



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bhilai

If You Aim High, We Provide The Means



QLM 6.2.1

THE INSTITUTIONAL PERSPECTIVE PLAN IS EFFECTIVELY DEPLOYED AND FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT, SERVICE RULES, AND PROCEDURES, ETC.

Criterion 6

QIM 6.2.1 institutional perspective plan



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VISION & MISSION STATEMENT & PROCESS

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VISION DOCUMENT



MP Christian College of Engineering & Technology



P. Box No.:18, Kailash Nagar, Industrial Estate P.O. Bhilai – 490 026

E-mail.: mpccet@satyam.net.in, mpccet@yahoo.com

Ph.No.: 91-788-2286662,2286663,2286664,

Fax No.:91-788-2285266

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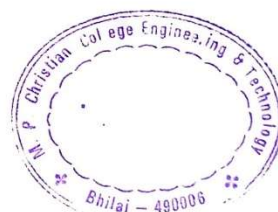


PREFACE

The Vision-Mission Document in the following pages is crafted by the MPCCET-family in January 2005. It is a land-mark in the history of our college. This collective vision will be the source of strength for us to face the future. It will energize all the members now and those who join in future. It will help us to transcend our present limitations. It will unleash the potentials in each of us and synergize our common endeavours. It will make our goals and objectives clear and effective. It will form the steppingstones to the emerging fully developed technological edifice called MPCCET. Let us join our hands to make this dream into reality.

Fr. Dr. Abraham Oommen
Exe. Vice Chairman

Dr. R.N. Dash
Director



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1.0 The Institute



M.P.Christian College of Engineering and Technology is situated very close to the Steel City, Bilai in a lush green sprawling campus of 26.5 acres of land. The college was established in 1998 adding one more institute to the list of 25 institutions under St. Thomas Orthodox Church Mission, a pioneer educational agency in central India. The college is affiliated to Pt.Ravishankar Shukla University and is approved by AICTE, New Delhi. The college imparts degree in five streams of Engineering

The college aims at imparting quality technical education and building world class technocrats for the nation.

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Undergraduate Programmes

The College offers undergraduate (B.E degree) programmes in the following 5 disciplines:-

Discipline

Computer Engineering
Information Technology
Electronics & Tele Communication Engg.
Mechanical Engineering
Electrical Engineering

Total sanctioned strength of students is 1120 and strength of the staff members both teaching, non-teaching & administrative staff is : 126

Teaching Staff

Doctorates : 04
Engg. Post Graduates: 13
Engg. Graduates: 25
Science & Humanities P.G : 07

Non Teaching Staff

Post Graduates: 04
Graduates: 5
Diplomas: 15
Trade Certificates: 5
Others: 48



VISION

MPC CET will be the centre of excellence by providing quality technical education inculcating high moral & social values with a human face and thereby producing world class competent engineers for the progress and transformation of society.

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MAJOR GOALS & SIGNIFICANT OBJECTIVES

MISSION STATEMENT	SMART GOALS	SMART OBJECTIVES
1. Run accredited graduate and post graduate programmes.	1.1 Provide staff development programs.	1.1.1 Sponsor teaching & non-teaching staff under QIP as per AICTE norms.
		1.1.2 Facilitate non-teaching staff for skill and upgradation programs
		1.1.3 Send teaching & non-teaching staff for industrial training programmes.
		1.1.4 Ensure teaching learning and evaluation as per AICTE norms..
		1.1.5 Conduct survey of various established institutes
	1.2 Implement standards required for accreditation of programmes	1.2.2 Encourage staff for publication of papers.
		1.2.3 Create awareness among staff of the methods of accreditation.
		1.2.4 Prepare mock audit
		1.2.5 Make appropriate system for accreditation

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MISSION STATEMENT	SMART GOALS	SMART OBJECTIVES
2. Have state-of-the-art infrastructure facilities.	2.1 Upgrade lab equipment according to the perceived needs.	2.1.1 Develop and update lab manuals on an on-going basis
		2.1.2 Procure and use simulation software for each lab
		2.1.3 List the bench marks for the state of the art lab equipments.
		2.1.4 Procure and maintain the equipments in an effective manner.
	2.2 Equip the library with state of the art facilities.	2.2.1 Procure international journals & transactions, conference proceedings & provide twenty hours free internet facility.
		2.2.2 Provide reading rooms with cubicles
		2.2.3 Automate library operation & set-up digital library
		2.2.4 Sponsor training programmes for library staff
	2.3 Start Staff & Student utilities	2.3.1 Construct auditorium & sports complex
		2.3.2 Have staff quarters, residential hostels & re-creation room for staff
		2.3.3 Start a health care unit/ATM center and other facilities in the campus
3. Develop effective partnership with industries.	3.1 Have an effective functioning industry-institute interaction cell	3.1.1 Invite experts from industries for one-to-one interaction with the staff and students
		3.1.2 Conduct regular industrial tour
		3.1.3 Include renowned industrialist in the advisory committee.

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MISSION STATEMENT	SMART GOALS	SMART OBJECTIVES
	3.2 Equip all labs and workshops to function as production centers	3.2.1 Run industrial safety management programs 3.3.2 Tie-up and identify the specific technological up-gradation of the industry in the region around. 3.3.3 Provide a platform to market the already developed products.
	3.3 Provide consultancy services for industry.	3.3.1 Develop the expertise of the faculty in areas like energy auditing/consultancy 3.3.2 Establish pollution control consultancy cell 3.3.3 Develop expertise in providing accreditation consultancy to small industries 3.3.4 Involve students & staff in making industry relevant project 3.3.5 Organize events to have interaction session with companies of particular sector
4. Transfer appropriate technology to the society	4.1 Provide state of the art training for the community in house and outside	4.1.1 Organize technical exhibitions/workshop/seminars for the people of the region. 4.1.2 Organize events to facilitate communities to visit campus 4.1.3 Facilitate development of small scale industry 4.1.4 Organize camps in villages for training purpose

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MISSION STATEMENT	SMART GOALS	SMART OBJECTIVES
	4.2 Offer the society with need based technologies	4.2.1 Identify the market needs of the society. 4.2.2 Produce the products as per the market 4.2.3 Establish entrepreneurship development cell. 4.2.4 Develop relevant short term technical courses for society 4.2.5 Promote global teaching learning programmes. 4.2.6 Have bulletin board services in college websites
	4.3 Offer vocational technical programmes for the society	4.3.1 Arrange training programmes for basic knowledge in computers for the people. 4.3.2 Offer certificate courses in the repair and servicing of household equipments. 4.3.3 Involve the students in teaching short term courses.

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MISSION STATEMENT	SMART GOALS	SMART OBJECTIVES
5. Ensure placement of all students through campus interviews.	5.1 Develop industry relevant competencies through teaching learning programme	5.1.1 Provide practical training and summer internship for students in industries
		5.1.2 Provide an industrial expertise officer having good contacts with industry.
	5.2 Ensure excellent academic results	5.2.1 Conduct personality development programmes for students
		5.2.2 Prepare students for competitive exams
		5.2.3 Develop industry based lab working environment.
		5.2.4 Train and send students to invite companies for campus recruitment.
		5.2.5 Encourage students to host job fair.
		5.2.6 Promote live projects and seminars about recent innovations in the field.
		5.2.7 Organize mock interview by the industrialists
		5.2.8 Conduct more remedial classes/tutorials for weak students
		5.2.9 Provide teaching schedule to students in advance.
		5.2.10 Implement continuous assessment scheme.

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MISSION STATEMENT	SMART GOALS	SMART OBJECTIVES
	5.3 Establish effective functioning of alumni association	5.3.1 To organize regular gathering/events for alumni and family 5.3.2 invite the alumni as guest lecturers. 5.3.3 have a registered alumni association.
6. Offer quality teaching, learning environment	6.1 Use innovative methods for effective teaching learning situations	6.1.1 Use detailed lesson plan, assignments which have practical relevance. 6.1.2 Encourage students to develop seminars and design assignments which have practical value. 6.1.3 Use of audio visual aids like C.D's , Charts etc. 6.1.4 Use of animation aids i.e power point 6.1.5 Use of cut section models for better understanding 6.1.6 Establish LRUC (learning resource utilization centre) 6.1.7 Take regular feed back from students
	6.2 Have on-going staff development programmes for teaching & non-teaching staff	6.2.1 Organize short term training programmes in association with professional bodies like ISTE, NITTR 6.2.2 Depute non-teaching staff to reputed institute for lab 6.2.3 Arrange departmental seminars, motivational programmes etc. 6.2.4 Facilitate e-learning and video conferencing
	6.3 Enhance teaching learning process using latest instructional aids	6.3.1 Maintain separate library for instructional aids MPC CET VISION DOCUMENT JAN'05

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MISSION STATEMENT	SMART GOALS	SMART OBJECTIVES
7. Help in the upliftment of the society by offering need based technical education facilities.	7.1 Institute various scholarship schemes	7.1.1 Institute merit cum scholarship schemes
		7.1.2 Approach industrialist to institute memorial scholarship/awards
		7.1.3 Provide book bank scheme for the needy
		7.1.4 Organize charity programmes.
		7.1.5 Implement schemes like cleanliness drive through NSS
	7.2 Adopt villages for community development	7.2.1 Provide adult literacy programmes.
		7.2.2 Train villagers to maintain pump sets, attend to electrical facility etc.
		7.2.3 Associate with national literacy mission and N.G.O's.
8. Ensure quality services for all aspects of the campus.	8.1 Have effectively functioning quality circles	8.1.1 Establish quality circle.
		8.1.2 Establish benchmark for all activities
		8.1.3 Set up quality control unit in each department
		8.1.4 Conduct audits on regular basis
		8.1.5 Conduct quality awareness programmes
9. Create an ambience for the total development of staff and students.	9.1 Inculcate the feeling of team spirit and co-operation among staff and students	9.1.1 Organize various cultural & co curricular events for staff and students.
		9.1.2 Form clubs for various activities
		9.1.3 Organize inter departmental staff and student activities

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<i>MISSION STATEMENT</i>	<i>SMART GOALS</i>	<i>SMART OBJECTIVES</i>
	9.2 Strengthen the relationship between the students and the teacher guardian.	9.2.1 Assign teacher guardian for the full course tenure. 9.2.2 Send a periodical report of the students through teacher guardian 9.2.3 Invite suggestions for improvement from parents. 9.2.4 Provide platform for students to exhibit their inherent qualities
10. Become a deemed university	10.1 Achieve reliance in self all aspects	10.1.1 Improve upon the academic results, intensify the placements through campus interviews. 10.1.2 Establish regular contacts with MHRD Officials and invite them for various seminars 10.1.3 Make our internal assessment trust worthy. 10.1.4 Implement continuous evaluation system 10.1.5 Follow strict working schedule i.e adhering to the academic calendar 10.1.6 Achieve and maintain 100% in-take 10.1.7 Achieve turn out ratio to be 100%. 10.1.8 Maintain adequate staff / student ratio 10.1.9 Attain economic stability

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<i>MISSION STATEMENT</i>	<i>SMART GOALS</i>	<i>SMART OBJECTIVES</i>
		10.1.10 Facilitate bank, post office, STD & reservation counters inside the campus.
		10.1.11 Enhance the staff with high qualification.
		10.1.12 Establish linkages with IIT's & International universities
	10.2 Offer P.G. & Doctoral programmes	10.2.1 Setup R&D Cell

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SWOT ANALYSIS

Strengths:

1. Non profit institution run by a religious charity organization with an aim to impart quality education.
2. Instructions by management is faithfully obeyed.
3. Good staff and student interaction.
4. Special awards and scholarships for motivation of students.
5. Trend setters in many aspects for the over all development of students like – Technologia, CETP.
6. Well regulated mechanism of teaching, learning and evaluation process.
7. Transparency in policy matters and effective communication among staff.
8. Experienced and dynamic faculties and well equipped labs.
9. Good at crisis management.
10. Its not a one man institution but rather a institution run by the whole MPCCET family.



SWOT ANALYSIS

Weaknesses:

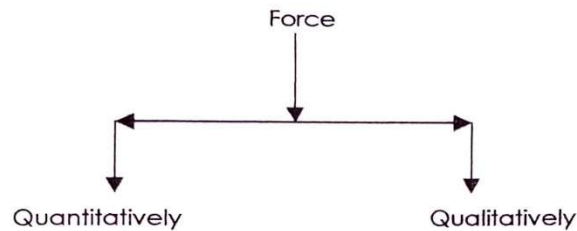
1. Lack of proper planning and follow-up which affects implementation.
2. In-ability to attract quality students.
3. Lack of experienced and highly qualified faculty and supporting staff.
4. Scope of improvement in utilizing strong potentials and resources of staff and students.
5. Laboratory set-up not up to the mark .
6. Infrastructure drawbacks – blackboards, furniture in class room.
7. Scope of improvement in placements.
8. Scope of Improvement in results.
9. Not strictly following the lesson plan etc.
10. Scope of improvement in teacher student relationship.



SWOT ANALYSIS

Opportunities:

1. See our college as the best engineering institution at par or even better than NIT.
2. Clear definitions of force.



3. Render 100% placement of students.
4. The staff members can get the opportunities to be called as consultant faculty in industries.
5. Become NBA accredited & ISO 2002 certified college.
6. College will be providing services for the enhancement and welfare of society.
7. Platform available for both student and faculty to produce quality work like research, projects, selling of which can find funds from outsiders
8. Improve qualities like sincerity, discipline, punctuality, more voluntary approach of both staff and students.
9. Chances of Opening of new branches and post graduate courses.
10. Representing our college at national and international technical events.



SWOT ANALYSIS

Threats:

1. What do others have better than we -

Quality	Society (Political Pressure)	Economic
Quality of teachers i.e No. of senior staff present per branch is less	1. College of minority community with no political back grounds hence we face political pressure in academic and administrative section of the college. 2. Location of College and lack of transportation facility. 3. lack of publicity	1. Ours is a service college 2.No business background 3.No Aid except the college society's grants and depends on fees taken from students.
Outcome - what they do better than we do		
Quality	Society	Economics
* better intake of students * Better placement	* Better affirmative due to strong political support	* Better financial stability.

2. What changes will come that will affect us ?

- Increase in No. of Colleges, No. of Intakes
- Starting of New University

3. Where can others compete with us -

- Higher Salary of Staff
- Better infra structure facilities
- Use of non academic methods for achieving better results.



Sl. No	Name of the Staff	Dept.	Address	Signature
1	Abraham P.C (Mr.)	Chemistry	St. Thomas Mission, Bhilai	
2	Preeti Nand Kumar (Mrs.)	Chemistry	Qr. No. 8A, Street -27, Sector-10, Bhilai	
3	Rajeswar Singh (Dr.)	Chemistry	5B, NPA, Sector -9, Bhilai	
4	Anil David (Mr.)	Civil	R.K. Studio, Near New Basant Talkies, Camp -1, Bhilai	
5	Jinu Thomas (Mr.)	Civil	E-76, Sector -1, Devendra Nagar, Raipur	 19/4/05
6	Saju Varghese	Civil	Karippala Muriyil, H.No. XI/138D, Padamugal, Kakkanad P.O, Emakulam	
7	Issac P.P.(Mr.)	Civil		
8	Deepa K.P.	Communication	Triveni, West Vayala, Anchal, Kollam	 15/04/05
9	Ani Varghese (Ms.)	Comp.	HIG 1,473, New Borsi Extn., Borsi	
10	Ann Mary Babu	Comp.	Anugraha, Vellam Kulangara, Haripad, Kerala	
11	Archana Chowdhary(Mrs.)	Comp.	MIG - II, 2599A, IE, MPHB, Bhilai	
12	Atul Vishwakarma	Comp.	Qr. No. 7A, Street -10, Sector-7,	
13	Biju Thankachan	Comp.	G-13, Adarsh Nagar, Durg	
14	Bobby R. (Mr.)	Comp.	Qr. 14D, Street No. 12, Sector-1	
15	Chhaya Duley (Ms.)	Comp.	402, Flat No. 302, Yadav Nagar, Nagar, Near Itwari, Station Road Nagapur	

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16	Deepti Dingra	Comp.	H.No. 14, Motilal Nehru Nagar-old, Bhilai	<i>[Signature]</i>
18	Kashish Shukla (Mr.)	Comp.	III/15, Telephone Colony, Sector- 5, Bhilai	<i>[Signature]</i>
20	Preethu P.K.	Comp.	MIG-11-1446, MPHB, Bhilai	<i>[Signature]</i> 6/sep.
21	Rajesh Kumar Arora	Comp.	HIG-II/4, Old Borsi, Durg	<i>[Signature]</i> 16/4/05
22	Rupesh Mude (Mr.)	Comp.	Qr. No. 690, Scindhiya Nagar, Near Durga Puja Ground Durg	<i>[Signature]</i>
23	Sanjeev Karmakar	Comp.	MIG I-2041, MPHB, Bhilai	<i>[Signature]</i>
24	Smitha V.	Comp.	Alinte Thekkethil, Pattathanam, Kollam	<i>[Signature]</i> SMITHA V.
26	Sneha Abraham (Ms.)	Comp.	A-9, Matheuka Society, Vasana Road, Vroda- 390 015	<i>[Signature]</i>
27	Dash R.N. (Dr.)	Director	E/79, Koelnagar Rourkela-14 (Orissa)	<i>[Signature]</i>
29	Dipali Soren	E&T	B-101, Shilp Sagar Apts, Maitri Kunj, Risali	<i>[Signature]</i> 15/4/05
32	Sakshi Gupta (Ms.)	E&T	MIG II, 397, Amdi Nagar, Hudco, Bhilai	<i>[Signature]</i> 16/04/05
33	Sara Cherian (Ms.)	E&T	A-502, OBC Asyana Upper Govind Nagar, Malad East, Mum-400097	<i>[Signature]</i> 16/4/05

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34	Sonali Gupta (Ms.)	E&T	Qr. No. 806, Sapna Bhavan, Kailash Nagar, Bhilai	Gupta
35	Suman Lata (Ms.)	E&T	Qr. No. 4, CISF Colony, Utai P.O., Durg, CG	Suman
36	Satyabrat Hota	E&T	C/o. L.K. Panigrahi, Block-12/A, Plot -2, Nehru Nagar, East	35/4/05 19/04/05
37	Kanai Lal Kar	E&T	91/22, Bose Pukur Road, Calcutta-42	Kar
39	Niju K. Prince	E&T	Qr. H/6, Bodghat Irrigation Colony, Jagadalpur, Bastar	Niju K. Prince 15/4/05
40	Rajesh P.	E&T	Qr. No. 5-c, Street -39, Sector-10	Rajesh P.
41	Jaynath	E&T	Old Main Office, Ahiwara, Durg	Jaynath
42	Rijo George Varghese	E&T	Anglimoottil House, Pariyaram, Mallappally	Rijo
43	Amar Shrivastava	Electrical	L-Pocket, Block No. 1, Qr. No. C, Maroda Sector, Bhilai	Amar
44	Ankur Shukla	Electrical	B-3, ACC Colony, Jamul Cement Works, Bhilai	Ankur
45	Annah Manoj George (Mrs.)	Electrical	H. No. 1073, Kurud Road, Khokha, Durg	Annah
46	Ashish Dhawad (Mr.)	Electrical	MIG - I, 805, Hudco, Bhilai Nagar(West), Durg	Ashish
47	Bhupesh Purwar (Mr.)	Electrical	J- 336, Tilak Nagar, Janata Colony, Gudhiyari, Raipur	Bhupesh
48	Dolley Roney	Electrical	MIG -I- 197, MPH, Jagadalpur	DR.
49	George Lewis (Mr.)	Electrical	LIG- II, 4/36, Mansarovar, Colony Bhilai -East, Durg	George

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50	Jobin A.	Electrical	kunju, The Nagaland State Co-op. Bank, Dimapur- 797 112	<i>Jobin A.</i>
53	S.C. Tiwari (Prof)	Electrical	Pitrai Chhaya, Nandi Chowk, Tikara Para, Raipur	<i>S.C. Tiwari</i>
54	Saji T. Chacko	Electrical	Plot No. 2, KH. No. 623/101, Awaburi, Risali	<i>Saji T. Chacko</i>
55	Sanjay Kumar (Mr.)	Electrical	B-4/9, Sector- 3, CISF, BSP, Bhilai	<i>Sanjay Kumar</i>
56	Satish K.P. (Mr.)	Electrical	St. 15, Qr. -1/A, Sector- 1, Bhilai, Durg	<i>Satish K.P.</i>
57	Shimpy Ralhan (Mrs.)	Electrical	49/15, Nehru Nagar, East Bhilai	<i>Shimpy Ralhan</i>
		Electrical		
61	Vilas Dalvi (Mr.)	Electrical	LIG -122, Amdi Nagar (Hudco), Bhilai Nagar (West), Durg	<i>Vilas Dalvi</i>
62	Vineet Modi	Electrical	c/o. Durga Charan Sabu, 772, Kailash Nagar, Near HB, Bhilai	<i>Vineet Modi</i>
63	Abraham Qommen(Fr. Dr.)	Exe. V. C	St. Thomas Mission, Bhilai	<i>Abraham Qommen</i>
66	Girija Shankar Patel (Mr.)	Library	EWS-601, Vaishali Nagar, Bhilai	<i>Girija Shankar Patel</i>
67	Hardev Das Vaishnav (Mr.)	Library	Qr. No. 795, Khurud , Bhilai, Near Church, V- Jamul, Durg.	<i>Hardev Das Vaishnav</i>
68	Krishna Rao S. (Mr.)	Library	Near Gurudwar, Camp No. 1, Bhilai, Powerhouse, Durg	<i>Krishna Rao S.</i>

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69	Saramma Thomas	Library	LIG -II-2396, MPHB, Bhilai	
70	Sudha Singh (Mrs.)	Library	Qr. No. 2H, Street - 5, Sector - 6, Bhilai	
72	Abraham V. (Mr.)	Mathematics	Boys Hostel, MPC CET, Bhilai	
73	Chitaranjan Khadangar	Mathematics	Qr. No. 6B, Sector-4, Street 10, Bhilai	
74	Hemant Sao (Mr.)	Mathematics	LIG -130, HUDCO, Bhilai Nagar.	
75	Raksha Rani Agrawal (Mrs.)	Mathematics	Qr. No. 16B, Street -5, Sector - 1, Bhilai	
76	Vandana Sharma (Mrs.)	Mathematics	MIG-1, 17/10, Jawahar Nagar, Bhilai.	
77	Baiju Tharakan (Mr.)	Mechanical	KALLOOR BHAVAN Street No. 2/E, 7212, Pragati Nagar, Raipuri	
78	Benedict Thomas	Mechanical	Street No. 6, Block 18A, Sector-1, Bhilai	 LIG-39, JANATA COLONY, GUDHIYARI RAIPUR (C.G.)
81	Dewangan G.R (Prof.)	Mechanical	519B, Street 4, Smriti Nagar, Bhilai	 16/4/05
82	Dinu Mathai (Mr.)	Mechanical	MIG-1/755, Hudco, Bhilai	
83	Jitendra Tiwari (Mr.)	Mechanical	Street-5, Plot No. 13/262, Smruthi Nagar, Bhilai	
84	John K.V	W/S	Qr. No. 7B, Street -4, Sector-10, Bhilai	

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		Mechanical		
86	Libin Thomas	Mechanical	Qr. No. 5/K, Street-9, Sector-6, Bhilai	
		Mechanical		
88	Praveen Tandon (Mr.)	Mechanical	H. No. 177, Street -7, Smriti Nagar, Bhilai	
89	Sajan Thomas (Mr.)	Mechanical	MIG -II/34, Hudco, Bhilai	
90	Shaji K. Varghese(Mr.)	Mechanical	MIG-1, 661, Hudco, Amdi Nagar, Bhilai	
91	Sharad Shrivastava	Mechanical	B-31, Surya Apartments, Model Town, Bhilai	
92	Sonu M. George (Mr.)	Mechanical	Opp. Teenah Soap Ind., Hausin Amin Bhatta, Rajanandagaon	
93	Sumod Thomas (Mr.)	Mechanical	Qr. No. 28/A, Street No. 04, Sector -2, Bhilai	
94	Sunil Kurian (Mr.)	Mechanical	Qr. No.-5A, Street No. 26, Sector- 4, Bhilai	
95	Vipin Srivastava (Mr.)	Mechanical	10/2, Maitry Nagar, Risali, Bhilai	
96	Alexander Daniel	Office	Jyoti Bhavan, Pragati Nagar, Risali, Street -2	
97	Anil Thomas (Mr.)	Office	EWS- 155, Vaishali Nagar, Bhilai	
98	Biju John(Mr.)	Office	MIG-I/2728A, IE, MPH, Bhilai	
99	Boby John (Mr.)	Office	-24 MIG-II, MPH, Industrial Estate P.O., Bhilai	
100	Dhanesh Kumar	Office	H.No. 1143, CG Dacha Bhavan	

Criterion 6**QIM 6.2.1 institutional perspective plan**



101	Geeta Bhai	Office	Krishna Nagar, Bjarang Chowk, Back side of Sanskriti Bhavan, Supela	3/11
102	George Thomas (Mr.)	Office	Block No. 3, Room No. 22, Housing Board, Bhilai	Geo
103	K. David	Office	H.No. 301, S.N. -9, Shanti Nagar	KS
104	Kanta Rao	Office	Azad Mahota Street, Camp -1	SKRao
105	Leela S. Nair	Office	H.No. 6A, Street No. 4C, Ashish Nagar Phase -II, Risali	S. Nair
106	Lenin Yohannan (Mr.)	Office	St. Thomas Mission, Bhilai	LY
107	Luison Yohannan (Mr.)	Office	St. Thomas Mission, Bhilai	LY
108	Radha Bhai	Office	Gautam Nagar, Telungu Para, Sector -11, Zone -1, Kursipara	RTS
109	Roy K.M. (Mr.)	Office	MIG-II A, 8/7, Jawahar Nagar, Bhilai	RM
110	Saji Joseph (Mr.)	Office	BK-3, B-316, MPH Complex, Malaviya Nagar, Durg	SJ
111	Salman Rao	Office	Azad Mahota Street, Camp -2	S. Rao
112	Shabu John	Office	Qr. No. 10C, Street -36, Sector -10, Bhilai	Shabu John
113	Shibu Michael	Office	LIG-II, 2449, Industrial Estate P.o., MP HB	Shibu
		Office		
115	Alok Bhatt (Mr.)	Physics	MIG-C-472, Padmanabhur, Durg	A
116	Baiju P. Kurian (Mr.)	Physics	MIG -630, Padmanabhur, Durg	Baiju 15-04-05

Criterion 6**QIM 6.2.1 institutional perspective plan**



117	Sandhya Pillai (Mrs.)	Physics	E-127, Surya Vihar, Junwani, Bhilai	
118	Mathew T.P. (Mr.)	Registrar	8/A, Street -2, Sector-2, Bhilai	
119	Chandrika Prasad V(Mr.)	W/S	Kurud P.O. , Neal Leela Mang. , Durg	
120	Cherian M.N. (Mr.)	W/S	MIG-II-461, Hudco, Amdi Nagar, Bhilai	
121	Niju P. Mathew (Mr.)	W/S	Niju Bhavan, Santi Nagar, Supela	
122	Ram Kishore Sharma (Mr.)	W/S	Ram Nagar, Shivaji Chowk, Mukti Dam, Bhilai	
123	Sajjo Yohannan (Mr.)	W/S	HIG - 1-59, Extension Borsi, Durg	
124	Sudesh Pote (Mr.)	W/S	B/385, Street -26, Smriti Nagar, Bhilai	
125	M.N. Cherian	W/S	MIG-II-461, Hudco, Amdi Nagar	
126	Subba Rao	Office	Azad Mohala, Camp-1, Bhilai	
127	Kailash Dewangan	Office	Arya Nagar, Sirsa Road, Khoka, Bhilai, ,	
128	D. Raju	Office	Durga Kirana Store, Camp -1, Adarsh Nagar, Bhilai	
129	Anju Koshy (Mrs.)	Office	Vellazhikunnil (H), Vaishali Nagar, Bhilai	

Criterion 6

QIM 6.2.1 institutional perspective plan



FORMAT FOR VISION AND MISSION STATEMENTS

(Staff Council Meeting - 27th April 2002)

Name : BAJU D THARAN

Department: TPO

Designation: TPO

Experience: In MPCCET 1.25 Yrs / Past Experience 7.25 Yrs

My view about VISION STATEMENT for MPCCET

To be an institute which is globally known for its commitment in producing value added Engineers to meet the needs and challenges in their chosen field, thus catalyzing the Professionalization of Engineering Education.

My views about the MISSION STATEMENTS for MPCCET

- 1) An innovative and rigorous teaching methodology, which provides a strong conceptual foundation to Engineering Education complemented with extensive practical application.
- 2) Trust on the processes helping to achieve goals and the three complementary processes being teaching, research & course development.
- 3) Creating an environment to work with in a team and go a team with an understanding of both cultural & individual differences.
- 4) Constantly seek new ways to streamline processes in order to focus on building relationship & providing exceptional service to the candidates admitted.
- 5) Understanding, accept, & anticipate uncertainty & change and boldly harness these forces for growth & progress thru working on a continuous improvement in Organization efficiency.

Signature



FORMAT FOR VISION AND MISSION STATEMENTS

(Staff Council Meeting - 27th April 2002)

Name: Ms. Deepa K.P

Department: Humanities

Designation: Lecturer Communication Skills

Experience: In MPCCET 2 1/2 Yrs / Past Experience - Yrs

My view about VISION STATEMENT for MPCCET

The institute should be one of the renowned institute. Each member of this institute should be proud to be a part of this institute. There should be a well disciplined and cordial environment between the members of the institute.

My vision is that this institute should be the best in every aspect.

My views about the MISSION STATEMENTS for MPCCET

1) Total Quality education to be imparted.

2) Each members of the institute should put their best efforts sincerely for whatever purpose they are bond with this institute.

3) All members should maintain a well disciplined atmosphere.

4) Debates, Seminars, Quiz etc. should be conducted so that as to develop overall personality of the students.

5) Every member should do justice with the work he/she is assigned.

 02/05/02



FORMAT FOR VISSION AND MISSION STATEMENTS

(Staff Council Meeting - 27th April 2002)

Name : DR. S.K. DHAGIAT

Department: _____

Designation: Director

Experience: In MPC CET 02 yrs 05 months / Past Experience 38 yrs - Yrs
Teaching/Research/Administrative

My view about VISION STATEMENT for MPC CET

The MPC CET situated in Bilai should be the leading institute not only in this region but in whole of Chhatisgarh state. This institute should be a model institute for imparting quality technical education and also for developing the overall personality of student as an Engineer who can accept the challenges of society.

My views about the MISSION STATEMENTS for MPC CET

- 1) Student-Teacher interaction either in Tutorial class (of 20 students) or separate meeting once or twice in a month - Improvement in Quality of Students
- 2) Motivating teachers for updating their knowledge and improvement in qualification.
- 3) Increasing Competency of staff and student so as to build confidence in solving real life problems of industries - Helping in placements

- 4) _____
- 5) _____

S.K. Dhagi
Signature
01-05-2002
C.E.

**FORMAT FOR VISION AND MISSION STATEMENTS**
(G.M. Council Meeting - 27th April 2002)Name: Mrs. Dipali SorenDepartment: Electronics & Tele-CommunicationDesignation: LecturerExperience: In MPC CET approx. 3 Yrs / Past Experience 2 1/2 Yrs

My view about VISION STATEMENT for MPC CET

To establish a good reputation among the top rank educational institute.

My views about the MISSION STATEMENTS for MPC CET

- 1) Specialise in respective fields to provide best possible technical education to students who are building blocks of the society.
- 2) Impart best morale education to students along with technical education.
- 3) Make the education an interesting system using computers, transparencies, slides as a medium of teaching.
- 4) Provide overall development of students by personality development programs, technical tour and other extracurricular activities.
- 5) Arranging lectures by visiting experts from different industries, organization, institutions to enhance the practical knowledge of the students.

Soren
Signature

**FORMAT FOR VISION AND MISSION STATEMENTS**(Staff Council Meeting – 27th April 2002)Name : LITTY THOMASDepartment: ELECTRONICS AND TELECOMMUNICATIONDesignation: LECTURERExperience: In MPCCET 9 months Yrs / Past Experience - Yrs

My view about VISION STATEMENT for MPCCET

To provide an altogether development of an individual and to create an individual who'll be helpful to the society both technologically and socially.

My views about the MISSION STATEMENTS for MPCCET

- 1) To improve the teachers abilities by making them specialize in a particular field and also train them in better handling of student-teacher relations.
- 2) To improve altogether outlook of the institute by conducting seminars and all.
- 3) Provide overall development of students by making them conduct personality development programs, technical zones and other extracurricular activities. This will improve managing capability of a student.
- 4) Establishing relationships with technical institutes, industries and other national & international firms.
- 5) Setting up of a parent-teachers association is also vital in providing further improvements to the institute.

Litty Thomas
Signature



FORMAT FOR VISSION AND MISSION STATEMENTS (Staff Council Meeting - 27th April 2002)

Name : PREETI NANDKUMAR.

Department: LECTURER - CHEMISTRY.

Designation: LECTURER

Experience: In MPCCEET 1 1/2 Yrs / Past Experience 2 (200) Yrs

My view about VISION STATEMENT for MPCCEET

To create an institution which will strive for excellance through continual improvement in standard of education and service to the community.

My views about the MISSION STATEMENTS for MPCCEET

- 1) To provide a sound foundation of knowledge to the students, who can build their career on it.
- 2) To be like lotus, the moment water level rises the lotus rises its height, i.e. to change ourselves with the changes happening globally around us.
- 3) Continuously improving our own knowledge by gaining information about new events, methods and discoveries related to education so that we can impart the best of ourselves.
- 4) In extending full support to the institution in achieving the mission.

5) _____

Preeti
Signature

FORMAT FOR VISION AND MISSION STATEMENTS(Staff Council Meeting - 27th April 2002)Name: Renuka AgrawalDepartment: Computes Science.Designation: HOD.Experience: In MPC CET 3 1/2 Yrs / Past Experience 1 1/2 Yrs

My view about VISION STATEMENT for MPC CET

1. To view our college as one ^{among} of the best engineering colleges in India.
2. To impart moral value in the students, so that they will become better citizens.
3. Our college results should be better than other colleges in the nearby area.

My views about the MISSION STATEMENTS for MPC CET

- 1) Presently, to put more emphasis on arranging for classes, so as to raise the pass percentage, so that our students will come out with flying colours & our college will ~~have~~ lead other colleges at least in BHILAI.
- 2) Also to impart practical & theoretical knowledge seriously, so that besides theoretical students will have practical knowledge as well which will help them when they face the interview board.
- 3) To encourage lecturers to have friendly terms with students, but still maintaining a distance, so that the students besides feeling free for asking any
- 4) queries regarding the concerned subjects, will be able to respect them as well.
- 5) To take feedback of lecturers from the students & if the students are facing any common problem, proper steps to be taken to overcome that problem.
- 6) To take necessary steps for all round development of students.
- 7) To encourage lecturers to work as a team for completing any project.
- 8) To provide all the necessary facilities to which a student deserves, so that he/she will also apply all efforts in getting good marks, so as to improve the results.

Renuka Agrawal
1st May 2002.

Criterion 6**QIM 6.2.1 institutional perspective plan**



FORMAT FOR VISION AND MISSION STATEMENTS

(Staff Council Meeting - 27th April 2002)

Name : Shubhankar Bhowmik

Department: Mechanical Engineering

Designation: Lecturer

Experience: In MPCCET 1.2 years Yrs / Past Experience 1.6 years Yrs

My view about VISION STATEMENT for MPCCET

- * to be a dynamic Growth oriented institute leading towards the betterment of society by providing capable Engineers who will work towards fulfillment of the needs of the society,
- * ~~to be~~ ^{to be} an institute facilitating and promoting studies and researches in field of Science and Technology aiming directly towards preparing a bridge to join ~~and~~ ^{meeting} needs ~~of~~ ^{of} ~~the~~ ^{the} availability and fulfillment of needs,
- * ^{to be} an institute reaching the set targets every time and aiming for higher.

My views about the MISSION STATEMENTS for MPCCET

- 1) Progressive and result oriented teaching along with a strictly maintained discipline to reach the set targets in terms of percentage of result in every session of a year
- 2) Development of services in form of Consultancies and small scale manufacturing units in all the branches thus bringing the staff together to work in projects (live and Real) thus setting their similar goals.
- 3) Encouraging the staff members to develop ^{to work for} and publish textbooks covering the syllabus, doing this in a group taking help of each related staff.
- 4) Facilitate and Promote creativity, innovations and research and development amongst each member of this institution be it student or staff.
- 5) leading to partnerships fruitful from development viewpoint with industries and National and international institutions allowing us to stand shoulder to shoulder ~~along~~ with them.
- 6) Optimization of available time each ^{working} day and also optimization of the behavioural approaches amongst employee-employee, employer - employee and employee-student so that all three categories should say same words about our institute, their marketing for the goodwill and betterment of this institute, everytime as and when opportunity gives a knock.

Signature
Shubhankar
29/04/12

**FORMAT FOR VISION AND MISSION STATEMENTS**(Staff Council Meeting - 27th April 2002)Name : ONEHA ABRAHAMDepartment: COMPUTER SCIENCEDesignation: LECTURERExperience: In MPC CET 0.5 Yrs / Past Experience NIL Yrs

My view about VISION STATEMENT for MPC CET

The vision statement for MPC CET
"to be a world class leader in the field of technical education and to keep climbing the ever growing ladder of success and achievements through the medium of faith, dedication and sincere efforts."

My views about the MISSION STATEMENTS for MPC CET

- 1) To achieve the above vision, each member of MPC CET should consider this college as the second home and put in the best to achieve its vision.
- 2) Since the main objective is to educate the students who are going to be the future of our country, values of discipline, maturity, need to be inculcated in them along with sound education.
- 3) To become a world class leader, our institute needs to develop wider relationships with other institutes, gain best out of them and have ~~good~~ cordial relationships in every matter.
- 4) Since a student is dependent on a teacher while gaining knowledge, the teacher should be able to give the best of what he can try continuously updating his knowledge.
- 5)


Signature



FORMAT FOR VISION AND MISSION STATEMENTS

(Staff Council Meeting - 27th April 2002)

Name : S.S. Vij

Department: Electrical

Designation: Lecturer

Experience: In MPC CET 1/2 Yrs / Past Experience 30 Yrs in Industry.

My view about VISION STATEMENT for MPC CET

Every one of us (Teaching, Non-teaching staff, Student & Parents) should feel proud that he is attached to M.P.C.E.E.T. In a year or two

My views about the MISSION STATEMENTS for MPC CET

- 1) Upto 3rd year sessionals marks should be strictly based on Attendance, Assignment, Performance in test & other activities. If required strict action should be taken against few students
- 2) All students of MPC CET are to be divided into 4-5 groups & healthy competition should be conducted in all field of life.
- 3) Individual teaching staff should be made responsible for atleast 20-25 students for their upliftment in all activities from 1st year to final year
- 4) Every week counselling with these students should be done by the individual teacher & solve their difficulties with consultant of Higher Authorities
- 4) Proper & solid guidance to be provided to the Senior students for GATE, GRE, G-MATE, MBA & for Placement etc.

