




Date: 03/01/2022

Internal Quality Assurance Cell Meeting Notice


Respected Sir/ Madam,

It is our pleasure to inform you that the IQAC Meeting of CSMSS Chh. Shahu College of Engineering Aurangabad is scheduled to be held on 10/01/2022 at 2.00 p.m. in conference room. The brief-agenda of the meeting is given herewith. You are requested to kindly make it convenient to attend the meeting.

Agenda Number	Meeting Agenda in brief
1	Welcome
2	Academic review of odd semester 2021-22
3	University paper setting duty
4	Review of IIC activities
5	Review and discussion on university examination
6	Review of GATE Tutor activity
7	Formation of coding club
8	ISO First Surveillance Audit
9	Green Audit


Dr. R. P. Chopade
IQAC Coordinator

Copy to: Members, IQAC 2021-22:


Dr. U. B. Shinde
Principal
Principal
S.M.S.S. Chh. Shahu College of Engineering
Kanchanwadi, Aurangabad.



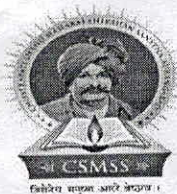
Internal Quality Assurance Cell

Minutes of Meeting,

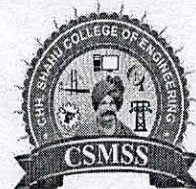
Date: 10/01/2022 Time: 2.00 pm,

Venue: Conference hall, Building A

Sr. No.	Agenda	Minutes of meeting /Discussion details
1	Welcome	The IQAC coordinator welcomed the present members for the meeting. Minutes of previous IQAC meeting are read and confirmed. The action taken report on previous meeting held on 07/10/2021 is presented and accepted by members. Prof. P.G. Jadhao read the Vision and Mission of the institute. With the permission of the Chair, next agenda are taken up by IQAC coordinator.
2	Academic review of odd semester 2021-22	Academic review of odd semester 2021-22 was presented by HoDs and found as per academic calendar. Syllabus of all subjects are delivered as per course plan. Next semester institute academic calendar is planned and read in the meeting.
3	University paper setting duty	Discussion on the paper setting from DBATU received and to submit it within time. Also time bounded online paper checking is suggested by the Principal sir.
4	Review of IIC activities	As per Institute Innovation Cell guidelines, we are planning to celebrate the birth anniversary of national heroes, celebration of national festivals in campus. The committee approved the proposal.
5	Review and discussion on university examination	Review is taken of university examination for smooth conduction. Student's issues related hall ticket generation and other are resolved by verbal communication with university office.
6	Review of GATE Tutor activity	Review of GATE tutor activities are taken. Weekly tests of aptitude and communication skill are proposed for all students. The members were agreed for. The Training cell and department coordinators will take care to conduct the online tests.




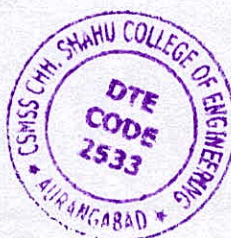
CSMSS
Chhatrapati Shahu Maharaj Shikshan Sanstha's
CHH. SHAHU COLLEGE OF ENGINEERING
Kanchanwadi, Paithan Road, Aurangabad, 431 011
Ph. No. : (0240) 2646373, 9922668199, 2646350 Fax: (0240) 2646222
Website: www.csmssengg.org




Approved by AICTE New Delhi, DTE (Govt. of Maharashtra) and affiliated to Dr. BATU, Lonere (Raigad). DTE Code: 2533

7	Formation of coding club	For creating coding environment and placement preparations, formation of CODING CLUB is proposed. The members suggested to activate it for all students of SE TE BE for preparation of placements in software field.
8	ISO First Surveillance Audit	First Surveillance of ISO Audit was completed and the Suggestions from the committee were discussed.
9	Green Audit	Green Audit as per ISO standards was done successfully and discussed in the meeting. The suggestions from the committee were discussed.
10	Vote of Thanks	The IQAC Coordinator proposed the vote of thanks and informed that the next proposed meeting would be in the first week of April 2022.


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IQAC Coordinator




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Kanchanwadi, Aurangabad.

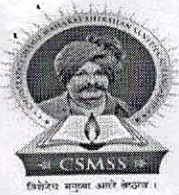
Copy to:
All Members (External & Internal) of IQAC CSMSS CSCOE for information and necessary action.



Internal Quality Assurance Cell

Action taken and Implementation details report of meeting on Date and Time:
10/01/2022, at 2.00 pm in conference hall.

Agenda No.	Agenda	Implementation details /Action taken
2	Academic review of odd semester 2021-22	Action Point: Conduction and monitoring academic activities of odd semester <i>Responsibility:</i> Department head and IQAC coordinator Status: As per university schedule the academic activities are conducted and records are kept in the department. The IQAC initiative monthly academic monitoring is started from this year.
3	University paper setting duty	Action Point: To complete allotted university examination work. <i>Responsibility:</i> Department head Status: As the examination and academics are getting late in post covid period. The university allotted work is in progress. It is expected to complete within given time by university.
4	Review of IIC activities	Action Point: Conduct IIC activity in campus <i>Responsibility:</i> IIC coordinator Status: As per instructions given by IIC the activity planning is done. The scheduled activities will be conducted with proper care and documents will recorded on regular basis.
5	Review and discussion on university examination	Action Point: Resolve university examination related issue <i>Responsibility:</i> Examination section coordinator Status: Student's issues related hall tickets and others are resolved by verbal communication with University examination cell.
6	Review of GATE Tutor activity	Action Point: conduction of GATE tutor test series activity in campus <i>Responsibility:</i> Training cell and department head Status: Weekly test of GATE tutor is planned and shall be conducted and analyzed in semester on regular basis. The record keeping will be done by training cell.




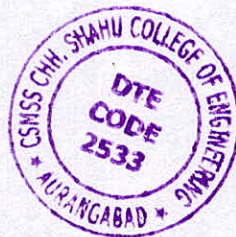
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7	Formation of coding club	Action Point: Start the coding club <i>Responsibility:</i> CSE department and coordinators Status: Process of formation of coding club is started. The functional club shall start by next months. All interested students will be benefitted by this activity.
8	ISO First Surveillance Audit	Action Point: Prepare for ISO 21000 audit <i>Responsibility:</i> ISO coordinator and department head Status: Organization of documents as per manual of ISO 21000 is in process. Orientation regarding ISO manual and requirement is conducted department wise. It is expected to complete by 30/01/2022.
9	Green Audit	Action Point: Conduction of campus green audit <i>Responsibility:</i> College admin office Status: The preparation for green audit is in process. Expected to complete by 30/01/2022.


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