



CSMSS

CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S  
CHH. SHAHU COLLEGE OF ENGINEERING

Kaschanwadi, Pathan Road, Chhatrapati Sambhajnagar 431 011 (M.S)

Ph. No. : (0240) 2646363, 2646350 Fax : (0240) 2379015

Email : shahuengg@gmail.com, principal@csmssegg.org Website : www.csmssegg.org



**Department of Mechanical Engineering**

**Date: 03/04/2026**

**Notice**

**Subject: Parents meeting on 11<sup>th</sup> April, 2026 at 10.30 am**

All faculty members are hereby informed that a **Parents Meet** is scheduled on **11th April, 2026 (Saturday) at 10:30 a.m.** All **Teacher Guardians** are instructed to **inform and ensure the presence of parents** for this meeting.

It is **mandatory** for the parents of students whose **attendance is less than 75% (from the beginning of the semester till 31st March, 2026)** to attend the meeting.

**Agenda for the Meeting:**

1. Review of students' academic progress and attendance.
2. Discussion on measures for academic improvement and regularity.
3. Interaction between faculty members, class teachers, and parents.
4. Addressing parents' queries and feedback.
5. General instructions and academic updates.

**Venue:** Hall No B103

**Time:** 10:30 a.m. onwards

All teacher guardians should call the parents and confirm their presence in the meeting. Please note that parents of defaulter students (Attendance less than 75 %) need to compulsorily attend this meeting.

Dr. S. R. Jambhale  
Academic Coordinator

Dr. R. H. Shinde  
HOD

Copy to:

- 1) For Circulation to all students and staff members in Department
- 2) Notice file of HOD Office

All concerned faculty members are requested to take charge of their responsibilities with immediate effect.

Dr. R. H. Shinde  
HOD

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**Department of Mechanical Engineering**

**Date: 20/01/2026**

**Notice**


All faculty members are hereby informed that the Academic and Administrative Audit for the Academic Year 2025–26 (Odd Semester) is scheduled on 2nd February 2026 at 1:00 PM.

The audit will be conducted by the auditors appointed as per the prescribed Audit Format. All faculty members, coordinators, and file owners are instructed to keep the relevant records and documents ready for verification.

A review of records will be conducted on **23rd January 2026**. Therefore, all concerned faculty members are required to update their respective files with proper summaries and supporting documents well in advance.

Proper file indexing, tagging, and systematic arrangement of records must be ensured so that the required information can be presented clearly and efficiently to the auditors.

All concerned are requested to adhere strictly to the above instructions and timelines.

  
Dr. R. H. Shinde  
HOD

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**Department of Mechanical Engineering**

**Date: 29/11/2025**

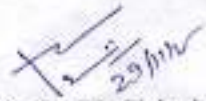
**Notice**

All Faculty Members are hereby informed that the **Course Files for the AY 2025-26 Part I** are to be submitted in the Department. The Course File should be duly organized and verified by the **Academic Coordinator, HOD and Dean Academics** before submission.

1. The Course File must include all relevant documents as per the index provided by Dean Academics. Only **Part A documents** need to be submitted. **Part B documents** will be kept with subject teacher for further use.
2. The verified Course File should be submitted to the Academic Coordinator on or **before 4<sup>th</sup> December, 2025** positively.
3. Incomplete or late submissions will not be accepted and may affect academic auditing.

All faculty members are requested to complete this process within the stipulated deadline.

For any clarifications, please contact the Academic Coordinator.

  
Dr. R. H. Shinde  
HOD

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#### Department of Mechanical Engineering

Date: 29/11/2025

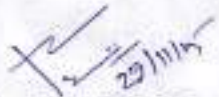
#### Notice

All Faculty Members are hereby informed that the **Course Files for the AY 2024-25 Part II** are to be submitted in the Department. The Course File should be duly organized and verified by the **Academic Coordinator, HOD and Dean Academics** before submission.

1. The Course File must include all relevant documents as per the index provided by Dean Academics. Only **Part A documents** need to be submitted. **Part B documents** will be kept with subject teacher for further use.
2. The verified Course File should be submitted to the Academic Coordinator on or **before 5<sup>th</sup> December, 2025** positively.
3. Incomplete or late submissions will not be accepted and may affect academic auditing.

All faculty members are requested to complete this process within the stipulated deadline.

For any clarifications, please contact the Academic Coordinator.

  
Dr. R. H. Shinde  
HOD

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## Department of Mechanical Engineering

Date: 29/11/2025

### Notice

**Subject: Submission of Departmental Documents for NAAC AQAR (Academic Year 2024-25)**

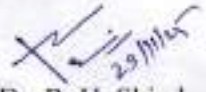
All faculty members of the Department of Mechanical Engineering are hereby informed to complete and submit the required departmental documents for the preparation of the **NAAC Annual Quality Assurance Report (AQAR)** for the **Academic Year 2024-25**.