Signature [Signature]
S.S. Vij 27/04/02



FORMAT FOR VISION AND MISSION STATEMENTS

(Staff Council Meeting - 27th April 2002)

Name: Sayu D. Tharakan
Department: Electronics & Telecomm

Designation: Lecturer 5 months

Experience: In MPCCET 2 months Yrs / Past Experience 5 months Yrs

My view about VISION STATEMENT for MPCCET

I think, vision is something about achieving long term goals. In my opinion our college should be one of the best in India if that seems impossible it should be at least best in chhattisgarh. To make ~~this~~ this possible, we should achieve some short term goals ~~that~~ that is OUR MISSION

My views about the MISSION STATEMENTS for MPCCET

- 1) Our faculty should be trained properly so that they can deliver their lectures in a more effective way.
- 2) Our labs should be well equipped & well maintained,
- 3) Proper training should be given to students also, we should give them better exposure in the industry, ~~properly~~ by organising industrial tours for students.
- 4) ~~Our~~ ~~we~~ good interaction with the employers of the companies which would provide opportunities for the placement of students
- 5) We can have Research & Development cell in our college, which can help industries to improve their output.
- 6) We can even provide consultancy services for various industry

Signature

Tharakan
27/04/02



VISION DOCUMENT

MP CHRISTIAN COLLEGE OF ENGINEERING TECHNOLOGY, BHILAI

SNo.	Name	Signature
1	Fr.Dr.Abraham Oommen	
2	Prof.Dr.R.N.Dash	
3	Prof.KC Mani	
4	Er.T.P.Mathew	
COMPUTER SCIENCE		
1	Mr. Yogesh Tamrakar	} 18/4/07
2	Ms. Smriti Shah	
3	Ms. Satya Verma	
4	Mr Rajiv Kumar Singh	
5	Ms.Manisha Rajpoot	
6	Ms.Shailaja	
7	Mr.Samir Agarwal	
8	MsMeenakshi Thakur	
INFORMATION TECHNOLOGY		
1	Mr.Rajesh Arora	} 18/4/07
2	Ms. Libi Philipose	
3	Ms.Akanchha Tiwari	
4	Ms.Nidhi Saxena	
5	Mr.Girija Shankar Dewangan	
6	Mr.Revati Raman Dewangan	
7	Ms.Snehlata Mandal	
8	Ms.Neha Sharma	
ELECTRICAL ENGINEERING		
1	Prof. S.C.Tiwari	} 19/4/07
2	Mrs.Debjani Chhattopadhyay	
3	Mr Saji T Chacko	} 12/4/07
4	Ms. Vasundhara Mahajan	
5	Mr.Naveen Goel	} 12/4/07
6	Mrs. Shimpy Raihan	
7	Mr. Jobin A.	}
8	Ms.Soniya Agarwal	
9	Ms.Anuradha Thakur	
10	Mr.Dushyant Singh	
11	Ms.Jyoti Sharma	
12	Ms.Kanchan Dewangan	

1-24



MP CHRISTIAN COLLEGE OF ENGINEERING TECHNOLOGY, BHILAI

ELECTRONICS & TELE..		
1	Ms. Deepali Soren	
2	Ms. Neerja Sahu	
3	Mr. Satyabrat Hota	
4	Mr. S.K. Pawar	
5	Mr. Shyam Kr. Patel	
6	Ms. Deen Kumari Satrakar	
7	Mr. Vikas Kr. Agarwal	
8	Mr. Prashant Kumar	
9	Mr. Abid Khan	
10	Ms. Mugdha Rathore	
11	Mr. Tarun Dewangan	
12	Mr. Bharat Lahare	
13	Mrs. Geetesh Lahare	
Workshop		
1	Mr. K.V. John	
MECHANICAL ENGG		
1	Prof. M.L. Verma	
2	Mr. Jitendra Tiwari	
3	Mr. Baiju D. Tharakan	
4	Mr. Laxman Sondhi	
5	Mr. Mahesh Dewangan	
6	Mr. Joji Thomas	
7	Mr. Praveen Tandon	
8	Mr. Benedict Thomas	
9	Ms. Suprita	
10	Mr. Gourav Mongia	
11	Mr. Amit Sarda	
12	Ms. Smita Singh	
13	Mr. Suraj Kumar Bandhekar	
14	Mr. Abhishek Kumar Pandey	
15	Mr. Kumesh Dewangan	
16	Mr. Manish Rangare	
ENGINEERING PHYSICS		
1	Mr. Alok Bhatt	
2	Ms. Sandhya Pillai	
ENGINEERING CHEMISTRY		
1	Dr. Rajeshwar Singh	
2	Dr. Preeti Nand Kumar	
ENGINEERING MATHEMATICS		

Don
20/4/07

Rajeshwar
19/4/07



MP CHRISTIAN COLLEGE OF ENGINEERING TECHNOLOGY, BHILAI

1	Mrs. Raksha Rani Agrawal		
2	Mrs. Vandana Sharma		
3	Mr. Hemant Sao		
4	Mr. Chitaranjan K.		
5	Dr. Dilip Kumar Dash		
COMMUNICATION SKILL			
1	Mrs. Nirmala Abraham		
SPORTS & GAMES			
1	Mr Benjamin M C		

Criterion 6

QIM 6.2.1 institutional perspective plan



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bilai

If You Aim High, We Provide The Means

ORGANIZATIONAL CHART

Criterion 6

QIM 6.2.1 institutional perspective plan



Established In 1998

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bhilai

If You Aim High, We Provide The Means



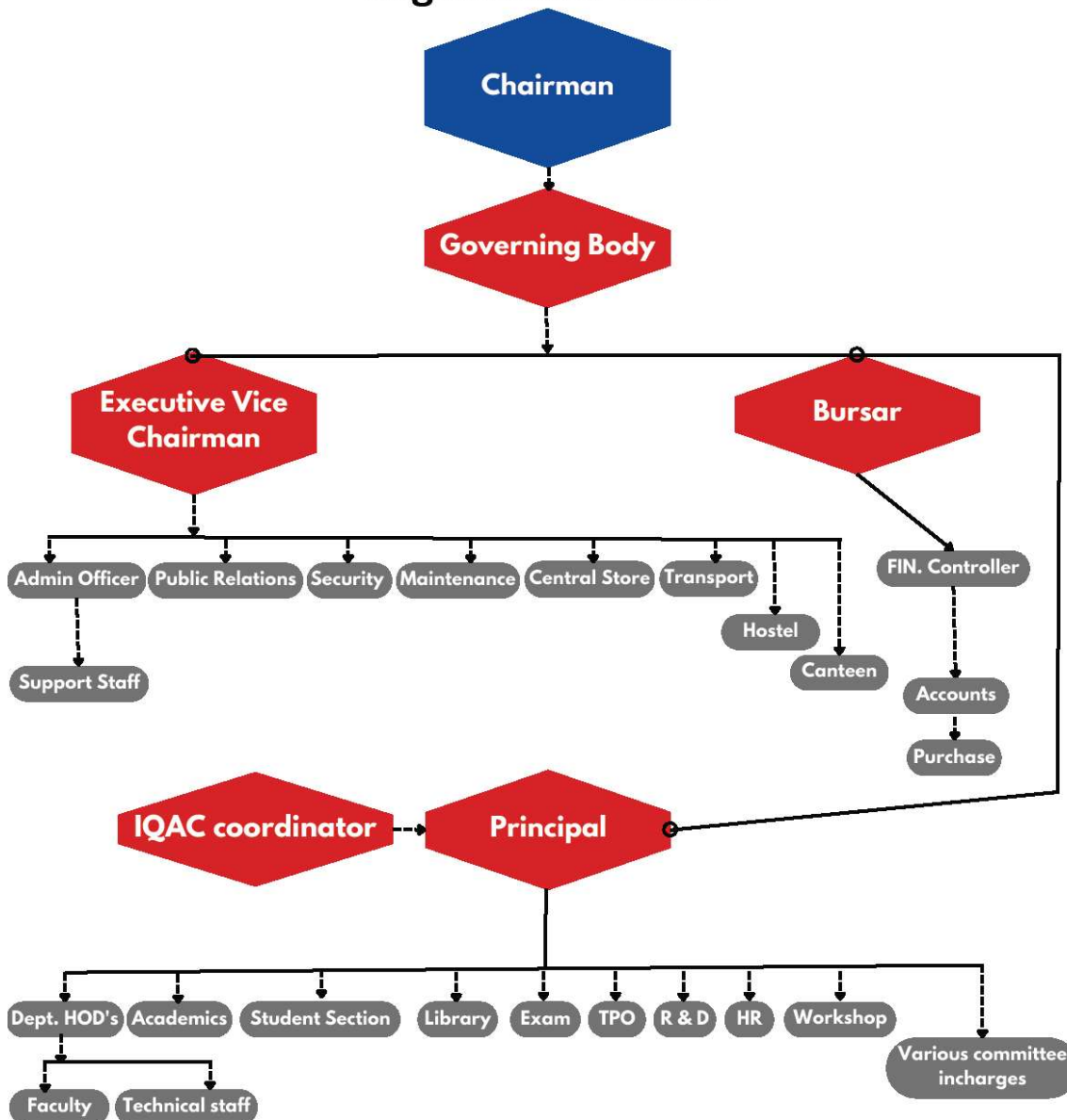
Established In 1998

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bhilai

If You Aim High, We Provide The Means

Organisation Chart



Criterion 6

QIM 6.2.1 institutional perspective plan



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bhilai

If You Aim High, We Provide The Means

GOVERNING BODY - STRUCTURE MEETING & MOMS.

Criterion 6

QIM 6.2.1 institutional perspective plan



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, BHILAI

39TH GOVERNING BODY MEETING

ATTENDANCE SHEET 06.03.2021

S.No.	NAME	Designation	Signature
1	H.G. Dr. Joseph Mar Dionysius	Chairman	<i>[Signature]</i>
2	Very Rev. Geevarghese Ramban	Member	<i>[Signature]</i>
3	Very Rev. Thomas Ramban	Diocesan Secretary	<i>[Signature]</i>
4	Rev. Fr. Abraham Oommen	Consultant	Absent
5	Rev. Fr. Jose K. Varghese	Consultant	Video Confer Call
6	Rev. Fr. George C. Varughese	Executive Vice Chairman	<i>[Signature]</i>
7	Rev. Fr. Aju K. Varghese	Bursar	<i>[Signature]</i>
8	Rev. Fr. Joshi Varghese	Diocese Education Officer	<i>[Signature]</i>
9	Rev. Fr. Kurian John	Mission Secretary	<i>[Signature]</i>
10	Mr. Saji Thomas	Finance Controller	<i>[Signature]</i>
11	Mrs. Payal Roy	Faculty Representative	Payal
12	Dr. Dipali Soren	Principal/ Member Secretary	<i>[Signature]</i>

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, BHILAI****39th GOVERNING BODY MEETING**

Minutes of the 39th Governing Body meeting held on Saturday, 06th March' 2021 from 11:00 am at the College Board Room, Bhilai.

The 38th Governing Body Meeting of Christian College of Engineering was held on Saturday, 06th March 2021 from 11:00 am in the Board Room under the Chairmanship of His Grace Dr. Joseph Mar Dionysius.

Meeting started with the prayer by His Grace Dr. Joseph Mar Dionysius and he welcomed one and all present in the Governing Body Meeting with his blessings. His Grace Dr. Joseph Mar Dionysius expressed happiness to all members for attending the GB meeting even with a very short notice. He also expressed that things are going on well in the current situation and urged to work together for the betterment of the institution.

Members Present:

(a) Members :

- i. His Grace Dr. Joseph Mar Dionysius
- ii. Very Rev. Geevarghese Ramban
- iii. Very Rev. Thomas Ramban
- iv. Fr Jose K Varghese
- v. Fr George C Varughese
- vi. Fr Aju K Varghese
- vii. Rev. Fr. Joshi Varghese
- viii. Rev.Fr Kurian John
- ix. Mr. Saji Thomas
- x. Dr Sandhya Pillai

(b) Member Secretary - Dr. Mrs. Dipali Soren, Principal, CCET.

Following members could not attend.

a. Consultant - Rev. Fr. Dr. Abraham Oommen

Presidential Address by His Grace Dr. Joseph Mar Dionysius

1. The meeting started with prayer by His Grace Dr. Joseph Mar Dionysius. After the prayer, in the Presidential address, Chairman officially welcomed the members for the meeting.

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, BHILAI****2. Minutes of the previous 38th Governing Body Meeting**

The minutes of the previous meeting was read by the Dr. Mrs. Dipali Soren, Member Secretary, Principal, and CCET.

Thereafter minutes was passed and was proposed by **Rev. Fr Jose K Varghese** and was seconded by Mr. Saji Thomas. Matters arising out the minutes were discussed under various heads.

3. Report of College Activities by the Principal

The Principal reported the admission cell activities, various academic activities of all the departments, Result Analysis of even semester, placement activities, ongoing Research Activities & General Activities of the college under different cells.

Resolution 1 / March 2021

The house advised to go for NBA accreditation for CSE branch as AICTE has made it mandatory.

The house also reviewed the preparation done for the renewal of NBA of Mechanical Engineering Department.

Resolution 2 / March 2021

It was unanimously decided, that online classes should go on as per the timetable and academic calendar, C.T, assignment for internal marks assessment and motivate the students for online exam as per the University Guidelines. Also in-between doubt clearing sessions, conduct surprise tests to help students for improving the university result.

Resolution 3 / March 2021

1. The house unanimously approved to apply for new B.Tech course in the Artificial Intelligence and Data Science branch
2. To reduce Electrical Engineering Branch seats from 60 seats to 30 seats
3. To convert the PG course Nano Technology in to Optics & Opto Electronics
4. To apply for Starting of New Diploma Course with 3 branches with 30 seats intake in all branches.

i)	U.G - Artificial Intelligence and Data Science. -----	60 seats.
ii)	U.G – To reduce Electrical Engineering seats from 60 seats to 30 seats.	
ii)	P.G – Convert Nano Technology in to Optics & Opto Electronics	18 Seats
iii)	New Diploma Course. The courses are	
	a. Web Designing (CSE)	30 seats
	b. Automobile Design & Manufacturing (Mechanical)	30 Seats
	c. Electrical & Automation (Electrical)	30 Seats

Handwritten signature and date: 6/03/2021



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, BHILAI

Resolution 4 / March 2021

The house expressed strongly that by all means; other unnecessary expenses should be curtailed.

Resolution 5 / March 2021

The house appreciated the efforts of those faculty members whose Collaborative Research Project has got approved and funded by CSVTU under TEQIP III. It was also urged other Ph.D holders to continue the same.


Resolution 6 / March 2021

The house also advised to work with the coordination of CII and Heads of Department of core branches for arranging online campus.

The tentative date of the next GB meeting will be fixed considering the availability of the Hon'ble Chairman.

The GB meeting was concluded with Vote of thanks by **Hon. Executive Vice Chairman Fr George C. Varughese**.


Dr. Mrs. Dipali Soren
Member Secretary
Principal, CCET


Fr. George C. Varughese
Executive Vice Chairman, CCET



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, BHILAI

41ST GOVERNING BODY MEETING

ATTENDANCE SHEET DATE : 16.02.2022

<u>S.No.</u>	<u>NAME</u>	<u>Designation</u>	<u>Signature</u>
1	H.G. Dr. Joseph Mar Dionysius	Chairman	<i>Mar. D.S.</i>
2	Very Rev. Geevarghese Ramban	Member	<i>Geevarghese</i>
3	Very Rev. Thomas Ramban	Diocesan Secretary	<i>Thomas Ramban</i>
4	Rev. Fr. Kurian John	Executive Vice Chairman	<i>Rev. Fr. Kurian John</i>
5	Rev. Fr. Aju K. Varghese	Bursar	<i>Aju K. Varghese</i>
6	Rev Fr Philip Kuruvilla	Administrative Cordinator	<i>Philip Kuruvilla</i>
7	Rev. Fr. Joshi Varghese	Diocese Education Officer	<i>Joshi Varghese</i>
8	Rev. Fr. Jose K. Varghese	Consultant	ONLINE
9	Mr. Saji Thomas	Finance Controller	<i>Saji Thomas</i>
10	Dr Sandhya Pillai	Faculty Representative	Absent
11	Dr. Dipali Soren	Principal/ Member Secretary	<i>Dipali Soren</i>

Criterion 6**QIM 6.2.1 institutional perspective plan**

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, BHILAI****41st GOVERNING BODY MEETING**

Minutes of the 41st Governing Body meeting held on Wednesday, 16th February' 2022 from 11:30 am at the College Board Room, Bhilai.

The 41st Governing Body Meeting of Christian College of Engineering was held on Wednesday, 16th February' 2022 from 11:00 in the Board Room under the Chairmanship of His Grace Dr. Joseph Mar Dionysius.

Meeting started with the prayer by His Grace Dr. Joseph Mar Dionysius and he welcomed one and all present in the Governing Body Meeting with his blessings. His Grace Dr. Joseph Mar Dionysius expressed happiness to all members for attending the GB meeting even with a very short notice. He also expressed that things are going on well in the current situation and urged to work together for the betterment of the institution.

(a) Members Present:

- i. His Grace Dr. Joseph Mar Dionysius
- ii. Very Rev. Geevarghese Ramban
- iii. Very Rev. Thomas Ramban
- iv. Fr Jose K Varghese
- v. Rev.Fr Kurian John
- vi. Fr Aju K Varghese
- vii. Rev. Fr. Joshi Varghese
- viii. Mr. Saji Thomas

(b) Member Secretary - Dr. Mrs. Dipali Soren, Principal, CCET.

(c) Members Absent

- i. Dr Mrs. Sandhya Pillai

Presidential Address by His Grace Dr. Joseph Mar Dionysius

1. The meeting started with prayer by His Grace Dr. Joseph Mar Dionysius. After the prayer, in the Presidential address, Chairman officially welcomed the members for the meeting and introduced rev Fr Philip Kuruvilla the Administrative Coordinator to CCET.

2. **Minutes of the previous 40th Governing Body Meeting**

The minutes of the previous meeting was read by the Dr. Mrs. Dipali Soren, Member Secretary, Principal, CCET.



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, BHILAI

Thereafter minutes was passed and was proposed by **Rev. Fr Aju K Varghese** and was seconded by Mr. Saji Thomas. Matters arising out the minutes were discussed under various heads.

3. Report of College Activities by the Principal

The Principal reported the admission cell activities and the admission completed for the academic session 2021-22, various academic activities of all the departments, Result Analysis of even semester, placement activities, ongoing Research Activities & General Activities of the college under different cells.

Resolution 1 / Feb 2022

The house advised to be prepared for NBA accreditation of Computer Science Engineering department for which inspection may happen once the Covid virus is under control. The house advised to work out for remaining branches after assessing the fulfillment of criteria of each department as nowadays AICTE has made NBA mandatory.

Resolution 2 / Feb 2022

It was unanimously decided, that necessary step has to be taken like arranging extra classes to improve the university result of all the semester which will reflect the admission.

Resolution 3 / Feb 2022

It was unanimously resolved that the admission cell has to be lead by the Principal

The house advised to form various committees to work for admission and HODs and other senior staff may be made accountable for the admission.

The house also suggested initiating steps to reduce the percentage from 50% to 15% of Minority quota for admission from the session 2022-23 and approach to DTE/court for the same.

Resolution 5 / Feb 2022

The house appreciated the efforts of those faculty members whose Collaborative Research Project has got approved and funded by CSVTU under TEQIP III. It was also urged other Ph.D holders to continue the same.

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, BHILAI****Resolution 6 / Feb 2022**

The house also advised to contact the local industries with the coordination of Head of department of core branches for arranging online campus. The house also suggested ensuring that all the final year students are placed in any industry.

The tentative date of the next GB meeting will be fixed considering the availability of the Hon'ble Chairman.

Resolution 7 / Feb 2022

The house unanimously decided to renew CCET Alumni, Technologia to be held, to improve the image of CCET by advertising, fees to be discussed and finalized, and the painting of Block A should be done immediately.

Resolution 8 / Feb 2022

Fr Philip Kuruvilla suggested providing a cup of tea to the staff members which was approved by the house. It was also decide to create social media team and rejuvenate all clubs.

The GB meeting was concluded with Vote of thanks by Hon. Executive Vice Chairman Fr. Kurian John.

Dr. Mrs. Dipali Soren
Member Secretary
Principal, CCET

Fr. Kurian John
Executive Vice Chairman, CCET



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bhilai

If You Aim High, We Provide The Means

SERVICE RULES AND CODE OF CONDUCT

Criterion 6

QIM 6.2.1 institutional perspective plan



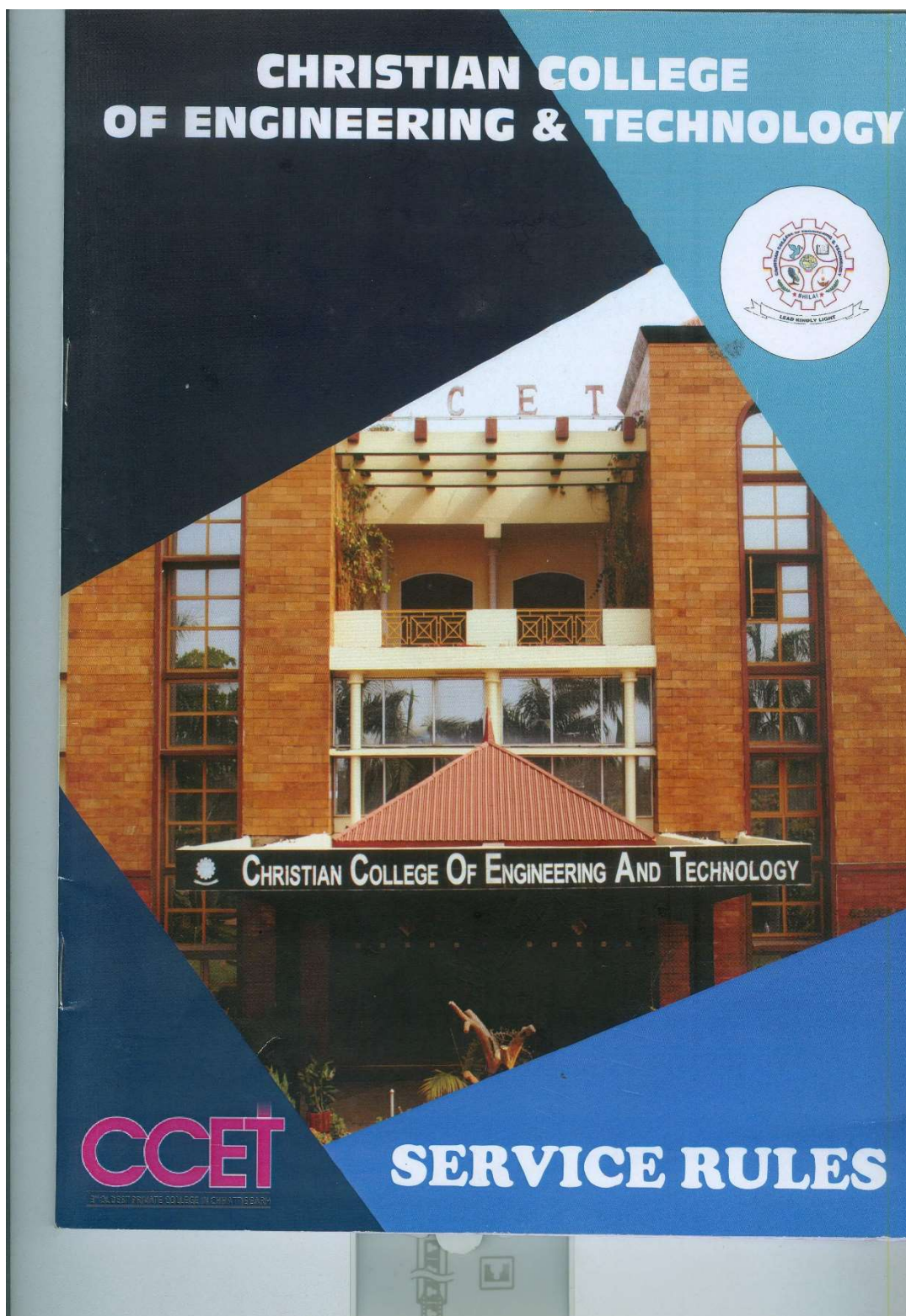
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CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

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If You Aim High, We Provide The Means



Criterion 6

QIM 6.2.1 institutional perspective plan



SERVICE RULES AND CONDITIONS

APPLICABLE TO TEACHING, TECHNICAL ADMIN, LIB, & SUPPORT STAFF

- **Introduction:** St. Thomas Malankara Orthodox Syrian Church Mission Society, Bhilai is a registered society under the Malankara Orthodox Church better known as The Indian Orthodox Church. The society is registered before the Registrar of Societies bearing registration No 8400 originally in the State of Madhya Pradesh Societies Registration Adhinyam No 44 of 1973 now bifurcated as State of Chhattisgarh. The society is an unaided, Charitable, Social and Educational established, managed by the Diocese of Calcutta under the Malankara Orthodox Church. The Diocesan Metropolitan Bishop, being the head of Diocese of Calcutta, shall be the Chairman of all institutions run by the society. All the institutions established, managed and conducted by the Diocese of Calcutta/St.Thomas Malankara Orthodox Syrian Church Mission are minority institutions and availing all such privileges embodied in the Constitution of India under Article 30(1). The Chairman, Minority Commission of Chattisgarh State, notified them as minority institutions. Christian College of Engineering and Technology is one of such institutions. A Governing body formed as per the judgment Supreme Court (13.06.2006No. and date) and the AICTE (F-761-81-003/NDEG/ET/87 DT 16.07.1998) over sees the functioning of CCET.
- **Short Title:** These rules shall be called the CCET EMPLOYEES SERVICE RULES.
- **Commencement:**
 - a) These rules shall come into force on the day of adoption by virtue of a resolution passed by the GB and shall be applicable to all employees of CCET. Any questions arising as to the interpretation of these rules shall be referred to the Chairman of the society whose decision shall be final and binding on all employees.
 - b) As it is deemed necessary, from time to time, to amend rules and conditions of service, the Governing Body has decided to implement with immediate effect the following service rules and conditions.
- **Application:** These rules and regulations shall apply to all employees such as teaching and technical support staff and administrative staff. Every employee shall obey the rules and regulations laid hereunder.
- **Liability to Abide by the Rules:** Every employee of the College shall at all time,
 - a) Maintain absolute integrity.
 - b) Maintain devotion to duty.
 - c) Shall confirm to and abide by these and other Rules of the College and shall observe, comply with and obey all lawful orders and directions which may, from time to time, be given to him in the course of official duties by

Christian College of Engineering and Technology, Bhilai, C.G. (Page. No. 1)



SERVICE RULES AND CONDITIONS

APPLICABLE TO TEACHING, TECHNICAL ADMIN, LIB, & SUPPORT STAFF

any person or persons under whose jurisdiction, superintendence or control the employee may for the time being, be placed.

- d) Do nothing, which is unbecoming of an employee.
- e) Every employee of the College holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his/ her control and authority.
- f) Every employee shall at all times conduct himself soberly and temperately while on the College premises and show proper respect and civility to all concerned and shall use his utmost endeavors to promote the interests of the College and to maintain and promote the good reputation thereof.

➤ Duties and Responsibility of the Employees:

- a) The Director/ The Principal / The Administrator or the person duly authorized by him shall assign duties and responsibilities to the employees for the efficient functioning of the College and to maintain discipline in the College.
- b) Every employee shall carryout the work assigned in complete satisfaction for which he/ she is employed.
- c) Supervision and control over the employees shall be vested in the Director/ Principal /The Administrator.

➤ Definitions:

- a) **'Owners'** means the 'Executive Council' of St. Thomas Orthodox Syrian Church Mission, Bhilai, which is the founding society of the college.
- b) **'Governing Body'** mean the nominated members by the Executive Council of the society. The powers of the Governing Body shall be of policy making and implementation thereof so as to achieve the aims and objects of the founding society.
- c) **'College'** means Christian College of Engineering and Technology, established, conducted and managed by the St. Thomas Malankara Orthodox Syrian Church Mission Society, Bhilai under the Malankara Orthodox Church.
- d) **'Working Committee of College'** means a duly constituted committee of persons at a given time who are directly responsible for the smooth management of the College under the direction and guidance the Governing Body. They shall be constituted by the Chairman of the College.
- e) **'Staff'** means an employee of the College whose employment is of any nature, probationary, temporary, part time, on contract or permanent.
- f) **'Month'** means thirty days according to the Gregorian English Calendar.
- g) **'Chairman'** means Diocesan Metropolitan - Bishop (Diocese of Calcutta) who shall also be the Chairman and holds complete and final authority over all educational institutions of the society / Malankara Orthodox Church / Indian Orthodox Church.
- h) **'Executive Vice Chairman'** means a person who is nominated by the Chairman from time to time to act on behalf of the chairman in all the

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SERVICE RULES AND CONDITIONS

APPLICABLE TO TEACHING, TECHNICAL ADMIN, LIB, & SUPPORT STAFF

matters related to the college and who shall chair the Governing Body meetings in the absence of the Chairman.

- i) **'Bursar'** means a person duly appointed by the Chairman to over see the finances of the college. He will be a co-signatory to sign the cheques along with the chairman. He will be the custodian of all the funds and properties of the college. He will supervise all the spending and arrange funds whenever necessary.
- j) **'Administrator'** of the College means the person holding office of Administrator who shall be a non-academic head of the Institution appointed by Chairman to facilitate the smooth administration of the College.
- k) **'Director' or 'Principal'** of the College means the academic Head of College duly appointed by the Chairman to manage and conduct the College on his behalf who shall be responsible for day to day administration of the College.
- l) **'Joint Director/Vice Principal'** of the College means the person duly appointed by the Chairman to work under and in close cooperation with the Director / Principal as per requirement of the Institute.
- m) **'Registrar'** of the college means the person holding the office of the Registrar, duly appointed to do the duties of the registrar. He will function under the guidance of the Chairman/ Executive Vice Chairman/ Administrator.
- n) **'Head of the Department or Department in Charge'** mean such persons duly nominated by the Director / Principal in consultation with the Chairman / Executive Vice Chairman to supervise the work of one department.
- o) **'Finance Controller'** of the College means the person duly appointed by the Chairman to regulate all the financial transactions of the college and to head the accounts department.

➤ **Classification of Employees:**

- Employees are classified as Teaching & Technical, (i.e. staff assisting teaching in class rooms, workshops, laboratories including computer and IT Labs), Director/Principal, Joint Director, Dean, Registrar; the administrative staff like accountants, office assistant's library staff; all employees under this classification are entitled for vacation as decided by the management.
- Supporting staff, maintenance staff, care takers, security, Heavy Duty Drivers, Light vehicle, drivers, etc attendants and cleaning staff are support staff is granted vacation as decided by the management.

➤ **Appointment :-**

- a) Appointment - For employment in College, qualification and experience shall be as per the norms of AICTE for teachers. For administrative and supporting staff they are as per the norms fixed by the management.

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SERVICE RULES AND CONDITIONS

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- b) Eligibility of Appointment - The Chairman/Vice Chairman shall make appointment to all categories of employment.
 - c) Recruitment - Under normal circumstances vacancies will be announced through the newspapers/college website or magazines and the parish churches.
 - i) The Chairman will constitute an interview board. The merit list of the successful candidates will be placed before the Governing Body for recommendation to the Chairman.
 - ii) Short listed candidates will be called for interview. Selection will be based on merit and experience. A higher grade or bigger remuneration may be given for the candidate possessing better qualification or more experience.
 - iii) Candidates are required to produce at the time of interview, all original mark sheets, certificates and professional degrees along with passport size photograph and all relevant documents in support of the required posts/ appointment. Candidate has to attach self attested Xerox copies of the same along with application with the College Authorities.
 - iv) Furnishing of false documents will lead to termination of service.
 - v) Candidates are to disclose any penal action against them during previous employment at the time of interview. Non-disclosure shall lead to disciplinary action.
 - vi) Candidate's appointment and continuance are subjected to medical fitness, which shall be determined by Medical Board constituted by the College Authority.
 - vii) Any recommendation or coercion will be a disqualification for appointment.
 - d) Appointment Letter
 - i) Every employee shall be appointed through a letter of appointment signed by the appointing authority. The letter of appointment shall state clearly the type of employment, the nature of duties, salary, term for which the employment is offered and other service conditions.
 - ii) Every employee shall sign a joining report, which shall be kept in the service records.
- **Probation:** All initial appointments in the College shall be on probation for a period of one year from the date of joining. The period of probation may be extended for a further period of one year in consideration of the performance. If at any time, during the period of probation, including the period of extension thereof, the work/ performance of the employee or his/ her conduct is not congenial or satisfactory, then the services of such an employee shall be terminated by working notice of one month or in lieu thereof payment of salary equal to one month as the case may be. If the employee wants to discontinue his or her service during the probation, one month's working notice or an equal amount should be paid to the management.

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SERVICE RULES AND CONDITIONS

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- **Contract:** Appointments can be done on contract basis for a limited period as per the need. An employee will be appointed from the date of joining to any fix date and thereafter the appointment will automatically get zeroed. Such an employee can be terminated by one month notice or in lieu thereof payment of salary equal to one month as the case may be. If the employee wants to discontinue his or her service during the contract period, one month's notice or an equal amount should be paid to the management.
- **Confirmation, Promotion and Abandonment etc.,**
 - a) **Confirmation:**
 - i) Those who have completed their probation satisfactorily shall be confirmed in the respective post from the date of expiry of the probation period.
 - ii) Even after confirmation, if the management comes to know that the staff has misrepresented his/ her educational qualification, age, nationality, health, character or non-disclosure of penal action then his/her confirmation shall be immediately suspended till verification. On verification, if the charges are found to be true then the services of such staff shall be terminated without further enquiry.
 - iii) A confirmed employee may resign or be removed from his/ her services by giving three months' notice on either side or three months pay in lieu thereof.
 - iv) In case of serious misdemeanor or breach of duty as defined in these Service Rules then such notice on the part of Management shall be dispensed with impending disciplinary action of termination.
 - v) Owing to fall in strength of students in the class/ College and consequent reduction of number of sections or department/s, it becomes necessary to remove respective employees of the College. The Management reserves the right to determine which employee is to be removed. Further, if the Management decides to close down a faculty of study, all such employee engaged in such faculty of study shall be terminated by giving one or three months notice as the case may be.
 - vi) Every employee who is confirmed in an employment shall enter in to a service agreement stating the terms and conditions of appointment scale of pay and emoluments which shall be executed by both the employer and the employee and kept in the service records.
 - b) **Promotion**
 - i) **General :**
 - (1) All staff will be normally given a chance for promotion provided their performance and confidential report are good. The management is committed to the growth of each employee.
 - (2) There will be no time bound automatic promotions. Promotions are given only when the institution is expected to benefit by the promotion. The decision of the promotion committee will be final.

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SERVICE RULES AND CONDITIONS

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- (3) Promotions will be considered only when the Governing Body clears vacancy for the higher post.
- (4) All promotions in accordance with this policy will be from one scale of pay to the next, without skipping any scale of pay in between.
- (5) Promotion will be made normally after the assessment of the employee by a team constituted for that purpose or on the recommendation of the HOD's or Director/Principal in rare cases. As we are a minority institution, we will follow the norms pertaining to minority institution in fixing-up our own selection committees.
- (6) The Minimum criteria, job specification and the cadre ratio as stipulated by AICTE will be followed. (Refer Appendix – 1)
- (7) Science & Humanities will be treated as one department till the Governing Body changes it.
- (8) The eligibility for promotion of an employee shall be determined by the management primarily with reference to prescribed qualifications, performance ratings, fulfillment of AICTE job specification (Appendix – F), length of service in the grade and availability of vacancy in the higher grade.

APPENDIX-F

JOB RESPONSIBILITIES OF TEACHERS (DEGREE LEVEL TECHNICAL INSTITUTIONS)

ACADEMIC	RES.&CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Research & Development Activities & Research Guidance	Academic and Administrative Management of the Institution	Extension Services
Laboratory Instruction	Industry sponsored projects	Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional Level	Interaction with Industry and Society
Curriculum Development	Providing consultancy and Testing services	Design and Development of new programmes	Participation in community services
Developing Learning Resource Material & Laboratory Development	Promotion of Industry Institution Interaction and R&D	Preparing project proposals for funding in areas of R&D work, Laboratory Development, Modernization, Expansion etc.	Providing R&D support and consultancy services to Industry and Other user agencies
Students Assessment & Evaluation Including examination work of university		Administration both of Departmental & Institutional levels.	Providing non formal modes of education for the benefit of the community.

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Criterion 6

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Participation in the Co-curricular & Extracurricular Activities		Development, Administration and Management of Institutional facilities	Promotion and entrepreneurship and job creation
Students, Guidance & Counseling & helping their personal ethical moral and overall development		Monitoring and Evaluation of academic and research Created by Fr. Abraham activities	Dissemination of knowledge
Continuing Education Activities		Participation in policy planning at the Regional National level for development of technical education	Providing technical support in areas of social relevance
Keeping abreast of new knowledge and skill help generate new knowledge and help discrimination of such knowledge through books, publications, seminars, etc.		Helping mobilization of resources for the Institution Develop, update and maintain MIS	
Self development through upgrading qualification, experience & professional activities		Maintain accountability Conduct performance appraisal	

Any other relevant work assigned by the Head of the Institution

(9) Recommendation or canvassing in any way will automatically disqualify a person from getting promotion or recruitment.

ii) **Ratings of Credit points for Appraisal:** Promotion will be linked with the performance appraisal/Academic Performance Index) (API) of the staff. The final rating of faculty performance appraisal system provides categorization in terms of different levels of performance. A candidate should get at least 'B' grade for being eligible for promotion.

iii) **Out of Turn promotion:** The Chairman of the Founding Society, may at his discretion, relax the eligibility conditions in exceptional cases and reasons for the same are to be put before the next Governing Body.

iv) **Career Advancement :**

➤ **Engineering and Technology:**

a. For internal promotion from Assistant Professor to Associate Professor minimum requirement will be

✓ PhD with 4/6 years of Research Experience.

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SERVICE RULES AND CONDITIONS

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the employee shall be deemed to have voluntarily abandoned the services in the College.

- iii) If an employee admits the fact of unauthorized absence and / or fails to rejoin services but submits an explanation regarding his / her unauthorized absence even after receipt of three communications then it shall be deemed that he / she has voluntarily and intentionally abandoned the services in the College and accordingly the name of such employee shall be removed from the rolls of the College.
 - iv) If an employee submits an explanation in response to the communication/s, which he/she disputes the factor of unauthorized absence and/ or justifies the absence, and further if the explanation is found to be unsatisfactory, then action shall be taken only after holding a domestic inquiry on this issue.
 - v) Discharge on Medical Grounds - The Management may call upon any employee at any time to appear before a Medical Board. Failure of such an employee to appear before Medical Board for fitness examination as required by the Management shall render such staff as medically unfit and shall lead to discharge from service.
- d) **Retirement :**
- i) The retirement age of a Teaching and Technical staff shall be 62 years or as per the AICTE norms in force at the given time.
 - ii) The retirement age of Administrative, Library & Support staff shall be 60 years. It is further provided that a staff shall be subjected to retirement before the completion of age if he/she is found unfit for continuation of service on medical report by the Medical Board so appointed by the Chairman.
 - iii) To determine the age of an employee, the date of birth as recorded in the Certificate of High School or certificate by concerned authority shall be considered legal and authentic.
- e) **Payment of Wages :**
- i) Remuneration: The scale of pay and other allowances shall be as per agreement between the appointing authority and the employee.
 - ii) When an employee is appointed, he/she shall be paid from the date on which his/her service in the College commences.
 - iii) Annual increments will be done every year in the month of July.
 - iv) Deduction :-
 - (1) The College has the right, being the employer, to deduct all such amounts as applicable and enforceable under various heads, income tax, provident fund , ESI and other legally recoverable dues and forward the same to the concerned office on behalf of the employee. The College shall deduct from the wages of an employee all or any of the following amounts.
 - (2) Recovery of advances or for adjustment of over payment.

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SERVICE RULES AND CONDITIONS

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- (3) Income tax or any other tax levied by the government to be deducted at source.
 - (4) Deduction required to be made by law or by orders of a court or other authority competent to make such an order.
 - (5) Refund of any advance taken from the employee's provident fund.
 - (6) Deductions made with the written authorization of an employee for payment of Life Insurance Premium, refund of loans of any kind etc.
 - (7) Employee's unauthorized absence from duty.
 - (8) Deduction of amounts due to the College by an employee.
 - (9) Deduction in lieu of short notice period.
 - (10) Any other legitimate deductions.
- g) Securities:**
- a) Contributory Provident fund is availed to employees.
 - b) ESI – Employees State Insurance Corporation
 - c) Gratuity Benefit: - The quantum of gratuity shall be as per the provisions of Payment of Gratuity Act 1972.
- h) Transfers:** Any employee shall be liable to be transferred from one institution in the society to another anywhere in India and shall also be liable to be transferred from one job to another alike job. The last payment availed shall be protected as far as possible irrespective of his/ her transfer but the terms and conditions of service shall be as applicable to the transferred post.
- i) Leave Rules:**
- a. TITLE - These Rules shall be called "CCET LEAVE RULES".
 - b. OBJECTIVE - To regulate the grant of various kinds of leave to the employees of the college.
 - c. SCOPE - These rules shall apply to all vocational and non-vocational employees of the college. These rules shall however not apply to the following:
 - i. Persons in casual/daily rated/part time employment.
 - ii. Persons on ad-hoc employment during the first year of service.
 - iii. Persons employed on contract except when the contract provides otherwise.
 - d. RIGHT TO LEAVE
 - i. Leave cannot be claimed as a matter of right. The sanctioning authority shall have the power to disallow the requested leave by the employee in the interest of the institution.
 - ii. When exigencies so require, leave of any kind, including vacation may be refused or revoked by the authority competent to grant it.



