



XAVIER INSTITUTE OF ENGINEERING

Mahim Causeway, Mahim, Mumbai – 400 016 Phone: 24455937/24454559/24451961
Email: office@xavier.ac.in

Date: 11/05/2022

The council meeting of Institution's Innovation Council (IIC), Xavier institute of engineering was called by IIC President, Dr. Madhavi Parimi on 11th may 2022 to discuss upon the formulation and function of IIC for academic year 2022-23 & to assign roles and responsibility among newly joined council members as per the guidelines of Ministry of Education's Innovation cell. As per the decision of competent authority, following members will be the part of IIC;

As per the decision of competent authority, following members will be the part of IIC;

Sr. No	Name of Member	Type (Teaching/ Nonteaching /Student/External Expert)	Key Role/ Position assigned in IIC
1	Dr. Madhavi Parimi	Teaching	President
2	Mr. Govind Gaundalkar	External Expert	Vice President
3	Dr. Bhagyashree Chari	Teaching	Convenor
4	Prof. Chhaya Dhavale	Teaching	Innovation activity coordinator
5	Prof. Naveen Kukreja	Teaching	Start-up activity coordinator
6	Prof. Nitin Ahire	Teaching	Internship coordinator
7	Prof. Sushama Khanvilkar	Teaching	IPR activity coordinator
8	Prof. Smita Pawar	Teaching	Social Media Coordinator

The council members discussed about the activities (IIC calendar, Celebration and Self-Driven) and features of IIC portal. The council members also discussed about collaborations within and outside the institution to accelerate the activities of IIC. The council also deliberated on quarterly action plan in synchronization with activities and initiatives of other departments, centers and facilities in the Institute working towards promoting IPR, Innovation, Entrepreneurship and Start up. The council unanimously decided to carry out all the IIC activities in regular basis throughout the year and meet regularly in beginning of every quarter to review the progress made in previous quarter and also to plan for upcoming quarter. The council has agreed to convene next meeting tentatively on 23rd of august 2022.



Signature & Seal








(Head of the Institution)

Name: Dr. Y. D. Venkatesh


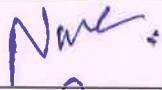


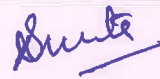
Place: Mahim, Mumbai



Members who attended the meeting are as follows :

Sr. No	Name of Member	Signature
1	Dr. Bhagyashree Chari	
2	Prof. Chhaya Narvekar	
3	Prof. Naveen Kukreja	
4	Prof. Nitin Ahire	
5	Prof. Sushama Khanvilkar	
6	Prof. Smita Pawar	
7	Prof. Beatrice	

Name of the Faculty coordinators :-

Name of the Faculty	Signature
Prof. Chhaya Narvekar	
Prof. Naveen Kukreja	
Prof. Nitin Ahire	
Prof. Sushama Khanvilkar	
Prof. Smita Pawar	

Xavier Institute of Engineering Mahim

Institution Innovation cell (IIC) first meeting was held on 11th May, 2022 at 1: 30 p.m. in conference room.

Members Present:

1. Dr. Y. D. Venkatesh
2. Dr. Bhagyashree Chari
3. Prof. Chhaya Narvekar
4. Prof. Naveen Kukreja
5. Prof. Nitin Ahire
6. Prof. Sushma Khanvilkar
7. Prof. Smita Pawar
8. Prof. Beatrice
9. Dr. Francin Pinto

Members Absent: Dr. Madhavi Parimi

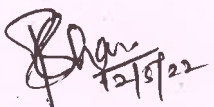
Minutes of Meeting:


The agenda was to welcome Dr. Francin Pinto from "World of Abundant Resources (WAR)" and get acquainted with the innovative project activities that can be conducted under IIC through WAR.

The meeting began with a small introduction of all the committee members of IIC with Dr. Francin Pinto.

