

Estd. 1999

Chhatrapati Shivaji Institute of Technology

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

Internal Quality Assurance Cell (IQAC)

2020-21

Date: 10/07/2020

CIRCULAR

In the view of the continued disruptions due to Pandemic, online meeting of IQAC on Google-meet is scheduled as follows to discuss the following agenda.

Date: 14/07/2020

Time: 5.00 pm

Platform: zoom.us

Agenda:-

- I. Presentation of the minutes of the previous meeting.
- II. Conduction of classes in online mode.
- III. End semester exam of the CSVTU.
- IV. IT Facilities for classes.
- V. Online FDP/Presentations/Seminars and Conferences.
- VI. Any other issues with the permission of the Director.

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


IQAC Coordinator


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: 14.07.2020

Minutes of the Meeting

Date : 14.07.2020

Time : 5.00 pm

Platform: zoom.us

Members Present:

1. Dr. Santosh Sharma
2. Mr. Rajesh Deshmukh
3. Mr. Rajesh Deshmukh,
4. Mr. Rajesh Verma
5. Prof. Rajesh Kumar
6. Dr. Padmini Sharma
7. Dr. Chandra Shekhar Sharma
8. Prof. Ashraf Jafari
9. Prof. Sanjay Singh
10. Prof. Prabhas Gupta
11. Dr. Shailendra Kumar Kushawaha
12. Rahul Barchia, Alumni
13. Mr. Aman Chandrakar

Agenda:-

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Minutes:-

The IQAC coordinator welcomed all the members to the online meeting. The Director consented for the meeting to be proceeded. The IQAC Coordinator presented the agenda for the meeting.

Registrar, Mr. Rajesh Verma sought permission to apprise about the admissions in the First year. The Director concerned that the issue to be discussed.

Every member agreed for the agenda to be adopted.

Points discussed & resolutions:

I. Presentation of the minutes of the previous meeting.

The IQAC Coordinator presented the minutes of the previous meeting [2019-20]. The members endorsed the minutes.

II. Conduction of classes in online mode.

The Director informed the forum that University exams will be further delayed due to pandemic. Till further notice, the teaching-learning activity should go on in online mode for III, V and VII Semester. Those who completed the syllabus of II, IV, VI and VIII Semester should organize:

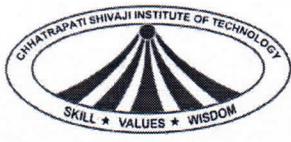
- i. Online Class Test
- ii. Remedial class for learners
- iii. Syllabus related online-presentation sessions for students

The members unanimously agreed that the students need to be kept engaged in academic tasks for better performance though the exams are delayed.

III. End Semester Exam of the CSVTU.

The Director sir said that the University is in the process to device schemes to conduct exams. The dates of exams of the II, IV, VI and VIII Semester are yet to be announced by the University so the academic activities need to be planned so that the students remain in touch with the syllabus of the respective semesters too.

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IV. IT Facilities for classes

- i. The College has processed for purchasing electronic writing pads to take online classes. The teachers can get them issued from the departments or FYC for conducting online classes.
- ii. The classes for mathematics need to use writing pads for projecting solutions rather than PPTs or jpg images.
- iii. The HoDs should monitor all the online classes for academic purposes by joining them.
- iv. The clerical staffs of the Departments should maintain attendance and contact the students who abstain from online classes.

V. Online FDP/Presentations/Seminars and Conferences

- i. The Department of Computer Science should organize one workshop for effective online teaching and usage of IT facilities for online classes.
- ii. HoDs need to instruct the faculty members to register for online FDPs, seminars and conference and produce certificates.

VI. Any other issues with the permission of the Director

- i. Admission in the First Year

Registrar, Mr. Rajesh Verma informed that the commencement of admission in the First Year will take time as the counseling couldn't be organized due to pandemic. But the admission will be done through DTE, CG only. Hence the commencement of First Semester will be late.

The online meeting concluded with a note of thanks by Director.