SERVICE RULES AND CONDITIONS

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- iii. No leave shall be availed by the employee without prior information and sanctioning. In case of violation, the management can treat the leave as "Leave without Pay".
- iv. In all matters concerning the prescribed leave rules, the decision of the Management and the Principal shall be final.
- v. For any planned leave, prior approval from higher authority should be taken in written.
- vi. For unplanned leave information should be communicated to the higher authorities and leave application should be submitted the very next day of joining the duty.
- vii. In both the cases the employee should ensure the college work is not affected by their absence and should engage the classes /work with substitute.
- viii. Absence from duty after expiry of leave entails disciplinary action.

e. COMBINATION OF LEAVE.

Any kind of leave including vacation, under these rules, except casual leave may be granted in combination of any other kind of leave or vacation.

f. DEFINITIONS

- i. "Sanctioning Authority" means person(s) delegated with the authority to sanction leave by the Executive Vice Chairman.
- ii. "Vocational Employees" mean those who are teaching and assist in teaching in class rooms, workshops, Laboratories including Computer lab, IT lab and Heavy Duty Drivers & Administrative supporting staff.
- iii. "Non-Vocational Employees" mean administrative staff like accounts- staff, office assistants, Library staff, care taker, security staff, light vehicle drivers etc.
- iv. "Ad-hoc Employees" means those who are appointed purely on temporary basis.
- v. "College" means "CCET".

g. Rules for availing CASUAL LEAVE and general guide lines.

- i. An employee shall be entitled to 13 days casual leave in a financial year. (i.e. First April to Thirty first March next year)
- ii. Employees joining after the first day of the financial year shall be entitled to proportionate number of days of casual leave for the remaining part of the financial year.
- iii. Casual leave is required to be sanctioned in advance before availing it.
- iv. Ordinarily not more than 5 days casual leave may be granted in one spell.

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SERVICE RULES AND CONDITIONS

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- v. Casual leaves are not accumulative. Balance lapses at the end of the financial year.
- vi. Not more than 7 days in all shall be utilized within the first six months of the financial year.
- vii. Casual leave cannot be prefixed or suffixed to any other kind of leave or vacation.
- viii. It is permissible to take half day casual leave if the period of absence is half or less than half of a working day and the academic work is not affected. The half day begins or ends at 1.00 pm.
- ix. However, Saturday being half day, half day leave will not be granted on Saturdays..
- x. In case of leaves enjoyed on both the sides, of the declared holidays, will also be included to the leave/LWP (as the case may be) of that employee.
- xi. Application for casual leave should be submitted either before availing the leave or just after resuming the duty failing which the leave will be marked as Leave without Pay (LWP).
- xii. Any kind of leave including vacation, under these rules, except casual leave may be granted in combination of any other kind of leave or vacation but only to one side, provided sanction should be taken.

h. Leave without Pay (LWP):

1. **Leave without pay is not a leave.** It is an application of the employee when the provisioned leaves have been exhausted or leaves have not been sanctioned by the authority due to serious reasons.
 2. Availing leave without pay is not encouraged by the institute.
 3. Remaining absent for more than five days in a semester shall attract disciplinary action.
 4. Extra ordinary leave without pay caused due to accidents, prolonged illness/disease of the employee shall be pardonable under the discretion of the management.
 5. Leave without pay does not exclude prefix, suffix and interfix while calculating.
 6. Leave without pay availed by the employee will be recorded in the service book.
- i. **HOLIDAYS.** Both Vocational and non-vocational employees shall be eligible to those many numbers of holidays in an academic year as notified by the College, taking into account the declaration made by University / State Government/Local Bodies. However, all the class III & IV employees (both regular and temporary) are entitled for three closed holidays (as declared by the college) and only those festival holidays approved by the management.

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SERVICE RULES AND CONDITIONS

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j. VACATION

- xiii. The vacational employees shall be entitled to those many days of vacation in an academic year as decided and declared by the College.
- xiv. Non-vacational employees are not entitled for vacation.
- xv. The ad-hoc employees are entitled to vacation only from the second year of continuous service. During first year of service, the employee can avail vacation but they will not be entitled for any payment.

k. EARNED LEAVE

- i. Ordinarily vacational employees are not eligible for earned leave.
- ii. The vacational employees shall however earn earned leave for the period he/she is detained for more than 5 days, in an academic year. In case of detention for 5 days or less during vacation, the period shall be ignored. For days of declaration for more than 05 days, the number of earned leave will be reckoned as 1:1
- iii. Non-vacational employees are not entitled to earned leave during the first year of service.
- iv. Non-vacational employees shall be eligible for two and a half days of earned leave for each completed calendar month.
- v. Grant of maximum earned leave at a time shall be limited to 30 days and minimum earned leave at a time shall be not less than 3 days.
- vi. Though it is accumulative in nature, yet every non vacational staff shall try to utilize the total 30 days of earned leave during the summer vacation. The management has the right to allot earned leave to the staff as per the need of them in the institution during the summer vacation/other holidays/ at other periods of lesser work.
- vii. An employee shall cease to earn leave when the earned leave due amounts to 180 days.
- viii. All Class-III & Class-IV employees shall not be entitled for earned leave.

l. DUTY LEAVE

Duty leave, not exceeding 10 days in an academic year may be granted to a teacher.

- i. To conduct examinations of university/public service commission/other similar bodies/institutions.
- ii. To inspect academic institutions attached to a statutory board etc. and/or.
- iii. To participate in sports and cultural activities on a representative capacity (not in personal capacity) of state or

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national or international importance or when organised on inter- university basis, on assignment by authorities concerned.

- iv. To accompany students on educational tours.
- v. To attend seminars and conferences, only once in a semester.
- vi. Sanction of duty leave shall be purely in the discretion of the sanctioning authority.
- vii. It is mandatory to submit the DL application before proceeding for any official work and complete necessary formalities else it will be marked as LWP.

m. SPECIAL DISABILITY LEAVE.

- i. Special disability leave may be granted to an employee who is temporarily disabled on account of personal injury caused by accident or by any reason arising out of and in the course of his employment. This will be on the basis of a relevant medical certificate.
- ii. Special disability leave may be combined with leave of any other kind.

n. MATERNITY LEAVE.

- i. Maternity leave on full pay may be granted to a woman employee for a period not exceeding 90 days to be availed twice in the entire service.
- ii. No women shall be entitled to maternity benefit unless she has actually worked in the college for a period not less than 80 days in the 12 months immediately preceding the date of expected delivery.
- iii. The maternity leave can be combined with the vacation and/or earned leave.
- iv. Maternity leave on full pay may be granted for a period of 45 days to be availed once in entire service for miscarriage or medical termination of pregnancy certificate.

o. STUDY LEAVE

- i. The college management may grant study leave or sponsor some teachers for higher studies depending on –
 1. Availability of sufficient staff in the discipline.
 2. Academic requirement of the institution.
- ii. The teachers will be entitled for such leave after completion of two years of continuous service in the college. The period of two years can be reduced at the discretion of competent authority. Study leave will be without pay.
- iii. The teachers may be permitted to attend summer schools conducted by institutes/universities of higher

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learning for updating the knowledge of teachers provided there is no financial burden on the college except payment of salary. However teaching in the college should not suffer on this account.

p. OTHER NORMS RELATED TO LEAVE

1. Attendance on either the closing or opening day of declared vacations is compulsory.
2. In case of leaves enjoyed on both the sides, the declared holidays also will be included to the leave of that employee.
3. Ad-hoc employees earn a leave after every month of service completed.
4. A staff detained for an extra work during holidays may be given compensatory off (CO) as under 1:1.
5. Compensatory off (CO) or summer vacation credited in an academic year will get lapsed on 31st March and will not be carried forward.
6. One hour out pass is allowed for meeting any emergency during working hours, but the staff members are advised to use it only in emergency.

16. Hours of Working and Attendance: - Working hours for teaching staff shall be according to the rules so framed by the Management in accordance with the AICTE guidelines and the working hours for Technical staff and Administrative staff shall be eight hours on each working day. There shall be a half an hour break for lunch to each teaching staff without disrupting the normal functioning of the College.

- I. Every employee shall have to record the time of his/ her arrival and departure on all working days in the manner and in accordance with the regulations in force and prescribed by the Management from time to time.
- II. There will be a relaxation of 15 minutes from the scheduled time of reporting; any employee found to be late after the relaxation time will attract a deduction of half day salary (LWP).
- III. Staff not punching on the Bio-Metric system either at incoming or outgoing time will attract a deduction of half day salary (LWP).
- IV. Teaching employees are to report on duty at least ten minutes before the first bell and Technical and administrative staff half an hour before their allotted duty time. The punching on the Bio-Metric system shall be an official record for all benefits like payment of salary, leaves of all nature etc. Punctuality shall be the essence of attendance. The weekly off will normally be on Sunday.



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17. Nature of Work :-

- a. The teaching and technical staff will be given their time - table by HOD/Director/Principal. As full time employees, they have to be present in the respective departments during the free periods. Free periods should be utilized for preparation of lessons, preparing papers, corrections of written works and other tutorial work. A teacher or a technical supporting staff may be asked to conduct special class or examinations as and when required. All employees may be asked to work before or after the class their duty time on occasions like examinations, results, sports and games, co-curricular activities, coaching for weak students etc. He/ she should also be ready to substitute an absent teacher whenever asked to do so during the free periods. No special remuneration shall be paid for any of these functions, as they are required for the smooth running and the general interest of the students/ institution.
- b. In pursuance of the general interest of the College, all staff members shall be required to perform duties on national holidays and/ or festivals in case the College organizes functions.
- c. Except on holidays as per holiday list published by the College, all vocational staff is expected to be present on duty and punch on the Bio-Metric system unless otherwise informed.
- d. As far as Administrative staff is concerned their holidays will be regulated separately by an internal notification.

18. RULES OF DISCIPLINE AND APPEAL

- a. Performance of work demands the acceptance of certain standards of behaviour from all members of staff. It is, therefore, considered necessary that staff should be forewarned of those violations, which could result in formal disciplinary proceedings being taken against them. The Service of a permanent employee may be terminated on grounds of willful insubordination to the Management, to the Director/Principal/ Vice-Principal, inefficiency in work, neglect of duty assigned, misconduct, moral delinquency, contagious disease, does not make due improvement and does not grow on the job or is stagnant in his/ her work, or any other cause or causes which make the employee unsuitable for retention in service, provided that before such termination is made, due enquiry shall be made by an Enquiry Committee appointed for the purposes.
Without prejudice to the generality of the term 'Misconduct' shall include amongst others, the following acts of omissions and commissions:
 - i. Neglect or dereliction of duty.
 1. Noncompliance of APPENDIX -F of AICTE for teachers and job specifications by the management for all the staff.

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2. Engaging classes without proper and adequate preparation, lesson plan etc. amounting to poor feedback from the students.
3. Non completion of Syllabus as per schedule.
- ii. Want of due diligence in the performance of duties and not completing the assigned work within the stipulated time frame.
- iii. Violation of orders or directions issued from time to time by the Management/Director/Principal in the matter of general administration of the College.
- iv. Repeated late attendance, even after verbal warnings and leaving the college before the stipulated time.
- v. Not engaging the period on time even after repeated verbal warnings.
- vi. Furnishing false information regarding name, age father's name, qualification, experience or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- vii. Absence from College without leave / permission.
- viii. Drunkenness, using drugs and smoking or riotous or indecent behavior within or outside the premises of the college.
- ✓ ix. Organizing, holding or participating in any form of protest, slogan shouting, and demonstration or organizing procession inside the College premises. Initiating and joining the strike; instigating others to take part in furtherance of a strike.
- x. Discrimination of any student on the ground of religion, caste, creed, language, place of birth / origin or social or cultural background.
- xi. Committing any act, which is an offence punishable under the Indian Penal Code or punishable under any law?
- xii. Taking private tuition or helping students by leaking out question papers or allowing them to copy in examination.
- xiii. Obtaining leave or attempting to obtain leave on false pretences or on fake grounds/ medical certificates.
- xiv. Refusal to accept, receive or take delivery of notice, or letters or any communication from the management.
- xv. Failure to report for duty when leave has been refused or when leave has been cancelled and the employed has been called back to duty.
- xvi. Absence without leave or overstaying the sanctioned leave.
- xvii. Using indecent language or making false allegations against authority, co-employees or others.
- xviii. No employee shall take, demand, offer or give bribe or illegal gratification. ill full Insubordination or disobedience,

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whether alone or in nation with others, of any order of authority, or instigating others to insubordination or disobedience. Gross unprofessional conduct with fellow employee or parents of the College. Unauthorised use of the institution's name, address, telephone or other description of the institution so as to make institution liable to loss or defamation or any other damage.

- xix. Theft, fraud, or dishonesty in connection with the business or property of the College or commission of any act involving moral turpitude including gambling, drunkenness, riotous or disorderly behaviour during working hours at the College or intimidation, physical duress, or any act subversive of discipline.
- xx. Tampering with records of the institution, falsification, defacement or destruction of any records of the institution, including those pertaining to employees, or attempt to do so.
- xxi. Disclosing to any unauthorized person, without written permission of the Head of the institution, any information affecting the interest of the institution with regard to procedures, practice and functioning of the institution.
- xxii. Bringing firearms, other weapons or any other article detrimental to the safety and security of the institution as well as the persons in the premises of the college.
- xxiii. Damage to any property of the college.
- xxiv. Propagating communal or sectarian outlooks within or outside the classrooms or inciting or allowing any student to indulge in communal or sectarian activity.
- xxv. Indulge in or encourage any form of malpractice connected with examinations or any other college activity.
- xxvi. Entering in to monetary transaction with any student or parents or exploit his / her position and influence for pecuniary gains.

19. Penalties for misconduct: - Every employee of the College shall at all time

- a. Maintain absolute integrity
- b. Maintain devotion to duty
- c. Conduct himself/herself at all times in a manner which will enhance the reputation of the College
- d. Maintain and uphold at all times, within and outside the premises of the College the cherished values of the founding society and the college.

20. Categories of Penalties for misconduct

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- a. Minor Penalties
 - i. Censure
 - ii. Recovery from pay or such other amount as may be due to him of whole or part of any primary loss caused to the college.
- b. Major Penalties
 - i. Withholding/ stoppage of increments of pay with or without cumulative effect.
 - ii. Reduction to a lower grade or post or a lower stage in the scale of pay.
 - iii. Removal from service (Termination)
- c. Explanation: The following shall not amount to a penalty within the meaning of this rule
- d. Termination of Service
 - i. Termination of an employee appointed on probation, during or at the end of the probation, in accordance with the terms of his appointment.
 - ii. Termination of any employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiration of the period for which he was appointed, or earlier, in accordance with the terms of his appointment.
 - iii. Termination of an employee appointed under a contract or agreement, in accordance with the terms of such contract or agreement.

The Disciplinary Authority as specified in the Schedule may impose any of penalties specified in Rule-19 on any employee.

21. Procedure for dealing with misconduct:

- a. General disciplinary action is taken on four stages :
 - i. Initial warning for improvement in the form of NCR (Non Conformance Report)
 - ii. Issuance of show cause notice, call for explanation for imposing minor penalties.
 - iii. Issuance of charge sheet for imposing major penalties.
 - iv. Suspension: when a person has committed major misconduct and it is not healthy to continue him on job.
- b. Disciplinary Procedure: Non-Conformance report (NCR) - Usually the erring employee will be communicated about his/her omission or commission through a Non Conformance Report. NCR of the appropriate level is a control mechanism, which helps the institutional system to improve upon the working, wherever the system gets deviated from its vision and mission. An action of correction is imminent in such situations to be able to develop and maintain a work culture of certain level of quality. NCR gives ample opportunity to the delinquent employee to correct and improve.

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22. Procedure to be followed for imposing minor & major penalties.

- i. Procedure for imposing minor penalties - Where it is proposed to impose any of the minor penalties specified in clause to (d) of Rule-6, the employee concerned shall be informed in writing of the imputation of misconduct or mis behaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 03 days. His defence statement, if any, shall be taken into consideration by the Disciplinary Authority before imposing a minor penalty.
- ii. Procedure for imposing major penalties.
 1. No order imposing any of the major penalties specified in clause (e), (f) and (g) of Rule-6 shall be made except after an enquiry is held in accordance with this rule.
 2. The employee shall be intimated in writing of the allegations against him and shall be given an opportunity to make representation within a specified period, not exceeding 07days. On receipt of the employee's explanation, where the allegations are denied by him, an enquiry shall be held by an enquiry officer duly appointed. At the enquiry, the employee concerned shall be afforded reasonable opportunity of explaining and defending his action with or without the assistance of a fellow employee. Where such enquiry relates to the alleged misconduct of several employees, the enquiry may be held for all the employees together.

23. Action on the enquiry Report

- i. The disciplinary authority, considering the findings of the enquiry may make an order imposing any of the penalties as specified in Rule-5. If the disciplinary authority, having regard to the findings of the enquiry, is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

24. Communication of orders

Orders made by the disciplinary Authority shall be communicated to the employee concerned. He shall also be supplied with a copy of the report of the enquiry, if any.

25. Suspension

- a. Where an employee is charged with serious misconduct and it is not be considered desirable that he should remain on duty, he may

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be suspended from duty pending enquiry. The order of suspension shall be given in writing and shall be followed within seven (7) days by a charge sheet setting out in precise terms, as far as possible, the misconduct alleged against him. During the period of suspension an employee shall not enter the College premises except with the permission of the management, nor shall he leave the station without the written permission of the Management. If during the enquiry it is found that the employee is guilty of misconduct other than that stated in the order of suspension and/or the charge sheet, the employee shall be liable to punishment for such misconduct. But before any punishment is imposed on him he shall be afforded reasonable opportunity of explaining and defending his action in respect of such misconduct.

b. Subsistence Allowance:

- i. An employee under suspension shall be entitled to subsistence allowance equal of half his basic wage plus dearness allowance for the period of his suspension. If, however, the period of suspension exceeds three months for reasons, to be recorded in writing, for which the employee is not responsible, the subsistence allowance will be three fourths of his basic wage plus dearness allowance. Where, however, the employee is responsible for extension of his suspension period beyond three months, the amount of his subsistence allowance may be one fourth of his basic wage plus dearness allowance. The payment of subsistence allowance will be subject to a written declaration by the employee that he is not engaged in other employment, business, profession or vocation.
- ii. If after enquiry an employee is adjudged guilty of the misconduct alleged against him or some other misconduct brought out in the course of the enquiry and punishment is awarded, the employee shall not be entitled to any remuneration for such period other than the subsistence allowance already paid to him. If a penalty other than dismissal or removal is imposed on him, the Management shall, by order, decide as to how the period of suspension shall be treated. If, however, he is found not guilty of the alleged misconduct or any other misconduct, he shall be reinstated in his post and shall be paid the difference between the, subsistence allowance already paid and the emoluments which he would have received if he had not be suspended, the period of suspension being treated as duty.
- iii. If an employee refuses to accept the charge sheet, order or other communication served on him, a copy thereof shall be sent by registered post to his address as recorded by the

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Management and another copy pasted on the Notice board and this shall constitute adequate service.

- iv. The Management also reserves the right to suspend an employee accused in the court of law of any criminal offence involving moral turpitude until the disposal of the trial.

26. APPEALS

- a. An employee may appeal against an order imposing upon him any of the penalties against the order of suspension. The appeal shall lie to the authority specified in the Schedule.
- b. An appeal shall be preferred within one month from the date of communication of the order appealed against. The appeal shall be addressed to Appellate Authority specified in the Schedule and submitted to the authority whose order is appealed against. The authority whose order is appealed against shall forward the appeal together with its comments and the records of the case to the Appellate Authority within 15 days. The Appellate Authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate, the pass appropriate orders within three months of the date of appeal. The appellate authority may pass orders confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

27. Review

Notwithstanding anything contained in these rules, the Reviewing Authority as specified in the Schedule may call for the record of the case within six months of the date of the final order and after reviewing the case pass such orders thereon as it may deem fit. Provided that if the enhanced penalty, which the reviewing authority propose to impose, is a major penalty an enquiry has not already been held in the case, the reviewing authority shall direct that such an inquiry be held and thereafter consider the record of the inquiry and pass such orders as it may deem proper. If the reviewing authority decides to enhance the punishment but an enquiry has already been held, the reviewing authority shall give show-cause notice to the employee as to why the enhanced penalty should be imposed upon him. The reviewing authority shall pass final order after taking into account the representation, if any, submitted by the employee.

28. Service of orders notices etc.

Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post at his last known address.

29. Power to relax time-limit and to condone delay.

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and



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sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rule or condone any delay.

30. Disciplinary Authorities: -

- a. Reviewing Authority
- b. Appellate Authority
- c. Appointing Authority
- d. Disciplinary Authority

The disciplinary authority as specified in the schedule may impose any of the penalties under the Rules 19 on an employee.

SCHEDULE				
SI.No	Category of Staff	Disciplinary Authority	Appellate Authority	Reviewed Authority
1	Director/Principal/Registrar	Executive Vice Chairman	Governing Body	Chairman
2	HOD's, other Teaching & Technical Support Staff	Administrator	Executive Vice Chairman	Chairman
3	Administrative Staff	Registrar	Administrator	Executive Vice Chairman

31. Redressal Of Grievances Of Employee :

- a. An aggrieved employee may first present his/ her grievances to his/ her immediate in charge in person who therein shall give a reply within 48 hours of the presentation of the complaint.
- b. If the employee is not satisfied, he or she can approach the Staff Grievances Redressal Committee headed by the Director/ Principal. The SGRC shall investigate the complaint at such time and place as it may fix and the complainant employee shall have a right to be present at such investigation.
- c. The suggestion of the SGRC shall be communicated to the complainant and the administrator within a week of the presentation of the complaint. The administrator will consider the suggestion and take appropriate action.
- d. Grievances of employee relating to assault or abuse by any person, student or refusal of an application for urgent leave or unfair labour practices, discrimination, victimisation of an employee shall be enquired into completely by the Director/ Principal and he shall take appropriate action against such persons of the College who are found responsible for that act. The complainant will be supplied with a copy of the order or action taken by the Director/ Principal in this regard.



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e. Any appeal arising out of the decision/order or action of the Principal shall lie to the Chairman. The Chairman shall have the right to overrule, pardon or for any appropriate action bestowed for the just and proper disposal of case.

f. Women's Cell :

- Women's cell will be involved in creating awareness among the girl students and women staff members
- The women cell will deal with the grievances of women employees. The women cell shall keep a record of all incidents of sexual harassment in a Register.
- It shall be the duty of the Women Cell before whom an oral complaint is made; to record the said complaint in writing and read out the complaint to the complainant in the language requested by the complainant and obtain the signature of the complainant.
- Any Woman staff feels that she cannot disclose her identity for any reason; the complainant shall address the complaint to the Principal and hand over the same in person or in a sealed cover.
- The Principal shall retain the original complaint with her & send to the Women Cell for further enquiry.
- It shall be the duty of the Women Cell to investigate the matter and report it to the Principal for further action.
- It shall be the duty of all the persons and authority designated under this Act to ensure that all complaints lodged under this chapter shall be strictly confidential. The name of the aggrieved Person/Women shall not be referred to in any records of proceeding, or any orders or Judgments given under this Act. The name of neither the aggrieved person/women nor her identity shall be revealed to the press/ media or any other persons.

After it has been proven that the offender has indulged in sexual harassment in the work place, an appropriate punitive action would be taken against him irrespective of his status in the institute (staff. Faculty, students). Where such conduct amounts to a specific offense under the Indian Penal Code or under any

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other law, a complaint will be made to the appropriate action in accordance with the law of land can be taken.

32. Service Book :

- a. The College shall open and maintain a separate Service Book of each employee. The service record shall consist of a factual record of employment, grade, salary scale, increments, leave record, disciplinary action, rewards etc., as well as the History and Verification of services. The signature of the employee shall be obtained in the service book. Refusal on the part of the employee to sign shall be recorded by the Principal.
- b. Service Book Maintenance –
 - i. Service Book maintenance is necessary for all employees working in the College except those appointed against temporary vacancies of not more than a year. The Head of Institution from the date of the first appointment will open the service Book of the employees in the prescribed manner.
 - ii. For safe custody of service book, maintenance of movement register of service book is necessary. Entries should be made in the register as and when new service books are opened or received from other institutions. And further when they are send to other institutions.
 - iii. Every stage in employee's career shall be recorded and each entry attested by Head of College who shall ensure that the entries are correct and also that there is no cuttings error, overwriting etc. The Vice Chairman / shall make entries/ attestation in the service book of the Director/ Principal of the College.
 - iv. It shall be kept in the safe custody of the Head of the College concerned.
 - v. Service book is to be shown to the Chairman/ Vice Chairman of the College every year and necessary signature or opinion obtained.
- c. Confidential Reports (CR) - Confidential report is an objective performance and assessments of the work executed and conduct of an employee of the College. Assessment of Confidential Report is the main criteria for confirmation, promotion and Review of an employee.
 - i. Confidential Report of the teaching staff is to be written by the HOD / PRINCIPAL / DIRECTOR and technical support and administrative staff is to be written by the REGISTRAR and reviewed by the Executive Vice Chairman. The Confidential Report of the ADMINISTRATOR/ DIRECTOR /

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REGISTRAR is to be written by the Executive Vice Chairman, and reviewed by the Chairman.

- ii. Confidential Report should be performance oriented. Reports are to be signed and dated indicating designation (with Rubber stamp) and handed over to the Reviewing body.
- iii. Confidential Reports are to be in the custody of the Management. Contents of Confidential Reports and their movement shall be kept confidential.

33. Amendment and alteration to Service Rules and Conditions along with Code of Conduct :

- a. The Governing Body reserves the right to make and bring about any amendment, alteration, modification or addition to any of these rules.
- b. Such amendment, alteration, modification or addition shall be binding on all the teaching and non-teaching staff of the College.

34. Previous Rules and Regulations :

- a. The above Service Rules and conditions along with code of Conduct supersede any previously existing set of Rules, from the date on which the Managing Committee approves them.

35. Code of Conduct – Applicable to teaching, technical support staff administrative accounts and other Non-Teaching Staff.

- a. Every employee shall be subjected to the General rules laid down by this service rules with regards to the discipline and conduct of the employees. Every employee shall shoulder the responsibility of maintaining proper discipline; imparting value based education and be instrumental for character formation of the students in accordance with the spirit and interest of the institution. Further, as a religious minority institution established, managed and administered by the St. Thomas Malankara Orthodox Church Mission of the Diocese of Calcutta, an employee shall not act in a manner which might in any way be disrespectful, harmful or otherwise damaging to Christian principles, faith and interests followed and referred by the management of the institution. No employee shall, except in accordance with any general or special order of the College or in the performance in good faith, of the duties assigned to him or her, communicate directly or indirectly any official document or any part thereof or information to any other person to whom s/he is not authorized to communicate such documents or information.
 - b. Every employee of the College amongst others shall :
 - i. Preserve an exemplary moral character, maintain absolute integrity and devotion to duty and so live as to be a credit to the institution and an inspiration to others, especially the student community.

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- ii. Be dressed in a dignified way.
- iii. Faithfully discharge his/ her duties to the best of his/ her abilities and abide by the rules and regulations of the institution and as per the instructions and guidance of the management/Director/Principal/Head of the Department or Department in Charge, who in turn implicitly and explicitly should supervise the work of the staff.
- iv. Unless in any case it is otherwise distinctly provided the whole time of an employee shall be at the disposal of the College in such capacity and at such places as s/he may, from time to time, be directed.
- v. Show proper respect as civilities to all persons having any dealings or connections with the institution.
- vi. Be regular and punctual in respect of one's duty and signing the attendance register as per existing practice in the institution.

c. The Teachers/Technical supporting staff shall -

- 1) Enter the class assigned to him/ her at the correct time and do genuine and sincere work. For this, prior preparation is indispensable. Teachers shall not leave the class before the closing bell.
- 2) Devote the whole period entrusted to him or her to the teaching of the subject matter given to him/her with the minimum use of the teacher's chair and no other work of any kind whatsoever shall be undertaken during the period without the special permission of the Management/The Director/Principal.
- 3) Converse among themselves in English and promote this habit among the students.
- 4) Organize and promote all College activities which foster a feeling of universal brotherhood among pupils.
- 5) Take his/her stand against the unhealthy and anti-social customs and practices in modern society and strive his or her best to instill in the minds of students, the principles of co-existence, co-operation, human brotherhood, mutual respect, justice, service to the society etc.
- 6) Be a learner throughout the life not only to enrich his/her own life, but also of those placed in his/her care. They should carry out research activities, conduct seminars and publish books and articles periodically. This will be part of their credits during the appraisal.
- 7) Carry out the duties entrusted to him/her including the co-curricular activities of the institution such as supervision of physical exercise, parades, social and ceremonial functions etc.
- 8) Be impartial in his/her relations with the pupils and be sympathetic and helpful to less fortunate and the backward ones.
- 9) The teachers should fulfill the job specifications of the AICTE (Appendix F)

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- 10) Co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral and physical well-being of students.
- 11) The valuation of the answer papers of all the examination shall be conducted only in the College.
- 12) Prepare and submit the teacher's diary/ planner on the first working day of each week to the director/ principal.
 - d. Any absence from duty without prior permission, sleeping during duty, and laziness will be considered as dereliction of duty.
 - e. It is obligatory for the employee, if and when on a holiday, the Chairman/EVC/Administrator/Director asks an employee, to report himself/herself to the institution for any other purpose connected with the College; he/she is bound notwithstanding the fact that it is a holiday.
 - f. In the absence of a teacher, another teacher may be called upon to substitute the absentee in any class during the free period, he/she should abide by it and use that period creatively in the interest of the students.
 - g. Before leaving for holidays or employment, all records shall be kept up-to-date by the teachers concerned and the library books, textbooks, reference books any teaching aids audio or visual equipments if any etc. should be handed back to the College office or to the librarian before drawing the salary. On failure to do so, the cost shall be recovered from the employee from his/ her emoluments, be it salary or terminal bonafide.
 - h. It is obligatory for the Teacher Guardian to maintain the attendance register, mark-sheet progress-card, leave applications etc. and to keep in touch with the director/ principal/ head of the Department, on any improper and abnormal behavior of any student, the penalties imposed. The class-teacher will be responsible for the discipline of his/her class.
 - i. Every teaching employee shall devote AICTE stipulated hours of work per week irrespective of any additional consignment if so required.
 - j. Submit in writing his/her permanent, as well present mailing address to the Management, at the joining, Any change of the address have to be duly informed.
 - k. If any employee is in occupation of any residential premises, whether College owned or lease immediately on termination of his employment with the College, the employee shall hand over to the College the vacant possession of the premises, failing which the College shall have the right to recover possession of the premises by any process of eviction considered appropriate in the circumstances by the management.

Christian College of Engineering and Technology, Bhilai, C.G, (Page. No. 28)

Criterion 6

QIM 6.2.1 institutional perspective plan



SERVICE RULES AND CONDITIONS

APPLICABLE TO TEACHING, TECHNICAL ADMIN, LIB, & SUPPORT STAFF

- I. Each employee will be responsible for the care of institutional goods and property entrusted to him/her and will truly and faithfully account for or pay over or deliver to the proper person all money, goods and property which shall at any time come his/her hands under his/her charge, on account of the institution.
- m. Every employee of the College amongst others shall not :
 - i. While being present in the college, absent himself/herself from the class/lab/workshop which he/she is required to attend.
 - ii. Enter into monetary transactions with pupils and their parents, exploit his/her College influence for personal ends or incur debts beyond the means to pay.
 - iii. Take out patent for any inventions made by him/her during the period of his/her service without prior permission of the institution.
 - iv. Knowingly or willfully neglect his/her duties or expressing in words or actions willful insubordination or disobedience whether individually or in combination with others of any lawful and reasonable order or discharge of duty. Further, striking work alone or in combination with other employees or inciting them to strike work in contravention of the provisions of any law or rules having the force of law.
 - v. Apply or appear for interview etc. for any job with any other institution or company without the written permission of the Vice Chairman or authorized officer by the Chairman. If the employee had already appeared for an interview before she/he has joined the college, then it is the duty of the employee to inform the college at the time of the appointment and seek written permission to that effect.
 - vi. Discriminate against any student on the ground caste, creed, place of origin, social, cultural linguistic background etc.
 - vii. Indulge in or encourage any form of malpractice connected with examination or any other College activity.
 - viii. Leak out the marks or the result of the examination tests.
 - ix. Show negligence in correcting class work or assignments, lab manuals, test papers done by the students.
 - x. Apply for or accept any job of remunerative character from any sources other than the College.
 - xi. Be guilty of or encourage violence of any conduct which involves moral turpitude.
 - xii. Organize or attend any meeting during the College hours except when permitted by the head of the institution.
 - xiii. Accept any gift from students, parent or any person he/ she comes in contact with because of his/ her position in the College.
 - xiv. Take outsiders to the staff room or leave work place while on duty without obtaining prior permission.
 - xv. Take students for picnics/ tours, party etc. without the permission of the head of the institution or failing to observe safety and security rules.

Christian College of Engineering and Technology, Bhilai, C.G. (Page. No. 29)

Criterion 6

QIM 6.2.1 institutional perspective plan



SERVICE RULES AND CONDITIONS

APPLICABLE TO TEACHING, TECHNICAL ADMIN, LIB, & SUPPORT STAFF

- xvi. Late attendance, absence from duty without leave or without sufficient cause, refusal to work on a job of a similar nature without giving adequate reasons for the same.
 - xvii. The employee/s shall not engage themselves in any other business, trade, occupation, private tuitions, calling or service of any nature whatsoever whether full time, part time, honorary or advisory and further will not hold any office of profit or participate in any commission or agency of such business directly or indirectly.
 - xviii. Leveling malicious or false allegations, spreading rumors or giving false information, this tends to bring disrepute to the College or its employee or spreading panic among them.
 - xix. Committing a nuisance in the premises of the College, breach of any instructions and maintaining its cleanliness.
 - xx. Ask for or accept any contribution or otherwise, associate himself / herself with the raising of any funds or making any other collection whether in cash or in kind in pursuance of any object whatsoever.
 - xxi. Bring or in custody of or use liquor of any kind or narcotics or drugs in the college campus.
 - xxii. Possess any weapon, explosive and other objectionable materials in college premises.
- n. The following shall not be considered as breach of the code of conduct.
- 1. To appear at an exam to improve his/her qualification with the permission of the employer.
 - 2. To become or continue to be a member of any literary, scientific or professional organization.
 - 3. To make any representation to the management for the redressal of any bonafide grievances subject to the condition that such representation is not made in rude or indecorous language.

Date: 4th October 2017

Fr Jose K Varghese
Executive Vice Chairman



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bilai

If You Aim High, We Provide The Means

PROCEDURE FOR APPOINTMENTS

Criterion 6

QIM 6.2.1 institutional perspective plan



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TIMES APPOINTMENTS

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY
Kailash Nagar, Bhilai – 490 026 (C.G) Tel. No. 0788-2286662
(Approved by AICTE, New Delhi & Affiliated to CSVTU, Bhilai.)

APPOINTMENTS

Applications are invited for the post of Prof., Asso. Prof, Asst. Prof in the disciplines Computer Science Engg, Mechanical Engg., Electrical Engg., Electronics & Tele Comm. Engg. .Civil Engg., Applied Maths, Applied Chemistry, Applied Physics, English and Training & Placement Officer (Preferably MBA) . Qualification strictly as per AICTE norms. Applications along with all academic credentials can be mailed to principal.011.csvtu@gmail.com or can be submitted at the college Reception on or before Monday, 12th June 2023. Salary package will be as per AICTE Norms.

Executive Vice Chairman

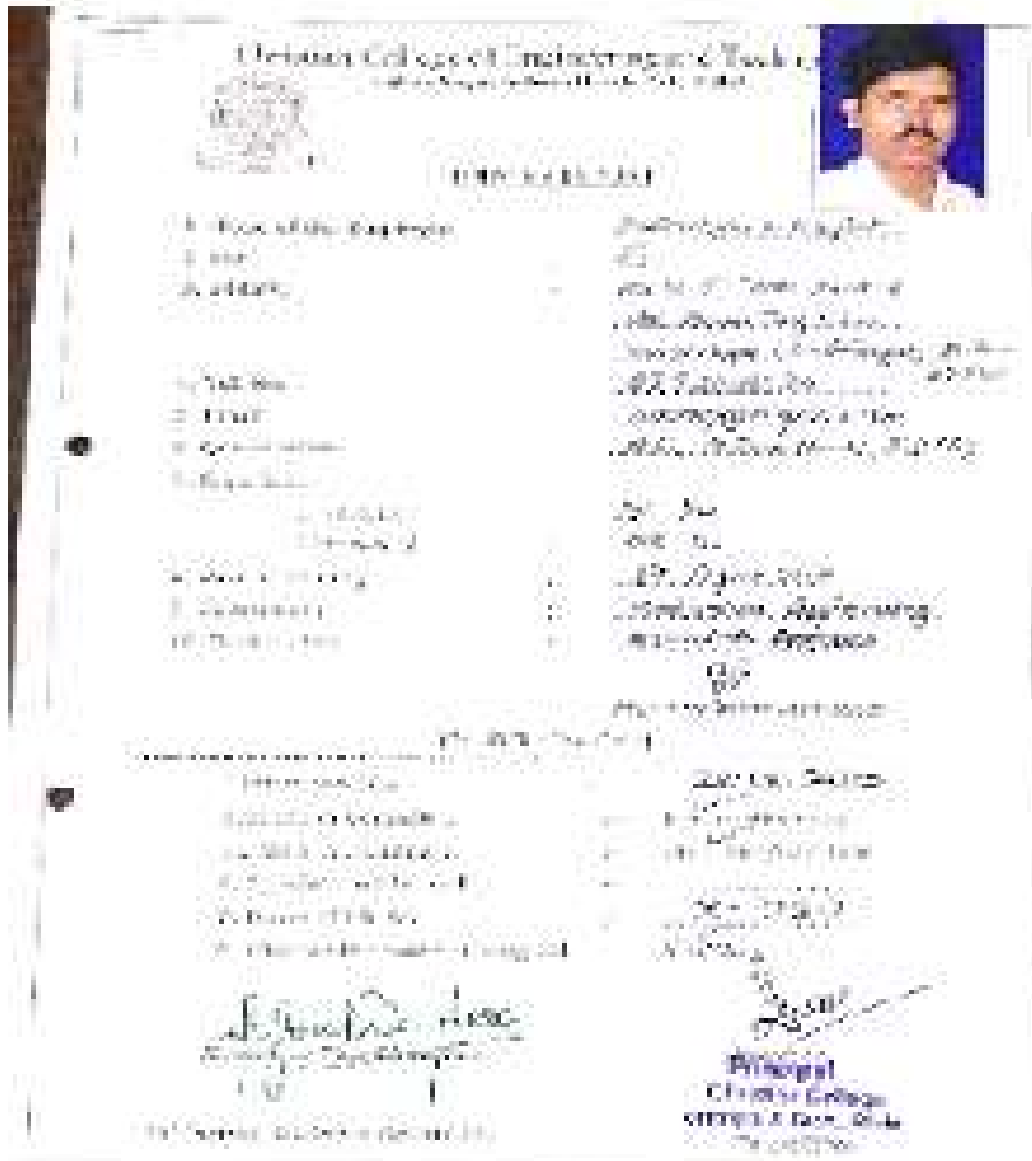
Criterion 6

QIM 6.2.1 institutional perspective plan





Criterion 6

QIM 6.2.1 institutional perspective plan





Christian College of Engineering and Technology
Kailash Nagar, Industrial Estate P.O., Bhilai

JOINING REPORT

1. Name of the Employee : M. Mohan Sankar
2. Sex : M / F
3. Address : Sai Nagar, Uda Road
Weed sa Durg. (C.G.)
7010484024
4. Tel. No. : mohansankar-ciel@gmail.com
5. Email : mohansankar-ciel@gmail.com
6. Qualification : M.E (Thermal)
7. Experience :
 1. Teaching : 6.5 Yrs
 2. Industrial : Nil
8. Date of Joining : 26 Aug 2019
9. Department : Mechanical
10. Designation : Assistant Professor

(Signature of Employee)
(For Office Use Only)

1. Interviewed On : 31-07-2019
2. Selection Council : Int. and Ex. ()
3. Type of Appointment : Full Time/Part time
4. Appointment Letter No. : _____
5. Personal File No. : _____
6. Whether the contract is signed : Yes/No

(Signature)
Executive Vice Chairman

(Signature)
Principal

CC: Accounts, Academics, Personal File



Christian College of Engineering and Tech Kailash Nagar, Industrial Estate P.O., Bhilai



JOINING REPORT

1. Name of the Employee : AVINASH KUMAR.....

2. Sex : M / F

3. Address : FLAT NO. 128, BLOCK NO-8
DALIP PARSAR,.....
KAILASH NAGAR, BHILAI

4. Tel. No. : 9706620501,.....

5. Email : avinash08330@gmail.com

6. Qualification : Ph.D.,.....

7. Experience :
1. Teaching : 4 years, 5 months (Teaching
2. Industrial : Assistantship)

8. Date of Joining : 15/03/2021.....

9. Department : ELECTRICAL ENGINEERING

10. Designation : ASSOCIATE PROFESSOR

Avinash Kumar
(Signature of the Employee)

(For Office Use Only)

1. Interviewed On : 08.03.2021

2. Selection Committee : Internal/External

3. Type of Appointment : Full Time/Part time

4. Appointment Letter No. :

5. Personal File No. :

6. Whether the contract is signed : Yes/No

[Signature]
Executive Vice Chairman

[Signature]
Principal

CC Accounts, Academics, Personal File



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bhilai

If You Aim High, We Provide The Means



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Run By St. Thomas Malankara Orthodox Syrian Church Mission, Bhilai. (Minority run Institution)

ESTD 1998, Reg. No. M.P.M/0024/10/79

Approved by All India Council for Technical Education and Accredited By National Board of Accreditation, Affiliated to CSVTU

Formerly Known as

MPC CET

ccet@ccetbhilai.ac.in

www.ccetbhilai.ac.in

Ref. No. CCET/ADMIN/2015/562

Dated: 04/08/2015

To

Mr. Radheshyam H Gajghat,
Pranav Niwas, Plot No 05, Cross Street 04,,
Near Anand Marg Ashram, Central avenue,
Anand Nagar, Smriti Nagar, Bhilai

Sub: - Appointment Order

The Management of **Christian College of Engineering and Technology, Bhilai** is pleased to appoint you as **Associate Professor** w.e.f. from **01/08/2015** in the Department of Mechanical Engineering and you will be paid consolidated pay of Rs. 60,000/ per month. Your one-month salary will be kept as a security deposit and will be returned when you leave the college with proper notice.