- 1) Dr. Francin explained on the various activities that are conducted under their guidance, such as Recycling of waste, Design thinking workshops, Building Entrepreneurship skills among the students, Learning the techniques of Short – Film making, etc.
- 2) Principal Sir explained the detailed scheme of bringing major research projects at XIE in collaboration with "Green Start – up" run by Dr. Francin and team. He asked Dr. Francin as to how she can involve the XIE students from all the three departments, i. e., IT, EXTC and CE for a successful development and implementation of the projects in collaboration with their company and others.
- 3) Principal sir said that, AICTE provides grants for conducting Innovative Research Projects under different schemes, the reports for the same are to be submitted every academic year. He further suggested that, if a few projects are conducted in collaboration with "Green Start – up" through WAR, the funds are to be made available through WAR or ^{by} sponsoring agencies.
- 4) Dr. Francin expressed her interest in conducting a small Orientation Programme of one or two days that can be conducted for all the students before the commencement of their seventh semester. This will develop the mindset of the students and improve their perception towards protection of environment.
- 5) Dr. Francin cordially invited all the members for the upcoming event "Start – up Green Certification Ceremony" on 14th May, 2022 at St. Xavier's Technical Institute, Mahim.

The meeting ended with a vote of thanks by the Convenor.


(Convenor)


PRINCIPAL
Xavier Institute of Engineering
Mahim, Mumbai - 400 016.



XAVIER INSTITUTE OF ENGINEERING

Mahim Causeway Mahim Mumbai - 400 016 Phone 24455937 24454559 24451961
Email office@xavier.ac.in

Date: 22/08/2022

CIRCULAR

There will be a meeting of following faculty members in Conference room on 23rd August, 2022 at 3:30 p.m. to discuss the following points:

Agenda of the meeting:

1. Start up cell
2. Innovation cell
3. E - cell

The following faculty members are requested to attend the meeting without fail.

1. Ms. Kavita Jain
2. Ms. Shailaja Udtewar
3. Ms. Sulochana Devi
4. Mr. Vijay Jumb
5. Mr. Viren Deshpande
6. Ms. Chhaya Narvekar
7. Mr. Naveen Kukreja
8. Mr. Nitin Ahire
9. Ms. Sushama Khanvilkar
10. Ms. Smita Pawar
11. Ms. Beatrice S.

Principal

Dr. Y. D. Venkatesh

Convener (IIC)

Dr. Bhagyashree Chari

President (IIC)

Prof. Vijay Kapure



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Date: 29/08/2022

The council meeting of Institution's Innovation Council (IIC), Xavier institute of engineering was called by IIC President, Prof. Vijay kapure on 23rd August 2022 to discuss upon the formulation and function of IIC for academic year 2022-23 & to assign roles and responsibility among newly joined council members as per the guidelines of Ministry of Education's Innovation cell. As per the decision of competent authority, following members will be the part of IIC;

As per the decision of competent authority, following members will be the part of IIC;

Sr. No	Name of Member	Type (Teaching/ Nonteaching /Student/External Expert)	Key Role/ Position assigned in IIC
1	Prof. Vijay Kapure	Teaching	President
2	Mr. Govind Gaundalkar	External Expert	Vice President
3	Dr. Bhagyashree Chari	Teaching	Convenor
4	Prof. Chhaya Dhavale	Teaching	Innovation activity coordinator
5	Prof. Naveen Kukreja	Teaching	Start-up activity coordinator
6	Prof. Nitin Ahire	Teaching	Internship coordinator
7	Prof. Sushama Khanvilkar	Teaching	IPR activity coordinator
8	Prof. Smita Pawar	Teaching	Social Media Coordinator

The council members discussed about the activities (IIC calendar, Celebration and Self-Driven) and features of IIC portal. The council members also discussed about collaborations within and outside the institution to accelerate the activities of IIC. The council also deliberated on quarterly action plan in synchronization with activities and initiatives of other departments, centers and facilities in the Institute working towards promoting IPR, Innovation, Entrepreneurship and Start up. The council unanimously decided to carry out all the IIC activities in regular basis throughout the year and meet regularly in beginning of every quarter to review the progress made in previous quarter and also to plan for upcoming quarter. The council has agreed to convene next meeting tentatively on 30th of November 2022.

