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

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

Date: 04-June-2025

NOTICE

Subject: Formation of Committees and SoP for NCISET 2025

We are pleased to announce the formation of various committees for the successful organization of the National Conference on Innovations in Science, Engineering, & Technology (NCISET 2025) scheduled to be held at CSMSS Chh. Shahu College of Engineering, Chhatrapati Sambhajinagar.

Each committee is assigned specific responsibilities as per the defined Standard Operating Procedures (SoP). All members are requested to actively participate and coordinate their tasks as per the timelines.

Sr. No.	Name of Committee	Name of Faculty Member
1	Publicity Chair (Refer attached SOP for more details)	**Chair: Dr. S. S. Ali, HOD-E&C (ACT), Prof. A. N. Mudiraj (HOD- EE)** Dr. S. R. Zanwar, HOD- AI&DS Dr. M. B. Wagh, HOD-CS&E Dr. M. S. Ali, HoD-Civil Dr. R. H. Shinde, HOD-Mech Dr. S. J. Honade, HOD-EE (VLSI D&T) Dr. B. S. Deshmukh, HoD-S&H Dr. R. P. Chopade, HoD-IQAC Prof. P. D. Sathya, Head – EDC Prof. V. S. Damdhar, Head – Engg. Explo. Dr. K. N. Pathan, Dean Academic Dr. S. P. Abhang, Head – TPO Prof. S. B. Kulkarni, Head – III
2	Technical Review Committee (Review, Decision convey, Plagiarism, Camera Ready Paper, PPT, Refer attached SOP for more details)	**Chair: Dr. S. R. Zanwar, Dr. J. R. Shinde (EE-VLSI -DT)** Dr. D. H. Patil (Mech Engg) Prof. T. Y. Deshmukh (EE-VLSI DT) Prof. T. A. Mohije (EE-VLSI DT) Dr. V. V. Jogdand (Electrical Engg) Dr. A. S. Gavali (AI&DS) Dr. P. D. Dabhade (Civil Engg.) Dr. A. L. Varne (Civil Engg.) Dr. G. J. Sahani (CS&E) Prof. A. S. Sardar (CS&E) Dr. A. R. Kadam (S & H -First year) Prof. B. R. Pawar (Ele. Compu. Engg) Prof. A. T. Jadhav (EE – ACT)

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3	Registration Program Committee (Registration Desk to Final Certificate Distribution, Refer attached SOP for more details)	**Chair: Dr. D. L. Bhuyar** Prof. Satish H. Jadhav (EE – ACT) Prof. I. M. Palkar (EE – ACT) Dr. S. V. Pagey (S&H) Dr. G. C. Lomte (S&H)
4	Scientific Program Committee (On the day of Conference Arrangements, evaluation results, Online meet link, Offline arrangements for offline those participants, WhatsApp Group, Coordinate with the Track Chairs and Keynote committee, Refer attached SOP for more details)	**Chair: Dr. S. P. Abhang** Prof. S. B. Lahane (Mech Engg) Prof. P. B. Choudhary (Mech Engg) Prof. G. R. Bhalekar (EE – VLSI DT) Prof. G. G. Patil (EE – VLSI DT) Prof. R. N. Jadhav (CS&E) Prof. M. K. Jadhav (CS&E) Prof. N. N. Nikam (Electrical Engg) Prof. A. D.Salpe (Electrical Engg) Prof. D. D. Darp (Electro. Comp. Engg) Prof. G. N. Dhengale (Electro. Comp. Engg) Prof. Prasad G. Sonar (Civil Engg.) Prof. Keshav R. Kale (Civil Engg.) Dr. S. S. Date (AI & DS) Prof. N. M. Sapate (AI & DS) Prof. S. R. Kadam (EE – ACT)
5	Hospitality and Food Committee (Refer attached SOP for more details)	**Chair: Dr. R. H. Shinde, Dr. M. S. Ali** Dr. D. B. Mohite Prof. A. G. Kadam Mr. Tawar
6	Poster Presentation Committee (Refer attached SOP for more details)	**Chair: Dr. S. R. Jambhale (Mech Engg.)** Prof. A. B. Khansole (Mech Engg.) Dr. K. D. Kharat (CS&E) Prof. N. Z. Patel (CS&E) Prof. P. B. Pawar (Electrical Engg.) Prof. V. K. Bhosale (ECE) Prof. S. A. Parwate (Civil Engg.) Prof. A. B. Adhe (S&H) Prof. K. A. Kadam (AI&DS) Prof. S. S. Baral (AI&DS) Prof. V. L. Nagre (EE – ACT)
7	Publication Committee (Printing, Banner, and Flyer committee, social media, Reels, photography, video shooting, Invitation Cards/letters, Flip Book-soft copy	**Chair: Dr. R. P. Chopade** Prof. A. K. Ghadle Prof. P. B. Bhusari Prof. P. S. Umate Prof. M. V. Pachpatil Mr. Harsh Pardeshi