You will be governed by the Service rules of the College. However you will have to face an interview also within six months from the date of joining by the university.

You may take a special note of the following: -

1. You should fulfill the job specification of AICTE as per Appendix 'F' of AICTE notification dated May 2003 (attached).
2. You will be eligible for leave benefits as admissible under institution rules.
3. You will not, on any pretence be absent from duties without having obtained the permission of the head of the Institution or in the case of sickness or accident without furnishing a medical certificate to the satisfaction of the head of the institution.
4. You shall faithfully serve the institution, obey its lawful commands, keep its secrets diligently and carefully learn and perform such work and business as may be entrusted and attend to the work regularly during such hours as may be prescribed and perform such duties as may be assigned.
5. You shall follow the service rules and regulations including the conduct rules as well as the administrative orders of the institution in force from time to time and shall obey all such orders

P.T.O.

Kailash Nagar, Industrial Estate P.O., Bhilai, Durg, Chhattisgarh, 490026. INDIA. Ph.No.: 07882286662/3/4, Fax No.: 07882285266

Criterion 6

QIM 6.2.1 institutional perspective plan



and directions as you may receive from your superiors. In case of any dispute on interpretation of any part of this letter or the rules governing the service, howsoever arising the decision of the Chairman of the institution there on shall be final and binding.

6. You shall devote your whole time towards the duties and shall not carry on or be concerned in any other business or occupation whatsoever.

7. You shall not take out patent for any inventions made by you during the period of your service without the prior permission of the institution.

8. You may be terminated if there is a fall in results or in the intake of students.

9. After receiving three warning letters / call for explanation, you may either forward resignation letter or shall get termination order by the management.

10. You should not apply for any job or appear for interview etc with any other institution or company without the written permission of the chairman or authorized officer by the chairman.

11. During the period of probation if you are found guilty of any offence including the points mentioned above, disciplinary action will be taken against you which may even lead to termination without notice.

12. If your service becomes not satisfactory at any point of time during the period, the Management can terminate your appointment by giving three months notice without assigning any other specific reason.


13. That incase if you want to relinquish your service, a minimum of three months notice is required to be given in the absence of which the security deposit will be forfeited. However you should assure us that you would not leave in between the semester.

14. A copy of the Service Rules of the college is attached with this order for your compliance.

You should submit a signed copy of this appointment letter as a mark of acceptance.


Fr. Jose K Varghese
Executive Vice Chairman

CC:

- ✓ Bursar
- ✓ Principal
- ✓ HOD - Mech.
- ✓ Accounts 
- ✓ Personal File







Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

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If You Aim High, We Provide The Means



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Run By St. Thomas Malankara Orthodox Syrian Church Mission, Bhilai, (Minority run Institution)

Est. 1998, Reg. No. M-130024-079

Approved by M. India Council for Technical Education, Affiliated to CSVTU

Formerly Known as

cetbhilai.ac.in

www.coe/bhilai.ac.in

MPC CET

Ref. No. CCET/ADMIN/2021/373

Dated: 15/03/2021

To

Dr. Avinash Kumar,
Flat No 128, Block No 08,
Dalip Parisar,
Kailash Nagar, Bhilai

Sub: - Appointment Order

The Management of Christian College of Engineering and Technology, Bhilai is pleased to appoint you as "Associate Professor" in the department of "Electrical Engineering" w.e.f. from 15/03/2021. You will be on the scale of Rs. 37,400/- 67,000/- and you will be paid Basic Pay of Rs. 37,400/- + allowances Rs. 2,600/- and total comes to Rs. 40,000/- (Forty Thousand Only). You will be under probation for one year which may be extended for two years. Your one-month salary will be kept as a security deposit and will be returned when you leave the college with proper notice. Further please note that, you will be governed by the Service rules of the College. However you will have to face an interview also within six months from the date of joining by the university.

You may take a special note of the following: -

1. You should fulfill the job specification of AICTE as per Appendix 'F' of AICTE notification dated May 2003 (attached).
2. You will be eligible for leave benefits as admissible under institution rules.
3. You will not, on any pretence be absent from duties without having obtained the permission of the head of the Institution or in the case of sickness or accident without furnishing a medical certificate to the satisfaction of the head of the institution.
4. You shall faithfully serve the institution, obey its lawful commands, keep its secrets diligently and carefully learn and perform such work and business as may be entrusted and attend to the work regularly during such hours as may be prescribed and perform such duties as may be assigned.
5. You shall follow the service rules and regulations including the conduct rules as well as the administrative orders of the institution in force from time to time and shall obey all such orders and directions as you may receive from your superiors. In case of any dispute on interpretation of any part of this letter or the rules governing the service, howsoever arising the decision of the Chairman of the institution there on shall be final and binding.

P.T.O.

NOS. MAR THEODOSIUS ROAD, KAILASH NAGAR, NEAR INDUSTRIAL ESTATE, BHILAI, C.G. PIN: 490026 Fax : 0780 228 5266, Tel: 0788 228 6662 /63 /64

Criterion 6

QIM 6.2.1 institutional perspective plan



TIMES APPOINTMENTS

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY
Kailash Nagar, Bhilai – 490 026 (C.G) Tel. No. 0788-2284662
(Approved by AICTE, New Delhi & Affiliated to CSVTU, Bhilai.)

APPOINTMENTS

Applications are invited for the post of Prof., Asst. Prof., Asst. Prof in the disciplines Computer Science Engg., Mechanical Engg., Electrical Engg., Electronics & Tele Comm. Engg., Civil Engg., Applied Maths, Applied Chemistry, Applied Physics, English and Training & Placement Officer (Preferably MBA). Qualification strictly as per AICTE norms. Applications along with all academic credentials can be mailed to principal.011.csvtu@gmail.com or can be submitted at the college Reception on or before Monday, 12th June 2023. Salary package will be as per AICTE Norms.

Executive Vice Chairman

Criterion 6

QIM 6.2.1 institutional perspective plan

**छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय**
CHHATISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY

Ref. CSVTU/Interviews-2016/ 1574

Date: 13/6/16

To

The Principal
Christian College of Engineering & Technology
Kailash Nagar, Industrial Estate
P O Bhilai, Durg (CG)-490026Sub: **Approval to the selection of faculties - as per Statute 19 of the University**Ref: **Your letter No.CCET/Admin 2016/768 Dated 22.02.2016**

As per the recommendations of the Selection Committee constituted under Statute-19 of the University, the selection of following faculty members in your institution is hereby approved as indicated below, subject to the fulfilment of the following conditions:

1. Candidates selected for the post of Pro-term Lecturer (Engg. & Tech.) without ME/M Tech. qualification, will have to acquire the same within three years as per the AICTE norms.
2. Candidates selected for the post of Pro-term Lecturer (Humanities & Sciences) without NET/Ph D qualification, will have to acquire the same within three years as per AICTE norms.

Sl. No.	Name of the Candidates	Post	Discipline	Date of Birth
1	Dr. Sudarshan Nancy	Assistant Professor	CSE	
2	Ms Ritika Kalihari	Assistant Professor	CSE	01.07.1987
3	Mr Indranil Sarkar	Assistant Professor	CSE	10.04.1992
4	Mr Arun Singh Dhakad	Assistant Professor	Mech Engg	03.03.1984
5	Mr Manojan Sonu	Assistant Professor	Mech Engg	12.06.1981
6	Mr Ganpat Lal Prakesh	Assistant Professor	Mech Engg	29.05.1986
7	Mr Jitendra Kumar Sahu	Assistant Professor	Mech Engg	19.04.1987
8	Mr Sheetal Kumar Dewangan	Pro-tem Lecturer	Mech Engg	25.02.1982
9	Ms Pallavi Chandrakar	Assistant Professor	Mech Engg	03.02.1991
10	Mr Pradeep Chandra	Assistant Professor	Mech Engg	03.02.1991
11	Mr Shivam Sander Dewangan	Assistant Professor	Mech Engg	21.10.1988
12	Mr Vivek Dandey	Assistant Professor	Mech Engg	08.01.1973
13	Ms Megha Sahu	Assistant Professor	E & TC	18.12.1989
14	Mr Pradeep Singh Thakur	Assistant Professor	E & TC	22.02.1981
15	Mr Rohit Kumar	Assistant Professor	E & TC	05.02.1986
16	Ms Ganga Sahu	Assistant Professor	E & TC	24.08.1991
17	Ms Chandan Nayak	Assistant Professor	E & TC	28.02.1990

1574
13/6/16
Comd. 2

South Park Avenue, Secy - 3, Bhilai (CG) - 490005

Criterion 6**QIM 6.2.1 institutional perspective plan**

**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI**
छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय, भिलाई

Ref: CSVTU/Interviews-2022/ 557

Date 1/2/23

To

The Principal
Christian College of Engineering & Technology
Kailash Nagar, Industrial Estate
Bhilai (CG) -490026

Sub: Approval to the selection of faculties as per Statute 19 of the University.

Ref: Conduction of interviews on 17.11.2022, 13.01.2023 and 14.01.2023

As per the recommendations of the Selection Committee constituted under Statute-19 of the University, the selection of following faculty members in your institution is hereby approved as indicated below:

Sl. No.	Name of the Candidates	Post	Discipline	Date of Birth
1	Dr R H Gajghat	Professor	Mech Engg.	15.07.1972
2	Shri Vanshwar Kumar Sahu	Assistant Professor	Mech Engg.	09.10.1983
3	Shri Praveen Chandrakar	Assistant Professor	Mech Engg.	24.08.1990
4	Shri Chandra Shekhar Sahu	Assistant Professor	Mech Engg.	01.01.1985
5	Shri Vikash Kumar Agrawal	Assistant Professor	Mech Engg.	22.08.1983
6	Dr Shailendra Verma	Assistant Professor	Elect. Engg.	27.05.1979
7	Ms Richa Sahu	Assistant Professor	Elect. Engg.	03.08.1993
8	Mr Akash Dewangan	Assistant Professor	Elect. Engg.	05.07.1992
9	Dr Anju Singh	Assistant Professor	Appl. Physics	24.04.1983
10	Ms Shikha Agrawal	Assistant Professor	CSE	30.07.1987
11	Ms Amrita Banjare	Assistant Professor	CSE	03.07.1986
12	Mr Rupesh Mude	Assistant Professor	CSE	30.09.1973
13	Ms Divyani	Assistant Professor	CSE	19.06.1993
14	Lincy Mendonza	Assistant Professor	CSE	23.01.1989

The appointment will be valid from the date of issue of this letter or the date of joining thereafter. The date of joining is to be intimated to the University along with the copy of joining letters, and then only the name will be included appropriately in the seniority list of CSVTU.

By order

Registrar
CSVTU, Bhilai

Copy to:

- 1 Copy is to be forwarded to concerned Teachers.
- 2 PS to VC
- 3 MF

Newai, P.O. Newai, Bhilai, Distt. Durg (Chhattisgarh) - 491107

Ph. No. : 0788 - 2200062, Fax : 0788-2445020, Website : www.csvtu.ac.in, E-mail : registrar@csvtu.ac.in



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bhilai

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CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Run By St. Thomas Malankara Orthodox Syrian Church Mission, Bhilai, Dist.-Durg (C.G.) Pin : 490026
Estd. 1998, Reg. No. M.P8400/24.10.79

Approved by All India Council for Technical Education (AICTE), New Delhi and Affiliated to CSVTU, Bhilai (C.G.)



ccet@ccetbhilai.ac.in • principal.011.csvtu@gmail.com

www.ccetbhilai.ac.in

Ref. No. CCET/ADMIN/2023/ 339

Dated: 01/02/2023

To

Dr R H Gajghat,
Professor,
Department of Mechanical Engg.,
CCET, Bhilai.

Sub : Appointment Order after University Interview as per Statute – 19 of the University.
Ref : Letter from CSVTU/Interviews-2022/557 Dated: 01.02.2023.

With reference to the above referred letter from CSVTU/Interviews-2022/557 Dated: 01.02.2023, I am glad to inform you that you are appointed as Professor, Department of Mechanical Engg. w.e.f. 01.02.2023.

All the other conditions and your scale of pay shall remain the same. Further please note that you will be governed by the service rules of the college and you should fulfill the job specification of AICTE and CSVTU.

Your appointment will be valid from the date of joining of the institution hence you are advised to submit a joining report to the Office of the Principal which has to be intimated to the University along with your copy of the joining letter.

You may take a special note of the following: -

1. You should fulfill the job specification of AICTE as per Appendix 'F' of AICTE notification dated May 2003 (attached).
2. You will be eligible for leave benefits as admissible under institution rules.
3. You will not, on any pretence be absent from duties without having obtained the permission of the head of the Institution or in the case of sickness or accident without furnishing a medical certificate to the satisfaction of the head of the institution.
4. You shall faithfully serve the institution, obey its lawful commands, keep its secrets diligently and carefully learn and perform such work and business as may be entrusted and attend to the work regularly during such hours as may be prescribed and perform such duties as may be assigned.

P.T.O.

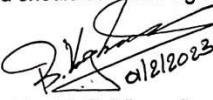
Dr. STEPHANOS MAR THEODOSIUS ROAD, KAILASH NAGAR, NEAR INDUSTRIAL ESTATE, BHILAI, DIST. - DURG (C.G.) 490026 INDIA, PH. NO. : 07882286662, 9981991429

Criterion 6

QIM 6.2.1 institutional perspective plan



5. You shall follow the service rules and regulations including the conduct rules as well as the administrative orders of the institution in force from time to time and shall obey all such orders and directions as you may receive from your superiors. In case of any dispute on interpretation of any part of this letter or the rules governing the service, howsoever arising the decision of the Chairman of the institution there on shall be final and binding.
 6. You shall devote your whole time towards the duties and shall not carry on or be concerned in any other business or occupation whatsoever.
 7. You shall not take out patent for any inventions made by you during the period of your service without the prior permission of the institution.
 8. You may be terminated if there is a fall in results or in the intake of students.
 9. After receiving three warning letters / call for explanation, you may either forward resignation letter or shall get termination order by the management.
 10. You should not apply for any job or appear for interview etc with any other institution or company without the written permission of the chairman or authorized officer by the chairman.
 11. During the period of service if you are found guilty of any offence including the points mentioned above, disciplinary action will be taken against you which may even lead to termination without notice.
 12. (a) If the service of an faculty member is found unsatisfactory at any point of time, the Management can terminate the services without assigning any specific reason by giving three months notice during the classes; and
(b) During the semester break by giving one month notice a faculty can be terminated without assigning any specific reason.
 13. That incase if you want to relinquish your service, a minimum of one month working notice is required to be given, (No leave could be availed during this period. If taken, it would be treated as LWP as well as you have to pay back to the institution in lieu of any absent during the notice period) in the absence of which the security deposit will be forfeited. However you should assure us that you would not leave in between the semester.
 14. Also he/she should be present on all working days during the notice period and if any leave is availed during the notice period the same will be calculated as less number of working days served during notice period and appropriate deduction will be done from the security deposit.
 15. A copy of the Service Rules of the college is attached with this order for your compliance.
- You should submit a signed copy of this appointment letter as a mark of acceptance.


Fr. Dr. P.S. Varghese
EXECUTIVE VICE CHAIRMAN

- CC:
- ✓ Chairman
 - ✓ Bursar
 - ✓ Director
 - ✓ Accounts
 - ✓ Personal File


01/10/2023



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, Kailash Nagar, Bhilai

Ref. No. CCET/2019/806

Date: 09.12.2019

CONGRATULATION

Ph. D. awarded to Dr. Radheshyam H. Gajghat

The Chairman and Bishop of Kolkata Diocese Dr. Joseph Mar Dionysius has extended his blessings and warm wishes to Dr. Radheshyam H. Gajghat, Associate Professor, Department of Mechanical Engineering for being awarded 'Doctor of Philosophy Ph.D'.

Also the Management, Staff and Students of Christian College of Engineering and Technology, Bhilai extends warm wishes to his on being awarded Doctorate for the thesis entitled "Formulation of a Model to Correlate the Performance of Engineering Students in University Examination" by Department of Mechanical Engineering, Rashtrasant Tukadoji Maharaj Nagpur University.

The CCET family collective congratulates him for the achievement and renders good wishes and expects many more academic goals in the future.



CONGRATULATION Dr. Radheshyam H. Gajghat

[Signature]
Principal
9/12/19

- Copy to :
- * Honorable Chairman/Executive Vice Chairman
 - * Principal
 - * Finance Controller
 - * Construction Manager
 - * I/c Exam Section
 - * Staff Notice Board
 - * Hostel Wardens (Boys/Girls)
 - * NSS I/c

1-230

- * HOD(Mech/CSI/Elect./Electro&Tel.)
- * I/c Student's affair
- * Workshop Supd.
- * Accounts Section
- * Sports Officer

[Signature]
Executive Vice Chairman
9/12/19

Executive Vice Chairman

- * Bursar
- * Librarian
- * I/c IQAC
- * Students Notice Board
- * Administrative Office
- * 1st Year I/c



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Run By St. Thomas Malankara Orthodox Syrian Church Mission, Bhilai (Minority run Institution)

Est. 1998 Reg. No. M.P. 820024 10 72

Approved by All India Council for Technical Education, Affiliated to CSVTU

Formerly Known as

MPC CET

ccet@cetbhilai.ac.in

www.cetbhilai.ac.in

Ref: CCET/Admin/2020/924(A)

Dated: 03/02/2020

PROMOTION ORDER

To

Dr Radheshyam H Gajghat,
Department of Mechanical Engineering

● Sub: Promotion to the Post of Professor

I am glad to inform you that the Chairman, Christian College of Engineering and Technology has approved to offer you the appointment as Professor in the Department of Mechanical Engineering w.e.f 03.02.2020. You will be suitably put in the professor scale in due course of time. Your appointment as professor is purely institutional and becomes regularized subject to ratification by CSVTU under Statute 19. The appointment is subject to terms and conditions and standing rules of the College that are in force and that may be amended from time to time.

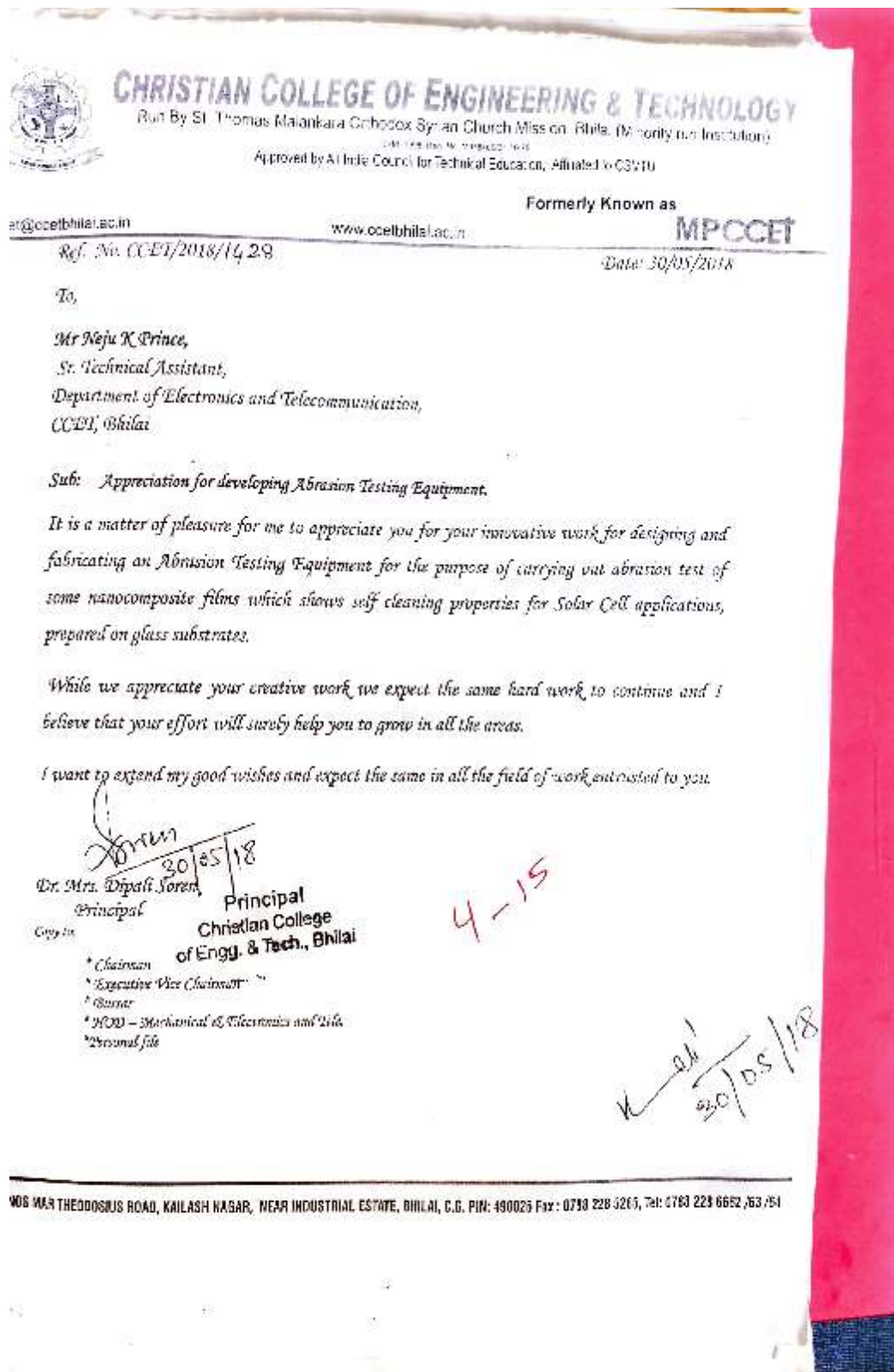
With Best regards

●

Fr George C Varughese
Executive Vice Chairman.

cc:

- ✓ Chairman
- ✓ Bursar
- ✓ Principal
- ✓ Accounts
- ✓ Personal File



Criterion 6

QIM 6.2.1 institutional perspective plan



Ref: CCET/Admin/2012/2479

Dated: 16/02/2012

PROMOTION ORDER

To: Mr. Neju K Prince,

I am happy to inform you that the management is pleased to promote you as Jr. Demonstrator in the department of "Electronics and Telecommunication" w.e.f from 01.01.2012 in the scale of TS-VII 9000-300-18000, in the basic of Rs 9900/- with the grade pay of Rs 2500/- and all other allowances applicable as per college rules. As you go up the ladder, you are expected to shoulder more responsibilities and give better output.

Hope this will motivate you to contribute more towards the development of the college.

Other conditions of your service will be governed by the Service rules of MPCCET.

Wishing you all the best

Fr Jose K Varghese
Fr Jose K Varghese
Executive Vice Chairman.

cc:

- ✓ HOD I/c (E & T)
- ✓ Finance Controller
- ✓ Personal File

MPCCET
CIRCULATION ONLY AND
Return back after putting initials-

1. Executive Chairman

2. Vice Chairman

3. Director

4. Treasurer

5. Finance Controller

6. Registrar

7. Personal File

18/02/12



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**LIST OF POLICY FOR EFFECTIVE FUNCTIONING OF INSTITUTIONAL
BODIES**

Criterion 6

QIM 6.2.1 institutional perspective plan



Sr.No.	Policy
1	IQAC Policy
2	Academic Policy
3	Internal Assessment Policy
4	Grievance Redressal Policy
5	Start up Policy
6	Institutional Scholarship Policy
7	Research Policy
8	Staff welfare policy
9	Teachers Training Policy
10	Student Centric Policies
11	Student Induction Program Policy

Criterion 6

QIM 6.2.1 institutional perspective plan





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ceet@ccetbhilai.ac.in • principal011.csvtu@gmail.com

www.ccetbhilai.ac.in

Ref:CCET/Admin/2018/1697/h **DATE: 12.01.2015**

Research Policy

Statement

CCET is established with a vision, "To be an Institution which provides quality technical education inculcating high moral and social values with a human face and thereby producing world class competent engineers for the progress and transformation of the society". The institute is committed to serve the society by conducting state of the art research to address the grand challenges and opportunities of the future.

At CCET research policy helps to foster an environment that promotes innovation, creativity, and critical thinking among teachers, research scholars and students.

Objectives

- Provide proactive research culture and state-of-the-art infrastructure.
- Promote and encourage research and innovation within the college by providing support and resources to faculty and students.
- Enhance the quality of research by establishing guidelines and standards for research methods, data collection and analysis.
- To encourage the students and faculty members to involve in inter-disciplinary and multi-disciplinary research by promoting collaboration across departments and disciplines.
- Promote the dissemination of research results through publication in reputed journals, conference proceedings and other relevant forums, file patents and transfer technologies to relevant industries.
- To create centers of excellence in emerging areas and to sustain research through motivation.
- To observe the highest standards of ethics and integrity in conduct of research, all researchers/faculties must follow ethical guidelines.

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- Promote academic and industrial collaborations involving active and mutually beneficial R&D projects

Research Committee

A research committee is constituted to develop a high-quality research ambience in the Institute. This also aims to motivate faculties for research at par with National and International standards. Further, to support and promote research initiatives that align with the Vision & Mission of the institute.

The Research Committee is constituted consists of the following members:

1. Executive Vice Chairman	Chairman
2. Bursar	Member
3. Principal	Member
4. Vice Principal	Member
5. HODs of all department	Member
6. Nominee of the concerned Departmental Research Committee	Member
7. Registered PhD Supervisor and Co-Supervisor	Member
8. Principal Investigator of the project funded by external agency	Member
9. R & D coordinator	Convener
10. R & D Co-coordinator	Co-convener

Roles and Responsibilities of the Committee

- To monitor smooth and efficient co-ordination of research activities in the college.
- To Identify new Research avenues and Opportunities announced by different academic, research, industrial or government organizations time to time.
- To introduce measures to enhance research outcomes in terms of quality research publications, Research Projects / grants, Patents, Collaborations, Doctoral program and Faculty development programmes.
- To identify potential collaborators and to facilitate collaborations with researchers from premier institutions to encourage joint research venture in the latest technology
- To propose augmentation of Research infrastructure and establish necessary support system for utilization of facilities.
- To develop an Institutional Research Information System for sharing the status of ongoing/ completed research projects/ Programmes, expertise & resources, etc.
- The R&D activities in the individual departments are monitored by Department level research committee headed by the Head of the respective Department.

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17/01/2015



- To evaluate research proposals submitted by researchers within the organization or external stakeholders. The committee evaluates the proposals based on their relevance to the organization's goals, feasibility and potential impact.
- To encourage and facilitate the publication of the research work/ projects in reputed academic journals
- To encourage and facilitate the presentation/communication of the research work/ projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media.
- To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the Institution conform to standard quality specifications.

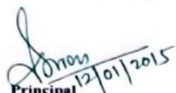
Institutional Research Promotional Measures

- Faculty promotion schemes may develop for those who significantly contribute high quality research and keep high ethics in research undertaken.
- Provision for incentives for faculties for paper publications in reputed journals, presenting research papers in conferences, based on the quality of publications at the end of each academic year
- Institution provide honorarium for the faculties for completion of funded collaborative research projects. All incentives / Honorarium based on the recommendations of the Research Committee of the Institute.
- Recognize the faculty/student for excellent performance in research related activities such as fetching research grants or having consultancy projects etc.
- Proper norms for reimbursement of travel, accommodation and registration prepared for faculty members for participating in Conferences or Faculty Development Programmes.
- Under-graduate and Post-graduate students are provided partial amount to support innovative final year projects.
- Performance Based Incentives is offered to faculty members based on various activities pertaining to Research & Innovation like consultancy, testing, patents, etc. based on guidelines issued from time to time.
- Incentive for writing technical books, with ISBN through reputed publishers at State/National level.
- Faculty members are encouraged to pursue PhD at premier institutions like IIT, IISc, NIT etc. and also admission PhD under Quality Improvement Program (QIP)

[Handwritten Signature]
12/01/2015



- The faculty sponsored for PhD used to be on regular scale of pay and seniority used to be maintained. A maximum of 10% of the total faculty members in a department is sponsored for pursuing PhD program. Faculty gives a Bond (on a Stamp Paper) as per institution policy. The faculty on deputation shall serve CCET after reporting/completion of PhD in such post and on such term as the college may fix for a minimum period of three years.


Principal
12/01/2015



Executive Vice Chairman

Copy to:

- * Honorable Chairman
- * Principal

- * Executive Vice Chairman
- * All HODs / HOD I/C's & 1st yr I/C

- * Bursar
- * Administrative Office



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Ref/CCET/2015/48/b)

DATE: 06.01.2015

Staff Welfare Policy

CCET has a comprehensive set of staff welfare measures in place to support both teaching and non-teaching staff. Staff Welfare measures refer to the intellectual or social improvement of the employees over and above the wages paid by the institution. These measures are designed to enhance the overall well-being and job satisfaction of employees. Here is a breakdown of the various welfare measures mentioned:

The objective of Welfare Scheme

- To keep motivation level of staff high.
- To ensure job satisfaction & employees welfare.
- To enhance physical and mental health of staff to promote a healthy work environment.
- To develop rapport with the institution, employer and the employee.
- To persuade the employees and increase proficiency and effectiveness.

Welfare Measures for Teaching and Non-teaching staff:

Statutory Welfare Measures

- **Drinking Water:** Providing safe and hygienic filtered drinking water to employees.
- **First Aid Facilities:** Offering initial medication through first aid support.
- **Rest Rooms:** Providing rest room facilities for employees.
- **Provident Fund:** Employees are eligible for Provident Fund/benefits as per the government scheme.
- **Gratuity:** Offering gratuity benefits to all eligible staff.
- **ESI (Employees State Insurance)-** Employees are eligible for medical benefits as per ESI Act, 1948.
- **Group Insurance:** Providing group insurance to both teaching and non-teaching staff

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Am
6/01/2015

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QIM 6.2.1 institutional perspective plan



Continuation Sheet

Management demonstrates a commitment to their well-being and financial security.

Leave provided: The employees are sanctioned below leave with pay as per the policies of the Management.

- Casual Leave
- Maternity Leave as per the Government rule.
- Earned Leave for Non-Teaching Staff
- Special leave to staff for any untoward incident, marriage or death of any close relative etc.
- Compensatory Leave in lieu of working during holidays.
- Duty Leave shall be given as per the need and nature of duty.

Non Statutory Welfare Measures

- **Recognition for Higher Education:** Felicitation for staff who acquire Ph.D. degrees.
- **Uniform for Class IV Employees:** Providing free uniforms for the Support Staff members.
- **Collaboration and MOUs:** Partnering with other colleges for faculty development programmes and other activities.
- **Support during Tough Times:** Holding condolence meetings for staff who have experienced a loss of any of their family member.
- **Farewell:** Farewell to Faculties leaving the Job as per the management policy.
- **Research Support:** Encouraging staff to undertake research projects.
- **Academic Participation Support:** Providing financial support for academic activities outside the college.
- **Attendance System:** Using a biometric system for attendance.
- **Library Access:** Providing access to library services for both teaching and non-teaching staff.
- **Community Gathering:** Organising gatherings with Teaching and Non-Teaching Staff on the various occasions/festivals.
- **Staff Club:** Staff Club organises Birthday celebration of all Teaching and Non-Teaching Staff and arrange birthday gifts for the all staff members on their birthday.
- **Resource Persons:** Allowing faculty to act as resource persons in various contexts.
- **Ph.D. Enrollments:** Encouraging non-doctoral staff to enroll for Ph.D. programs.

Ann
6/01/2015



Continuation Sheet

- Health and Fitness Programs:** Offering special programmes like yoga for staff fitness.
- Security and Sports Facilities:** Providing security, photocopy services, and sports facilities to both the teaching and non-teaching staff members.
- **Training Programs for non-teaching staff:** Organising training on technical and academic skills.
 - **Faculty Development Programs (FDP):** Regularly conducting FDP for teaching staff to enhance and upgrade their performance.
 - **Financial Assistance:** Their Offering salary advance and interest-free loans to staff members in need, as per the management policy.
 - **EPF Loan Facility:** Offering loan facilities related to EPF.
 - **Duty Leave:** Faculties are granted on duty leave to participate in Seminar / Workshop / FDP/Refresher courses.
 - **Fee Installment Scheme:** Providing fee installment option for staff's children.
 - **Banking Services:** SBI ATM facility for staff convenience.

Staff Grievance Redressal Cell (SGRC):

The college is having a well-established system to manage employee grievances, different committees are constituted for proper redressal systems.

Infrastructure

The institute has established well developed infrastructure.

- **ICT, Infrastructure, and Library Access:** Providing access to various facilities for faculty.
- **Parking Facilities:** Offering separate parking space for staff and students.
- **Canteen:** Providing canteen facilities during working and extended hours.
- **Additional Facilities:** Staff access to gym, internet, and free Wi-Fi on campus.

These welfare measures reflect a comprehensive approach to employee well-being, motivation, and job satisfaction. They not only focus on statutory requirements but also go beyond to ensure a positive work environment and support staff in various aspects of their personal and professional lives.


PRINCIPAL


EXECUTIVE VICE CHAIRMAN

Copy to:

* Honorable Chairman
* HOD (Mech /CSE/Elect/Electro & Tel.) & 1st Year I/c

* Bursar
* Administrative Office

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Ref/CCET/admin/2018/302(b)

Date: 11.09.2018

Startup Policy**Statement**

With the Vision to give momentum to 'Entrepreneurship' and generate 'Employment', CCET has formulated "Entrepreneur and Startup Policy" to encourage all faculty, staff and students to start their start-ups using innovation, design and critical thinking. Also to promote new investments, create new business avenues, develop new startups and generate employment.

Objectives

- To establish Entrepreneurship Development and Innovation Councils in the college by creating infrastructure such as Centre of excellence , pre - incubation centers, MSME business incubation centers etc.
- To encourage the students to take up entrepreneurship as a preferred career choice and provide assistance for the successful launching of their start-ups.
- To promote faculty and staff led startups to commercialize the products / process developed by them as per the college rules.

Norms for the Faculty, Staff and Students Startup

This policy permits faculty, staff and students to transform their ideas into business for running Startup Company. Faculty startup may be a faculty member alone or with students or with faculty of other institutes or alumni or with other entrepreneurs. The following mechanisms are evolved for starting a company within the Institute.

➤ For Faculty and Staff

- The Institute shall provide space, infrastructure, mentorship support, seed funds, support for accounts, legal, IPRs etc. on case to case basis for the Startup company owned by faculty and staff. In return for the services, the institute may take equity /

11/09/2018



Continuation Sheet

stake in the company mutually agreed upon at the time of incorporation of the startup.

- If a faculty member is an owner or co-owner of such companies with the permission of the institute with the conditions given below :
 - a. No restriction on the shares that faculty / staff can hold, as long as they do not compromise in their academic and administrative work / responsibilities at the college.
 - b. Faculty must clearly separate and distinguish on-going research work at the institute from the work conducted at the startup / company
 - c. Faculty must not involve research staff or other staff of institute in the activities of the startup and vice versa.
 - d. Faculty should not accept honorarium or gift from the startup.
- In case the faculty / staff hold the executive or managerial position for more than three months in a startup company, he/she will be on leave without pay or utilize respective existing leave.
- Other faculty members may undertake projects from the company owned by a faculty member / staffs following the institute norms of consultancy projects that prevails. Similarly, for the utilization of any testing / characterization of product developed by the company using institute lab facilities it should be as per the norms of the college.

➤ **For Students**

- CCET encourages as many startups by the students with interdepartmental participation.
- Students are encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking.).
- CCET prepares the students for creating startup by inviting local / alumni entrepreneurs or experts to address young minds, by arranging innovation competitions, workshops, seminars, conferences, exhibitions, mentoring by academic and industry personnel etc.
- Awards and recognition is given in college annual day function.
- CCET allow students to establish startup or working part time for the startup while studying.
- Students may be allowed to opt for startup in place of mini project / summer training / seminar with the approval of concerned Head of the Department.

[Signature]
11/09/2018



Continuation Sheet

- Students may be permitted to use the startup idea / prototype development as their major project work for the institute academic requirements with approval from the project guide and concerned HOD.

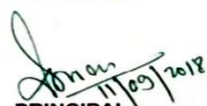
Monitoring

The success of the Faculty, Staff and Students startup policy will depend upon the knowledge exchange through collaboration and partnership. This policy is subject to the review once in 3 years.

The implementation of the policy is the responsibility of principal and will provide support mechanisms and guidance for creating, managing and coordinating these relationships.

Number of startups created, support system provided at the institutional level and satisfaction of participants, should be recorded.

The success of the policy should be in terms of social / sustainable economics / technological advancement.


11/09/2018

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* HOD (Mech./CSE/Elect./Electro & Tel.) & 1st Year I/c



EXECUTIVE VICE CHAIRMAN

* Bursar
* Administrative Office

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Ref/CCET/Admin/2018/218 (b)

Date: 04/07/2018

STUDENT CENTRIC LEARNING POLICY

Preamble

Student-centered learning is a transformative educational approach that tailors teaching methods and curricula to meet individual students' diverse needs, interests, and backgrounds. Traditional education relied on standardized models, where teachers played a central role, disseminating information in a uniform manner and evaluating students through tests. However, this approach is now viewed as limited in its benefits to students.

In response, educational institutions, including Christian College of Engineering and Technology, Bhilai, are shifting towards student-centric models. These models recognize that students learn best when they can progress at their own pace and have access to a variety of teaching styles and formats. This personalized approach acknowledges that each student is unique, fostering a learning environment where their requirements come first. It involves modifying assignments, instructional methods, and even how students are grouped, aiming to create a more engaging and effective learning experience.

