoming meeting.

6. Project Proposals for TEQUIP-III:

The CSVTU is inviting proposals for research projects under TEQIP-III funds. The head should motivate the faculties to submit proposals for the same to the Director's office latest by 15th January 2020. The proposals should be reviewed by the Heads before submission.

Director
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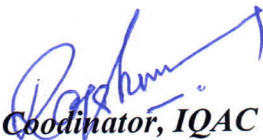
Internal Quality Assurance Cell (IQAC)

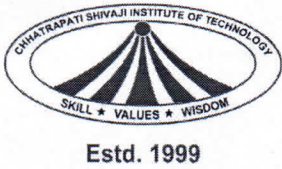Date : 12/02/2020

C I R C U L A R

As per the mandate of continuous enhancement and quality assurance, the next IQAC meeting is scheduled for **19/02/2020** at **04 PM. in the Board Room**. Please find the agenda outlined for the meeting:

Agenda:-

1. Restructure of the Composition of IQAC
2. Review and analysis of the previous IQAC meeting minutes.
3. Action Taken Report
4. Result Analysis.
5. Discussion on implementing new strategies to enhance teaching-learning processes.
6. Assessment of ongoing quality assurance measures and their effectiveness.
7. AICON'20.
8. Initiating measures to enhance research and innovation activities.
9. Any other relevant matters, with the permission from the Chair.

Coodinator, IQAC

Director
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E-mail: info@csitdurg.in | Website: www.csitdurg.in

Internal Quality Assurance Cell (IQAC)

Date: 19.02.2020

Minutes of the Meeting

Date : 19.02.2020   **Time : 3.30 PM**   **Venue: Board Room**

Members Present:

1. Dr. Santosh Sharma
2. Prof. Rajesh Kumar
3. Mr. Rajesh Deshmukh
4. Dr. Chandra Shekhar Sharma
5. Prof. Deepti Dubey
6. Prof. Prabhas Gupta
7. Prof. Ashraf Jafari
8. Prof. Nishant Shukla
9. Prof. Pratibha Kurup
10. Prof. Sanjay Singh
11. Mr. Rajesh Verma
12. Mr. Rahul Barchia, Alumni

Agenda:-

i.   Restructure of the Composition of IQAC.
ii. Review and analysis of the previous IQAC meeting minutes.
iii. Action taken report
iv. Result Analysis.
v.   Discussion on implementing new strategies to enhance teaching-learning processes.
vi. Assessment of ongoing quality assurance measures and their effectiveness.
vii. AICON'20.
viii. Initiating measures to enhance research and innovation activities.
ix. Any other relevant matters, with the permission from the Chair.

Contd.2

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1. Restructure of the Composition of IQAC.

The IQAC Coordinator, Prof. Rajesh Kumar welcomed all the members and the invitees. The minutes of the previous meeting held on 19 JULY 2019 were presented before the members. The members endorsed the minutes.

Looking in to the developments at the institute, the IQAC is required to be restructured. The Registrar proposed to nominate Dr. Santosh Sharma as the Chairperson of the IQAC.

S.NO.	COMPOSITION	MEMBER	CATEGORY
1	Advisor	Mr. Ajay Prakash Verma	Chairman, CSIT
2	Chair Person	Dr. Santosh Sharma, Director CSIT	Head of the Institution
3	Teachers Representative	Dr. Chandra Shekhar Sharma	Assoc.Professor
		Mrs. Deepti Dubey	Assoc.Professor
		Prof. Prabhas Gupta	Asst. Professor
		Prof. Ashraf Jafari	Asst. Professor
		Dr. Pratibha Kurup	Asst. Professor
		Prof. Sanjay Singh	Asst. Professor
		Prof. Nishant Shukla	Asst. Professor
4	Member From Management	Mr. Rajesh Deshmukh, Executive member, Shivnath Shikshan Evam Sewa Samiti	Management Representative
5	Senior Administrative Officer	Mr. Rajesh Verma	Registrar
6	One or Two Nominees from Member from Local Society, Student, Alumni	Dr. Sharad Belchandan, BMO, Govt. Medical Hospital Nikum, Durg	Nominee from Local Society
		Rahul Barchia, Alumni	Nominee from Alumni
		Ms. Enid Philip, Student	Nominee from Student
7	One/ two Nominees from Employers/ Industrialists/ Stake Holders	Mr. Vinod Jain, Director, Corefab Pvt.Ltd, Bhilai [CG]	Nominee from Industrialists and Employer
		Mr. Jitendra Verma, Parent	Nominee from Stakeholders
8	One Senior Teacher as The Coordinator/Director of the IQAC	Prof. Rajesh Kumar	IQAC Coordinator

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All the members endorsed the Registrar's proposal and consented on the new composition of IQAC.

2. **Review and analysis of the previous IQAC meeting minutes.**

The IQAC Coordinator presented the agenda. The members adopted the agenda for the meeting.

The Coordinator presented the minutes of the second IQAC meeting for endorsement. The members unanimously endorsed the minutes.

3. **Actions taken:**

Title	Action Taken/ Out come
Remedial Classes for Students of Semester I, III, V and VII	Classes were taken by the teachers and monitored by the Heads of the respective Department.
Seminars and Conference	Seminars were organized by the IIC and Departments. Management consented for organizing National Conference
R&D Activities	The R&D Cell organized workshop on research paper writing. The R&D works are being done for SUPRA Event.
Project Proposals for TEQIP-III	Research Proposals were submitted to the Director's office. Proposals have been sent to CSVTU
CTs	The CTs were taken as per the plan.

