



Estd. 1999

Chhatrapati Shivaji Institute of Technology

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

Internal Quality Assurance Cell (IQAC)

2023-24

Date: 04/07/2023

CIRCULAR

A meeting of the IQAC has been scheduled as follows to discuss the agenda stated below.

Date: 07/07/2023

Time: 4.00 pm

Venue: Board Room

Agenda:-

- I. Presentation of the MoM of the previous meeting, Results, Administrative & Academic Audits of previous academic session.
- II. Faculty Development programs, Seminar Add-on courses in the academic year 2023-24
- III. MOUS with Companies.
- IV. Planning for visits to local industries for placement, training & internship.
- V. Academic Calendar
- VI. Subject allocation & teaching-learning plan
- VII. Opinions on accreditation.
- VIII. Any other point with permission of Director.



IQAC Coordinator



Director

Director

Chhatrapati Shivaji Institute
of Technology Durg

CC:

Chairman
Registrar
HOD's
Persons concerned
File



Chhatrapati Shivaji Institute of Technology

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Internal Quality Assurance Cell (IQAC)

2023-24

Date: 07/07/2023

Minutes of the Meeting

Date : 07/07/2023

Time : 4.00 pm

Venue: Board Room

Members Present:

1. Mr. Ajay Prakash Verma, Chairman, CSIT.
2. Mr. Rajesh Deshmukh, SSSS.
3. Dr. Santosh Kumar Sharma, Director.
4. Mr. Rajesh Verma, Registrar.
5. Dr. Sharad Belchandan, BMO, Govt. Medical Hospital Nikum, Durg
6. Dr. Chandra Shekhar Sharma, IQAC Coordinator.
7. Mr. Deepak Sharma, Assoc. Professor.
8. Dr. Padmini Sharma, HOD EEE
9. Prof. Sanjay Singh, Dean Placement & Students Affairs

Agenda:-

- I. Induction and Introduction of the members and Adoption of the Agenda.
- II. Presentation and of the MoM of the previous meeting, Results, Administrative & Academic Audits of previous the previous academic session.
- III. Faculty Development programs, Seminar Add-on courses in the academic year 2023-24.
- IV. MOUS with Companies.
- V. Planning for visits to local industries for placement, training & internship.
- VI. Academic Calendar.
- VII. Subject allocation & teaching-learning plan.
- VIII. Opinions on accreditation.
- IX. Any other point with permission of Director.

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Minutes:-

1. Induction and Introduction of the members and Adoption of the Agenda.
 - 1.1 The IQAC Coordinator welcomed the Director and the members to the first meeting of the academic year 2023-2024.
 - 1.2 The Director welcomed the new members and introduced them.
 - 1.3 The members adopted the agenda for discussion.
2. Presentation and of the MoM of the previous meeting, Results, Administrative & Academic Audits of previous the previous academic session.
 - 2.1 The Coordinator presented the minutes of the previous meeting. The members endorsed the minutes.
 - 2.2 The HoDs of the respective Departments presented the result Analysis of the University Exams of the different Semester. The results of VIII, VI and II semester are still awaited.
 - 2.2.1 The Director informed that the students having backlogs need to be counseled, and special classes should be organized for them.
 - 2.3 The IQAC Coordinator presented a report of academic and administrative audit. The Director, Coordinator and Members agreed that a more comprehensive Audit format is required to get a complete picture.
- Action:** The Coordinator shall present a new Audit format to the Director.
3. Faculty Development programs, Seminars, Add-on courses in the academic year 2023-24
 - 3.1 Each Department should organize one lecture, one seminar, one FDP and two Add-on Programs.
 - 3.2 The dates should be communicated by the concerning Heads in the latest by 10 July 2023.
4. MOUS with Companies.
 - 4.1 The meeting included a discussion on the status of existing Memorandums of Understanding (MOUs) with companies.
 - 4.2 **The Training & Placement Cell** needs to work for more moves for internship & vocational training and placement.
Action: Dean (Placement & Student Affairs)
5. Planning for visits to local industries for placement, training & internship.
 - 5.1 Plans for engaging with local industries in Rasmara, Bhilai, and Hathkhoj were discussed to facilitate student placements, training programs, and internships. Specific companies were identified, and approaches for initiating and strengthening these contacts were developed.