Research supports this shift, indicating that student achievement improves significantly when education is personalized. Embracing student-centered learning not only enhances academic performance but also contributes to the holistic development of students. Christian College of Engineering and Technology, Bhilai is committed to this approach, ensuring a well-rounded education that prioritizes the individual needs of students and promotes their overall growth and development.

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Continuation Sheet

The conceptual framework for Student Centric Learning

The Institute believes in the following design principles for student-centered learning:

- **Personalized Learning:** Acknowledging diverse student engagement styles and locations, personalized learning tailors tasks to individual needs. It involves targeted, formative assessments of existing skills and knowledge, addressing students' unique requirements and interests.
- **Competency-Based Learning:** Progression is based on mastery, not classroom hours. Students advance when they demonstrate a thorough understanding of the content, emphasizing the importance of mastering skills and knowledge over time constraints.
- **Learning Happens Anytime, Anywhere:** Breaking traditional boundaries, learning extends beyond lectures and sessions. The Institute fosters a permeable learning environment, allowing education to occur outside classroom confines.
- **Students Take Ownership:** Student-centered learning empowers students, involving them in their own success. Their interests and skills are integrated into the learning process, fostering motivation. Students actively support each other's progress and celebrate achievements, creating a collaborative and supportive learning community.

In a student-centered education model, teachers play pivotal roles that foster active learning and critical thinking among students:

Role 1: Modeling Thinking/Processing Skills

Teachers must externally process their thoughts, experiences, and problem-solving methods to bridge the gap between their understanding and that of the students. Visual tools, analogies, and metaphors aid in conveying complex ideas effectively.



Continuation Sheet

Role 2: Knowing Cognitive Goals

Teachers should be aware of the cognitive levels required for various tasks and share this insight with students. Understanding the complexity of assignments enhances students' commitment and engagement.

Role 3: Developing Facilitating Questions

Teachers craft questions that prompt students to gather, sort, organize, and interpret information. These questions guide students' learning process, encouraging active engagement with the material.

Role 4: Using Visual Tools

Visual aids, such as mind maps, help students visualize connections between concepts, emphasizing learning as a continuous process. State-of-the-art presentation tools are crucial in modern classrooms.

Role 5: Providing Group-Learning Settings

Peer-learning environments promote positive interdependence, individual accountability, and social skills. In-depth involvement and extensive student participation enhance the effectiveness of group learning.

Role 6: Using Analogies and Metaphors

Encouraging students to create their own metaphors fosters a deeper understanding of new concepts, stimulating creative thinking and conceptualization skills.

Criterion 6**QIM 6.2.1 institutional perspective plan**



Continuation Sheet

Role 7 - Providing Non-Threatening Dialogue

Creating a safe space for open dialogue, often through tools like discovery sheets, encourages students to voice opinions and concerns. This exchange transforms the classroom into a community where ideas are valued and shared, fostering a collaborative learning atmosphere.

Through these roles, teachers facilitate an enriching, student-centric educational experience, promoting active learning and knowledge retention.

The Department should adopt the following strategies in varying degrees to make learning more students-centric and ensure the holistic development of the students:

Summer internship - Internships serve as a bridge between classroom learning and practical application. They provide students with valuable experience, new skills, and real-world insights. Internships expand knowledge, build professional networks, and offer hands-on training. The objective of student training programs is to provide practical exposure to specific domains and industries, enhancing students' overall understanding and employability..

Industry visits: Industrial visits are integral to education, offering students a firsthand look at company operations and real-world challenges. These visits enhance functional awareness, introduce students to fascinating technologies, and open doors to internship and placement opportunities. By immersing students in industrial realities, these experiences bridge the gap between academia and the professional world..

Assessment and Feedback & Action Taken

The department should create assessment tools for its activities and gather student feedback on perceptions and practices of student-centered learning. Conducting alignment or gap analysis will help map the impacts accurately. Analyzing feedback, a comprehensive report should be submitted to the Dean (Academics) & IQAC. Based on this report, measures can be devised to enhance student-centered learning activities institution-wide.

[Signature]
Dr. Dipali Soren
Principal



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Ref/CCET/Admin/2017/272 (b)

Dated 04.08.2017

TEACHERS TRAINING POLICY

Teachers Training Policy at the institute is prepared using guidelines given by AICTE and considering practical scenario in the Technical institutes. The training program can be classified under two distinct categories:

1. Faculty Induction Program to be provided just after joining the institute.
2. In-service training program for specific requirements at various levels of the teachers .

Objectives

- To identify the training needs for different categories of teachers, considering the expectations from a good teacher with respect to technical education scenarios.
- To prescribe the contents of the training program at different levels.
- To monitor, facilitate and arrange the training through suitable resource persons and resource materials.
- Continuous updating of technical subject through guest lecture by experts from renowned institutions / organisation / NITTTR etc.
- To know latest trends in technology through Industry Institute Interaction programmes.
- To develop healthy, technology oriented academic and research culture in the institute which will be eventually pass to the students.

Training Policy for Teachers

➤ **Faculty Induction Program**

- Faculty induction programme is implemented just after the recruitment of teachers.
- General orientation about the present scenario and challenges faced by technical education, need of teamwork towards duties and expectations resulting in feeling of belongingness.
- He / She have to keep abreast with the latest syllabus framed by State Affiliating University in the respective subject.
- Basic understanding of the teaching-learning process, outcome based education, details about Academic, R&D and various policies of institute.

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Signature
04/08/2017

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Continuation Sheet

- Training in preparing a systematic lesson plan and effective classroom interaction. to ensure effective implementation of the curriculum.
- Understanding about relevant ICT tools supporting effective teaching-learning process and evaluation.
- Exposure to good teaching practices, lab development, Industry Institute Interaction etc.
- Knowledge about importance of various feedbacks resulting into appraisal.
- Awareness about role and responsibilities in view of smooth working through proper hierarchy like Department under Head of the Department, various Functional heads under Deans/ Vice Principal / Principal as per organisation chart of the institute.

➤ **In-service training program at various levels for teachers**

- Training on curricular development, resource material development and good practices in teaching and research
- Motivation to attend various Refresher Modules, STTPs, FDPs for knowledge updating, newer developments and thrust areas in the concerned disciplines.
- Training on collaborative research with industry / institutions / government agencies. for research guidance, sponsored project planning and conduction, consultancy etc.
- Training for lab development, training on IPR issues, patenting, technology transfer/dissemination and ethical issues in R & D
- Training for necessary record keeping work in view of evaluation by various bodies such as NAAC, NBA etc. In a role of some criterion in charge at department or institute level.
- Organise various expert lecture, seminar, webinar, conferences, workshops etc. either in-house or in collaboration with other organisation focused on relevant areas like technological advancement in education; competency based teaching, inclusive education.etc .
- Planning for continuous growth of the departments and the institute, motivation and efficiency.
- Facilitating a value-based ethical environment in the institution
- Handling disciplinary issues with respect & dignity.


PRINCIPAL

Copy to
 * Honorable Chairman
 * HOD (Mech./CSE/Elect./Electro. & Tel.) & 1st Year I/c



EXECUTIVE VICE CHAIRMAN

* Bursar
 * Administrative Office



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LIST OF INSTITUTIONAL COMMITTEES STRUCTURE OF COMMITTEE, NOTICES, MOMS FOR 2021-22

Criterion 6

QIM 6.2.1 institutional perspective plan



List of Committees :

1. Governing Body
 2. IQAC
 3. Staff's Grievance Redressal Committee
 4. Academic Committee
 5. Research Committee
 6. Students Grievance Redressal Committee
 7. Anti Ragging Committee
 8. SC/ST Committee
 9. Committee for OBC
 10. Minority Committee
 11. Women Cell
 12. Internal Complaints Committee (ICC)
 13. Admission Cell
 14. Purchase Committee
 15. Alumni Association
 16. Cultural and Literary Committee
 17. Sports Committee
 18. NSS cell
 19. Training & Placement Committee
 20. Magazine/Newsletter Committee.
 21. Social media and public relation
 22. Industry-Institution Interaction Cell
 23. NIRF committee
 24. Library committee
 25. Hostel committee(Boys & Girls)
-

List of Committees & Coordinators for AY - 2023-24

Sl.no.	List of committee	Name of coordinator	Signature
1	Governing Body	Dr. Dipali Soren	
2	IQAC	Dr. Archana Choudhury	
3	NIRF committee	Dr. R.H Gajghat	
4	Staffs Grievance Redressal Committee	Mr. A. D Vicent	
5	Academic Committee	Dr. P. S. Rao	
6	Research Committee	Dr. Preeti Nandkumar	
7	Students Grievance Redressal Committee	Dr. P. S. Rao	
8	Anti Ragging Committee	Dr. Dillip Dash	
9	Committee for SC/ST/ OBC	Mrs. A. Manjula	
10	Women Cell	Dr. Sudha Singh	
11	Internal Complaints Committee	Dr. Sudha Singh	
12	Admission Cell	Dr. Anju Singh & Mrs. A. Manjula	
13	Purchase Committee	Ms. Dini Alexander	
14	Alumni Association	Mrs. Lincy	
15	Cultural and Literary Committee	Dr. Preeti Nandkumar & Mrs. Amrita	
16	Sports Committee	Mr. Robin Babu	
17	NSS cell	Mr. Prashant Bawancy	
18	Training & Placement Committee	Dr. Jitendra Tiwari & Mr. Ashish Dewangan	
19	Magazine/Newsletter Committee.	Ms. Richa Sahu	
20	Social media and public relation	Mrs. Lincy Mendonza, Mr. Robin Babu & Dr. Sudha Singh	
21	Minority Committee	Mrs. A. Manjula	
22	Industry-Institution Interaction	Mr. Akash Dewangan & Mr. C.S Sahu	
23	Library committee	Dr. Sudha Singh	
24	Hostel committee(Boys & Girls)	Mr. Robin Babu & Ms. Devyani	

Prashant Bawancy
2/8/2023



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No./CCET/ALUMNICELL/2022/007

Notice

Date : 22/07/2022

This is to inform the core committee members of Alumni cell regarding the next Alumni meet and to discuss the important matter regarding college development. Meeting will be conducted in online mode on 30/07/2022.

Following members are requested to attend the meeting.

S.no.	Name	Role
1.	Dr.Dipali Soren	Chairman
2.	Ms.Lincy Mendonza	Coordinator and member from CSE
3.	Mr.Kashish Shukla	President
4.	Mr.Mushtaq Alam	Secretary
5.	Dr.Achala Jain	Treasurer
6.	Mr.Prashant Bawaney	Member from EE and Co-coordinator
7.	Mr.Abid Khan	Member from ET & T
8.	Mr.Roshan datt Kashyap	Member from ME

Coordinator
(Alumni Cell)

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman

Criterion 6

QIM 6.2.1 institutional perspective plan

Minutes of meeting 30-07-2022(Alumni Cell Core committee meeting)

Date- 30-07-2022

Starting time - 3:00 pm

Venue - Online

Ending time - 4:00 pm

Agenda -

- 1.How open our present whatsapp group should be?
- 2.What next steps should be taken for running the Alumni association smoothly?
- 3.Discussion regarding the live alumni meet to be conducted in October's last week.

MINUTES OF MEETING-**1.How open our present whatsapp group should be?**

1. To continue with a common group (for all branch & all batches - CCET ALUMNI OFFICIAL) to facilitate strictly professional communication among alumni members and college.
2. Branch wise separate WhatsApp group to be created to facilitate better engagement between Alumni and upcoming batches of their respective branches.
- 3.It was decided that the President (Mr.Kashish Shukla) and Secretary (Mr.Mushtaq Alam) will provide the official whatsapp group guidelines to be followed for creating a healthy environment.
- 4.For departmental groups,volunteers will be needed to do the moderation in the group

Guidelines which needs to followed are :

1. Personal chit-chat, morning/evening greetings, jokes, irrelevant messages or spam for other members, political messages or debates, any kind of promotions, hate speeches will be strictly prohibited.
2. Job openings related messages, technology related updates, alumni achievements, Communication of various Alumni related events from college and different chapters of Alumni association will be highly appreciated and encouraged.

2.What next steps should be taken for running the Alumni association smoothly?

Following points were observed:

- 1.The purpose behind having an Alumni Association
 - Professional help
 - Advice from seniors to juniors
 - Guest lectures or webinars
 - Career building talks
 - Placements
 - Research paper for CCET JSEE journal



- Donations
2. The Core committee agreed on many points mentioned above but it was decided not to focus on funding or donations.
 3. We should prepare a yearly Calendar for guest lectures or expert talk. It should be done on a regular basis.
 4. Principal Ma'am will be posting any message regarding the lectures or journals.
 5. E-Newsletter will have one page related to Alumni, their achievements and advancement in their research areas.
 6. Some points were also discussed about the live meeting :
 - It will take place inside the college campus.
 - Date can be postponed because on 22nd October, Dhanteras festival is there.
 - Alumni will be requested to pay their registration fee (Rs 300/-) in order to confirm how many will be joining on that day.
 - For paying the registration fee the QR code should be shared.
 - Live Alumni meet should happen twice a year in Pooja holidays or Christmas holidays.
 - In live meeting, there will be a match between staff and Alumni.
 - On a weekly basis we will be posting messages regarding the live Alumni meet in the group or social media.

Coordinator
(Alumni Cell)

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman



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Sl.no.	Name of faculty	Designation	Signature
1.	Rev.Fr.Philip Kuruvilla	Administrative Coordinator	
2.	Dr.Dipali Soren	Chairman	
3.	Mr.Kashish Shukla	President	
4.	Mr.Mushtaq Alam	Secretary	
5.	Mrs.Achala Jain	Treasurer	
6.	Ms.Lincy Mendonza	Alumni Coordinator Coordinator from Computer science and Engineering Dept	
7.	Mr.Prashant Bawaney	Coordinator from Electrical Department	
8.	Mr.Abid Khan	Coordinator from Electronics and Telecommunication dept	
9.	Mr.Praveen Chandrakar	Coordinator from Mechanical Dept	

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QIM 6.2.1 institutional perspective plan



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Minutes of meeting 23/9/2022(Alumni cell departmental coordinators)

Date- 23/9/2022

Starting time - 3:00 pm

Venue - B 'Block Board room

Ending time - 4:00 pm

Agenda -

- 1.Regarding the preparation of an online alumni meet to be conducted on 29th October.
- 2.Making the invitation card.

MINUTES OF MEETING-

- All the departmental coordinators were called to do the necessary arrangements for the meet.
- Invitation card will be designed by student Ashish Saini. It will be circulated to all the alumni and faculties.
- Google forms will be created for registration.
- Menu decided are schezwan fried rice and manchurian.
- The registration fee will be Rs.500/-per head.
- It was decided to coordinate with Michael Fernandez sir to do the live streaming of it.
- They were also asked to provide the names of distinguished alumni , 2 from each branch.
- The schedule for the same will be made.
- Committee members were decided and allotted works.
- **Time decided for the Online alumni meet is 29rd October ,11 am at B block auditorium**

Lin
Coordinator
(Alumni Cell)

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman

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Sl. no.	Name of faculty	Designation	Signature
1.	Dr. Dipali Soren	Principal	
2.	Ms. Lincy Mendonza	Alumni Coordinator	
3.	Mr. Prashant Bawaney	Coordinator from Electrical Department	
4.	Mr. Abid Khan	Coordinator from Electronics and Telecommunication dept	
5.	Mr. Praveen Chandrakar	Coordinator from Mechanical Dept	
6.	Ms. Lincy Mendonza	Coordinator from Computer science and Engineering Dept	

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No./CCET/ALUMNICELL/2023/007

Notice

Date : 29-4-2023

This is to inform the core committee members of Alumni association that there will be a meeting on 7th May at 3 pm. All the members are requested to attend the meeting.

Following members are requested to attend the meeting.

S.no	Name	Role
1.	Dr Dipali Soren	Chairman
2.	Mr Kashish Shukla	President
3.	Mr Mushtaq Alam	Secretary
4.	Dr.Achala Jain	Treasurer
5.	Mrs.Lincy Mendonza	Coordinator and Member from CSE dept
6.	Ms.Prashant Bwaney	Co-Coordinator and Member from Electrical Dept
7.	Mr.Abid Khan	Member from Et and t Dept
8.	Mr.Roshan Lal Kashyap	Member from Mechanical

Coordinator
(Alumni Cell)

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman

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Minutes of Alumni core committee meeting 7-5-2023

Date- 7-5-2023

Starting time - 3:00 pm

Mode - Online

Ending time - 4:00 pm

Agenda:

- Workshop on how to create a resume.
- One online / offline session by Mr. Mushtaq Alam on Salesforce and other recent trends in industry (IT / Non-IT).
- Planning for Silver Jubilee alumni meet

Summary of meeting :

1. Workshop on how to create a resume

One workshop / online session for resume creation (to be volunteered by Alumni),

=> Mr. Ankur Varshney, Ms. Shradha Balal

2. One online / offline session by Mr. Mushtaq Alam on Salesforce and other recent trends in industry (IT / Non-IT).

3. List of final years students with no - backlogs to be created and maintained by TPO/Alumni

4. Identify alumni members who have gone for their higher studies (MBA / M.Tech. / Studies abroad)

5. Branch specific industry guidance.

6. Prepare list of companies. - Alumni

7. Silver jubilee

- Timings : Dec - fourth week : To be discussed with college management
Example - Second and Fourth Saturday
- To be considered different sector : Govt Holiday, Abroad, IT
- Conduct a poll
- Dec-23 Tentatively
- Announcement - Website, WhatsApp group, Facebook pages with exact date / time / venue.
- Alumni association to connect with all participants of previous meet to ensure more participation (Team)
- Silver-jubilee organizing committee :

1. Minimum 2 members - Who are active in such events.

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2. Branch wise members should be added
3. Batch wise -> team lead -> team
4. Target for certain numbers
5. Students committee - Alumni task force
6. Fund - What's the outcome of analysis of previous events?
7. Registration fee.
8. Games - to raise funds.
9. Sponsors should be invited

Coordinator
(Alumni Cell)

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman

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Sl.no.	Name of faculty	Designation	Signature
1.	Rev.Fr.Dr.P.S Varghese	Executive Vice Chairman	
2.	Dr.Dipali Soren	Chairman	
3.	Mr.Kashish Shukla	President	
4.	Mr.Mushtaq Alam	Secretary	
5.	Mrs.Achala Jain	Treasurer	
6.	Ms.Lincy Mendonza	Alumni Coordinator Coordinator from Computer science and Engineering Dept	
7.	Mr.Prashant Bawaney	Coordinator from Electrical Department	
8.	Mr.Abid Khan	Coordinator from Electronics and Telecommunicatio n dept	
9.	Mr.Praveen Chandrakar	Coordinator from Mechanical Dept	

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**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
KAILASH NAGAR, BHILAI.**

Ref.No/CCET/2021/361

Dated: 26.11.2021

NOTICE

A meeting is convened on Wednesday, 26.11.2021 in the Board Room for the members of Anti Ragging Cell (Committee & Squad). All the below mentioned members are requested to be present in Board Room for the same at 3:10 P.M. positively.

Sl No	Name of faculty	Signature
1	Dr. Radheshyam H Gajghat	
2	Mr Amit sarada	
3	Dr. preeti Nand Kumar	
4	Dr.Sasanka Sekhar Bishoyi	
5	Dr. Sandhya Pilai	
6	Dr Avinash Kumar	
7	Dr. Sudha Singh	
8	Mrs.Sikha Agrawal	
9	Mrs.Amrita Banjara	
10	Mr Abid Khan	
11	Dr Avinash Kumar	
12	Mr. Lalit Ku Sahu	
13	Mr. Chandra Shekhar Sahu	
14	Mr. Robin Babu	
15	Sister Ludia	
16	Mr.Rupesh Mude	
17	Mr. Sajjoo	
18	Mrs.Lincy Mendonza	

Dr. Dillip Kumar Dash
(Coordinator Anti Rgging Cell)

Dr. Dipali Soren
(Principal)



**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
KAILASH NAGAR, BHILAI.**

Minutes of Anti Ragging Meeting held on 26.11.2021(Friday) at 3.10 PM

A meeting of the Ragging Cell (Committee & Squad) was held on 26.11.2021 at 3.10 PM in the Board Room to review and strengthen the measures to curb the menace of ragging about the Orientation programme (1st year) in the college campus.

Sl No	Name of faculty	Signature
1	Dr. Radheshyam H Gajghat	
2	Mr Amit sarada	
3	Dr. preeti Nand Kumar	
4	Dr.Sasanka Sekhar Bishoyi	
5	Dr. Sandhya Pilai	
6	Dr Avinash Kumar	
7	Dr. Sudha Singh	
8	Mrs.Sikha Agrawal	
9	Mrs.Amrita Banjara	
10	Mr Abid Khan	
11	Dr Avinash Kumar	
12	Mr. Lalit Ku Sahu	
13	Mr. Chandra Shekhar Sahu	
14	Mr. Robin Babu	
15	Sister Ludia	
16	Mr.Rupesh Mude	
17	Mr. Sajjoo	
18	Mrs.Lincy Mendonza	

1. All members were being informed about the first year orientation programme on 26.11.2021
2. It was strictly mentioned that if you find anything going on wrong anywhere and any one makes complain please take immediate action and bring into notice of committee.
3. The complain made by the students should be kept confidential
4. Special take care of new comer first year students.
5. Meeting ended with vote of thanks

Dr. Dillip Kumar Dash
(Coordinator Anti Ragging Cell)

Dr. Dipali Soren
(Principal)



**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, KAILASH NAGAR, BHILAI.
LIST OF MEMBERS OF ANTI RAGGING COMMITTEE FOR THE ACADEMIC YEAR 2021 – 2022**

DEPARTMENT OF SCIENCE AND HUMANITIES:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Dr. Dilip Kumar Dash	Professor	9406066468		
2	Dr. Sasanka Sekhar Bishoyi	Associate Prof.	8224927322	1702	<i>[Signature]</i>
3	Dr. Preeti Nandakumar	Associate Prof.	9826175613	1703	<i>[Signature]</i>
DEPARTMENT OF MECHANICAL ENGINEERING:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Dr. Radheshyam H Gajghat	Asso. Professor	9229486034	1607	<i>[Signature]</i>
2	Mr. Amit Sarda	Associate Prof.	9827926129	1607	<i>[Signature]</i>
DEPARTMENT OF ELECTRICAL ENGINEERING:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Dr. Avinash Kumar	Asso Professor	8789664704	1401	<i>[Signature]</i>
2	Mr. Pramod Baghmar	Asst. Professor	9754875189	1402	<i>[Signature]</i>
DEPARTMENT OF ELECTRONICS AND TELECOMMUNICATION:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1					
2	Mr. Abid Khan	Asst. Professor	8319439357	1501	<i>[Signature]</i>
3					
4					
DEPARTMENT OF COMPUTER SCIENCE:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Mrs. Lincy Mendonza	Associate Prof.	9425239059	1302	<i>[Signature]</i>
2	Mr. Rupesh Mude	Asst. Professor	9893839430	1202	<i>[Signature]</i>
3					
ST. THOMAS BOYS' HOSTEL:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Mr. Robin Babu	Asst. Warden	9303488880	1817	<i>[Signature]</i>
2					
ST. MARYS' GIRLS HOSTEL:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Sister Ludia	Warden	9981991422	1818	<i>[Signature]</i>
COLLEGE LIBRARY:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Dr. Sudha Singh	Librarian	9893036256	1905	<i>[Signature]</i>
2					

[Signature]
Dr. Dillip Ku. Dash
Coordinator Anti Ragging Cell

[Signature]
Dr. Mrs. Dipali Soren
Principal



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, KAILASH NAGAR, BHILAI.
LIST OF MEMBERS OF ANTI RAGGING SQUAD FOR THE ACADEMIC YEAR 2021 – 2022.

ANTI RAGGING SQUAD

S.No.	Name of Staff	Monitoring Point	Signature
1	Dr. Radheshyam H Gajghat	Whole Campus	
2	Dr. preeti Nand Kumar		
3	Dr.Sasanka Sekhar Bishoyi		
4	Mr.Rupesh Mude		
5	Mr. Sajjoo		
1	Dr.Preeti Nandakumar	First Floor 'A' Block	
2	Dr. Sandhya Pilai		
1	Dr. Sudha Singh	Second Floor 'A' Block	
1	Mr. Amit Sarda	Ground Floor 'B' Block Mechanical	
1	Mrs.Sikha Agrawal	First Floor 'B' Block CSE	
2	Mrs.Amrita Banjara		
1	Mr Abid Khan	First Floor 'B' Block Elex. & Telecomm.	
1	Mr. Lalit Ku Sahu	Canteen	
2	Mr. Chandra Shekhar Sahu		
1	Mr. Robin Babu	St. Thomas Boys' Hostel	
1	Sister Ludia	St. Mary's Girls Hostel	

Dr. Dillip Ku Dash
Coordinator Anti Ragging Cell

Dr. Mrs. Dipali Soren
Principal

**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
KAILASH NAGAR, BHILAI.**

Ref.No/CCET/2022/246

Dated: 12.10.2022

NOTICE

A meeting is convened on Wednesday, 12.10.2022 in the Board Room for the members of Anti Ragging Cell (Committee & Squad). All the below mentioned members are requested to be present in Board Room for the same at 3:00 P.M. positively.

Sl No	Name of faculty	Signature
1	Dr. Radheshyam H Gajghat	
2	Er Amit Sarda	
3	Dr. Preeti Nand Kumar	
4	Dr.Sasanka Sekhar Bishoyi	
5	Dr. Anju Singh	
6	Er.Prashant Bawaney	
7	Dr. Sudha Singh	
8	Mrs.Sikha Agrawal	
9	Mrs.Amrita Banjare	
10	Er Abid Khan	
11	Er. Sumit Shrivastav	
12	Er.Praveen Chandrakar	
13	Er. Ashish Dewangan	
14	Mr. Chandra Shekhar Sahu	
15	Mr. Robin Babu	
16	Sister Ludia	
17	Mr.Rupesh Mude	
18	Mr. Sajjoo	
19	Mrs.Lincy Mendonza	

Dr. Dillip Kumar Dash
(Coordinator Anti Ragging Cell)

Dr. Dipali Soren
(Principal)



**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
KAILASH NAGAR, BHILAI.**

Minutes of Anti Ragging Meeting held on 12.10.2022(Wednesday) at 3.00 PM

A meeting of the Ragging Cell (Committee & Squad) was held on 12.10.2022 at 3.00 PM in the Board Room to review and strengthen the measures to curb the menace of ragging about the Orientation programme (1st year) in the college campus.

Sl No	Name of faculty	Signature
1	Dr. Radheshyam H Gajghat	
2	Er Amit Sarda	
3	Dr. Preeti Nand Kumar	
4	Dr.Sasanka Sekhar Bishoyi	
5	Dr. Anju Singh	
6	Er.Prashant Bawaney	
7	Dr. Sudha Singh	
8	Mrs.Shikha Agrawal	
9	Mrs.Amrita Banjare	
10	Er Abid Khan	
11	Er. Sumit Shrivastav	
12	Er.Praveen Chandrakar	
13	Er. Ashish Dewangan	
14	Mr. Chandra Shekhar Sahu	
15	Mr. Robin Babu	
16	Sister Ludia	
17	Mr.Rupesh Mude	
18	Mr. Sajjoo	
19	Mrs.Lincy Mendonza	

1. All members were being informed about the first year orientation programme on 18.10.2022
2. It was strictly mentioned that if you find anything going on wrong anywhere and any one makes complain please take immediate action and bring into notice of committee.
3. The complain made by the students should be kept confidential
4. Special take care of new comer first year students.
5. Meeting ended with vote of thanks

Dr. Dillip Kumar Dash
(Coordinator Anti Ragging Cell)

Dr. Dipali Soren
(Principal)



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, KAILASH NAGAR, BHILAI.
LIST OF MEMBERS OF ANTI RAGGING COMMITTEE FOR THE ACADEMIC YEAR 2022 – 2023

DEPARTMENT OF SCIENCE AND HUMANITIES:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Dr. Dilip Kumar Dash	Professor	9406066468		
2	Dr. Sasanka Sekhar Bishoyi	Associate Prof.	8224927322	1702	<i>SSB</i>
3	Dr. Preeti Nandakumar	Associate Prof.	9826175613	1703	<i>P.N.</i>
DEPARTMENT OF MECHANICAL ENGINEERING:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Dr. Radheshyam H Gajghat	Asso. Professor	9229486034	1607	<i>R.H.G.</i>
2	Mr. Amit Sarda	Associate Prof.	9827926129	1607	<i>A.S.</i>
DEPARTMENT OF ELECTRICAL ENGINEERING:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Er Prashant Bawaney	Asst. Professor	8839191067	1401	<i>P.B.</i>
DEPARTMENT OF ELECTRONICS AND TELECOMMUNICATION:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1					
2	Mr. Abid Khan	Asst. Professor	8319439357	1501	<i>A.K.</i>
DEPARTMENT OF COMPUTER SCIENCE:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Mrs. Lincy Mendonza	Associate Prof.	9425239059	1302	<i>L.M.</i>
2	Mr. Rupesh Mude	Asst. Professor	9893839430	1202	<i>R.M.</i>
ST. THOMAS BOYS' HOSTEL:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Mr. Robin Babu	Asst. Warden	9303488880	1817	<i>R.B.</i>
ST. MARYS' GIRLS HOSTEL:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Sister Ludia	Warden	9981991422	1818	
COLLEGE LIBRARY:					
S.N	NAME OF FACULTY	DESIGNATION	MOBILE No.	DEPARTMENT EXTENSION No.	Signature
1	Dr. Sudha Singh	Librarian	9893036256	1905	<i>S.S.</i>

D. Dash
Dr. Dillip Ku. Dash
 Coordinator Anti Ragging Cell

D. Soren
Dr. Mrs. Dipali Soren
 Principal



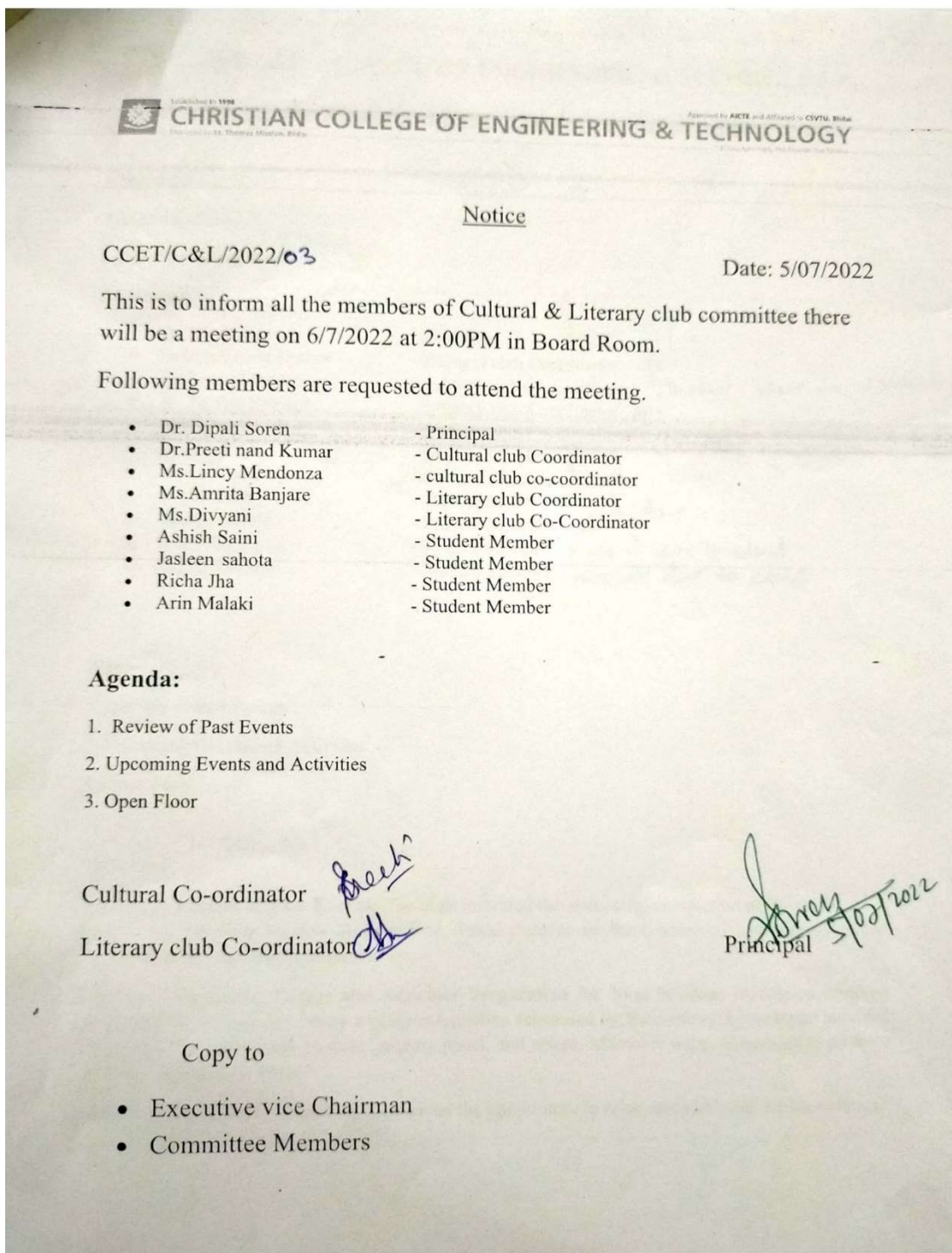
CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, KAILASH NAGAR, BHILAI.
LIST OF MEMBERS OF ANTI RAGGING SQUAD FOR THE ACADEMIC YEAR 2022 – 2023.

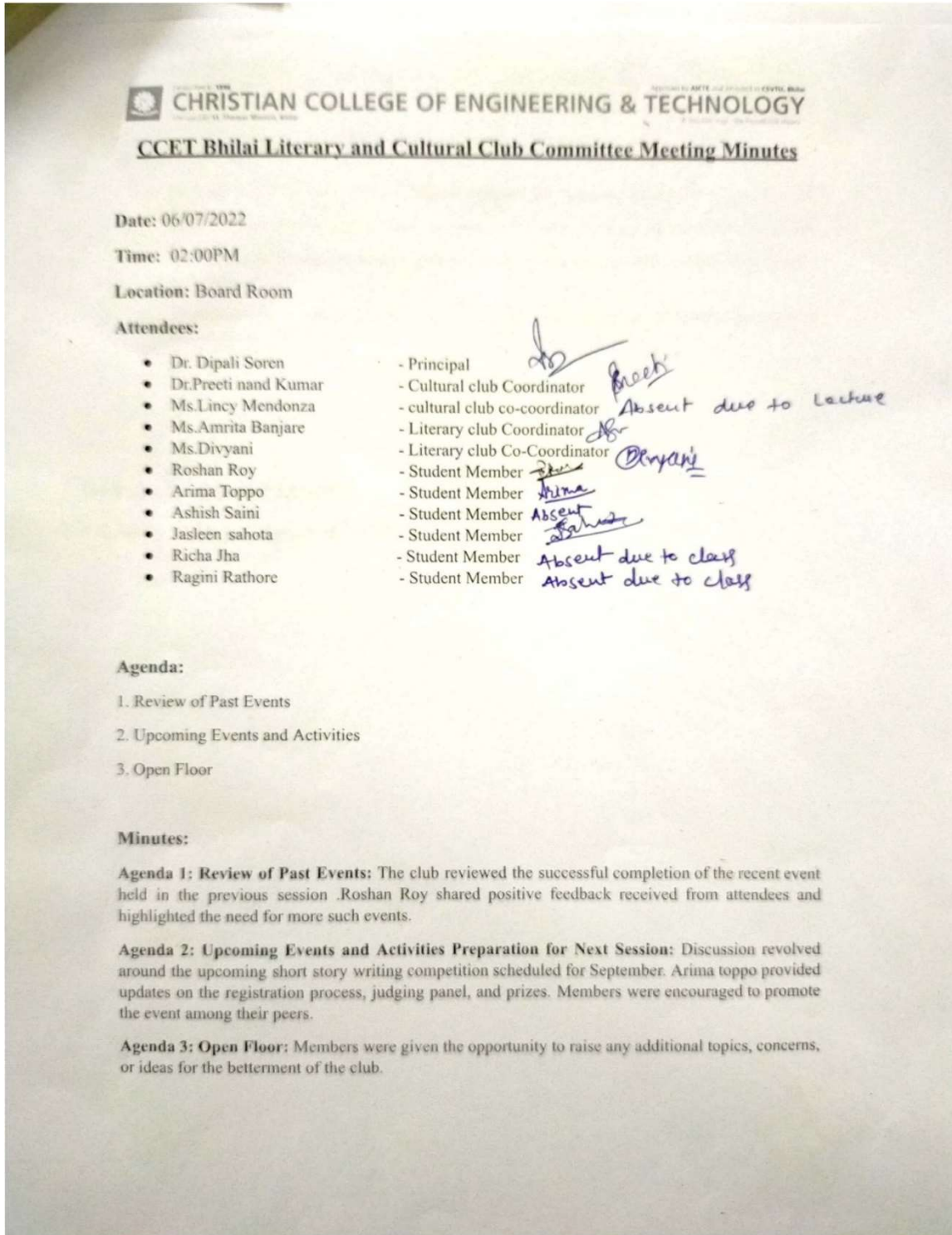
ANTI RAGGING SQUAD

S.No.	Name of Staff	Monitoring Point	Signature
1	Dr. Radheshyam H Gajghat	Whole Campus	
2	Dr. Preeti Nand Kumar		
3	Dr.Sasanka Sekhar Bishoyi		
4	Mr.Rupesh Mude		
5	Mr. Sajoo		
1	Dr.Preeti Nandakumar	Ground Floor 'B' Block Mechanical , Sc.& Hum.	
2	Dr. Anju Singh		
3	Er. Amit Sarda		
4	Mr.Praveen Chandrakar		
1	Mrs.Sikha Agrawal	First Floor 'B' Block CSE &EE	
2	Mrs.Amrita Banjara		
3	Er Prashant Bawaney		
4	Er.Ashish Dewagan		
1	Mr Abid Khan	First Floor 'B' Block Elex. & Telecomm.	
1	Dr. Sudha Singh	'A' Block Library	
1	Mr. Lalit Ku Sahu	Canteen	
2	Mr. Chandra Shekhar Sahu		
1	Mr. Robin Babu	St. Thomas Boys' Hostel	
1	Sister Ludia	St. Mary's Girls Hostel	