IQAC Coordinator


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Internal Quality Assurance Cell (IQAC)

Date: 5/01/2021

CIRCULAR

In Context to some instructions from the University an online meeting of IQAC on **zoom.us** is scheduled as follows to discuss the below stated agenda.

Date: 06/01/2021

Time: 11.00 am

Platform: zoom.us

Agenda:-

- I. Presentation of the minutes of the previous meeting.
- II. Action Taken Report
- III. Training on the process for Online-End-Semester Exam.
- IV. Briefing of the Online End Semester Exam procedure to the Students.
- V. Any other issues by the permission of the Chair

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


IQAC Coordinator


Director
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Internal Quality Assurance Cell (IQAC)

Date: 06.01.2021

Minutes of the Meeting

Date : 06.01.2021

Time : 5.00 pm

Platform: zoom.us

Members Present:

1. Dr. Santosh Sharma
2. Mr. Rajesh Deshmukh
3. Mr. Rajesh Deshmukh,
4. Mr. Rajesh Verma
5. Prof. Rajesh Kumar
6. Dr. Padmini Sharma
7. Dr. Chandra Shekhar Sharma
8. Prof. Ashraf Jafari
9. Prof. Sanjay Singh
10. Prof. Prabhas Gupta
11. Dr. Shailendra Kumar Kushawaha
12. Rahul Barchia, Alumni
13. Mr. Aman Chandrakar

Agenda:-

- I. Presentation of the minutes of the previous meeting.
- II. Action Taken Report
- III. Training on the process for Online-End-Semester Exam.
- IV. Briefing of the Online End Semester Exam to the Students.
- V. Any other issues by the permission of the Chair.

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Minutes:-

The IQAC Coordinator welcomed all the members to the online meeting. The IQAC Coordinator presented the agenda for the meeting.

Every member agreed for the agenda to be adopted.

Points discussed & resolutions:

I. Presentation of the minutes of the previous meeting:

The IQAC coordinator presented the minutes of the previous meeting. The members present in the online meeting and endorsed the minutes.

II. Actions taken plan:

Title	Action Taken/ Out come
Conduction of classes in online mode	The classes were conducted online according to the timetable.
End Semester Exam of the CSVTU.	The University has declared that the Exams shall be online.
IT Facilities for classes	Five writing pads were purchased for online teaching. Two subscriptions of zoom.us were purchased. Three rooms have been dedicated for online teaching. Three labs were modified with IT Facilities.
Online FDP/ Presentations/ Seminars and Conferences	Teachers attended Online FDPs and Seminars.

III. Training on the process for Online-End-Semester Exam.

3.1 The Director apprised that all the End-Semester-Examinations will be conducted in online mode.

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- 3.2 The Dean Academics in coordination with the IQAC needs to organize and online training program to make all the faculty members understand the procedures of End-Semester-exam thoroughly.
- 3.3 The Exam Controller should appoint invigilators and must organized training session for the invigilation tasks that are to be diligently done.
- 3.4 As per the regulations of the CSVTU one invigilator per 20 students has to be appointed by the Exam Controller.

IV. Briefing of the Online End Semester Exam to the Students.

- 4.1 The Exam Controller and the HoDs must organize an online training for briefing the students about the rules and regulation and the procedures of the online examination to be conducted by the CSVTU. As the Examination is commencing from 11 January the training should be organized on 8, 9 and 10th of January for the different semesters.
- 4.2 A mock online-exam should be taken for the students to ensure the smooth and flawless conduction.
- 4.3 Mr. Sandeep Rangari, Hardware In-charge & IT Cell Coordinator will be ensuring connectivity and other requirements for the Online-Examination. The IT Cell shall also make ‘Quad’ on Google mail, as required by the University.
- 4.4 The HoDs should look after the supervision task of the online examination and report the same to the Exam Controller. The Exam Controller shall prepare a daily report to be communicated to the management and the authorities

V. Any other issues by the permission of the Chair.

- 5.1 The Training and Placement Officer Mr. Sanjay Singh raised an issue with permission from the chair. The TPO Cell conveyed that the training programs for placement activities cannot be conducted in offline mode due to the feeble attendance of the students and the lock-down infected due to pandemic.