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- 5.2 **The Dean (Placement & Student Affairs) should contact the industries & submit a report. The relative with industries should be maintained.**

Action: Dean (Placement & Student Affairs)

6. Academic Calendar.

- 6.1 The tentative academic calendar detailing key dates, holidays, examination schedules, and significant academic events was presented by the IQAC Coordinator. The calendar will be circulated to the HoDs to fill in details.

7. Subject allocation & teaching-learning plan.

- 7.1 All HoDs need to allocate the subject as per the conventions of the CSIT. The teachers need to submit T.L.P latest by 10/07/2024.

8. Opinions on accreditation.

- 8.1 The Director shared opinions on the accreditation process of NAAC, discussing the benefits and challenges associated with it. The importance of maintaining high standards and compliance with accreditation requirements was emphasized. All the members consented that the institute should process for NAAC Accreditation.

9. Any other point with permission of Director.

- 9.1 The floor was opened for any additional points or issues with the Director's permission. Members had the opportunity to raise new topics, share updates, or address concerns that were not covered in the scheduled agenda.

S.C. Turi
7/7/24
IQAC Coordinator

Director
Director
Chhatrapati Shivaji Institute
of Technology Durg



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Internal Quality Assurance Cell (IQAC)

2023-24

Date: 17/11/2023

CIRCULAR

A meeting of the IQAC is scheduled as follows to discuss the agenda stated below.

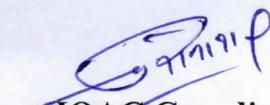
Date: 24/11/2023

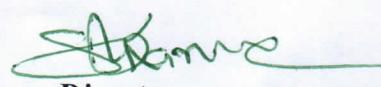
Time: 4.00 pm

Venue: Board Room

Agenda:-

- I. NAAC Accreditation.
- II. Planning workshop on NAAC Accreditation process.
- III. Criteria In-charges.


IQAC Coordinator


Director
Director
Chhatrapati Shivaji Institute
of Technology, Durg



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Internal Quality Assurance Cell (IQAC)

2023-24

Date: 27/11/2023

Minutes of the Meeting

Date: 24/11/2023

Time: 4.00 pm

Venue: Board Room

Members Present:

1. Mr. Ajay Prakash Verma, Chairman CSIT.
2. Dr. Santosh Kumar Sharma, Director.
3. Dr. Chandra Shekhar Sharma, Coordinator IQAC.
4. Dr. Padmini Sharma, HoD.
5. Prof. Ashraf Jafari, Dean [R&D].
6. Prof. Sanjay Singh, Dean [Placement and Student Affairs].
7. Prof. Prabhas Gupta, HoD [CSE].
8. Mr. Rajesh Deshmukh, Executive Member, SSSS
9. Mr. Rajesh Verma, Registrar.
10. Dr. Sharad Belchandan, BMO, Govt. Medical Hospital Nikum, Durg
11. Ms. Tanushree Chandrakar, Alumni
12. Piyush Verma ,Student
13. Mr. Vinod Jain, Director, Corefab Pvt.Ltd, Bhilai [CG]
14. Mr.R K Deshmukh, Parent

Agenda:-

- I. NAAC Accreditation.
- II. Planning workshop on NAAC Accreditation process
- III. Criteria In-charges



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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.

1. NAAC Accreditation:

- 1.1 The Director apprised the members that the administration and the society has decided to go for NAAC accreditation this year.
- 1.2 The Director informed on the following points related to the process of accreditation.