Dr. Dillip Ku. Dash
 Coordinator Anti Ragging Cell

Dr. Mrs. Dipali Soren
 Principal







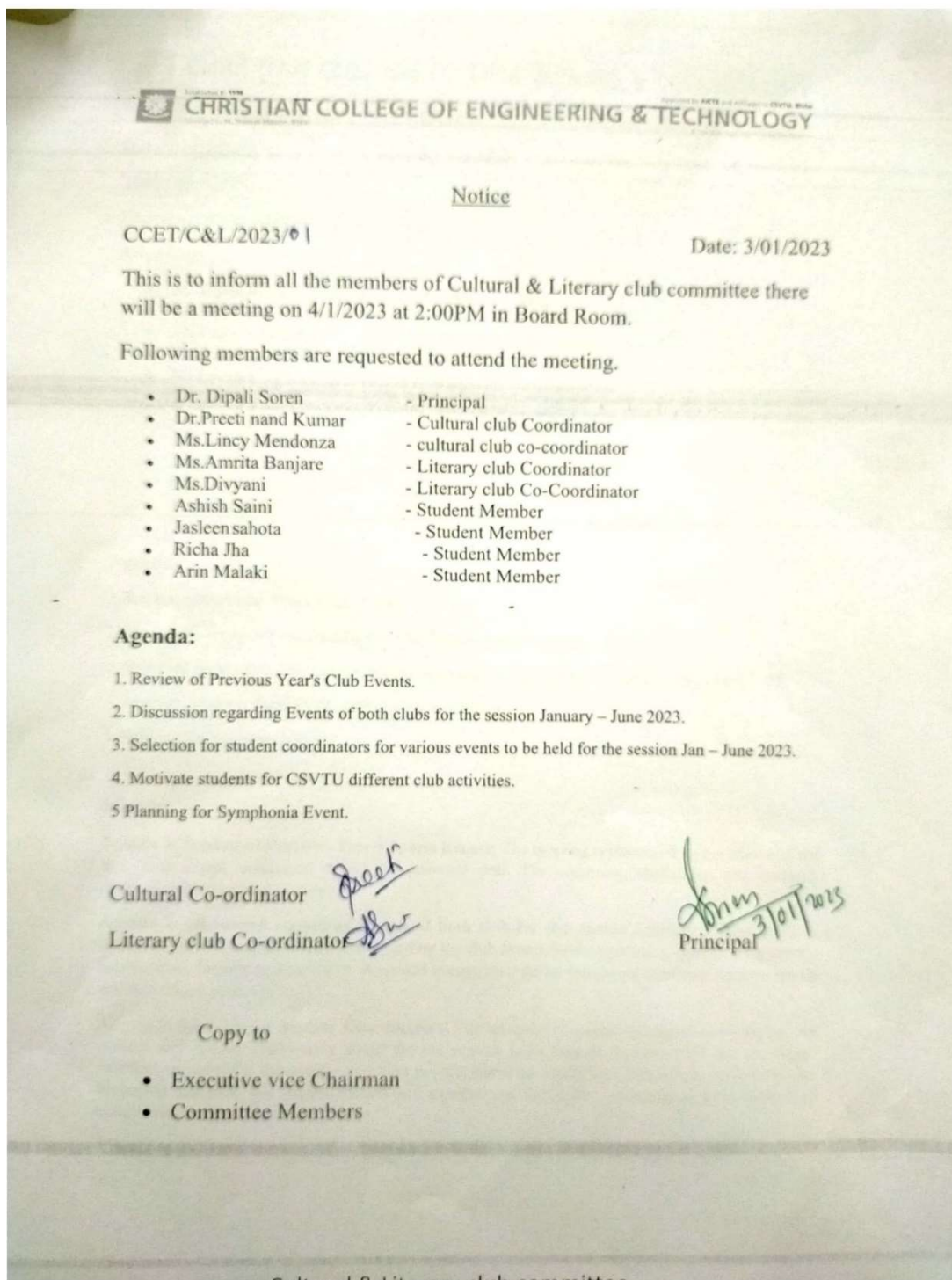
Action Taken:

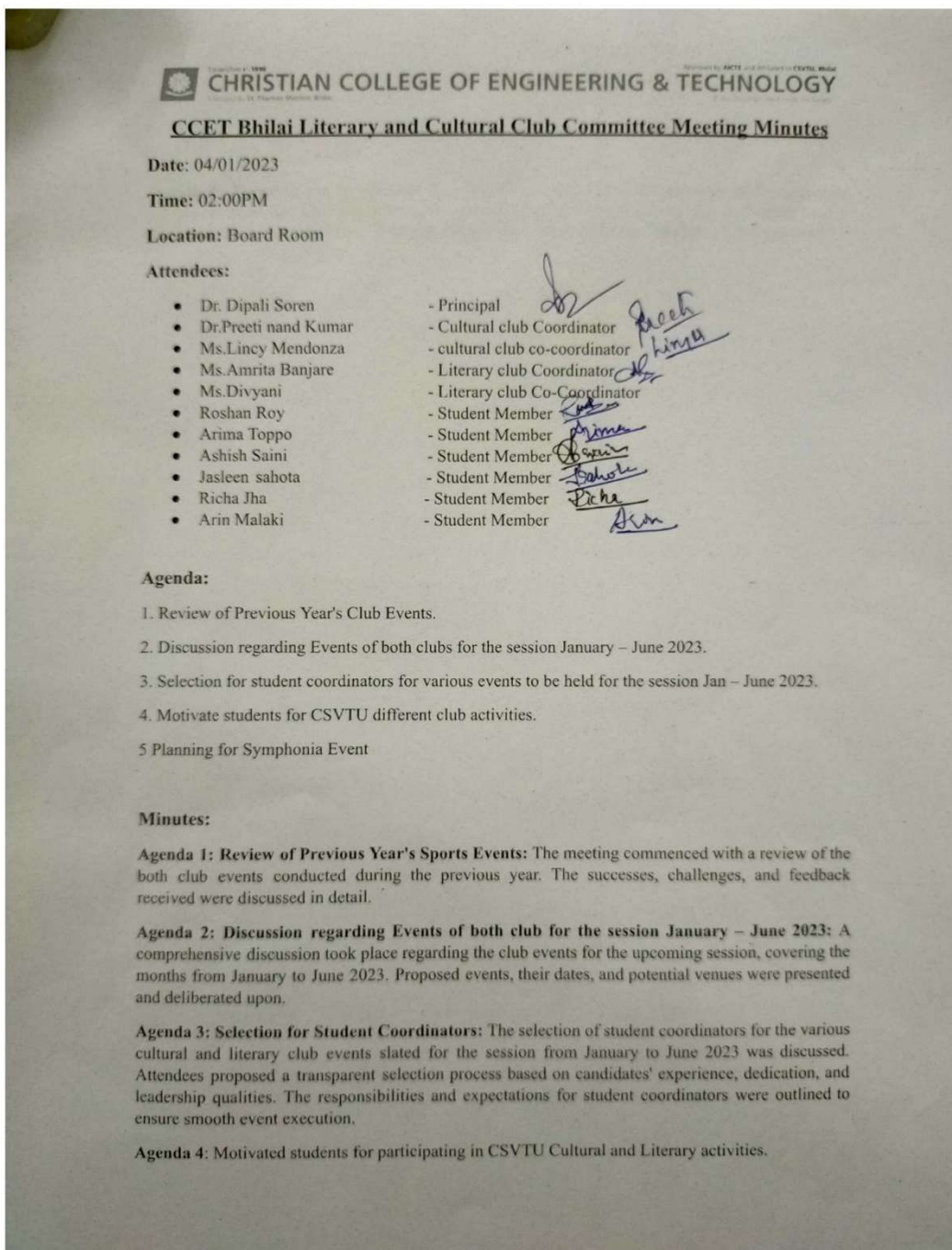
1. Dr.Preeti Nand Kumar prepared a detailed report on the outcomes from past Cultural events.
2. Ms.Amrita Banjare prepared a detailed report on the outcomes from past Literary club events
3. Mr. Roshan Roy coordinated inter-college literary events logistics and handled promotional activities.
4. Ms.Arima toppo coordinated inter-college Cultural events logistics and handled promotional activities.

Cultural co-ordinator *Preeti*
Literary club co-ordinator *Ahu*

Criterion 6

QIM 6.2.1 institutional perspective plan





Scanned with CamScanner

Criterion 6

QIM 6.2.1 institutional perspective plan



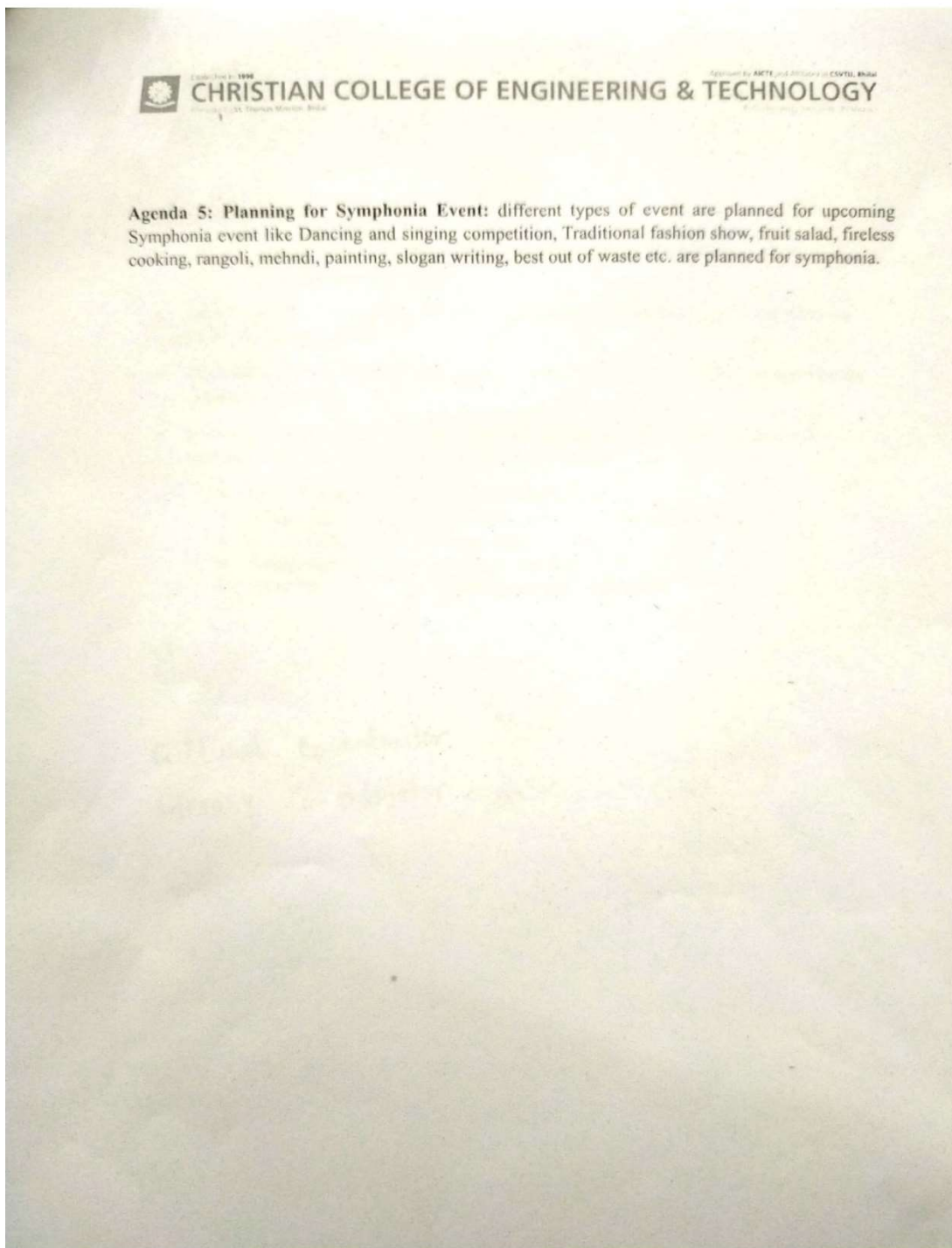
Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Managed By St. Thomas Mission, Bhilai

Approved by AICTE and Affiliated to CSVTU, Bilai

If You Aim High, We Provide The Means



Scanned with CamScanner

Criterion 6

QIM 6.2.1 institutional perspective plan



Action Taken:

- Cultural club Coordinator Dr.Preeti Nand Kumar compiled a detailed report on the previous year's cultural club events.
- Literary club Coordinator Ms.Amrita Banjare compiled a detailed report on the previous year's literary club events.
- The Draft event list for the session January – June 2023 was approved by management and circulated to students.
- Student Coordinators were selected as per their experience, dedication, and leadership qualities. Following Student Coordinators were selected.
 - Arima Toppo - Dance ,Fashion show
 - Roshan roy - fruit salad ,fireless cooking competition,
 - Ashish Saini - Poem ,Slogan writing
 - Jasleen Sahota - Song Competition
 - Richa Jha - Mehandi ,rangoli competition

Cultural Co-ordinator *Preeti*
Literary Co-ordinator *Amrita*



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Notice

Ref no: - CCET/LIB/2022-23/01

Date: 12th July 2022

This is to inform all the members of library committee the meeting will be conducted on 15th July 2022 at 11.30 am. in. B Block Board Room

Following members are requested to attend the meeting.

SN	Name	Designation
01	Rev.Fr.Dr.P.S Varghese	Executive Vice Chairman
02	Dr Dipali Soren	Chairperson
03	Dr. Sudha Singh	Librarian, Coordinator
04	Dr. P S Rao	Member
05	Dr.Archana Chowdhary	Member
06	Dr Dillip Dash	Member

Agenda:

- To Confirm the minutes of the last meeting of the Library Committee
- Conducting library Orientation Program
- Display of all notice in Notice board
- Any Other items with the permission of the Chairperson


Coordinator

(LC)


Principal

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman

Library Committee



ESTABLISHED IN 1998
CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE and Affiliates to CSVTU, Bhilai
Managed By St. Thomas Mission, Bhilai
If You Aim High, We Provide The Means

MINUTES OF THE MEETING:

A Meeting of Library committee was held in the librarian cabin on 15th July 2022 at 11.30 am the following members were present

1. Rev.Fr Dr. P S Varghese -
2. Dr Dipali Soren -
3. Dr Archana Chowdhary -
4. Dr P S Rao -
5. Dr Dillip Dash -
6. Dr Sudha Singh -

In the beginning committee meeting library committee secretary welcome to all present member and after taking note of absent members. As per agenda a discussion is started.

- ❖ To Confirm the minutes of the last meeting of the Library Committee
Resolution- The copies of the library committee meeting held on _____ were circulated to the member's for their comments. As there were no comments it was declared that the minutes were confirmed
- ❖ Conducting library Orientation Program
Resolution- The librarian requested the committee to permit him to conduct a library awareness, orientation and training program on library resources services and facilities to all newly admitted students.
- ❖ Display of all notice in Notice board
Resolution- - Decided to display all the notices and circulars send by the library department on all the departmental notice board.
- ❖ Conduction some program under NDLI Club
Resolution- Chairperson instructed all HODs to conduct 02 Program from each department under NDLI Club events.
- ❖ The Meeting is ended with Vote of thanks

Library Committee

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE and Affiliated to CSVTU, Bilai

If You Aim High, We Provide The Means

Notice

Ref no: - CCET/LIB/2022-23/02

Date: 13th December 2022

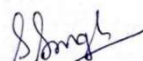
This is to inform all the members of library committee the meeting will be conducted on 15th December 2022 at 11.30 am. in B Block Board Room

Following members are requested to attend the meeting.

SN	Name	Designation
01	Rev.Fr.Dr.P.S Varghese	Executive Vice Chairman
02	Dr Dipali Soren	Chairperson
03	Dr. Sudha Singh	Librarian, Coordinator
04	Dr. P S Rao	Member
05	Dr.Archana Chowdhary	Member
06	Dr Dillip Dash	Member

Agenda:

- Discussion on regarding subscription of Periodicals
- Discussion on Usage of Reference Section of Central Library
- Discussion on Purchases of textbook and Reference books for even semester


Coordinator
(LC)


Principal
13/12/2022

Copy to

- 1 Committee Members
- 2 IQAC Coordinator
- 3 Executive Vice Chairman

Library Committee



MINUTES OF THE MEETING:

A Meeting of Library committee was held in the B Block Board Room on 15th December 2022 at 11.30 am the following members were present

1. Rev Fr. Dr. P S Varghese

2. Dr Dipali Soren

3. Dr Archana Chowdhary

4. Dr P S Rao

5. Dr Dillip Dash

6. Dr Sudha Singh

In the beginning committee meeting library committee secretary welcome to all present member and after taking note of absent members. As per agenda a discussion is started.

- ❖ Discussion on regarding subscription of Periodicals

Resolution- As decided by all Department heads that all printed Journals can be renewed for this year. DELNET can be renewed.

- ❖ Discussion on Usage of Reference Section of Library

Resolution- As decided by the committee that as the usages of Reference Section if less so Encourage and recognize students who visit the library regularly with gift hamper and other Promotion Materials..

- ❖ Discussion on Maintenance of books

Resolution-The chairperson instructed the Librarian that make a list of damage books send to mission for binding in small quantity and back volumes of journals

- ❖ The Meeting is ended with Vote of thanks

Library Committee

**Notice**

CCET/Admission Cell/2022/11

Date: 11/ 04/2022

This is to inform all the members of Admission Cell there will be a 1st meeting of academic session 2022-23 related to admission will be held on 13/04/2022 at 3.00 pm in Board Room Principal Office.

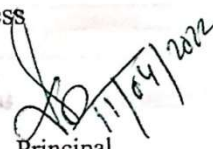
Following members are requested to attend the meeting.

S.N	Name of Members	Designation	Role
1	Dr. Dipali Soren	Principal	Chairperson
2	Dr. Dilip Dash	Professor	Member
3	Mr. Amit Sarda	Associate Professor	Member
4	Mr. Abid Khan	Assistant professor	Member
5	Mr. Ashish Dewangan	Assistant professor	Member
6	Ms. Lincy Mendonza	Assistant professor	Member
7	Dr. Preeti Nandkumar	Associate professor	Member
8	Mrs. Mini Mol	Lab Technician	Member
9	Mr. A.D Vincent	Administrative Officer	Member
10	Dr. Sudha Singh	Librarian	Member
11	Mrs Manjula	Student Section Executive	Member

Agenda for the Meeting:

- To review of previous years admission status.
- Discussion of government norms / university norms related to admission and eligibility.
- New Admission for Academic Year 2022-23
- Discussion about publicity, broucher and admission process


Coordinator of Admission Cell


Principal

Copy to

1. Executive Vice Chairman
2. Committee Members



Minutes of Meeting

The minutes of meeting of admission committee held on 13/04/2022 at 3.00 pm in board room of principal office.

The following members were present in the meeting.

S.N.	Name of Members	Designation	Role	Signature
1	Dr. Dipali Soren	Principal	Chairperson	
2	Dr. Dilip Dash	Professor	Member	
3	Mr. Amit Sarda	Associate Professor	Member	
4	Mr. Abid Khan	Assistant professor	Member	
5	Mr. Ashish Dewangan	Assistant professor	Member	
6	Ms. Lincy Mendonza	Assistant professor	Member	
7	Mrs. Mini Mol	Lab Technician	Member	
8	Mr. A.D Vincent	Administrative Officer	Member	
9	Dr. Sudha Singh	Librarian	Member	
10	Mrs Manjula	Student Section Executive	Member	

At the start of the meeting Chairperson welcomed honourable members of the admission committee. She was discussed the following agenda.

The Agenda of the meeting were:

- To layout a road map for student admission process for the academic year 2022-23.
- Discuss the adherence to admission criteria and selection procedures.
- Discuss about different methods of the publicity of the college.

Action Taken

- It was decided that the college should reach out to the masses for UG& PG admissions by circulating pamphlets, fixing banners, setting up hoardings advertising in local TV channels and local Newspapers.
- It was decided that separate panel members be assigned for admission counselling for guiding candidates and parents to choose a suitable stream of degree programme in line with the interest of the candidates and marks secured.
- It was decided by the committee to order for printing the application forms and brochures.
- It was decided that the college office phone number be assigned as a helpline number for the admission process so that the candidates can seek clarifications pertaining to the admission procedures.

Meeting was concluded by Vote of thanks by senior member of the committee.

Coordinator of Admission Cell

Page No. **Notice**

CCET/Admission Cell/2022/12

Date: 13/ 06/2022

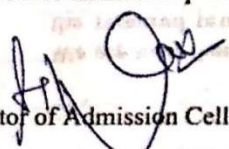
This is to inform all the members of Admission Cell there will be a 2nd meeting of academic session 2022-23 related to admission will be held on 15/06/2022 at 4.00 pm in Admission Cell.

Following members are requested to attend the meeting.

S.N	Name of Members	Designation	Role
1	Dr. Dipali Soren	Principal	Chairperson
2	Dr. Dilip Dash	Professor	Member
3	Mr. Amit Sarda	Associate Professor	Member
4	Mr. Abid Khan	Assistant professor	Member
5	Mr. Ashish Dewangan	Assistant professor	Member
6	Ms. Lincy Mendonza	Assistant professor	Member
7	Dr. Preeti Nandkumar	Associate professor	Member
8	Mrs. Mini Mol	Lab Technician	Member
9	Mr. A.D Vincent	Administrative Officer	Member
10	Dr. Sudha Singh	Librarian	Member
11	Mrs Manjula	Student Section Executive	Member

Agenda for the Meeting:

- Wide Publicity
- Admission Procedure
- Hostel and transportation Facilities


Coordinator of Admission Cell


Principal

Copy to

1. Executive Vice Chairman
2. Committee Members

**Minutes of Meeting**

The minutes of meeting of admission committee held on 15/06/2022 at 2.30 pm in Admission Cell. The following members were present in the meeting:

S.N.	Name of Members	Designation	Role	Signature
1	Dr. Dipali Soren	Principal	Chairperson	
2	Dr. Dilip Dash	Professor	Member	
3	Mr. Amit Sarda	Associate Professor	Member	
4	Mr. Abid Khan	Assistant professor	Member	
5	Mr. Ashish Dewangan	Assistant professor	Member	
6	Ms. Lincy Mendonza	Assistant professor	Member	
7	Dr. Sudha Singh	Librarian	Member	
8	Mrs Manjula	Student Section Executive	Member	
9	Dr. Preeti Nandkumar	Associate Professor	Member	

At the start of the meeting Chairperson Dr. Dipali Soren, Principal of CCET welcomed members of the admission committee. She discussed the following agenda.

- Principal instructed that admission panel members be fully aware of the eligibility criteria for the granting admissions into each of the respective UG courses based on the subjects opted in the higher secondary curriculum.
- The admission procedures of UG and PG course are ensured by strictly adhering to the norms and guidelines issued by the Government.
- The members of the committee unanimously felt the need to publicize the credentials of the college to surrounding districts.
- Principal suggested to admission panel members to confirm with the parents of the candidate whether they seek college transport facility (if available) and boarding point in order to make necessary transport facilities.
- Principal instructed to maintain the following Registers related to Admission Process.
 1. Admission Register 2. Enquiry Register 3. Daily Admission Statistics

Action Taken

- It was decided that the college should reach out to the masses for UG& PG admissions by circulating pamphlets, fixing banners, setting up hoardings advertising in local Newspapers and in neighbouring districts.
- It was decided that the college office phone number be assigned as a helpline number for the admission process so that the candidates can seek clarifications pertaining to the admission procedures.
- The admission panel members are to maintain the database of the all the applied candidates for the various courses and a separate staff be assigned for informing the interview calls to the individual candidates through phone call and clarify any queries that arise from the candidates.

Meeting was concluded by Vote of thanks by Professor Dr. Dilip Dash.

Coordinator of Admission Cell



Date			
Page No.			

Notice

CCET/Admission Cell/2022/13

Date: 16/ 08/2022

This is to inform all the members of Admission Cell there will be a 3rd meeting of academic session 2022-23 related to admission will be held on 17/08/2022 at 2.30 pm in Board Room Principal Office.

Following members are requested to attend the meeting.

S.N	Name of Members	Designation	Role
1	Dr. Dipali Soren	Principal	Chairperson
2	Dr. Dilip Dash	Professor	Member
3	Mr. Amit Sarda	Associate Professor	Member
4	Mr. Abid Khan	Assistant professor	Member
5	Mr. Ashish Dewangan	Assistant professor	Member
6	Ms. Lincy Mendonza	Assistant professor	Member
7	Dr. Preeti Nandkumar	Assistant professor	Member
8	Mrs. Mini Mol	Lab Technician	Member
9	Mr. A.D Vincent	Administrative Officer	Member
10	Dr. Sudha Singh	Librarian	Member
11	Mrs Manjula	Student Section Executive	Member

Agenda for the Meeting:

- Publicity
- Scholarship of SC/ST ,OBC and Minority
- Admission in M.Tech and B.Tech Lateral

Coordinator of Admission Cell

Principal
16/08/2022

Copy to

1. Executive Vice Chairman
2. Committee Members



Date		
Page No.		

The minutes of meeting of admission committee held on 17/08/2022 at 2.30 pm in board room of principal office.

The following members were present in the meeting.

S.N.	Name of Members	Designation	Role	Signature
1	Dr. Dipali Soren	Principal	Chairperson	
2	Dr. Dilip Dash	Professor	Member	
3	Mr. Amit Sarda	Associate Professor	Member	
4	Ms. Lincy Mendonza	Assistant professor	Member	
5	Mrs. Mini Mol	Lab Technician	Member	
6	Mr. A.D Vincent	Administrative Officer	Member	
7	Dr. Sudha Singh	Librarian	Member	
8	Mrs Manjula	Student Section Executive	Member	
9	Dr. Preeti Nannkumar	Associate Professor	Member	

At the start of the meeting Chairperson welcomed committee members. She was discussed the following agenda.

The Agenda of the meeting were:

- More Focus on pamphlets, fixing banners, setting up hoardings advertising in local Newspapers and in neighbouring districts.
- Benefits of Scholarship of SC/ST and OBC and Minority students were discussed.
- Admission process and fees of M.Tech & B.Tech Lateral students were also discussed.

Action Taken

- After a long review and discussion the committee were finalized the list of vendors for providing wide publicity in print, audio visual media and different educational fairs.
- It was decided by the committee to declare scholarship amount to the students.
- The fees structure of M.Tech and B.Tech students were finalized by the committee members.

Meeting was concluded by Vote of thanks by the professor of mathematics Dr. Dilip Dash.

Coordinator of Admission Cell



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CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE and Affiliated to CSVTU, Bilai

NOTICE**CCET/MAGAZINE/2022/03****Date:23/08/2022**

This is to inform all the members of magazine committee there will be a meeting on 24/08/2022 at 11.45 pm in Board Room.

Following members are requested to attend the meeting:

Chairperson's Name : Dr. DipaliSoren

Coordinator: Ms. RichaSahu

Co- Coordinator: Ms. LincyMendonza

Committee Member : Ms. Binini Alexander

Committee Member : Dr. Sudha Singh

Committee Member : Ms. ShikhaAgarwal


Committee Member : Mr. AkashDewangan

Student Coordinator :AshishSaini

Agenda:

1. Review of Previous Issue and feedback
2. Content Planning for Upcoming Issue
3. Editorial Updates
4. Design and Layout Progress


23/08/22
Newsletter Coordinator


23/08/2022
Principal

Copy to

Executive Vice Chairman

Committee Member









MAGAZINE COMMITTEE

**CCET Bhilai Magazine Committee Minutes of the Meeting**

Date: 24/08/2022

Time: 11.45AM

Location: Board Room

Committee Members:Chairperson's Name : Dr. Dipali Soren Coordinator: Ms. Richa Sahu Co- Coordinator: Ms. Lincy Mendonza Committee Member : Ms. Binvi Alexander Committee Member : Dr. Sudha Singh Committee Member : Ms. Shikha Agarwal Committee Member : Mr. Akash Dewangan Student Coordinator : Ashish Saini **Agenda:**

1. Review of Previous Issue and feedback
2. Content Planning for Upcoming Issue
3. Editorial Updates
4. Design and Layout Progress

Meeting Commencement: The meeting was called to order by Dr. Dipali Soren at 11.45 am.

Agenda 1: Review of Previous Issue and Feedback:

The previous issue success were reviewed and approved without any amendments and the feedback given about the print quality is taken into consideration.

Agenda 2. Content Planning for Upcoming Issue:

Ms. Richa Sahu provided an update on the content planning for the upcoming issue. The committee discussed potential themes and topics for articles, and features.

It was decided to assign specific topics to committee members and contributors.

Deadlines for content submission were established.

Agenda 3. Editorial Updates:

MAGAZINE COMMITTEE



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Ms. LincyMendoza reported on the progress of editing and fact-checking for the current issue.

The committee discussed any issues or challenges related to maintaining editorial quality and consistency.

Agenda4. Design and Layout Progress:

MrAshishSaini shared updates on the design and layout work for the upcoming issue.

The committee reviewed sample layouts and discussed design elements.

Feedback and suggestions for improvement were provided.

Minutes recorded by: Ms. RichaSahu

Action Taken:

1. The report on the success of the previous issue is created.
2. Ms. RichaSahu have prepared rough drafts of the contents received.
3. Ms. LincyMendoza have checked and reported that everything is up to date for the current issue.
4. Mr. AshishSaini have shown and the design have been finalized.

Copy to

Executive Vice Chairman

Committee Members

MAGAZINE COMMITTEE



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE and Affiliated to CSVTU, Bhilai

NOTICE

CCET/MAGAZINE/2022/04

Date:15/12/2022

This is to inform all the members of magazine committee there will be a meeting on 16/12/2022 at 11.45 pm in Board Room.

Following members are requested to attend the meeting:

Chairperson's Name : Dr. DipaliSoren

Chief Editor : Dr. R.H Gajghat

Coordinator: Ms. RichaSahu

Co- Coordinator: Mr. Robin Babu

Committee Member : Ms. Binri Alexander

Committee Member : Dr. Sudha Singh


Committee Member : Ms. ShikhaAgarwal

Student Coordinator :AshishSaini

Agenda:

1. Review of Previous Issue and feedback
2. Content Planning for Upcoming Issue
3. Introducing new corner for introducing our teaching, non- teaching and alumni.
4. Editorial Updates
5. Design and Layout Progress
6. Releasing of the newsletter issue once in 4 months and not quarterly.


Newsletter Coordinator


Principal

Copy to

Executive Vice Chairman

Committee Members








MAGAZINE COMMITTEE

**CCET Bhilai Magazine Committee Minutes of the Meeting**

Date: 16/12/2022

Time: 11.45AM

Location: Board Room

Committee Members:Chairperson's Name : Dr. DipaliSoren Chief Editor : Dr. R.H Gajghat Coordinator: Ms. RichaSahu Co- Coordinator: Mr. Robin Babu Committee Member : Ms. Bin:ri Alexander Committee Member : Dr. Sudha Singh Committee Member : Ms. ShikhaAgarwal *Absent, as she was taking class.*Student Coordinator :AshishSaini **Agenda:**

1. Review of Previous Issue and feedback
2. Content Planning for Upcoming Issue
3. Introducing new corner for introducing our teaching, non- teaching and alumni.
4. Editorial Updates
5. Design and Layout Progress
6. Releasing of the newsletter issue once in 4 months and not quarterly.

Meeting Commencement: The meeting was called to order by Dr. DipaliSoren at 11.45 am.**Agenda 1: Review of Previous Issue and Feedback:**

The previous issue success were reviewed and approved without any amendments and the feedback given about the print quality is taken into consideration.

Agenda2. Content Planning for Upcoming Issue:

Dr. R.H.Gajghat provided an update on the content planning for the upcoming issue.The committee discussed potential themes and topics for articles, and features.

It was decided to assign specific topics to committee members and contributors.

MAGAZINE COMMITTEE

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY**

Deadlines for content submission were established.

Agenda 3 Introducing new corner for introducing our teaching, non- teaching and alumni

Dr. R.H.Gajghat have proposed 3 sections where a teaching staff, non-teaching staff and alumni will be introduced so that the readers will get a glimpse of the CCET Bhilai staff.

Agenda 4 Editorial Updates:

Mr. Robin Babu reported on the progress of editing and fact-checking for the current issue.

The committee discussed any issues or challenges related to maintaining editorial quality and consistency.

Agenda5. Design and Layout Progress:

MrAshishSaini shared updates on the design and layout work for the upcoming issue.

The committee reviewed sample layouts and discussed design elements.

Feedback and suggestions for improvement were provided.

Agenda6.Releasing of the newsletter issue once in 4 months and not quarterly:

A collective decision by all the committee members is taken that the newsletter will no longer be a quarterly issue but will release once in 4 months.

Minutes recorded by: Ms. RichaSahu.

Action Taken:

1. The report on the success of the previous issue is created.
2. Dr. R.H. Gajghathave prepared rough drafts of the contents received.
3. A new section for the introduction of teaching, non-teaching and alumni is added in the upcoming issue.
4. Mr. Robin Babu have checked and reported that everything is up to date for the current issue.
5. Mr. AshishSainihave shown and the design have been finalized.
6. From January 2023 the newsletter issue will be once in 4 months.

Copy to

Executive Vice Chairman

Committee Members

MAGAZINE COMMITTEE

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY****NOTICE****CCET/MAGAZINE/2023/01****Date:08/02/2023**

This is to inform all the members of magazine committee there will be a meeting on 09/02/2023 at 11.45 pm in Board Room.

Following members are requested to attend the meeting:

Chairperson's Name : Dr. DipaliSoren

Chief Editor : Dr. R.H Gajghat

Coordinator: Ms. RichaSahu

Co- Coordinator: Mr. Robin Babu

Committee Member : Ms. Bin:ri Alexander

Committee Member : Dr. Sudha Singh

Committee Member : Ms. ShikhaAgarwal

Student Coordinator :AshishSaini

Agenda:

1. Review of Previous Issue and feedback
2. Content Planning for Upcoming Issue
3. Editorial Updates
4. Design and Layout Progress
5. Including advertisement for admission.
6. Releasing of the newsletter issue in May 2023 for 1st four months of 2023.


Newsletter Coordinator


Principal

Copy to

Executive Vice Chairman

Committee Members

MAGAZINE COMMITTEE

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY****CCET Bhilai Magazine Committee Minutes of the Meeting**

Date: 09/02/2023

Time: 11.45AM

Location: Board Room

Committee Members:Chairperson's Name : Dr. Dipali Soren *ds*Chief Editor : Dr. R.H Gajghat *RH*Coordinator: Ms. Richa Sahu *rs*Co- Coordinator: Mr. Robin Babu *Was taking class.*Committee Member : Ms. Binai Alexander *Absent due to some accounts work.*Committee Member : Dr. Sudha Singh *SS*Committee Member : Ms. Shikha Agarwal *SA*Student Coordinator : Ashish Saini *AS***Agenda:**

1. Review of Previous Issue and feedback
2. Content Planning for Upcoming Issue
3. Editorial Updates
4. Design and Layout Progress
5. Including advertisement for admission.
6. Releasing of the newsletter issue in May 2023 for 1st four months of 2023.

Meeting Commencement: The meeting was called to order by Dr. Dipali Soren at 11.45 am.**Agenda 1: Review of Previous Issue and Feedback:**

The previous issue success were reviewed and approved without any amendments and the feedback given about the print quality is taken into consideration.

Agenda 2. Content Planning for Upcoming Issue:

Dr. R.H.Gajghat provided an update on the content planning for the upcoming issue. The committee discussed potential themes and topics for articles, and features.

It was decided to assign specific topics to committee members and contributors.

Deadlines for content submission were established.

MAGAZINE COMMITTEE



Established In 1998

CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

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Agenda 3 Editorial Updates:

Mr. Robin Babu reported on the progress of editing and fact-checking for the current issue.

The committee discussed any issues or challenges related to maintaining editorial quality and consistency.

Agenda4. Design and Layout Progress:

MrAshishSaini shared updates on the design and layout work for the upcoming issue.

The committee reviewed sample layouts and discussed design elements.

Feedback and suggestions for improvement were provided.

Agenda5 Including advertisement for admission:

Since the admission for B.tech is approaching it was a collective decision of all the members that one page will be dedicated for admission.

Agenda6. Releasing of the newsletter issue in May 2023 for 1st four months of 2023.

A collective decision by all the committee members is taken that the newsletter next issue will be on May 2023.

Minutes recorded by: Ms. RichaSahu.

Action Taken:

1. The report on the success of the previous issue is created.
2. Dr. R.H. Gajghathave prepared rough drafts of the contents received.
3. Mr. Robin Babu have checked and reported that everything is up to date for the current issue.
4. Mr. AshishSainihave shown and the design have been finalized.
5. Last page is dedicated for advertisement of the college.
6. The next newsletter issue will include all the activities form January 2023 to April 2023 and will release on May 2023.

Copy to

Executive Vice Chairman

Committee Members

MAGAZINE COMMITTEE



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY

NOTICE

CCET/MAGAZINE/2023/02

Date:11/05/2023

This is to inform all the members of magazine committee there will be a meeting on 12/05/2023 at 11.45 pm in Board Room.

Following members are requested to attend the meeting:

Chairperson's Name : Dr. DipaliSoren

Chief Editor : Dr. R.H Gajghat

Coordinator: Ms. RichaSahu

Co- Coordinator: Mr. Robin Babu

Committee Member : Ms. Bin.i Alexander

Committee Member : Dr. Sudha Singh

Committee Member : Ms. ShikhaAgarwal

Student Coordinator :AshishSaini

Agenda:

1. Review of current issue before releasing.
2. Content included in the current issue.
3. Design and Layout of the current issue
4. Releasing of the newsletter issue by 20th May 2023


Newsletter Coordinator


Principal

Copy to

Executive Vice Chairman

Committee Members

MAGAZINE COMMITTEE



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CCET Bhilai Magazine Committee Minutes of the Meeting

Date: 12/05/2023

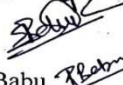
Time: 11.45AM

Location: Board Room

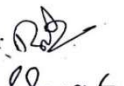
Committee Members:

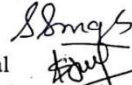
Chairperson's Name : Dr. Dipali Soren 

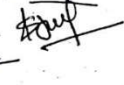
Chief Editor : Dr. R.H Gajghat 

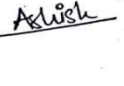
Coordinator: Ms. Richa Sahu 

Co- Coordinator: Mr. Robin Babu 

Committee Member : Ms. Binini Alexander 

Committee Member : Dr. Sudha Singh 

Committee Member : Ms. Shikha Agarwal 

Student Coordinator : Ashish Saini 

Agenda:

1. Review of current issue before releasing.
2. Content included in the current issue.
3. Design and Layout of the current issue
4. Releasing of the newsletter issue by 20th May 2023

Meeting Commencement: The meeting was called to order by Dr. Dipali Soren at 11.45 am.

Agenda 1: Review of current issue before releasing:

The current is ready and all the editing work is completed.

Agenda 2. Content included in the current issue:

Dr. R.H.Gajghat provided an update on the content included in the current issue.

Agenda 3 Design and Layout of the current issue

Chief Editor Dr. R.H.Gajghat has updated about the changes included in the current issue with the front page little modified and QR codes of different social media platforms included in the cover page.

MAGAZINE COMMITTEE

Criterion 6

QIM 6.2.1 institutional perspective plan



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Agenda 4. Releasing of the newsletter issue by 20th May 2023

The committee has decided to release the newsletter by 20th May 2023.

Action Taken:

1. The editing work of current issue is completed and released.
2. The current issue have includes all the activities of 4 months which is Farewell of the passing out batch, Symphonia 2023 etc.
3. The changes in the current issue with the front page little modified and QR codes of different social media platforms in the cover page are done.
4. The 1st newsletter issue of the year 2023 is released on 20th May 2023.