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	etc, Refer attached SOP for more details)	
8	Conference Website (Refer attached SOP for more details)	Dr. Y. H. Bhosale
9	Technical Team & Support (Refer attached SOP for more details)	**Chair: Prof. P. G. Jadhao** Mr. Nihalsingh Sulane Mr. Vinod Mangate Mr. Kishor Shende Mr. Anil Malkar Mr. Vinod Kale
10	Inauguration Committee & Valedictory session (with Online Streaming, Refer attached SOP for more details)	**Chair: Dr. P. A. Jadhav, Dr. M. D. Mate.** Prof. A. N. Shinde
11	Track Session Chair and Keynote Speakers (Searching Keynote speaker, Invitation and Thanks letter, acceptance, In coordination with Scientific Program Committee on the day of event, Refer attached SOP for more details)	**Chair: Dr. M. B. Wagh, Prof. B. S. Deshmukh.** Prof. T. M. Mohije (EE-VLSI DT) Prof. A. T. Jadhav (EE – ACT) Prof. G. S. Vyas (CS&E) Prof. P. D. Sathya (CS&E) Prof. R. G. Gadappa (EE) Prof. J. K. Nimbalkar (ECE) Prof. Dinesh M. Pandit (Civil) Dr. R. B. Aurade (S&H-Phy.) Dr. P. A. Jadhav (S&H - English) Dr. G. S. Solanke (S&H – Math.) Prof. S. A. Korde (S&H –Chem.). Dr. B. D. Shinde (Mech)
12	Miscellaneous	**Dr. M. G. Aush (EE)** Prof. M. D. Nawale

Attachement : Standard Operating Procedures

Dr. Y. H. Bhosale
Dean - R&D

DTE CODE 2533

Dr. G. B. Dongre
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Copy to : AI&DS_____, Civil_____, CSE_____, ECE_____, EE_____, R&D_____,
EE(VLSI)_____,ECE(ACT)_____ Mech_____, S&H_____, Registrar_____

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Detailed Standard Operating Procedure (SoP) for each committee and chair for the 2025 National Conference on Innovations in Science, Engineering, and Technology (NCISET 2025). This will help in defining roles, responsibilities, and smooth functioning of the event. All the emails and communications related to conference such as authors, invitations, reviewers, speakers, evaluators or any other should be kept CC to **csmssconference@csmssengg.org**.

1. Publicity Chair

Objective: Maximize conference visibility and participation.

Responsibilities:

- Design and circulate digital flyers, posters, and announcements in coordination with Printing committees.
- Share information on academic and professional groups, social media (LinkedIn, WhatsApp, Facebook, etc.).
- Coordinate with the Publication and Printing Committee for creative materials.
- Target communication to colleges, universities, industries, and research institutes.
- Maintain a publicity calendar and schedule regular posts/updates.

2. Technical Review Committee

Objective: Ensure quality and integrity of submitted research papers.

Responsibilities:

- Identify the track and/or domain experts for review (in-house and/or external).
- Assign papers to suitable reviewers from academia and industry.
- Manage review process: plagiarism check, relevance, and technical quality.
- Collect reviewers' feedback and make final acceptance/rejection decisions.
- Communicate decisions to authors and request camera-ready submissions.
- Coordinate with authors for final PowerPoint presentations.

3. Registration Program Committee

Objective: Smooth registration process to certification.