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5.2 The forum suggested that the training on Communication Skills, Interview Skills Group Discussion Aptitude and Reasoning can be done online by the concerned faculty members. The attendance shall be taken by the TPO shall keep the record of the same. The Cell should contact the students who abstain from online classes.

The meeting concluded with a note of thanks by the IQAC Coordinator.


IQAC Coordinator

Director

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Internal Quality Assurance Cell (IQAC)

2020-21

Date: 25/06/2021

CIRCULAR

In the view of the ongoing situation due to pandemic an online meeting of IQAC on zoom.us is scheduled as follows to discuss the agenda stated below.

Date: 28/06/2021

Time: 3.00 pm

Platform: zoom.us

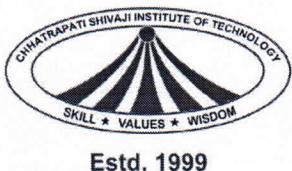
Agenda:-

- I. Presentation of the Minutes of previous meeting
- II. Action-Taken report.
- III. Progress of online End-Semester-Exam of the CSVTU.
- IV. Academic calendar for the upcoming session
- V. R&D Activities
- VI. Any other issues with the permission of the Director.

The link/code of the meeting is shared in the Whatsapp.


IQAC Coordinator


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



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Internal Quality Assurance Cell (IQAC)

2020-21

Date: 28.06.2021

Minutes of the Meeting

Date : 28.06.2021

Time : 3.00 pm

Platform: zoom.us

Members Present:

1. Dr. Santosh Sharma
2. Mr. Rajesh Deshmukh
3. Mr. Rajesh Deshmukh,
4. Mr. Rajesh Verma
5. Prof. Rajesh Kumar
6. Dr. Padmini Sharma
7. Dr. Chandra Shekhar Sharma
8. Prof. Ashraf Jafari
9. Prof. Sanjay Singh
10. Prof. Prabhas Gupta
11. Dr. Shailendra Kumar Kushawaha
12. Rahul Barchia, Alumni
13. Mr. Aman Chandrakar

Agenda:-

- I. Presentation of the Minutes of previous meeting
- II. Action-Taken report.
- III. Progress of online End-Semester-Exam of the CSVTU.
- IV. Academic calendar for the upcoming session
- V. R&D Activities
- VI. Any other issues with the permission of the Director.

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Minutes:-

The IQAC coordinator welcomed all the members. The Director consented for the meeting to be proceeded. Every member agreed for the agenda to be adopted.

Points discussed & resolutions:

I. Presentation of the minutes of the previous meeting.

The IQAC Coordinator presented the minutes of the previous meeting held on 6 January 2021. The members endorsed the minutes.

II. Action-Taken Report.

Title	Actions-taken
Briefing of the Online-Exam system to the Teachers	All the teachers were briefed about the University's process for online Exams on 7 January 2021. The Invigilators were appointed and the HoDs were briefed about the monitoring process.
Training of Students for Online-Exams of the CSVTU	The Online training sessions were organized by the IQAC and Exam cell
Online End Semester Examination	The University has so far conducted online exams for I, II, III, IV, V, VI, VII till 5 May 2021.

III. Progress of online End-Semester-Exam of the CSVTU.

The online End-Semester-Exams were taken by the students. The students wrote the exams from their home and mailed it to the respective Invigilators. The online exams for the regular and back were conducted simultaneously by the University. The exams commenced on 11 January 2021 and ended 5 May 2021.

IV. Academic Calendar for the upcoming session

Looking into the delays due to pandemic, it is envisaged that the University's Academic Calendar will be declared late. Hence, a tentative Academic Calendar should be made by IQAC Coordinator and the TPO.

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V. R&D Activities

The presentations of the projects sanctioned by the University under TEQIP-III are to be submitted at the University with audit report from a CA. The faculty members who have undertaken project need to present Project Completion Certificate to the Director's office.

The online meeting concluded with a note of thanks by Director.


IQAC Coordinator


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