Signature & Seal

(Head of the Institution)

Name: Dr. Y. D. Venkatesh

Place: Mahim, Mumbai



Members who attended the meeting are as follows :

Sr. No	Name of Member	Signature
1	Prof. Vijay Kapure	
2	Dr. Bhagyashree Chari	
3	Prof. Kavita Jain	
4	Prof. Shailaja Udtewar	
5	Prof. Sulochana Devi	
6	Prof. Vijay Jumb	
7	Prof. Viren Deshpande	
8	Prof. Naveen Kukreja	
9	Prof. Nitin Ahire	
10	Prof. Sushama Khanvilkar	
11	Prof. Smita Pawar	



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Date: 29/08/2022

Institution Innovation cell (IIC) meeting was held on 23rd August, 2022 at 3: 30 p.m. in conference room.

Members Present:

1. Dr. Y. D. Venkatesh
2. Prof. Vijay Kapure
3. Dr. Bhagyashree Chari
4. Ms. Kavita Jain
5. Ms. Shailaja Udtewar
6. Ms. Sulochana Devi
7. Mr. Vijay Jumb
8. Mr. Viren Deshpande
9. Mr. Naveen Kukreja
10. Mr. Nitin Ahire
11. Ms. Sushama Khanvilkar
12. Ms. Smita Pawar

Members Absent:

1. Prof. Chhaya Narvekar
2. Prof. Beatrice S.

Minutes of Meeting:

The meeting began with a small introduction of all the committee members of IIC with newly elected president Prof Vijay Kapure by Dr. Bhagyashree Chari. Following points were discussed.

- 1) Prof. Vijay Kapure briefed about the different cells such as "Start – up cell", "Innovation cell", "E – cell" under IIC and asked the concerned staff as to how to go about the different activities under them.
- 2) Prof. Naveen Kukreja suggested that, under "Start up cell", he can conduct Design thinking workshop for T. E. and B. E. students in the near future.
- 3) Prof. Shailaja Udtewar said that she is interested to conduct "Shark Tank" Event for T. E. and B. E. students under "E – Cell" in the 2nd week of September.
- 4) Prof. Kavita Jain asked about the different documents which are required for uploading the event reports on the IIC portal. Also, she asked if we can select student coordinators

through proper procedure for assisting the staff under IIC. Dr. B. Chari said that minimum 10 student members can be selected for each cell under IIC and there is no limit for staff members.

- 5) Prof. Kavita also asked about the policies that need to be brought to the notice of each coordinator working under IIC. Prof. Vijay said, he will work on it.
- 6) Principal Sir explained the difference between "Start – up Cell" and "Entrepreneurship cell" and said that, basic project plans are introduced under start – up cell and execution of those plans can be done under E cell with a certain profit associated with it.
- 7) Prof. Vaishali Gaikwad said that, whatever project activities are conducted under IIC, these should be mapped with program outcomes as per NBA requirement.
- 8) Prof. Vijay Kapure suggested that Mr. Govind Gaundalkar wished to introduce Linux Programming to our students under IIC. In response to this, principal sir said that, it cannot be shown as innovation; however, it can be shown under internship activity.
- 9) Prof. Sushama Khanvilkar suggested a seminar to be scheduled under IPR and Patent cell. The aim is to select one of the best projects from each department and register for the patents.

The meeting ended with a vote of thanks by the Convenor.



Principal

Dr. Y. D. Venkatesh



Convener (IIC)

Dr. Bhagyashree Chari



President (IIC)

Prof. Vijay Kapure



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DATE: 23/08/2022

ATTENDANCE SHEET

Sr. No.	Name of the faculty	Signature
1	Prof. Vijay Kapure	
2	Navan S Kelkheja	
3	Kavita R. Jain	
4	Smita Pawar	
5	Shailaja Udrewar	
6	Viren Deshpande	
7	Subhashini Devi	
8	Nitin Ahire	
9	Vijay Jumb	
10	Sumana Khanvilkar	
11	Dr. Vaishali Gaikwad	
12	Dr. Bhagyashree Chari	
13		
14		



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Date: 15/09/2022

IIC Meeting

There will be a meeting of following faculty members connected with IIC activities in the Conference room on 15th September, 2022 at 3:00 p.m. to discuss the following points of the agenda:

Agenda of the meeting:

1. To discuss on the Logo of IIC of XIE
2. To discuss on the Banner of IIC and where it is to be put in the campus
3. How to incorporate E – cell activities under IIC
4. To know the status of formation of student coordinators and members under each cell

The following faculty members are requested to attend the meeting without fail.