The documents should include (but are not limited to) the following:

1. Course Files (Theory & Practical)
2. Syllabus Completion Reports
3. Assessment Records (IA marks, CO-PO attainment sheets, rubrics, and related evidence)
4. Faculty Participation Records (FDPs, Workshops, Seminars, Conferences)
5. Student activities (projects, achievements, internships)
6. Research, Consultancy & Publications Data
7. Laboratory and equipment maintenance
8. Departmental Activities (Workshops, Guest Lectures, Industrial Visits, Value-Added Courses)
9. MoUs, industry linkages
10. Feedback analysis report and Action taken report
11. Result analysis
12. Placement statistics
13. Best Practices
14. Any other documents/evidence required as per NAAC AQAR metrics

All faculty members are instructed to submit the complete documents related to your portfolio to the NAAC Coordinator of the department on or **before 3<sup>rd</sup> December, 2025**.

Your timely cooperation is essential for smooth compilation and submission of the Institutional AQAR.

  
Dr. R. H. Shinde  
HOD

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**Department of Mechanical Engineering**

Date: 26/11/2025

**Notice**


**Subject: Faculty Individual presentation, Portfolio details and Personal file.**

This is with reference to instructions given by Respected Principal sir in today's meeting.

All faculty members are hereby informed to prepare the following.

- 1) **Each faculty member must prepare an updated individual presentation including:**
  - a. Educational Qualifications
  - b. **Complete Career Profile** (from first appointment to date)
  - c. Joining details at CSMSS CSCOE
  - d. **Year-wise subjects taught** at CSMSS with **Result Analysis**  
(Total strength, Students appeared, Students passed, Pass percentage)
  - e. **Achievements** (Publications, book chapters, patents, awards, etc.)
  - f. **Portfolios assigned** with supporting documents and clearly stated **outcomes.**
  
- 2) **Prepare Box file of each portfolio assigned to you**
  - a. All documents related to your portfolio from the date of allotment of portfolio.
  - b. Properly arranged and **indexed documentation**
  - c. Clearly recorded **outcomes/achievements** of the portfolio
  
- 3) **Personal File to be updated**
  - a. Latest **Curriculum Vitae (CV)**
  - b. All required documents as per the **approved index**

All faculty members are instructed to complete the above tasks **on or before the commencement of vacation.**

  
Dr. R. H. Shinde  
HOD

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### Department of Mechanical Engineering


Date: 26/11/2025

#### Notice

As per the directions received, all faculty members are hereby informed to note the following.

- 1) **Additional Lectures** to be conducted (**offline or online**) for the students, whose result is poor (**Marks less than 20 out of 40 in Internal Assessment**)
- 2) Lectures to be continued for such students till the students are confident about good results
- 3) Subject wise **report on action taken** need to be submitted to Academic Coordinator.
- 4) Academic Coordinator will submit all reports to undersigned.

All faculty members are instructed to complete the above tasks **on or before the commencement of vacation.**

  
Dr. R. H. Shinde  
HOD

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**Department of Mechanical Engineering**

**Date: 06/10/2025**

**Notice**

**Subject: Parents meeting on 14<sup>th</sup> October, 2025 at 10.30 am**

All students and faculty members are hereby informed that a **Parents Meet** is scheduled on **14th October, 2025 (Tuesday) at 10:30 a.m.** All students are instructed to **inform and ensure the presence of their parents** for this meeting.

It is **mandatory** for the parents of students whose **attendance is less than 75% (from the beginning of the semester till 30th September, 2025)** to attend the meeting.

**Agenda for the Meeting:**

1. Review of students' academic progress and attendance.
2. Discussion on measures for academic improvement and regularity.
3. Interaction between faculty members, class teachers, and parents.
4. Addressing parents' queries and feedback.
5. General instructions and academic updates.

**Venue:** Hall No B-103

**Time:** 10:30 a.m. onwards

Dr. S. R. Jambhale  
Academic Coordinator

Dr. R. H. Shinde  
HOD

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### Department of Mechanical Engineering

Date: 17/09/2025

### Notice


All Faculty Members are hereby informed that the **Course Files for the Even Semester 2024-25** are to be submitted in the Department. The Course File should be duly organized and verified by the respective **Academic Coordinator (Prof S V Giri)** before submission.


1. The Course File must include all relevant documents as per the index provided by Dean Academics. Only **Part A documents** need to be submitted. **Part B documents** will be kept with subject teacher for further use.
2. The verified Course File should be submitted to the Academic Coordinator on or before **27<sup>th</sup> September, 2025** positively.
3. Incomplete or late submissions will not be accepted and may affect academic auditing.

All faculty members are requested to complete this process within the stipulated deadline.

Prof. S V Giri to ensure that course files for all subjects in Even Sem AY 2024-25 are submitted before due date.

For any clarifications, please contact the Academic Coordinator.