4. **Result Analysis**

The Heads of the Departments presented the result analysis of the semester exam of II, IV, VI and VIII Semester. The result of VI and VIII semester was quite encouraging. The results of II and VI semester points that certain efforts are to be thrusted to improve the academic standards of the students in certain subjects. HoDs need to chalk out plans for further academic activities for the students.

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5. **Discussion on implementing new strategies to enhance teaching-learning processes:**

The Chairperson pointed to the need of using ICT in teaching. The members suggested that the ICT and other electronic facilities need to be optimally used in teaching. It was decided that:

a. The teachers need to use PPT in teaching topics.

b. The students must be told about the video lectures of the professors of peers institutes like IITs and NITs.

c. e-library need to be used.

d. Faculty members must use ICT facilities at the Seminar Hall for revision.

6. **Assessment of ongoing quality assurance measures and their effectiveness.**

Class Tests	Two Class Tests being taken for each subject
Assignment	Two Assignments are being given to the students
Remedial Classes	The academically weaker students are identified by TGs and remedial classes are taken by respective teachers.
Seminars	Seminars are organised. Faculty members are sent to attend the seminars/conference.
Entrepreneurship/startup	IIC has been organized seminars and workshops on entrepreneurship, IPR and startups
Campus Trainings	The TPO organized Training from experts for better selection.

7. **AICON'20**

It was unanimously decided that the overarching theme of the AICON'20 shall be "Technical Innovations and the Future."

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The Departmental themes and Conference material shall be made at the departmental level and will be submitted for the approval to the Director's office within a week.

The HoDs need to contact the peers in their respective fields to get consent for being-members in Advisory Committee, Key-note Speaker and Session Chair. The names should be communicated to the Director's office.

The Departments should start preparing material for brochure. The template of the brochure shall be shared to the Departments by tomorrow.

8. **Initiating measures to enhance research and innovation activities.**

   I.   The R&D cell needs to chalk out a plan for boosting research activities at the college.
   II. Faculties who get their research papers published shall be considered for upgradation as per HR Policy
   III. The Guides of M Tech Scholars must refine papers for quality enhancement and publication in SCI/SCOPUS journals.

fw **Director**
Director
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Internal Quality Assurance Cell (IQAC)

Date: 25/03/2020

CIRCULAR

In context to the announcements made for national lock-down due to pandemic an urgent online meeting of IQAC on Google-meet is scheduled as follows to discourse the following agenda.

Date: 26/03/2020
Time: 11.00 am
Platform: Google-meet

Agenda:-

I.   Conducting classes in online mode.
II. Online labs.
III. End semester exam of the CSVTU.
IV. Utilization of lock-down in R&D.
V.   AICON-2020

The link/code of the meeting on Google-meet is shared through Whatsapp.

ei

IQAC Coordinator

Director

Circulated online through Whatsapp-

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Internal Quality Assurance Cell (IQAC)

Date: 26.03.2020

Minutes of the Meeting

Date : 26.03.2020   **Time : 11.00 am**   **Platform: Google-meet**

Members Present:

1. Dr. Santosh Sharma
2. Prof. Rajesh Kumar
3. Mr. Rajesh Deshmukh
4. Dr. Chandra Shekhar Sharma
5. Prof. Deepti Dubey
6. Prof. Prabhas Gupta
7. Prof. Ashraf Jafari
8. Prof. Nishant Shukla
9. Prof. Pratibha Kurup
10. Prof. Sanjay Singh
11. Mr. Rajesh Verma

Agenda:-

1. **Conducting online –classes:**
2. **Online Labs:**
3. **End semester exam of the CSVTU:**
4. **Utilization of lock-down in R&D.**
5. **AICON-2020**

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1. **Conducting online –classes:**
   1.1. The Director sir said that the classes shall be conducted online by the teachers via Google meet or zoom platform.
   1.2. The Heads of the Departments need to conduct an online meeting with the each semester students to explain them about precautions in pandemic, well being and academic works that have to be taken care of in the lockdown period.
   1.3. All the teachers need to take the theory classes as per the schedule.
   1.4. The attendance can be online and should be communicated to the respective departments.
   1.5. The departments shall keep record of the submitted attendance.
   1.6. Director further told that the college is in the process of purchasing subscription from zoom which will help in teaching-learning activities.
   1.7. In-case of data crunch or problem with Electric Supply, the classes can be taken in the evening. But the record should properly be maintained.

2. **Online Labs:**

   The teachers representatives said that conduction of lab classes in online mode will be very difficult. The Director Sir said that in online lab classes the students should be told about theory and calculation part only. The teachers should show the Lab material and suggest some video lectures on YouTube and other channels to make them acquainted with the functioning of the equipments. However the students should make the lab files as usual and these files will be checked when the college reopens after the lock down.

3. **End semester exam of the CSVTU:**
   3.1 As per the information obtained from the University, the End Semester Examinations of all the semesters may not be held as per the previously announced schedule. The classes will be continued till then.
   3.2 The teachers are required to take online test or discussion sessions or presentations or revision.

4. **Utilization of lock-down in R&D.**

   Looking into the lock-down period and the situation generated due pandemic, all the teachers are requested to carry on their research activities from home itself.

   For their career enhancement, research article work has to be done online.

Chhatrapati Shivaji Institute of Technology

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5. AICON-2020

It was unanimously decided that looking into the conditions the Annual Conference of the institute AICON'20 cannot be held. The members said that it can be held in offline mode when the situation normalizes. The representative of the Management consented over the proposal.

for **Director**

*Online meeting.
Signatures of attendees.
Couldn't be taken*