Copy to

Executive Vice Chairman

Committee Members

MAGAZINE COMMITTEE

Criterion 6

QIM 6.2.1 institutional perspective plan



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2022/0





15.02.2022

Notice

MINORITY COMMITTEE MEETING

This is to inform all the members of Minority Committee that there will be a meeting on 16 02 2022 at 03. 00 PM. All Committee members are advised to be present in the Board Room.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Mr. A. D. Vincent	
3	Mr. Abid	
4	Arin Malaki (student Member)	


CO-ORDINATOR


PROF. (DR.) DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

MINORITY COMMITTEE

Minutes of meeting

Meeting of Minority committee was held on 16. 02. 2022 at 3. 00 PM in Board Room to discuss the following agenda

Agenda

- To review of last meeting.
- Awareness about the constitution of india.
- Discussion about various scholarships.
- Submission of online form
- Rejection of scholarship.
- To ensure protection and reservation as provided in the Constitution of India.
- To ensure equal opportunities for education of minorities.
- To encourage minority students to enroll for courses, workshops, programs, etc. which the College offers in an attempt to equip them with the skills needed for their careers.
- To facilitate financial support to students from these communities from governmental agencies and other sources.
- To check the status of the scholarship for Minority student who fill the form

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Mr. A. D.Vincent	
3	Mr. Abid	
4	Arin Malaki (student Member)	

CO-ORDINATOR

PROF. (DR).DIPALI SOREN
PRINCIP



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2022/0



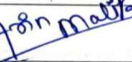
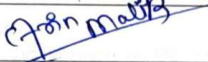
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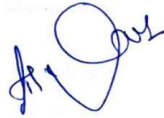
Notice

MINORITY COMMITTEE MEETING

This is to inform all the members of Minority Committee that there will be a meeting on 10.11.2022 at 11.00 AM. All Committee members are advised to be present in the Board Room.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Mr. A. D. Vincent	
3	Mr. Abid	
4	Arin Malaki (student Member)	



CO-ORDINATOR



PROF. (DR.) DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

MINORITY COMMITTEE

Minutes of meeting

Meeting of Minority committee was held on 10. 11. 2022 at 11. 00 AM.in Board Room to discuss the following agenda

- Aim and Object of the cell
- To review of last meeting
- List of Minority
- discussion about various scholarship
- motivation the student for various scholarship
- permission for worship
- conducting competition
- Discuss about celebration of festival

- The convener conveyed the aims and objectives of the Cell.
- Discussed about the schemes and guide line of scholarships provided by the Government for the minority students'
- The Cell gave necessary information to the office staff regarding the minority students.
- Collecting the minority student list.
- Motivating and assisting students from these communities to apply for the various scholarship
- Allowing the Muslim students and staff for worship (jummah) at afternoon .
- conducting the following competitions for the staff and student Bible Quiz, Speech and Drawing for student.
- Celebration Christmas in campus on December.
- Conducting a New Year thanks giving Prayer service on 01.01.2023

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Mr. A. D.Vincent	
3	Mr. Abid	
4	Arin Malaki (student Member)	

CO-ORDINATOR

PROF. (DR).DIPALI SOREN
PRINCIPAL

Criterion 6

QIM 6.2.1 institutional perspective plan



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2023/

14.03.2023

Notice

MINORITY COMMITTEE MEETING

This is to inform all the members of Minority Committee that there will be a meeting on 15.03.2023 at 03.00 PM. All Committee members are advised to be present in the Board Room.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Mr. A. D. Vincent	
3	Mr. Abid	
4	Arin Malaki (student Member)	

CO-ORDINATOR

PROF. (DR.) DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

MINORITY COMMITTEE

Minutes of meeting

A Meeting of Minority committee was held on 15. 03. 2023 at 3. 00 pm in Board Room to discuss the following agenda

Agenda

- To review of last meeting.
 - Awareness about the constitution of india.
 - Discussion about various scholarships.
 - Submission of online form
 - Rejection of scholarship.
1. To ensure protection and reservation as provided in the Constitution of India.
 2. To ensure equal opportunities for education of minorities.
 3. To encourage minority students to enroll for courses, workshops, programs, etc. which the College offers in an attempt to equip them with the skills needed for their careers.
 4. To facilitate financial support to students from these communities from governmental agencies and other sources.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Mr. A. D. Vincent	
3	Mr. Abid	
4	Arin Malaki (student Member)	

CO-ORDINATOR

PROF. (DR).DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, Kailash Nagar, Bhilai

Ref. No. CCET/2022/

Date: 10.01.2022

NOTICE

Attention: SPORTS COMMITTEE MEMBERS

Sub: - Sports Committee Meeting

The following Sports Committee members have been informed that Sports Committee Meeting will be held on 10/01/2022 at 12:30 pm in the Board Room. All members are requested to attend the same.

The members are as follows:

- | | |
|-----------------------|----------------------|
| • Robin Babu | - Sports Coordinator |
| • Chandrashekhar Sahu | - Faculty Member |
| • Jithin V Anil | - Student Member |
| • Abhishek Minj | - Student Member |
| • Aryan Gupta | - Student Member |
| • Arima Toppo | - Student Member |
| • Naman Pandey | - Student Member |


Dr. Mrs. Dipali Soren
Principal

Copy to:

- | | | |
|--|----------------------------|-------------------------------|
| * Honorable Chairman/Executive Vice Chairman | * Bursar | * Principal |
| * HOD (Mech/CSE/Elect./Elex.) | * I/c Student's affairs | * Sports Officer |
| * Students Notice Board | * Staff Notice Board | * Prof. I/c - Student Council |
| * Hostel Wardens (Boys/Girls) | * 1 st Year I/c | |











CCET Bhilai Sports Committee Meeting Minutes

Date: 10/01/2022

Time: 12:30 pm

Location: Board Room

Attendees:

- | | | |
|-----------------------|----------------------|--|
| • Dr. Dipali Soren | - Principal |  |
| • Robin Babu | - Sports Coordinator |  |
| • Chandrashekhar Sahu | - Faculty Member |  |
| • Jithin V Anil | - Student Member |  |
| • Abhishek Minj | - Student Member |  |
| • Aryan Gupta | - Student Member |  |
| • Arima Toppo | - Student Member |  |
| • Naman Pandey | - Student Member |  |

Agenda:

1. Review of Previous Year's Sports Events.
2. Discussion regarding Sports Calendar for the session January – June 2022.
3. Selection of student coordinators for various events to be held for the session Jan – June 2022.
4. Sports Budget allocation
5. Regarding the purchase of Sports related goods.

Minutes:

Agenda 1: Review of Previous Year's Sports Events: The meeting commenced with a review of the sports events conducted during the year 2021. The successes, challenges, and feedback received were discussed in detail. The attendees highlighted the achievements and also identified areas for improvement. Valuable insights were shared regarding event organization, participation, and overall management. It was agreed upon that the lessons learned from last year's events would be applied to enhance the quality of upcoming sports events.

Agenda 2: Discussion regarding Sports Calendar for the session January – June 2022: A comprehensive discussion took place regarding the sports calendar for the upcoming session, covering the months from January to June 2022. Proposed events, their dates, and potential venues were presented and deliberated upon. The attendees provided their input on ensuring a balanced distribution of sports activities, avoiding clashes with academic schedules, and accommodating the needs of participants.

Agenda 3: Selection for Student Coordinators The selection of student coordinators for the various sports events slated for the session from January to June 2022 was discussed. Attendees proposed a transparent selection process based on candidates' experience, dedication, and leadership qualities. The



responsibilities and expectations for student coordinators were outlined to ensure smooth event execution.

Agenda 4: Sports Budget Allocation: The allocation of the sports budget for the session was addressed, considering the requirements for event organization, equipment procurement, and other related expenses. Attendees reviewed the budget proposal, making necessary adjustments to ensure that each event's needs were adequately covered. It was unanimously agreed to allocate funds judiciously while keeping a provision for unexpected expenses that might arise during the session.

Agenda 5: Purchase of Sports-Related Goods: Discussions revolved around the procurement of sports-related goods, encompassing equipment, uniforms, and accessories required for various sports events. Attendees shared their insights on sourcing reliable suppliers, ensuring the quality of products, and securing competitive prices. Decisions were made on setting up a procurement committee responsible for obtaining quotations and finalizing purchases in a timely manner.

Action Taken:

- Sports Coordinator Mr. Robin Babu compiled a detailed report on the previous year's sports events and lessons learned.
- Drafted sports calendar for the session January – June 2022 was approved by management and circulated to students.
- Student Coordinators were selected as per their experience, dedication, and leadership qualities. The following Student Coordinators were selected.
 - Jithin V Anil - Football, Volleyball
 - Abhishek Minj - Athletics, Arm wrestling, Carrom
 - Aryan Gupta - Weightlifting
 - Arima Toppo - Table Tennis, Chess, Basketball.
 - Naman Pandey - Gully Cricket, Badminton.
- Principal to refine the sports budget allocation based on the discussions and share the finalized budget with the relevant stakeholders.
- Mr. Robin Babu to form a procurement committee and initiate the process of sourcing sports-related goods.



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, BHILAI		
SPORTS CALENDAR (January 2022 - June 2022)		
Sports	Event Type	Tentative Dates
Chess	Inter-Departmental	14/02/2022 - 15/02/2022
Carrom	Open Championship	23/02/2022-24/02/2022
Basketball	Inter-Departmental	10/03/2022-12/03/2022
Arm Wrestling	Open Championship	23/03/2022 - 25/03/2022
Weightlifting	Men's and Women's Categories	29/03/2022 - 30/03/2022
Gully Cricket	Inter-Departmental	18/03/2022 - 20/03/2022
Volleyball	Inter-Departmental	25/04/2022 - 27/04/2022
Badminton	Singles and Doubles	04/05/2022-06/05/2022
Football	Inter-Departmental	18/05/2022-20/05/2022
Athletics	100m, 200m, Long Jump, Shot Put	26/05/2022-30/05/2022
Table Tennis	Singles and Doubles	20/06/2022-22/06/2022

Note: For Inter-College level and Inter-University level, Special Practice and Trial Selection will be held tentatively before the scheduled tournaments



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, Kailash Nagar, Bhilai

Ref. No. CCET/2022/

Date: 04.07.2022

NOTICE

Attention: SPORTS COMMITTEE MEMBERS

Sub: - Sports Committee Meeting

The following Sports Committee members have been informed that Sports Committee Meeting will be held on 05/07/2022 at 12:30 pm in the Board Room. All members are requested to attend the same.

The members are as follows:

- | | |
|-----------------------|-------------------------------|
| • Robin Babu | - Sports Coordinator |
| • Chandrashekhar Sahu | - Faculty Member |
| • Jithin V Anil | - Student Member |
| • Ashish Saini | - Student Member <i>Down</i> |
| • Aryan Gupta | - Student Member <i>Aryon</i> |
| • Arima Toppo | - Student Member |
| • Naman Pandey | - Student Member |


Dr. Mrs. Dipali Soren
Principal

Copy to:

- * Honorable Chairman/Executive Vice Chairman
- * HOD (Mech/CSE/Elect./Elex.)
- * Students Notice Board
- * Hostel Wardens (Boys/Girls)

- * Bursar
- * I/c Student's affairs
- * Staff Notice Board
- * 1st Year I/c

- * Principal
- * Sports Officer
- * Prof. I/c - Student Council










CCET Bhilai Sports Committee Meeting Minutes

Date: 05/07/2022

Time: 12:30 pm

Location: Board Room

Attendees:

- | | | |
|-----------------------|----------------------|--|
| • Dr. Dipali Soren | - Principal |  |
| • Robin Babu | - Sports Coordinator |  |
| • Chandrashekhar Sahu | - Faculty Member |  |
| • Jithin V Anil | - Student Member | |
| • Ashish Saini | - Student Member |  |
| • Aryan Gupta | - Student Member |  |
| • Arima Toppo | - Student Member |  |
| • Naman Pandey | - Student Member |  |

Agenda:

1. Review of Past Sports Events
2. Inter College Sports events preparation for next Session
3. Review of the Sports goods purchased during past session
4. Sports Promotion ideas for new admission students

Minutes:

Agenda 1: Review of Past Sports Events: The meeting commenced with a review of the past sports events. Mr. Robin Babu presented a comprehensive overview of the events, highlighting successes, challenges, and key takeaways. The committee members engaged in a discussion regarding the organization, participation, and overall impact of these events. It was unanimously agreed that the past events were well-organized, but improvements could be made in terms of marketing and participant engagement.

Agenda 2: Inter-College Sports Events Preparation for Next Session: The committee then discussed the upcoming inter-college sports events scheduled for the next session. Mr. Robin Babu provided an outline of the planned events, proposed schedule, and potential venues. Mr. Jithin V. Anil and Mr. Ashish Saini volunteered to coordinate the events and handle the promotional aspects. Action items were assigned, and a tentative timeline for preparations was established.

Agenda 3: Review of the Sports Goods Purchased During Past Session: The committee examined the list of sports goods purchased during the previous session. Mr. Robin Babu presented a detailed report on the items procured, their usage, and feedback from coaches and students. It was noted that some items had exceeded expectations, while others required maintenance or replacement. Mr. Robin was tasked with conducting an inventory check and coordinating the maintenance or replacement of the necessary sports equipment.



Agenda 4: Sports Promotion Ideas for New Admission Students: The final agenda focused on brainstorming ideas to promote sports among newly admitted students. Several suggestions were put forth, including orientation sessions, promotional videos, and interactive workshops. Mr. Ashish Saini volunteered to create a proposal incorporating these ideas, which would be presented at the next meeting for further discussion and refinement.

Action Taken:

1. Mr. Robin Babu prepared a detailed report on the outcomes from past sports events.
2. Mr. Jithin V. Anil and Mr. Ashish Saini coordinated inter-college sports events logistics and handled promotional activities.
3. Mr. Robin Babu conducted an inventory check of sports goods and initiate maintenance or replacement as needed.
4. Mr. Ashish Saini drafted a proposal outlining sports promotion strategies for new admission students.



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, BHILAI		
SPORTS CALENDAR (July 2022 - December 2022)		
Sports	Event Type	Tentitive Dates
Cricket	Inter-Departmental	15/09/2022 - 16/09/2022
Football	Inter-Departmental	26/09/2022 - 30/09/2022
Table Tennis	Singles and Doubles	17/10/2022-20/10/2022
Volleyball	Inter-Departmental	27/10/2022-29/10/2022
Badminton	Singles and Doubles	01/11/2022 - 02/11/2022
Basketball	Inter-Departmental	17/11/2022 - 20/11/2022
Athletics	100m, 200m, Long Jump, Shot Put	28/11/2022 - 29/11/2022
Weightlifting	Men's and Women's Categories	12/12/2022 - 13/12/2022
Arm Wrestling	Open Championship	19/12/2022

Note: For Inter-College level and Inter-University level, Special Practice and Trial Selection will be held tentively before the scheduled tournaments



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, Kailash Nagar, Bhilai

Ref. No. CCET/2023/

Date: 04.01.2023

NOTICE

Attention: SPORTS COMMITTEE MEMBERS

Sub: - Sports Committee Meeting

The following Sports Committee members have been informed that Sports Committee Meeting will be held on 05/01/2023 at 12:30 pm in the Board Room. All members are requested to attend the same.

The members are as follows:

- | | |
|-----------------------|----------------------|
| • Robin Babu | - Sports Coordinator |
| • Chandrashekhar Sahu | - Faculty Member |
| • Jithin V Anil | - Student Member |
| • Priyanshu Kumar | - Student Member |
| • Aryan Gupta | - Student Member |
| • Arima Toppo | - Student Member |
| • Naman Pandey | - Student Member |


Dr. Mrs. Dipali Soren
Principal

Copy to:

- * Honorable Chairman/Executive Vice Chairman
- * HOD (Mech/CSE/Elect./Elex.)
- * Students Notice Board
- * Hostel Wardens (Boys/Girls)

- * Bursar
- * I/c Student's affairs
- * Staff Notice Board
- * 1st Year I/c

- * Principal
- * Sports Officer
- * Prof. I/c - Student Council



CCET Bhilai Sports Committee Meeting Minutes

Date: 05/01/2023

Time: 12:30 pm

Location: Board Room

Attendees:

- | | | |
|-----------------------|----------------------|--|
| • Dr. Dipali Soren | - Principal | |
| • Robin Babu | - Sports Coordinator | |
| • Chandrashekhar Sahu | - Faculty Member | |
| • Jithin V Anil | - Student Member | |
| • PRIYANSHU KUMAR | - Student Member | |
| • ARYAN GUPTA | - Student Member | |
| • ARIMA TOPPO | - Student Member | |
| • NAMAN PANDEY | - Student Member | |

Agenda:

1. Review of Previous Year's Sports Events.
2. Discussion regarding Sports Calendar for the session January – June 2023.
3. Selection for student coordinators for various events to be held for the session Jan – June 2023.
4. Sports Budget allocation
5. Regarding purchase of Sports related goods.

Minutes:

Agenda 1: Review of Previous Year's Sports Events: The meeting commenced with a review of the sports events conducted during the previous year. The successes, challenges, and feedback received were discussed in detail. The attendees highlighted the achievements and also identified areas for improvement. Valuable insights were shared regarding event organization, participation, and overall management. It was agreed upon that the lessons learned from last year's events would be applied to enhance the quality of upcoming sports events.

Agenda 2: Discussion regarding Sports Calendar for the session January – June 2023: A comprehensive discussion took place regarding the sports calendar for the upcoming session, covering the months from January to June 2023. Proposed events, their dates, and potential venues were presented and deliberated upon. The attendees provided their input on ensuring a balanced distribution of sports activities, avoiding clashes with academic schedules, and accommodating the needs of participants.

Agenda 3: Selection for Student Coordinators: The selection of student coordinators for the various sports events slated for the session from January to June 2023 was discussed. Attendees proposed a transparent selection process based on candidates' experience, dedication, and leadership qualities. The



responsibilities and expectations for student coordinators were outlined to ensure smooth event execution.

Agenda 4: Sports Budget Allocation: The allocation of the sports budget for the session was addressed, considering the requirements for event organization, equipment procurement, and other related expenses. Attendees reviewed the budget proposal, making necessary adjustments to ensure that each event's needs were adequately covered. It was unanimously agreed to allocate funds judiciously while keeping a provision for unexpected expenses that might arise during the session.

Agenda 5: Purchase of Sports-Related Goods: Discussions revolved around the procurement of sports-related goods, encompassing equipment, uniforms, and accessories required for various sports events. Attendees shared their insights on sourcing reliable suppliers, ensuring the quality of products, and securing competitive prices. Decisions were made on setting up a procurement committee responsible for obtaining quotations and finalizing purchases in a timely manner.

Action Taken:

- Sports Coordinator Mr. Robin Babu compiled a detailed report on the previous year's sports events and lessons learned.
- Drafted sports calendar for the session January – June 2023 was approved by management and circulated it to students.
- Student Coordinators were selected as per their experience, dedication, and leadership qualities. Following Student Coordinators were selected.
 - Jithin V Anil - Football, Volleyball
 - Priyanshu Kumar - Athletics, Arm Wrestling, Carrom
 - Aryan Gupta - Gully Cricket, Weightlifting
 - Arima Toppo - Table Tennis, Chess, Basketball.
 - Naman Pandey - Cricket, Badminton, E-Sports.
- Principal to refine the sports budget allocation based on the discussions and share the finalized budget with the relevant stakeholders.
- Mr. Robin Babu to form a procurement committee and initiate the process of sourcing sports-related goods.



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, BHILAI		
SPORTS CALENDAR (January 2023 - June 2023)		
Sports	Event Type	Tentative Dates
Athletics	100m, 200m, Long Jump, Shot Put	13/03/2023 - 15/03/2023
Arm Wrestling	Open Championship	14/03/2023-15/03/2023
Carrom	Singles and Doubles	16/03/2023-17/03/2023
Football	Inter-Departmental	20/03/2023-22/03/2023
E-Sports	BGMI and Fortnite	20/03/2023
Volleyball	Inter-Departmental	21/03/2023-23/03/2023
Table Tennis	Singles and Doubles	24/03/2023
Gully Cricket	Inter-Departmental	10/04/2023-11/04/2023
Weightlifting	Men's and Women's Categories	12/04/2023-13/04/2023
Chess	Inter-Departmental	12/04/2023-13/04/2023
Cricket	Inter-Departmental	08/05/2023-10/05/2023
Badminton	Singles and Doubles	11/05/2023-12/05/2023
Basketball	Inter-Departmental	13/05/2023-14/05/2023

Note: For Inter-College Level and Inter-University level, Special Practice and Trial Selection will be held tentatively before the scheduled tournaments



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, Kailash Nagar, Bhilai

Ref. No. CCET/2023/

Date: 06.06.2023

NOTICE

Attention: SPORTS COMMITTEE MEMBERS

Sub: - Sports Committee Meeting

The following Sports Committee members have been informed that Sports Committee Meeting will be held on 07/06/2023 at 12:30 pm in the Board Room. All members are requested to attend the same.

The members are as follows:

- | | |
|-----------------------|--------------------------------|
| • Robin Babu | - Sports Coordinator |
| • Chandrashekhar Sahu | - Faculty Member |
| • Priyanshu Kumar | - Student Member <i>PK</i> |
| • Aryan Gupta | - Student Member <i>Aryan</i> |
| • Arima Toppo | - Student Member |
| • Ashish Saini | - Student Member <i>Ashish</i> |
| • Vishwa Pratap Das | - Student Member <i>Vishwa</i> |

06/06/2023
Dr. Mrs. Dipali Soren
Principal

Copy to:

- | | | |
|--|----------------------------|-------------------------------|
| • Honorable Chairman/Executive Vice Chairman | • Bursar | • Principal |
| • HOD (Mech/CSE/Elect./Elcx.) | • I/c Student's affairs | • Sports Officer |
| • Students Notice Board | • Staff Notice Board | • Prof. I/c - Student Council |
| • Hostel Wardens (Boys/Girls) | • 1 st Year I/c | |








CCET Bhilai Sports Committee Meeting Minutes

Date: 07/06/2023

Time: 12:30 pm

Location: Board Room

Attendees:

- | | | |
|-----------------------|----------------------|--|
| • Dr. Dipali Soren | - Principal |  |
| • Robin Babu | - Sports Coordinator | |
| • Chandrashekhar Sahu | - Faculty Member |  |
| • Priyanshu Kumar | - Student Member |  |
| • Aryan Gupta | - Student Member |  |
| • Ashish Saini | - Student Member |  |
| • Vishwa Pratap Das | - Student Member | |

Agenda:

1. Review of Past Sports Events
2. Inter College Sports events preparation for next Session
3. Review of the Sports goods purchased during past session
4. Sports Promotion ideas for new admission students

Minutes:

Agenda 1: Review of Past Sports Events: The meeting commenced with a review of past sports events. Mr. Robin Babu presented a comprehensive overview of the events, highlighting successes, challenges, and key takeaways. The committee members discussed the organization, participation, and overall impact of these events. It was unanimously agreed that the past events were well-organized, but improvements could be made in terms of marketing and participant engagement.

Agenda 2: Inter-College Sports Events Preparation for Next Session: The committee then discussed the upcoming inter-college sports events scheduled for the next session. Mr. Robin Babu provided an outline of the planned events, proposed schedule, and potential venues. Mr. Ashish Saini will again volunteer to coordinate the events and handle the promotional aspects. Action items were assigned, and a tentative timeline for preparations was established.

Agenda 3: Review of the Sports Goods Purchased During Past Session: The committee examined the list of sports goods purchased during the previous session. Mr. Robin Babu presented a detailed report on the items procured, their usage, and feedback from coaches and students. It was noted that some items had exceeded expectations, while others required maintenance or replacement. Mr. Robin was tasked with conducting an inventory check and coordinating the maintenance or replacement of the necessary sports equipment.



Agenda 4: Sports Promotion Ideas for New Admission Students: The final agenda focused on brainstorming ideas to promote sports among newly admitted students. Several suggestions were put forth, including orientation sessions, promotional videos, and interactive workshops. Mr. Ashish Saini again volunteered to create a proposal incorporating these ideas, which would be presented at the next meeting for further discussion and refinement.

Action Taken:

1. Mr. Robin Babu prepared a detailed report on the outcomes from past sports events.
2. Mr. Ashish Saini coordinated inter-college sports events logistics and handled promotional activities.
3. Mr. Robin Babu conducted an inventory check of sports goods and initiate maintenance or replacement as needed.
4. Mr. Ashish Saini drafted a proposal outlining sports promotion strategies for new admission students.

**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, BHILAI****SPORTS CALENDAR (January 2023 - June 2023)**

Sports	Event Type	Tentitive Dates
Athletics	100m, 200m, Long Jump, Shot Put	13/03/2023 - 15/03/2023
Arm Wrestling	Open Championship	14/03/2023-15/03/2023
Carrom	Singles and Doubles	16/03/2023-17/03/2023
Football	Inter-Departmental	20/03/2023-22/03/2023
E-Sports	BGMI and Fortnite	20/03/2023
Volleyball	Inter-Departmental	21/03/2023-23/03/2023
Table Tennis	Singles and Doubles	24/03/2023
Gully Cricket	Inter-Departmental	10/04/2023-11/04/2023
Weightlifting	Men's and Women's Categories	12/04/2023-13/04/2023
Chess	Inter-Departmental	12/04/2023-13/04/2023
Cricket	Inter-Departmental	08/05/2023-10/05/2023
Badminton	Singles and Doubles	11/05/2023-12/05/2023
Basketball	Inter-Departmental	13/05/2023-14/05/2023

Note: For Inter-College Level and Inter-University level, Special Practice and Trial Selection will be held tentively before the scheduled tournaments



CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY, Kailash Nagar, Bhilai

Ref. No. CCET/2023/

Date: 03.07.2023

NOTICE

Attention: **SPORTS COMMITTEE MEMBERS**

Sub: - Sports Committee Meeting

The following Sports Committee members have been informed that Sports Committee Meeting will be held on 04/07/2023 at 12:30 pm in the Board Room. All members are requested to attend the same.

The members are as follows:

- | | | |
|-----------------------|----------------------|--------------------|
| • Robin Babu | - Sports Coordinator | <i>[Signature]</i> |
| • Chandrashekhar Sahu | - Faculty Member | <i>[Signature]</i> |
| • Priyanshu Kumar | - Student Member | <i>[Signature]</i> |
| • Aryan Gupta | - Student Member | <i>[Signature]</i> |
| • Ashish Saini | - Student Member | <i>[Signature]</i> |
| • Vishwa Pratap Das | - Student Member | <i>[Signature]</i> |

[Signature]
03/07/2023
Dr. Mrs. Dipali Soren
Principal

Copy to:

- * Honorable Chairman/Executive Vice Chairman
- * HOD (Mech/CSE/Elect./Elex.)
- * Students Notice Board
- * Hostel Wardens (Boys/Girls)

- * Bursar
- * I/c Student's affairs
- * Staff Notice Board
- * 1st Year I/c

- * Principal
- * Sports Officer
- * Prof. I/c – Student Council










CCET Bhilai Sports Committee Meeting Minutes

Date: 04/07/2023

Time: 12:30 pm

Location: Board Room

Attendees:

- | | | |
|-----------------------|----------------------|--|
| • Dr. Dipali Soren | - Principal |  |
| • Robin Babu | - Sports Coordinator |  |
| • Chandrashekhar Sahu | - Faculty Member |  |
| • Priyanshu Kumar | - Student Member |  |
| • Aryan Gupta | - Student Member |  |
| • Ashish Saini | - Student Member |  |
| • Vishwa Pratap Das | - Student Member |  |

Agenda:

1. Review of Past Sports Events
2. Inter College Sports events preparation for next Session
3. Review of the Sports goods purchased during past session
4. Sports Promotion ideas for new admission students

Minutes:

Agenda 1: Review of Past Sports Events: The meeting began by revisiting previous sports occasions. Mr. Robin Babu provided an extensive summary of these events, emphasizing accomplishments, difficulties, and crucial lessons learned. Committee attendees deliberated on the arrangement, involvement, and overall influence of these activities. There was a unanimous consensus that the preceding events were effectively orchestrated, yet enhancements could be introduced in aspects such as promotion and engaging participants.

Agenda 2: Inter-College Sports Events Preparation for Next Session: Next, the committee deliberated the forthcoming sports competitions among colleges set for the following term. Mr. Robin Babu furnished a summary of the planned activities, suggested timetable, and prospective locations. Mr. Ashish Saini expressed his willingness to once more take charge of organizing the events and managing their promotional facets. Specific tasks were allocated, and a provisional schedule for the preparatory phase was arranged.

Agenda 3: Review of the Sports Goods Purchased During Past Session: The committee examined the list of sports goods purchased during the previous session. Mr. Robin Babu presented a detailed report on the items procured, their usage, and feedback from students. It was noted that some items had exceeded expectations, while others required maintenance or replacement. Mr. Robin was tasked with



conducting an inventory check and coordinating the maintenance or replacement of the necessary sports equipment.

Agenda 4: Sports Promotion Ideas for New Admission Students: The final agenda focused on brainstorming ideas to promote sports among newly admitted students. Several suggestions were put forth, including orientation sessions, promotional videos, and interactive workshops. Mr. Ashish Saini again volunteered to create a proposal incorporating these ideas, which would be presented at the next meeting for further discussion and refinement.

Action Taken:

1. Mr. Robin Babu prepared a detailed report on the outcomes from past sports events.
2. Mr. Ashish Saini coordinated inter-college sports events logistics and handled promotional activities.
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CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY, BHILAI		
SPORTS CALENDAR (July 2023 - December 2023)		
Sports	Event Type	Tentitive Dates
Arm Wrestling	Open Championship	07/08/2023 - 08/08/2023
Carrom	Singles and Doubles	17/08/2023-18/08/2023
Basketball	Inter-Departmental	04/09/2023-05/09/2023
Cricket	Inter-Departmental	13/09/2023-15/09/2023
Volleyball	Inter-Departmental	21/09/2023-25/09/2023
Football	Inter-Departmental	05/10/2023-06/10/2023
Table Tennis	Singles and Doubles	12/10/2023-13/10/2023
E-Sports	BGMI and Fortnite	31/10/2023
Badminton	Singles and Doubles	16/10/2023-17/10/2023
Weightlifting	Men's and Women's Categories	16/11/2023-17/11/2023
Athletics	100m, 200m, Long Jump, Shot Put	30/11/2023-01/12/2023
Chess	Inter-Departmental	21/12/2023-22/12/2023
Gully Cricket	Inter-Departmental	21/12/2023

Note: For Inter-College Level and Inter-University level, Special Practice and Trial Selection will be held tentively before the scheduled tournaments



Christian College of Engineering & Technology, Bhilai

Notice

Ref No.: CCET/NIRF/2023/01

Date: 07/07/2023

The Meeting of NIRF Committee has been organized in Principal Office on 10/07/2023 at 3:00 PM. Following committee members are requested to be present in the meeting.

1. Dr. Dipali Soren, Principal, Chairperson
2. Dr. R. H. Gajghat, Prof & HoD (Mech Engg), Coordinator
3. Dr. Archana Choudhary, Vice Principal & HoD (CSE), Member
4. Dr. P. S. Rao, NAAC Co-coordinator & Academic In-charge, Member
5. Dr. Preeti Nand Kumar, First Year In-charge & R & D Coordinator, Member
6. Dr. Shrikant Burje, NAAC Coordinator & HoD (E&TC), Member
7. Dr. Shailendra Verma, HoD (Elect Engg), Member

Agenda of the Meeting

1. Welcome of the Newly Formed Committee Members
2. Brief Information of NIRF Application Process by Dr. S. B. Burje, NAAC Coordinator
3. Status of Preparation for NBA
4. Publication of Research Papers in Journals & Conferences, Patents and Copyrights
5. Review of IQAC Activity Initiatives for Quality Improvement
6. NAAC Progress Report

Dr. R. H. Gajghat
Professor & HoD (Mech Engg)
NIRF Coordinator
CCET, Bhilai

Dr. Dipali Soren
Principal
NIRF Chairperson
CCET, Bhilai



Christian College of Engineering & Technology, Bhilai

Minutes of the Meeting

The Meeting of NIRF Committee was held in Principal Office on 10/07/2023 at 3:00 PM. Following committee members were be present in the meeting Chaired by the Principal.

Committee Members

1. Dr. Dipali Soren, Principal, Chairperson
2. Dr. R. H. Gajghat, Prof & HoD (Mech Engg), Coordinator
3. Dr. Archana Choudhary, Vice Principal & HoD (CSE), Member
4. Dr. P. S. Rao, NAAC Co-coordinator & Academic In-charge, Member
5. Dr. Preeti Nand Kumar, First Year In-charge & R&D Coordinator, Member
6. Dr. Shrikant Burje, NAAC Coordinator & HoD (E&TC), Member
7. Dr. Shailendra Verma, HoD (Elect Engg), Member

Signature

The various issues related with the NIRF were discussed in details. The points discussed were as follows:

1. Dr. Dipali Soren, Chairperson of NIRF Committee, welcomed all the members in the first official meeting of NIRF Committee.
2. Dr. S. B. Burje, NAAC Coordinator, has given brief information about the NIRF Application Process.
3. A discussion regarding the preparation of NBA was done. But it is known that due to less than 50 % admissions in all branches during last few years, we are not eligible to apply for the NBA.
4. It has been decided to update the publication data of all faculties and motivate them for more quality publications.
5. Dr. Archana Choudhary, IQAC Coordinator, has given recent information regarding IQAC activity initiatives for quality improvement.
6. Dr. S. B. Burje, NAAC Coordinator, has given the latest updates of NAAC work carried out in the institute.

At the end of the meeting NIRF Coordinator, Dr. R. H. Gajghat proposed the vote of thanks.



Christian College of Engineering & Technology, Bhilai

Action Taken

This was a first NIRF Committee meeting organized on 10/07/2023 at 3:00 PM to prepare for the NIRF Application submission. The following few actions have been taken against the decisions taken in this meeting.

1. Preparation for NIRF application process has been started and decided to apply in November 2023 for NIRF Ranking.
2. Admission committee has been formed to increase the admissions more than 50 % in all branches to become eligible for NBA,
3. Publication data has been updated.
4. Accelerated the NAAC procedure in order to fulfill the IIQA submission deadline in September 2023.


Dr. R. H. Gajghate



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kaiiash Nagar, Bhilai**

Ref No :- CCET/NSS/2022/4B

Dated : 20/07/2022

NOTICE OF MEETING

We would like to inform you that the meeting of the NSS Advisory Committee of the College has been scheduled for July 22nd, 2022, at 3-00 PM. The meeting will take place in the NSS Room of the College.


AGENDA FOR THE MEETING:

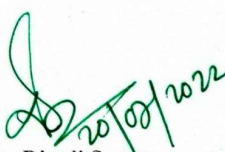
1. Review and discussion on previous year's activities and progress.
2. National service scheme (nss) activities proposal for academic year 2022-23.
3. Approval of budget allocation for nss activities in the upcoming year.

We kindly request all members to make it convenient to attend the meeting and contribute to the discussion. Your commitment to the betterment of our NSS programs is highly appreciated.

If you have any additional items you would like to include in the agenda, please notify us at least 48 hours before the meeting.

Thank you for your dedication to the National Service Scheme, and we look forward to your presence at the meeting.


Mr. Prashant Bawaney
NSS Coordinator


Dr Mrs. Dipali Soren
Principal

Copy to:
* Honorable Chairman/Executive Vice Chairman
* Principal
* Committee Members
* Bursar
* HOD (Mech/CSE/Elect./Elex.)
* NSS volunteers

* News Letter I/c
* Finance Controller



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhilai**

MINUTES OF MEETING

DATE:- July 22nd, 2022

TIME:- 3:00 P.M

Venue :- NSS Room, CCET, Bhilai

MEMBER PRESENT:

- 1 Dr Dipali Soren
- 2 Mr. Prashant Bawaney
- 3 Mr.Praveen Chandrakar
- 4 Mrs. Shikha Agrawal

AGENDA OF MEETING:-

- ❖ Review and discussion on previous year's activities and progress
- ❖ National service scheme (nss) activities proposal for academic year 2022-23.
- ❖ Approval of budget allocation for nss activities in the upcoming year

THE FOLLOWING POINTS WERE DISCUSSED:

**(1) REVIEW AND DISCUSSION ON PREVIOUS YEAR'S ACTIVITIES
AND PROGRESS**

The coordinator presented a detailed report on last semester's activities to the committee, and Madam, the principal, expressed her appreciation for the work done.

**(2) NATIONAL SERVICE SCHEME (NSS) ACTIVITIES PROPOSAL
FOR ACADEMIC YEAR 2022-23.**

In this meeting, we discussed what activities are to be done in NSS this year and what their dates and areas would be.

S.NO.	EVENT	TENTATIVE DATE
1	Adoption of Paras Bod Gao	02-08-2022
2	Beti bachao beti padao abhiyan	19-08-2022



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhilai**

3	Motivational speech on importance of education	05-09-2022
4	Health checkup camp	18-10-2022
5	Fire safety awareness	06-02-2023
6	Program on food habits	18-04-2023

**(3) APPROVAL OF BUDGET ALLOCATION FOR NSS ACTIVITIES
IN THE UPCOMING YEAR.**

- ❖ Budget approval will be done as and when the event is conducted.
- ❖ It was discussed how to prepare and plan the program for various NSS activities.
- ❖ Various suggestions were taken regarding how to prepare with date and time.

MEETING ARRANGE WITH FOLLOWING MEMBERS:

S.no.	Name	Designation	Role	Signature
01	Dr Dipali Soren	Principal	Chairperson	
02	Mr. Prashant Bawaney	Assist. Professor	Co-ordinator	
03	Mr. Praveen Chandrakar	Assist. Professor	Member	
04	Mrs. Shikha Agrawal	Assist. Professor	Member	

Mr. Prashant Bawaney
NSS Coordinator

Dr Mrs. Dipali Soren
Principal



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhiilai**

Ref No :- CCET/NSS/2023/1A

Dated : 09/01/2023

NOTICE OF MEETING

Dear Members of the NSS Advisory Committee and Dr. Shrikant Bhurje (NAAC Coordinator), We would like to inform you that the next meeting of the NSS Advisory Committee of our college is scheduled to take place on January 11th, 2023, at 3:00 PM. The meeting will be held in the NSS Room of the College.

Your presence and active participation in this meeting are highly valued, and we kindly request you to make the necessary arrangements to attend the meeting on the specified date and time.

AGENDA FOR THE NSS ADVISORY COMMITTEE MEETING:

- 1. NAAC Preparation:** Discuss and plan the steps required for NAAC accreditation and assessment.
- 2. Review of Events in Session 2022-23:** Evaluate the events and activities conducted during the current academic session and gather feedback.
- 3. Web Page Updating:** Discuss updates and improvements required for the NSS College web page.

Your insights and contributions to these agenda items will be instrumental in our continued progress and success.


Mr. Prashant Bawaney
NSS Coordinator


Dr Mrs. Dipali Soren
Principal

Copy to:

* Honorable Chairman/Executive Vice Chairman
* Principal

* Committee Members

* Bursar

* HOD (Mech/CSE/Elect/Elex.)

* NSS volunteers

* News Letter I/c

* Finance Controller

* Dr. Shrikant Bhurje

Criterion 6

QIM 6.2.1 institutional perspective plan



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhilai**

MINUTES OF MEETING

DATE:- January 11th, 2023

TIME:- 3:00 P.M

Venue :- NSS Room, CCET Bhilai

MEMBER PRESENT:

- 1 Dr Dipali Soren
- 2 Dr. Shrikant Bhurje (NAAC Coodinator)
- 3 Mr. Prashant Bawaney
- 4 Mr. Salik Ram Dewangan
- 5 Mrs. Shikha Agrawal

AGENDA OF MEETING:-

- ❖ NAAC preparation
- ❖ Review of Events in Session 2022-23
- ❖ Web Page Updating

THE FOLLOWING POINTS WERE DISCUSSED:

(1) NAAC PREPARATION

- ❖ Dr. Shrikant Bhurje (NAAC Coordinator) highlighted NSS's NAAC importance.
- ❖ He shared insights on NAAC criteria.
- ❖ Detailed documentation procedures were explained.

(2) REVIEW OF EVENTS IN SESSION 2022-23

- ❖ Prashant Bawaney, NSS Coordinator, briefed on this year's held events during the meeting.
- ❖ We discussed and resolved the disparity in event dates, reaching a consensus.
- ❖ The principal, madam, advised that, in addition to the scheduled event, more events should be organized during the session.



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhilai**

- ❖ The principal, madam, suggested to all the members that efforts should be made to motivate students to participate in the activities.

(3) WEB PAGE UPDATING

During the meeting, it was discussed that reports and photographs of all the events should be uploaded to the website so that everyone can access information about the events.

MEETING ARRANGE WITH FOLLOWING MEMBERS:

S.no.	Name	Designation	Role	Signature
01	Dr Dipali Soren	Principal	Chairperson	
02	Dr. Shrikant Bhurje	Professor	(NAAC Coodinator)	
03	Mr. Prashant Bawaney	Assist. Professor	Co-odinator	
04	Mr.Praveen Chandrakar	Assist. Professor	Member	
05	Mrs. Shikha Agrawal	Assist. Professor	Member	

Mr. Prashant Bawaney
NSS Coordinator

Dr Mrs. Dipali Soren
Principal



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhilai**

Ref No :- CCET/NSS/2023/15

Dated : 21/07/2023


NOTICE OF MEETING

We would like to inform you that the next meeting of the NSS Advisory Committee of the College is scheduled to be convened on July 24th, 2023, at 3:00 PM. The meeting will take place in the NSS Room of the College.

AGENDA FOR THE MEETING:

- ❖ **REPORT:** We will begin the meeting with a discussion of any relevant reports or updates.
- ❖ **NAAC PREPARATION:** Dr. Shrikant Bhurje, our esteemed NAAC Coordinator, will provide insights and guidance on NSS-related work in the context of our NAAC preparation efforts.
- ❖ **NSS ACTIVITIES FOR 2023-24:** We will review and discuss the proposed NSS activities for the academic year 2023-24.
- ❖ **BUDGET APPROVAL & PREPARATION:** We will discuss the budget requirements for the NSS activities and seek approval from the committee.

Your active participation in this meeting is highly valued as your insights and expertise will contribute to the successful planning and execution of NSS activities in the coming year, aligning them with NAAC guidelines.