Responsibilities:

- Manage online and offline registration desk.
- Ensure proper documentation of all participants.
- Prepare and distribute badges, and/or certificates.
- Maintain Excel/Google Sheets of participants for record.

4. Scientific Program Committee

Objective: Manage scientific sessions and logistics during the event.

Responsibilities:

- Schedule all technical sessions and create a program schedule.

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- Coordinate with the Track Chairs and Keynote committee and Speakers.
- Create and share session-wise online meeting links (Zoom/Google Meet).
- Arrange physical venues for offline sessions with projector, audio, mic, sound system etc. if necessary.
- Form and manage session-wise communication group (Ex: WhatsApp etc).
- Maintain attendance sheets (online/offline).

5. Hospitality Committee

Objective: Ensure comfort and well-being of guests and participants.

Responsibilities:

- Make necessary arrangements for tea, lunch, and refreshments.
- Manage hospitality for keynote speakers, session chairs, and guests.
- Arrange accommodation if needed.
- If required Coordinate food tokens or meal coupons with Registration Program Committee
- Ensure cleanliness and proper service.
- Prepare budget (if required) report and submit to organizing Team with justification.

6. Poster Presentation Committee

Objective: Organize and evaluate the poster presentation track.
Responsibilities:

- Accept and shortlist poster entries.
- Guide participants regarding poster format and display guidelines.
- Arrange poster location or stands and space for exhibition.
- Assign judges for poster evaluation.
- Record results and coordinate with the Scientific Committee.
- Prepare budget (if required) report and submit to organizing Team with justification.

7. Publication Committee

Objective: Handle design, documentation, printing and creative works.
Responsibilities:

- Design banners, flyers, flex boards, stage backdrops.
- Organize video shooting and photography throughout the event.
- Manage social media promotion (in coordination with Publicity Chair).
- Create a Flipbook/e-proceeding of all accepted papers.
- Prepare invitation letters, thank-you cards, and reels.
- Coordinate with printer/vendors.
- Prepare budget (if required) report and submit to organizing Team with justification.
- Sample Book In-house Printing with (with Only Abstracts) Front and Back color Copy, remaining black and White may in spiral binding (draft Version) and later final version with prior permission of Principal Sir (Preface - Message to be added from About Trust, Trust and college Vision & Mission, Chief Patron, Chairperson, Organizing Chair, Technical Chair, Index, followed by articles and/or posters)

8. Conference Website Committee

Objective: Maintain an informative and updated official website.

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Responsibilities:

- Regularly update the website with CFP, schedules, and registration links.
- Upload keynote speaker profiles, program agenda, and accepted paper details.
- Maintain a download section for templates, brochure, and certificates.
- Display sponsor logos and updates.
- Ensure mobile and desktop compatibility.

9. Technical & Support Committee

Objective: Manage IT infrastructure and AV systems.

Responsibilities:

- Set up projectors, microphones, speakers for all venues.
- Assist with online session connectivity, screen sharing, recordings.
- Provide technical help for smooth presentations.
- Coordinate with venue management for power/internet backup.
- Test systems prior to event day.

10. Inauguration & Valedictory Session Committee

Objective: Conduct formal opening and closing ceremonies.

Responsibilities:

- Prepare event agenda, anchoring script, and speaker list.
- Invite chief guests and dignitaries for inauguration/valedictory.
- Coordinate mementos, bouquets, and vote of thanks.
- Manage online streaming via YouTube/Facebook Live.
- Collect and compile feedback during the valedictory.
- Seminar/conference hall/auditorium booking if required.
- Prepare budget (if required) report and submit to organizing Team with justification.

11. Track Session Chair & Keynote Speaker Committee

Objective: Ensure valuable insights and quality technical sessions.

Responsibilities:

- Identify and invite reputed keynote speakers (in-house and external).
- Send formal invitation and confirmation letters.
- Share speaker profiles with the Website and Publicity teams.
- Coordinate travel/accommodation needs.
- Collaborate with Scientific Program Committee on session assignments.
- Provide tokens of appreciation during/after the event.
- Prepare budget (if required) report and submit to organizing Team with justification.

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Dean - R&D

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