Preparation for Accreditation:

1. **Documentation Organization:** Begin by meticulously organizing all necessary documents, ensuring they are up-to-date and easily accessible. Proper documentation streamlines the accreditation process and demonstrates compliance with standards.
2. **Staff Training and Awareness:** Conduct comprehensive training sessions to familiarize staff with accreditation criteria, emphasizing their roles and responsibilities in meeting standards. This fosters a culture of accountability and ensures everyone understands the importance of accreditation.
3. **Team work:** The success in the accreditation depends on the sincere work and team.
4. **Understanding Requirements:** Familiarize stakeholders with the NAAC accreditation standards, criteria, and procedures through informative sessions. This ensures clarity on expectations and facilitates alignment of institutional practices with accreditation benchmarks.
5. **Data Collection and Analysis:** Establish robust mechanisms for collecting and analyzing data pertinent to accreditation criteria, ensuring accuracy and completeness. This systematic approach enables evidence-based decision-making and strengthens the institution's case during the accreditation process.
6. **Continuous Improvement:** Cultivate a culture of continuous improvement by leveraging NAAC accreditation as a framework for institutional enhancement. Encourage ongoing assessment, feedback, and refinement of policies and practices to consistently meet and exceed accreditation standards.

2. Planning Workshop on NAAC Accreditation Process:

The Director sir said that there shall be a one-day workshop on the process of accreditation in the month of December.

The members unanimously thanked the Director for this proposal.

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3. Declaration of NAAC Coordinator and Criteria In-charges:

The Director proposed that Dr. Chandra Shekhar Sharma shall be the Coordinator for NAAC related works.

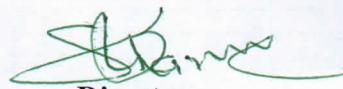
Further, the names of the Criteria in-charges was announced as follows:

Criteria No	Criteria Name	Criteria Incharge
I	Curricular Aspects	Prof. Shailendra Kushwaha
II	Teaching-Learning and Evaluation (Matrix No. 2.2, 2.3, 2.5, 2.6, 2.7)	Prof. A Jafri
	Teaching-Learning and Evaluation (Matrix No. 2.1, 2.4)	Prof. Ritesh Kamble
III	Research Innovation & Extension	Prof. Padmini
IV	Infrastructure & Learning Process	Prof. Anmol Bharadwaj
V	Student Support & Progression	Prof. Deepak Sharma
VI	Governance, Leadership & Management	Prof. Pradeep Agrawal
VII	Institutional Values & Best Practices	Prof. Shashikant Agrawal

The Director concluded the meeting with a note of congratulations and warm wishes for the further NAAC-related activities.



IQAC Coordinator



Director
Director
Chhatrapati Shivaji Institute
of Technology Durg



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Internal Quality Assurance Cell (IQAC)

2023-24

Date: 29/11/2023

CIRCULAR

Meeting - 3

In the purview of the ongoing works related to NAAC, a meeting of the IQAC is scheduled as follows to discuss the agenda stated below.

Date: 05/12/2023

Time: 4.00 pm

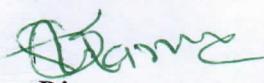
Venue: Board Room

Agenda:-

- I. Presentation on the Data Templates.
- II. Work progress the Criteria in-charge.
- III. Role of HoDs in Documentation.
- IV. Filling of the data & Supportives.
- V. Any other issues.



IQAC Coordinator



Director
Director
Chhatrapati Shivaji Institute
of Technology Durg



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Internal Quality Assurance Cell (IQAC)

2022-23

Date: 06/12/2023

Minutes of the Meeting

Date: 05/12/2023

Time: 4.00 pm

Venue: Board Room

Members Present:

1. Dr. Santosh Kumar Sharma, Director.
2. Dr. Chandra Shekhar Sharma, Coordinator IQAC.
3. Dr. Padmini Sharma, HoD.
4. Prof. Ashraf Jafri, Dean[R&D]
5. Prof. Sanjay Singh, Dean[Placement & Student Affairs]
6. Prof. Prabhas Gupta, HoD[CSE]
7. Mr. Rajesh Verma, Registrar.