  
Dr. S. R. Jambhale  
Academic Coordinator

  
Dr. R. H. Shinde  
HOD

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**Department of Mechanical Engineering**

**Date: 29/08/2025**

**Notice**

All faculty members are hereby informed to **conduct the Virtual Lab sessions** for their respective subjects. The Virtual Lab sessions are to be integrated with the regular teaching-learning process to enhance practical understanding among students.

The **Virtual Lab Coordinator** is instructed to:

1. Prepare a **plan and schedule** for the conduction of the Virtual Labs.
2. Circulate the schedule to all concerned faculty members.
3. Ensure timely and effective conduction of the Virtual Lab sessions as per the guidelines provided by Virtual Lab Institute Coordinator.
4. Prepare the report as per the guidelines provided.

Faculty members are requested to cooperate and adhere to the schedule for smooth execution.

This initiative is mandatory for improving students' experiential learning and institutional academic quality.

Dr. S. R. Jambhale  
Academic Coordinator

Dr. R. H. Shinde  
HOD

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### Department of Mechanical Engineering

Date: 29/08/2025

### Notice

All faculty members are hereby informed to kindly update their **IRINS profile on VIDWAN** at the earliest. The updated profile is essential for ensuring accuracy of institutional data, research visibility, and smooth reporting to various statutory bodies.

Faculty members are requested to:

1. Log in to their VIDWAN account.
2. Update personal, academic, research, and publication details.
3. Ensure that all information entered is correct and up to date.

The task must be completed on or before 5<sup>th</sup> September, 2025. Non-compliance may lead to discrepancies in institutional records and research data consolidation.

For any assistance regarding login or profile updation, faculty members may contact the Academic Coordinator.

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Academic Coordinator

Dr. R. H. Shinde  
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### Department of Mechanical Engineering

Date: 22/08/2025

### Notice

It is hereby informed to all faculty members that the **Course File** for each subject must be shown to the Academic Coordinator for **weekly verification**. This process is essential to ensure timely documentation, proper record maintenance, and compliance with academic quality standards. You are therefore informed to get your respective course files checked by the Academic Coordinator on **each Saturday** without fail. Files to be checked on next Monday if Saturday is Holiday or you are on leave. Your cooperation in maintaining academic discipline and smooth functioning of the department is highly appreciated.

Dr. S. R. Jambhale  
Academic Coordinator

Dr. R. H. Shinde  
HOD

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**Department of Mechanical Engineering**


**Date: 22/08/2025**

**Notice**

All Teacher Guardians are hereby informed to update the Master Data of all students allotted to them on or before 31st August, 2025.

This is essential for the smooth conduction of academic and administrative processes. Any delay in updating the data may cause inconvenience in monitoring and student support activities. You are requested to complete the updation within the given timeline and confirm the same to the Academic Coordinator.

  
Dr. S. R. Jambhale  
Academic Coordinator

  
Dr. R. H. Shinde  
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**Department of Mechanical Engineering**

Date: 05/08/2025

**Notice**

**Teacher Guardians and Class Teachers – Academic Year 2025–26**

In accordance with the academic and administrative requirements of the College / University, the following faculty members are hereby assigned the responsibility of **Teacher Guardians (TG)** and **Class Teachers (CT)** for the Academic Year 2025–26:

Sr	Class	Batch	Roll Nos	Class Teacher	Teacher Guardian
1	Second Year (A)	SA-1	ME2101-22	Prof. A. B. Adhe	Prof. A. B. Adhe
2		SA-2	ME2123-44		Prof. D. P. Narmala
3		SA-3	ME2145-onwards		Prof. Y. K. Narwade
4	Second Year (B)	SB-1	ME2201-22	Dr. Manish Kumar	Dr. Manish Kumar
5		SB-2	ME2223-44		Prof. P. B. Chaudhari
6		SB-3	ME2245-onwards		Dr. A.B. Khansole
7	Third Year	T-1	ME3101-24	Prof. E. S. Ugale	Prof. E. S. Ugale
8		T-2	ME3125-48		Prof. R. S. Surase
9		T-3	ME3149 onwards		Prof. S. V. Giri
10	B.Tech	B-1	ME4101-22	Prof. V.G. Kokre	Dr. D.H. Patil
11		B-2	ME4123-46		Prof. S. B. Lahane
12		B-3	ME4147-onwards		Prof. V.G. Kokre
13	M.Tech			Prof. V. Y. Gosavi	

**Roles & Responsibilities:**

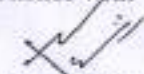
**1. Class Teachers (CT):**

- o Overall coordination of academic and administrative activities of the class.
- o Maintenance of attendance, discipline, and academic records.
- o Liaison between students and the department.

**2. Teacher Guardians (TG):**

- o Academic monitoring, counselling, and mentoring of assigned students.
- o Maintaining regular interaction with students for attendance, performance, and personal development.
- o Reporting issues, if any, to the Class Teacher / Academic Coordinator/ Head of Department.

All concerned faculty members are requested to take charge of their responsibilities with immediate effect.

  
Dr. R. H. Shinde  
HOD

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