1. Ms. Shailaja Udtewar
2. Ms. Chhaya Narvekar
3. Mr. Naveen Kukreja
4. Mr. Nitin Ahire
5. Ms. Sushama Khanvilkar
6. Ms. Smita Pawar

Principal

Dr. Y. D. Venkatesh

Convener (IIC)

Dr. Bhagyashree Chari

President (IIC)

Prof. Vijay Kapure



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Date: 15/09/2022

MINUTES OF IIC MEETING

Institution's Innovation Council (IIC) meeting was held on 15th September, 2022 at 3: 00 p.m. in conference room.

Members Present:

1. Dr. Y. D. Venkatesh
2. Prof. Vijay Kapure
3. Dr. Bhagyashree Chari
4. Ms. Shailaja Udtewar
5. Prof. Chhaya Narvekar
6. Mr. Naveen Kukreja
7. Mr. Nitin Ahire
8. Ms. Sushama Khanvilkar
9. Ms. Smita Pawar
10. Dr. Vaishali Gaikwad

Members Absent:

- Nil -

Minutes of Meeting:

The meeting began with wishing a happy Engineer's day to everyone. The following points were discussed and minuted.

- 1) Prof. Vijay Kapure brought up about following a standard format of event that can be recorded for all the activities conducted under IIC. Principal Sir suggested him to contact Fr. Fabian for designing of the format.
- 2) Prof. Vijay Kapure shared a logo for IIC with everyone and asked for suggestions and further improvement. In response to this, Principal Sir said that, a competition can be held among the SE, TE and BE students for designing the Logo (similar to the one suggested by Prof. Vijay) and best three of them can be accepted and awarded. This can be conducted by Social Media cell coordinator, Prof. Smita Pawar.
- 3) Prof. Naveen Kukreja suggested that, under "Start up cell", he will conduct Design thinking workshop for T. E. and B. E. students in the first week of October.

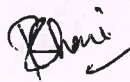
- 4) Prof. Shailaja Udtewar requested Principal Sir to frame a structured body of E – Cell for its smooth functioning. Principal Sir agreed to it.
- 5) Dr. Bhagyashree Chari asked all the coordinators to give a list of students who are selected under each cell by next week, as it is to be uploaded on IIC portal. It was decided that a minimum of atleast 5 students, (1 student coordinator + 4 members) can be selected under each cell.
- 6) Regarding the budget sanctioning for the programmes under each cell, Principal Sir suggested that, each coordinator should write a proposal requesting to sanction the estimated amount for the said event and it should be duly signed by the respective coordinator and the convener before bringing to the notice of the principal. This is essential to maintain the record for the budget analysis in terms of expenditure and the amount to be sanctioned.
- 7) In response to the query raised by Prof. Vijay Kapure regarding making banner, Principal Sir said that, in the near future, banner of the IIC can be prepared and a separate webpage can be created for the same on our website.
- 8) Prof. Chhaya Narvekar said that, a few mini project competitions shall be organized in the near future under innovation cell that can be uploaded by the president.
- 9) Under IPR cell, a guest lecture on “An Introduction to filing patent application by beginners” shall be organized by the coordinator, Prof. Sushama Khanvilkar on 23rd September 2022 as per the availability of the expert tentatively. Principal Sir said that, rather than online webinar, it would be better to conduct the event in person and offline that will have better impact among all.

The meeting ended with a vote of thanks by the Chair.



Principal

Dr. Y. D. Venkatesh



Convener (IIC)

Dr. Bhagyashree Chari



President (IIC)

Prof. Vijay Kapure



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Email: office@xavier.ac.in

DATE: 15/09/2022

ATTENDANCE SHEET

Sr. No.	Name of the faculty	Signature
1	Dr. Bhagyashree Chari	
2	Mr. Vijay Kapne	
3	Nitin Ahire	
4	Shadga V.	
5	Smita Pawar	
6	Dr. Vaishali Gaikwad	
7	Sushama Khanolkar	
8	Ehhaya Dhavale	