Mr. Prashant Bawaney
NSS Coordinator


Dr Mrs. Dipali Soren
Principal

Copy to:
* Honorable Chairman/Executive Vice Chairman
* Principal

* Bursar
* HOD (Mech/CSE/Elect./Elex.)

* News Letter I/c
* Finance Controller

* Committee Members

* NSS volunteers



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhilai**

MINUTES OF MEETING

DATE:- July 24th, 2023

TIME:- 3:00 P.M

Venue :- NSS Room, NAAC Bhilai

MEMBER PRESENT:

- 1 Dr Dipali Soren
- 2 Dr. Shrikant Bhurje (NAAC Coodinator)
- 3 Mr. Prashant Bawaney
- 4 Mr.Praveen Chandrakar
- 5 Mrs. Shikha Agrawal

AGENDA OF MEETING:-

- ❖ Report
- ❖ NAAC Preparation
- ❖ NSS activities for 2022-23
- ❖ Budget Approval & preparation

THE FOLLOWING POINTS WERE DISCUSSED:

(1) REPORT

The coordinator presented a detailed report on last semester's activities to the committee, and Madam, the principal, expressed her appreciation for the work done during the meeting.

(2) NAAC Preparation

Following the presentation of the NSS document to Dr. Shrikant Bhurje, sir, shortcomings were discussed during the meeting, addressing areas that required improvement and attention.

(3) NSS activities for 2023-24

During the meeting, we deliberated on the activities planned for NSS this year, determining their schedules and designated areas of implementation.



**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY,
Kailash Nagar, Bhilai**

S.NO.	EVENT	TENTATIVE DATE
1	Cleanliness campaign	02-08-2023
2	Blood Doneshan Camp	19-09-2023
3	Waste Management	05-10-2023
4	Road Safty	30-01-2024
5	Anti Drug, Anti Liquor, Anti Tobacco Campaigning	26-02-2024

(3) BUDGET APPROVAL & PREPARATION

- ❖ Budget approval aligns with event execution, ensuring real-time financial adjustments for effective cost management.
- ❖ The meeting covered NSS program preparation and planning for a variety of activities.
- ❖ We collected diverse suggestions concerning date and time preparation for the event, considering different perspectives.

MEETING ARRANGE WITH FOLLOWING MEMBERS:

S.no.	Name	Designation	Role	Signature
01	Dr Dipali Soren	Principal	Chairperson	
02	Dr. Shrikant Bhurje	Professor	(NAAC Coodinator)	
03	Mr. Prashant Bawaney	Assist. Professor	Co-odinator	
04	Mr.Praveen Chandrakar	Assist. Professor	Member	
05	Mrs. Shikha Agrawal	Assist. Professor	Member	

Mr. Prashant Bawaney
NSS Coordinator

Dr Mrs. Dipali Soren
Principal

Criterion 6

QIM 6.2.1 institutional perspective plan



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2022/cg

09.02.2022

Notice**OBC COMMITTEE MEETING**

This is to inform all the members of OBC Committee for that there will be a meeting on 10.02.2022 AT 11.00 AM. All Committee members are advised to be present in the Board Room

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Ms. Manjula	
3	Mr. Akash Dewangan	
4	Mr. Prem Kumar Yadav	

CO-ORDINATOR
PROF. (DR.) DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

OBC COMMITTEE Minutes of meeting

A meeting of OBC committee was held on 10.02.22 at 11.00AM in Board Room to discuss the following Agenda.

Agenda

1. To review of previous meeting
2. To know the status of the scholarships for OBC student
3. To prepared list of newly admitted OBC student and verify for scholarship

Points Discussed

- To review of issues discussed in previous meeting was taken
- Cell discussed about various scholarship given by the government to the student
- Submission of scholarship application form to the scholarship department
- To check the status of the scholarship for OBC student who fill the form

Members Attended

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Ms. Manjula	
3	Mr. Akash Dewangan	
4	Mr. Prem Kumar Yadav	

CO-ORDINATOR

PROF. (DR).DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2022/020

17.11.2022

Notice

OBC COMMITTEE MEETING

This is to inform all the members of OBC Committee That there will be a meeting on 18.11.2022 AT 2.00 PM. All Committee members are advised to be present in the Board Room.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Ms. Manjula	
3	Ms. Akash Deoangon	
4	Mr. Prem Kumar Yadav	

CO-ORDINATOR

PROF. (DR.) DIPALI SOREN
PRINCIPAL

**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI****OBC COMMITTEE
Minutes of meeting**

A meeting of OBC committee was held on 18.11.22 at 2.00PM in Board Room to discuss the following Agenda.

Agenda

1. To review of previous meeting
2. Guideline and information of scholarship
3. Discussion on action plan for the academic year
4. Intimation of inspection
5. Other matter to be discussed

Points Discussed

- To review of previous meeting
- Discussed about the schemes and guide line of scholarships provided by the Government for the OBC students
- List of newly admitted OBC student for academic year
- Information about the date of scholarship online form filling
- Intimation of inspection team to be visit in college and preparation of proper documentation
- Discussed about the action plan for the academic year 2022-23 for OBC student
- To know the status of the scholarship for the OBC student and take action if any student scholarship is pending

Members Attended

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Ms. Manjula	
3	Akash Dewangan	
4	Mr. Prem Kumar Yadav	

CO-ORDINATOR

PROF. (DR).DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2023/021

09.03.2023

Notice

OBC COMMITTEE MEETING

This is to inform all the members of Committee for OBC that there will be a meeting on 10.03.2023 AT 2.00 PM.All Committee members are advised to be present in the Board Room

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Ms. Manjula	
3	Akash Dewangan	
4	Mr.Prem Kumar Yadav	

CO-ORDINATOR

PROF. (DR).DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

OBC COMMITTEE Minutes of meeting

A meeting of OBC committee was held on 10.03.23 at 2.00PM in Board Room to discuss the following Agenda.

Agenda

1. To review of previous meeting
2. To know the status of the scholarships for OBC student
3. To prepared list of newly admitted OBC student and verify for scholarship
4. Other matter to be discussed

Points Discussed

- o To review of issues discussed in previous meeting was taken
- o Cell discussed about various scholarship given by the government to the student
- o Submission of scholarship application form to the scholarship department
- o To check the status of the scholarship for OBC student who fill the form.
- o Information regarding scholarship issued by the government to the student was obtained and meanwhile it was inform to the student.

Members Attended

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	Ms. Manjula	
	Aakash Dewangan	
4	Mr.Prem Kumar Yadav	

CO-ORDINATOR

13/03/2023
PROF. (DR).DIPALI SOREN
PRINCIPAL



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NOTICE

CCET/PURCHASE/2022/ 13

Date: 07/06/2022

All the committee members are hereby informed that the purchase committee meeting will be conducted on 08/06/2022 at 3:00 PM in board Room.

Following members are requested to attend the meeting.

1. Dr. Dipali Soren
2. Ms. Bini Alexander
3. Dr. Sudha Singh
4. Mr. Prashant Bawaney
5. Mrs. Liney Mendonza

Agenda:

- To discuss about NAAC preparation.
- To discuss about budget proposal for NAAC.
- To discuss about Alumini meet/ Women cell/ NSS expenses.
- Any Other Matter with the permission of the chair

Purchase Coordinator

Principal

Copy to

Executive Vice Chairman

Committee Member

Criterion 6






QIM 6.2.1 institutional perspective plan



Minutes of Meeting

CCET Purchase Committee meeting was held on **08/06/2022 at 3:00 pm** in Board room.

The following members were present at the meeting.

1. Dr. Dipali Soren 
2. Ms. Bini Alexander 
3. Dr. Sudha Singh 
4. Mr. Prashant Bawaney 
5. Mrs. Lincy Mendonza 

Agenda :

- To discuss about NAAC preparation .
- To discuss about budget proposal for NAAC.
- To discuss about Alumini meet/ Women cell/ NSS expenses.
- Any Other Matter with the permission of the chair

The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

- Discussion on the Minutes of the earlier meeting
- Discussion of NAAC Criterion 1 to 7 by NAAC coordinator – Briefed the points elaborately how the documentation was to be done.
- Discussion of Alumini meet – Briefed about the expenses by the coordinator for smooth functioning of program.
- Principal madam motivated the coordinator for conduct more programs during the year.

Meeting was concluded by Vote of thanks by the Coordinator of the committee



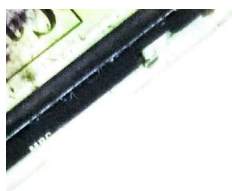
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NOTICE

CCET/PURCHASE/2023/18

Date: 01/02/2023

All the committee members are hereby informed that the purchase committee meeting will be conducted on 02/02/2023 at 2:20 PM in EVC office.

Following members are requested to attend the meeting.

- Dr. Fr. P.S. Varghese
- Dr. Dipali Soren
- Mr. Saji Thomas
- Ms. Bini Alexander

Agenda:

- To discuss about NAAC budget
- To discuss about the Technologia 2023 budget
- Any Other Matter with the permission of the chair

Purchase Coordinator

Principal

Copy to

Executive Vice Chairman

Committee Member

Criterion 6

QIM 6.2.1 institutional perspective plan



Minutes of Meeting

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CCET Purchase Committee meeting was held on 02/02/2023 at 2:20 pm in EVC office.

The following members were present at the meeting.

- Dr. Fr. P.S. Varghese
- Dr. Dipali Soren
- Mr. Saji Thomas
- Ms. Bini Alexander

Agenda :

- To discuss about NAAC budget
- To discuss about the Technologia 2023 budget
- Any Other Matter with the permission of the chair

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The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

- Discussion on the Minutes of the earlier meeting
- Discussion of NAAC expenses by NAAC coordinator – Briefed the points elaborately afterwards EVC asked to submit the estimate budget.
- Budget of Technologia 2023 submitted by convener. Discussion done on budget and finalized by principal mam & EVC sir.
- To replaced the fire extinguishing equipment which is old & outdated. The quotation of dealer was approved who would re-fill & replace the cylinder.

Meeting was concluded by Vote of thanks by senior member of the committee





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Notice

CCET/R&D/2022/ 01

Date : 10/01/2022

This is to inform all the members of Research and Development committee there will be a meeting on 11/01/2022 at 1pm in Board Room

Following members are requested to attend the meeting.

- Dr Dipali Soren
- Dr Sandhya Pillai
- Dr. Dillip Dash
- Dr. Preeti Nandkumar
- Dr Archana Choudhary
- Dr R.H.Gajghat
- Dr. P.S.Rao
- Dr S.S Bishoyi
- Mrs Shikha Agrawal

Agenda :

- **Discussion on the Minutes of the earlier meeting**
- To Seminar on Research Methodology/Research Paper drafting to be conducted.
- Proposals for Seminars /Conferences/Workshops FDP to be submitted in Government Agencies.
- Finalisation of dates for Technologia 2022.
- Inspire Faculties to write Research papers.
- Events related to mark National science day to be carried out.
- Any Other Matter with the permission of the chair

R&D Coordinator

Principal

Copy to

- Executive Vice Chairman
- Committee Members



Venue – Board Room

Date 11/01/2022.

Minutes of Meeting






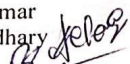
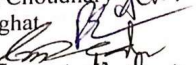


The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

- Discussion on dates for Technologia was done.
- No final dates were concluded, but it will be in the month of March or April.
- Discussion on Seminar for Research Methodology/Research Paper drafting was done.
- Proposals for Seminars /Conferences/Workshops FDP to be submitted in Government Agencies.
- Proposals will be given by different department.
- Events related to mark National science day was discussed. It was proposed to conduct Science model and Poster making competition to be conducted for Science day

Meeting was concluded by Vote of thanks by the Coordinator of the committee

Members Present

- Dr Dipali Soren 
- Dr Sandhya Pillai 
- Dr. Dillip Dash 
- Dr S.S. Bishoyi 
- Dr. Preeti Nandkumar 
- Dr Archana Choudhary 
- Dr R.H.Gajghat 
- Dr. P.S.Rao 
- Mrs.Shikha Agrawal 





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Notice

CCET/R&D/2022/02

Date : 22/07/2022

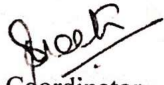
This is to inform all the members of Research and Development committee there will be meeting on 24/07/2022 at 1pm in Board Room

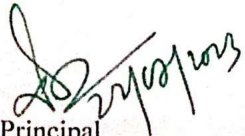
Following members are requested to attend the meeting.

- Dr Dipali Soren
- Dr Sandhya Pillai
- Dr. Dillip Dash
- Dr. Preeti Nandkumar
- Dr Archana Choudhary
- Dr S.S Bishoyi
- Dr R.H.Gajghat
- Dr. P.S.Rao

Agenda :

- Seminars on Research and Development to be planned.
- Publictaions in reputed Journals.
- Preparation of Project proposals to CCOST and other governmental agencies.
- Contact funding Agencies for Conducting Science and engineering related activities.
- Any Other Matter with the permission of the chair


R&D Coordinator


Principal

Copy to

1. Executive Vice Chairman
2. Committee Members

Criterion 6

QIM 6.2.1 institutional perspective plan



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Venue – Board Room

Date 24/07/2022

Minutes of Meeting







The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

- Discussion on the Minutes of the earlier meeting
- Discussion on planning of Seminars on Research and Development done. It has been asked to all HOD's to come up with proposals so that it can be forwarded to CCOST or any other agencies
- IPR related seminars and Startup Cell also discussed
- In charges for IPR will take care of conducting events in favour of PR and Entrepreneurship.
- All Senior faculties were instructed to motivate faculties for promoting research work and publication of research papers.

Meeting was concluded by Vote of thanks by Faculty Coordinator of the committee

Members Present

- Dr Dipali Soren 
- Dr Sandhya Pillai
- Dr. Dillip Dash 
- Dr S.S Bishoyi 
- Dr. Preeti Nandkumar
- Dr Archana Choudhary 
- Dr R.H.Gajghat 
- Dr. P.S.Rao 

Beeh
24/7/22

Criterion 6

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Notice

CCET/R&D/2023/ 01

Date : 30/01/2023

This is to inform all the members of Research and Development committee there will be a meeting 31/01/2023 on at 1pm in Board Room,,Principal Office.

Following members are requested to attend the meeting.

- Dr Dipali Soren
- Dr. Dillip Dash
- Dr. Preeti Nand kumar
- Dr Archana Choudhary
- Dr S.S Bishoyi
- Dr R.H.Gajghat
- Dr. P.S.Rao
- Dr Anju Singh
- Mrs Shikha Agrawal

Agenda :

- To discuss about NAAC preparation
- To share Information of various criterion in NAAC
- To discuss about the Technologia 2023
- Workshop on Research methodology in Even semester
- Events related to mark National science day to be carried out.
- Any Other Matter with the permission of the chair


R&D Coordinator


Principal

Copy to

1. Executive Vice Chairman
2. Committee Members

Criterion 6

QIM 6.2.1 institutional perspective plan



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Venue – R&D room A-Block

Date 31/01/2023

Minutes of Meeting

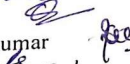

The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

- Discussion on the Minutes of the earlier meeting
- Discussion of NAAC Criterion 3 by NAAC coordinator – Briefed the points elaborately how the documentation was to be done.
- Date for TECHNOLOGIA 2023 was finalised-TECHNOLOGIA will be conducted on May 12 and 13th
- This year the two days seminar will be in Hybrid mode.
- Two days seminar will be an international conference –Speakers from abroad has given concern for the Resource person
- Workshop on Research methodology to be conducted in the month of April 2023
- Events related to mark National science day was discussed

Meeting was concluded by Vote of thanks by senior member of the committee

Members Present

- Dr Dipali Soren 
- Dr. Dillip Dash 
- Dr. Preeti Nandkumar 
- Dr S.S Bishoyi 
- Dr Archana Choudhary 
- Dr R.H.Gajghat 
- Dr. P.S.Rao 
- Dr Anju Singh 
- Mrs Shikha Agrawal 


31/1/23

Criterion 6

QIM 6.2.1 institutional perspective plan



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Notice

CCET/R&D/2023/ 02

Date : 25/07/2023

This is to inform all the members of Research and Development committee that there will be a meeting on 26/07/2023 at 1pm in Board Room Principal Office.

Following members are requested to attend the meeting.

- Dr Dipali Soren
- Dr. Dillip Dash
- Dr. Preeti Nandkumar
- Dr Archana Choudhary
- Dr R.H.Gajghat
- Dr. P.S.Rao
- Dr Anju Singh
- Dr.S.B.Burje

Agenda for the Meeting :

- To discuss about status of NAAC preparation regarding Criterion 3
- Conduction of Short term training Programme.
- Programs to be conducted under Coordination Cell of CGCOST, Raipur
- Membership in Professional Bodies
- Any Other Matter with the permission of the chair


R&D Coordinator


Principal

Copy to

1. Executive Vice Chairman
2. Committee Members

Criterion 6

QIM 6.2.1 institutional perspective plan



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If You Aim High, We Provide The Means

Venue – Board Room

Date 26/07/2023

Minutes of Meeting


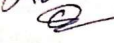
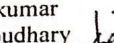
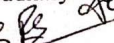
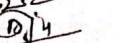



The Chairperson welcomed all the members and placed the agenda before members for discussion.

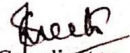
Following issues are discussed

- Discussion on the Minutes of the earlier meeting
- Discussion about status of NAAC preparation regarding Criterion 3 done. Collection of Publication of Old Faculties who have left is to be done at the earliest.
- Conduction of Short term training Programme-It was decided that a STTP will be conducted in the month of July in association with MGM Dimapur. Dr Anju Singh will be the Coordinator for the Events.
- Programs to be conducted under Coordination Cell of CGCOST, Raipur- Dr Preeti Nand Kumar is nominated as Coordinator of COORDINATOR CELL of CGCOST. A meeting of the cell will be conducted on 11 July through online mode.
- We will be proposing few activities under Coordinator Cell such as Training program on Computer courses for Government H.S. School and Improving the learning and speaking skills in English to Government H.S. School students for Class 11/12th.
- All faculties were instructed to enrol themselves to become Members in Professional Bodies

Meeting was concluded by Vote of thanks by senior member of the committee

Members Present

1. Dr Dipali Soren 
2. Dr. Dillip Dash 
3. Dr. Preeti Nandkumar 
4. Dr Archana Choudhary 
5. Dr R.H.Gajghat 
6. Dr. P.S.Rao 
7. Dr Anju Singh 
8. Dr.S.B.Burje 


R&D Coordinator



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2022/02


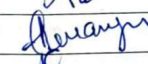

09.02.2022

Notice

ST AND SC COMMITTEE MEETING

This is to inform all the members of Committee for SC/ST/ that there will be a meeting on 10.02.2022 AT 3.00 PM All Committee members are advised to be present in the Board Room.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	A.Manjula	
3	Ms. Amrita Banjare	
4	Shilanath pratap sendra	
5	Aman nikunj	


CO-ORDINATOR
PROF. (DR).DIPALI SOREN
PRINCIPAL

**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI****ST AND SC COMMITTEE
Minutes of meeting**

A meeting of SC/ST/ committee was held on 10.02.22at 3.00PM in Board Room to discuss the following Agenda.

Agenda

1. To review of previous meeting
2. To know the status of the scholarships for SC/ST/ student
3. To prepared list of newly admitted SC/ST/student and verify for scholarship

Points Discussed

- To review of issues discussed in previous meeting was taken
- Cell discussed about various scholarship given by the government to the student
- Submission of scholarship application form to the scholarship department
- To check the status of the scholarship for SC/ST student who fill the form

Members Attended

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	A.Manjula	
3	Ms. Amrita Banjare	
4	Shilanath pratap sendra	
5	Aman nikunj	


CO-ORDINATOR
PROF. (DR).DIPALI SOREN
PRINCIPAL

**CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI**

Ref No: CCET/2022/022

17.11.2022

Notice**ST AND SC COMMITTEE MEETING**

This is to inform all the members of Committee for SC/ST/ that there will be a meeting on 18.11.2022 AT 3.00 PM .All Committee members are advised to be present in the Board Room.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	A.Manjula	
3	Ms. Amrita Banjare	
4	Shilanath pratap sendra	
5	Aman nikunj	

CO-ORDINATOR
PROF. (DR).DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

ST AND SC COMMITTEE Minutes of meeting

A meeting of SC/ST/ committee was held on 18.11.22at 3.00PM in Board Room to discuss the following Agenda.

Agenda

1. To review of previous meeting
2. Guideline and information of scholarship
3. Discussion on action plan for the academic year
4. Intimation of inspection
5. Other matter to be discussed

Points Discussed

- To review of previous meeting
- Discussed about the schemes and guide line of scholarships provided by the Government for the ST/SC/ students
- List of newly admitted SC/ST/ student for academic year
- Information about the date of scholarship online form filling
- Intimation of inspection team to be visit in college and preparation of proper documentation
- Discussed about the action plan for the academic year 2022-23 for sc/st student
- To know the status of the scholarship for the SC/ST student and take action if any student scholarship is pending

Members Attended

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	A.Manjula	
3	Ms. Amrita Banjare	
4	Shilanath pratap sendra	
5	Aman nikunj	

CO-ORDINATOR

22/11/2022
PROF. (DR).DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

Ref No: CCET/2023/023

09.03.2023

Notice

ST AND SC COMMITTEE MEETING

This is to inform all the members of Committee for SC/ST that there will be a meeting on 10.03.2023 AT 3.00 PM . All Committee members are advised to be present in the Board Room.

Members

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	A.Manjula	
3	Ms. Amrita Banjare	
4	Shilanath pratap sendra	
5	Aman nikunj	

CO-ORDINATOR
PROF. (DR).DIPALI SOREN
PRINCIPAL



CHRISTIAN COLLEGE OF ENGINEERING AND TECHNOLOGY BHILAI

ST AND SC COMMITTEE Minutes of meeting

A meeting of SC/ST/ committee was held on 10.03.23at 3.00PM Board Room to discuss the following Agenda.

Agenda

1. To review of previous meeting
2. To know the status of the scholarships for SC/ST/ student
3. To prepared list of newly admitted SC/ST/ student and verify for scholarship
4. Other matter to be discussed

points Discussed

- o To review of issues discussed in previous meeting was taken
- o Cell discussed about various scholarship given by the government to the student
- o Submission of scholarship application form to the scholarship department
- o To check the status of the scholarship for SC/ST/ student who fill the form.
- o Information regarding scholarship issued by the government to the student was obtained and meanwhile it was informed to the student.

Members Attended

S NO	NAME	SIGNATURE
1	Dr. Dipali Soren	
2	A.Manjula	
	Ms. Amrita Banjare	
	Shilanath pratap sendra	
	Aman nikunj	

O-ORDINATOR

PROF. (DR).DIPALI SOREN
PRINCIPAL

13/3/2023

**CHRISTIAN COLLEGE OF ENGINEERING & TECHNOLOGY**

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Notice

Ref No.-TPO/2022/N/11

Date :3rd april 2022

This is to informed that the members of Training and placement committee the meeting will be conducted on 4 april 2022 at 4pm in TPO Cell Room.

Following members are requested to attend the meeting.

SN	Name	Designation	Role
01	Dr Dipali Soren	Principal	Chairperson
02	Dr.Archana Chowdhury	HOD CSE	Member
03	Dr P S Rao	HOD Mech	Member
05	Mr Ashish Dewangan	Asst. Prof.	TPO Co-coordinator
06	Mrs Amrita Banjare	Asst. Prof.	CSE Department Coordinator
07	Mr Robin Babu	Asst. Prof.	Mech Department Coordinator
08	Mr Aakash Dewangan	Asst. Prof.	EE Department Coordinator

Agenda :

- Discuss and reiterate the aim and objectives of the placement cell.
- Review of 2020-21 Placement Activities Impacted by COVID-19
- To improve placement numbers in the post-COVID-19 era
- Any Other Matter

Dr Avinash Kumar
TPO Coordinator

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman



Minutes of Meeting

The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

1. Discuss and Reiterate the Aim and Objectives of the Placement Cell
 - Review the aim and objectives of the placement cell.
 - Ensure a shared understanding among all participants.
 - Discuss any updates or changes to the aim and objectives, if necessary.
2. Review of 2020-21 Placement Activities Impacted by COVID-19
 - Members discussed the impact of the COVID-19 pandemic on the placement activities conducted during the 2020-21 academic year.
 - The number of placements and the overall placement percentage were reviewed.
 - The committee assessed the challenges faced in conducting placements, such as restrictions on physical gatherings and travel limitations.
 - The impact of remote recruitment processes and virtual interviews on the outcomes of the placements was considered.
3. To improve placement numbers in the post-COVID-19 era, consider implementing the following strategies:
 - Collaborate with industry partners for internships, projects, and guest lectures to bridge the gap between academia and the workforce.
 - Organize virtual networking events, industry-specific webinars, and career fairs.
 - Offer opportunities for students to work on real-world projects or engage in industry-sponsored research.
 - Offer guidance and support to students during virtual internships to ensure a valuable learning experience.
4. Any Other Matter
 - Discuss upcoming events, initiatives, challenges, or concerns.
 - Provide an opportunity for participants to raise any relevant issues or suggestions.



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Members Present

1. Dr Dipali Soren : 
2. Dr. Archana Chowdhury 
3. Dr P S Rao 
4. Dr Avinash Kumar 
5. Mr Ashish Dewangan 
6. Mrs Amrita Banjare 
7. Mr Robin Babu 
8. Mr Aakash Dewangan 

Criterion 6

QIM 6.2.1 institutional perspective plan



Notice

Ref No.-TPO/2022/N/14

Date :5th september 2022


This is to inform that the members of Training and placement committee the meeting will be conducted on 6th September 2022 at 4pm in TPO Cell Room.

Following members are requested to attend the meeting.

SN	Name	Designation	Role
01	Dr Dipali Soren	Principal	Chairperson
02	Dr.Archana Chowdhury	HOD CSE	Member
03	Dr P S Rao	HOD Mech	Member
05	Mr Ashish Dewangan	Asst. Prof.	TPO Co-coordinator
06	Mrs Amrita Banjare	Asst. Prof.	CSE Department Coordinator
07	Mr Robin Babu	Asst. Prof.	Mech Department Coordinator
08	Mr Aakash Dewangan	Asst. Prof.	EE Department Coordinator

Agenda :

- Identifying prospective companies and inviting them to conduct placement drives on campus after COVID-19
- Discuss the types of activities, such as resume building workshops, mock interviews, and skill enhancement sessions
- To improve placement numbers in the post-COVID-19 era


Dr R H Gajghat
TPO Coordinator

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman



Minutes of Meeting

The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

1. Discuss the Process of Identifying prospective companies and inviting them to conduct placement drives on campus after COVID-19
 - Instead of physical placement drives, organize virtual company presentations or webinars where companies can showcase their organization, culture, and job opportunities.
 - Utilize virtual networking platforms and professional social media networks like LinkedIn to connect with company representatives.
 - Participate in virtual industry events, webinars, and conferences to establish connections and showcase the institution's offerings.
 - Leverage alumni networks to identify potential companies and explore introductions or referrals.
2. Discuss the Types of Activities, such as Resume Building Workshops, Mock Interviews, and Skill Enhancement Sessions
 - Identify the key activities that can enhance students' employability.
 - Discuss the importance of resume building workshops and best practices.
 - Explore effective methods for conducting mock interviews and providing constructive feedback.
 - Share ideas for skill enhancement sessions, including technical and soft skills.
3. To improve placement numbers in the post-COVID-19 era, consider implementing the following strategies:
 - Collaborate with industry partners for internships, projects, and guest lectures to bridge the gap between academia and the workforce.
 - Organize virtual networking events, industry-specific webinars, and career fairs.
 - Offer opportunities for students to work on real-world projects or engage in industry-sponsored research.
 - Offer guidance and support to students during virtual internships to ensure a valuable learning experience.



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St. Thomas Mission, Bhilai

Members Present

1. Dr Dipali Soren : 
2. Dr. Archana Chowdhury 
3. Dr P S Rao 
4. Dr RH Gajghat 
5. Mr Ashish Dewangan 
6. Mrs Amrita Banjare 
7. Mr Robin Babu 
8. Mr Aakash Dewangan 

Criterion 6

QIM 6.2.1 institutional perspective plan



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Notice

Ref No.-TPO/2023/N/06

Date :17th Feb2023

This is to inform that the members of Training and placement committee the meeting will be conducted on 18th Feb2023 at 4pm in TPO Cell Room.

Following members are requested to attend the meeting.

SN	Name	Designation	Role
01	Dr Dipali Soren	Principal	Chairperson
02	Dr.Archana Chowdhury	HOD CSE	Member
03	Dr P S Rao	HOD Mech	Member
05	Mr Ashish Dewangan	Asst. Prof.	TPO Co-coordinator
06	Mrs Amrita Banjare	Asst. Prof.	CSE Department Coordinator
07	Mr Robin Babu	Asst. Prof.	Mech Department Coordinator
08	Mr Aakash Dewangan	Asst. Prof.	EE Department Coordinator

Agenda :

- Discuss and reiterate the aim and objectives of the placement cell.
- Discuss the types of activities, such as resume building workshops, mock interviews, and skill enhancement sessions
- Any Other Matter

Dr R H Gajghat
TPO Coordinator

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman



Minutes of Meeting

The Chairperson welcomed all the members and placed the agenda before members for discussion.

Following issues are discussed

1. Discuss the Aim and Objectives of the Placement Cell
 - Review the aim and objectives of the placement cell.
 - Ensure a shared understanding among all participants.
 - Discuss any updates or changes to the aim and objectives, if necessary.

2. Discuss the Types of Activities, such as Resume Building Workshops, Mock Interviews, and Skill Enhancement Sessions
 - Identify the key activities that can enhance students' employability.
 - Discuss the importance of resume building workshops and best practices.



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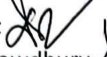







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Members Present

1. Dr Dipali Soren : 
2. Dr. Archana Chowdhury 
3. Dr P S Rao 
4. Dr RH Gajghat 
5. Mr Ashish Dewangan 
6. Mrs Amrita Banjara 
7. Mr Robin Babu 
8. Mr Aakash Dewangan 

Criterion 6

QIM 6.2.1 institutional perspective plan



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Notice

Ref no: - CCET/WGRC/2022-23/01

Date: 10th August 2022

This is to inform all the members of Women Grievance Redressal committee the meeting will be conducted on 12th August 2022 at 3.30 pm in. A Block Room No 308

Following members are requested to attend the meeting.


S.no.	Name	Position
01	Dr Dipali Soren	Chairperson
02	Dr. Sudha Singh	Coordinator
03	Dr. Preeti Nand Kumar	Co-Coordinator
04	Dr. Archana Chowdhary	Member
05	Adv. Mrs. Kanti Kumar	Advocate District court, Durg.
06	Ms Jaisleena Sahota	Student Member
07	Ms Nafiya Khan	Student Member
08	Ms Richa Jha	Student Member

Agenda:

- To make aware students about guiding Principles of 'Anti Sexual Harassment Cell for women'
- Various point to be discuss related to female under this cell


Coordinator

(WGRC)


Principal

Copy to

1. Committee Members
2. IQAC Coordinator
3. Executive Vice Chairman

Women Grievance Redressal Committee



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MINUTES OF THE MEETING:

- The 1st meeting of newly reconstituted Women Grievances cell of College for academic year 2022-23 started on 12th August at 3.30 pm under the leadership of Principal. Initially the Coordinator welcome to all the Members of the Committee.
- The awareness meeting for students was conducted under the chairmanship of Principal. All girls students and members of 'Women Cell' were present for this meeting. The purpose of this meeting was to make aware all girls students about the Principle guidelines of anti sexual harassment cell
- Decision to established Sanitary Vending Machine in Girls Common Room
- It was decided that all department representative will visit their respective area time to time in the college, since the college is a co-educational hence safety and security to the girl students should be given priority
- Decided to arrangement of Covid Vaccination in Campus with the help of Nagar Nigam Person
- Decided to organizing a seminar on the topic "Implementation of Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Acts 2013.
- First aided facility & other facility items were handed over to department staff representative and one set kept in Library A Block
- The Meeting is ended with Vote of thanks

Women Grievance Redressal Committee

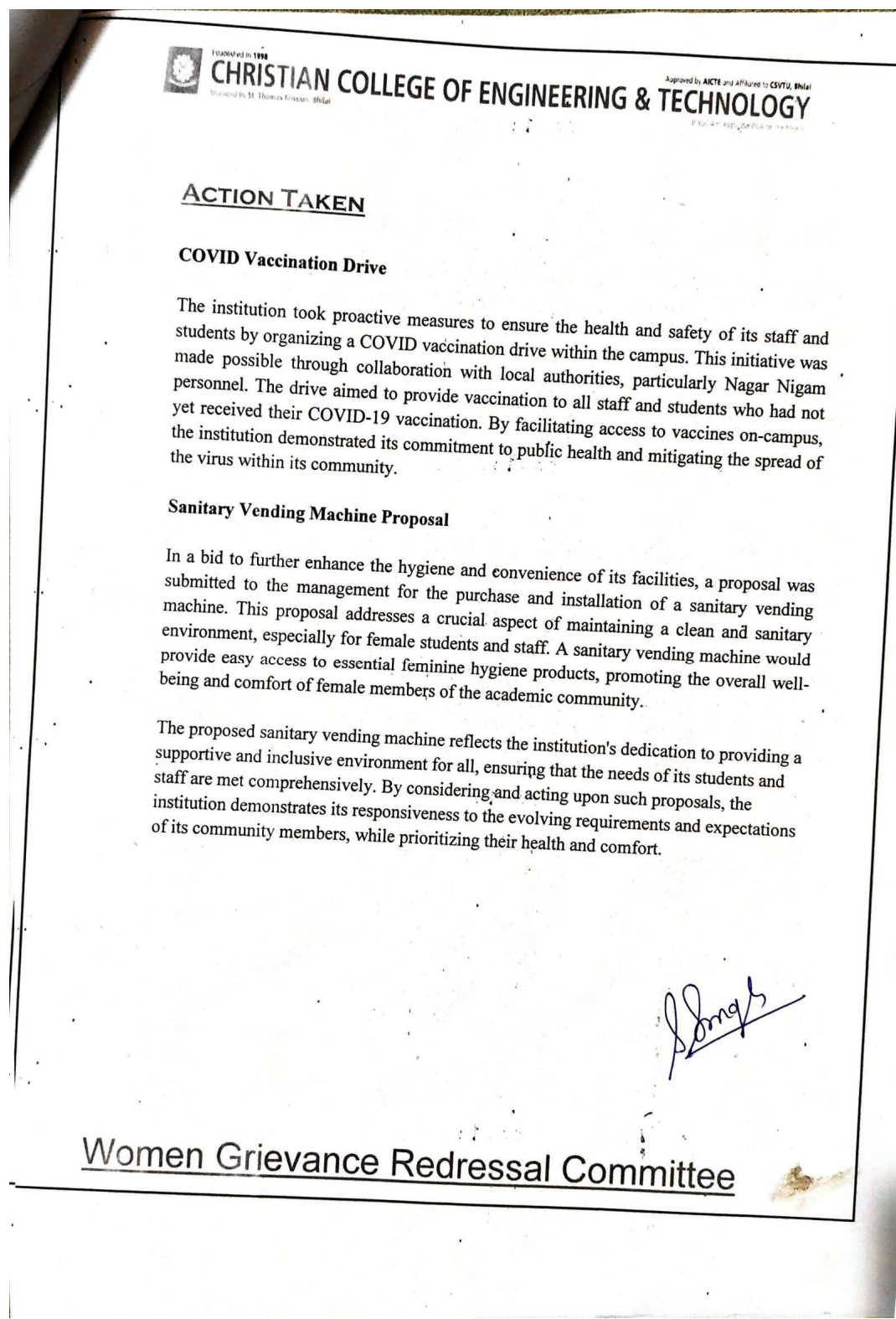


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SIGNATURE OF MEMBERS :

SN	Name	Signature
01	Dr Dipali Soren	
02	Dr.Sudha Singh	
03	D. Preeti Nand Kumari	
04	Dr.Archana Chowdhary	
05	Ms Jaisleena Sahota	
06	Ms Nafiya Khan	
07	Ms Richa Jha	

Women Grievance Redressal Committee





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Notice

Ref no: - CCET/WGRC/2022-23/02

Date: 11th January 2023

This is to inform all the members of Women Grievance Redressal committee the meeting will be conducted on 13th January 2023 at 3.30 pm in. A Block Room No 308

Following members are requested to attend the meeting.

S.no.	Name	Position
01	Dr Dipali Soren	Chairperson
02	Dr. Sudha Singh	Coordinator
03	Dr. Preeti Nand Kumar	Co-Coordinator
04	Dr. Archana Chowdhury	Member
05	Adv. Mrs. Kanti Kumar	Advocate District court, Durg,
06	Ms Jaisleena Sahota	Student Member
07	Ms Nafiya Khan	Student Member
08	Ms Richa Jha	Student Member

Agenda:

- Action to be taken on the complaints or grievances received
- To discuss about organizing some Program
- To discuss about the celebration of National girls Child day & International women's day


Coordinator

(WGRC)


Principal 11/01/2023

Copy to

- 1 Committee Members
- 2 IQAC Coordinator
- 3 Executive Vice Chairman

Women Grievance Redressal Committee



MINUTES OF THE MEETING:

The Women's Cell committee convened on 13th January 2023 to discuss various critical matters related to the well-being, empowerment, and safety of female students and staff within the institution. The meeting was chaired by Dr Dipali Soren, Principal and Chairperson, who welcomed all committee members and set the stage for a productive discussion.

Confirmation of Previous Meeting Minutes:

The meeting commenced with the reading and unanimous confirmation of the minutes from the previous Women's Cell meeting held on 12th August 2022. This practice reflects the committee's commitment to transparency and accountability in its proceedings.

Grievance Complaints:

An important topic of discussion revolved around the matter of grievance complaints. The committee noted with satisfaction that no grievances had been brought to its attention during the session. This suggests that the measures and support systems in place had been effective in preventing and addressing issues related to harassment.

COVID Vaccination Drive:

The committee took proactive steps to prioritize the health and safety of its community members by arranging a COVID vaccination drive on 24th August 2022 within the campus. This initiative provided an opportunity for all staff and students who had not yet been vaccinated to receive their COVID-19 vaccine, contributing to a safer and more secure campus environment.

Seminar on Sexual Harassment:

A significant highlight was the organization of a seminar on the topic "Implementation of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013" on 5th December 2022. This seminar aimed to educate and empower attendees with knowledge about their rights and the procedures for addressing sexual harassment, reinforcing the institution's commitment to a safe and respectful environment.

Upcoming Events:

The committee announced its plans for future events that promote women's empowerment and well-being. These include a speech competition on National Girl Child Day with topics related to empowering girls and promoting girls' education. Additionally, a lecture on meditation and mental health under the "Har Ghar Dhyam" campaign was proposed, highlighting the holistic approach to women's welfare.

Women Grievance Redressal Committee



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SIGNATURE OF MEMBERS :

SN	Name	Signature
01	Dr Dipali Soren	
02	Dr.Sudha Singh	
03	Dr Preeti Nand Kumar	
04	Dr. Archana Chowdhary	
05	Ms Jaisleena Sahota	
06	Ms Nafiya Khan	
07	Ms Richa Jha	

Women Grievance Redressal Committee

Criterion 6

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ACTION TAKEN

National Girl Child Day Speech Competition

The institution celebrated National Girl Child Day with great enthusiasm and a commitment to empowering girls. To mark this significant occasion, a Speech Competition was organized. The competition revolved around topics that emphasized the importance of empowering girls and promoting their education. The themes included "Empowering Girls for a Brighter Tomorrow," "Beti Bachao Beti Padhao," and "Girls Education: A Lifeline, Not a Luxury." This event aimed to inspire, educate, and motivate young girls to strive for excellence while raising awareness about the importance of gender equality and girls' education in our society.

Lecture on Meditation and Mental Health

As part of the "Har Ghar Dhyam" campaign, the institution recognized the importance of mental health and well-being, particularly for girls. To address this crucial aspect of holistic development, a lecture on meditation and mental health was organized. This lecture aimed to educate girls about the benefits of meditation as a tool for managing stress, anxiety, and improving overall mental well-being. By focusing on mental health, the institution demonstrated its commitment to nurturing not only the academic but also the emotional and psychological growth of its female students.

Women Grievance Redressal Committee