CICS Present:-

1. Dr. Shailendra Kumar Kushwaha, CIC and Coordinator [First Year]
2. Mr. Ritesh Kumar Kamble, HoD [Civil]
3. Mr. Pradeep Agrawal, CIC, HoD [Mech.]
4. Mr. Deepak Sharma, CIC and NSS Coordinator
5. Mr. Nirmal Pandey, CIC and Exam Coordinator
6. Mr. Shashikant Agrawal, CIC

Invites:-

1. Mr. Rajiv Nair, Corporate Relation Officer.
2. Mr. Kamlesh Upadhyay.
3. Mr. Revendra Deshmukh.
4. Mr. Anmol Bharadwaj.

Agenda:-

- I. Presentation on the Data Templates.
- II. Work progress the criteria In-charge.
- III. Role of HoDs in Documentation.
- IV. Filing of the data & Supportive.
- V. Any other issues.

(Signature)
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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.

I. Presentation on the Data Templates.

The IQAC Coordinator displayed the data templates of the NAAC. He informed that all the data are needed in the formats only. It was further decided that the supportive documents need to be filled separately as of hand.

All the criteria in-charges agreed for the filling data templates.

II. Work progress of the criteria in-charge.

The criteria in-charge presented the fundamental work done.

I. Criteria in-charge I: Dr. Shailendra Kumar Kushwaha informed that he has collected data from Academic Section about students. Data on Add-on Course & NPTEL requires help from HoDs & NPTEL Coordinator.

II. Criteria in-charge II: Mr. Ritesh Kumar Kamble informed that the student list is being prepared with all details & some difficulties are with the contact numbers.

Mr. Ashraf Jafri has taken a workshop for CAS & CIS development.

III. Criteria in-charge III: Dr. Padmini Sharma informed that all tasks related to R&D are organized. Data related to TPO like – MOUS with Companies, placement, Activities under MOUS are yet to be obtained.

Action: Dean (Placement and Student Affairs)

IV. Criteria in-charge IV: Mr. Pradeep Agrawal informed that the library software & ERP needs facelift. The IT Coordinator has made the information available. Website updation is still pending.

Action: CIC and Pylon

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- V. Criteria in-charge V:** Mr. Deepak Sharma informed that the data that yet to be obtained from TPO, placement appointment letters, and Activities report on soft skills, language skills and placement details.

He further requested that he needs a few more workings hands. The Director granted to the request & added following members to help him.

- a) Mr. Kamlesh Upadhyay.
- b) Mr. Revendra Deshmukh.
- c) Mr. Anmol Bharadwaj

Action:- Dean (Placement and Student Affairs),
Mr. Deepak Sharma

- VI. Criteria in-charge VI:** Mr. Nirmal Pandey raised some issues related to funding, exam and R&D. Director sir clarified that exam related issues and the other stated are not at all related to the criteria. The CIC was suggested to read the manual and the description of the criteria thoroughly again and speedup the work and present it in week.

Action: Nirmal Pandey

- VII. Criteria in-charge VII:** Mr. Shashikant Agrawal apprised about his work progress. Details of plants in the campus, photographs of the facilities and infrastructure are done with the writeup. Photographs of dustbins is left. He raised that new dustbins are required.

III. Role of HoDs in Documentation.

The Director and IQAC coordinator shared that the Heads of the Departments need to extend their full help to the criteria in-charges in providing information documentation and guidance. Some information are related to more than one criteria so there may be cases of multiple inquiries.

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IV. Filing of the data & Supportive.

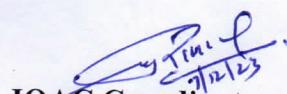
The IQAC Coordinator informed that to prevent printing and wastages of resources Google drive shall be used.

A work sheet named "DATA TEMPLATE" has been shared with all the CICs and other concerns. The related ones can see, fill, edit or download the template for used all work should be done on drive only rather than emailing. The document should be shared on Google drive only.

V. Any other issues.

The Director informed that the entire task related to SSR should be completed by the month of April. The IIQ is supposed to be submitted in the month of April. This target is being made to make things comfortable.

The meeting concluded with note of thanks delivered by IQAC Coordinator.


IQAC Coordinator


Director
Director
Chhatrapati Shivaji Institute
of Technology Durg