

# Xavier Institute of Engineering

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Date:21/07/2022

## Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

<b>Meeting Purpose:</b>	IQAC Meeting FH-2022-AY 2022-23
<b>Meeting Date:</b>	19/07/2022
<b>Meeting Time:</b>	[2.00 PM-03.30PM]
<b>Meeting Location:</b>	Hybrid mode
<b>Meeting Facilitator:</b>	[Ms. Beatrice S., IQAC Coordinator]
<b>Attendees:</b>	Fr. Albert Menezes S.J., Dr.Y.D.Venkatesh, Dr. Madhavi Parimi, Dr. Vidya Sarode, Dr. Vaishali Gaikwad (Special Invitee), Mr. Kunal Meher, Ms. Meena Ugale, Ms. Beatrice S., Mr. Jaychand Upadhyay, Mr. Nitin Ahire, Ms. Kavita Jain, Mr.Mahesh Pinge (joined online), Ms.Lalita Moharkar, Ms. Madhura Shirodkar, Ms. Yashoanda Maurya, Ms. Sushama Khanvilkar, Ms. Martina Rodrigues, Ms. Sayali Mane (Special Invitee), Mr. Rahul Narsing, Mr. Naveen Kukreja (joined online), Ms.Angelica Aranjo, Ms.Sheetal Lemos, Ms.Ereena Rodrigues, Ms. Michelle Macwan
<b>Absentees:</b>	Mr. Prakash Salian, Mr. Stanley, Mr. Sunil Waichol, Fr. Dr. John Rose S.J.
<b>Minutes Issued By:</b>	Ms. Sushama Khanvilkar

<b>Agenda of Meeting:</b>
1. Review of previous meeting minutes.
2. Presentation of Academic Activities and Analysis in Even Sem (AY 2021-22).
3. Status of AQAR AY 20-21.
4. Initiatives by IQAC.
5. ERP-modules.
6. Promote Research proposal.
7. Promote Industrial visit.
8. Promote Paper publication by faculty members
9. Any other point with permission from the chair.

Next Steps:(Task, assigned to, Check point Date)	Owner	Due Date
<ul style="list-style-type: none"> <li>● AQAR 21-22</li> </ul>	Ms.Lalitha Moharkar	End of Oct 2022
<ul style="list-style-type: none"> <li>● Technical Workshop for Lab assistants</li> </ul>	Mr.Rahul Narsing	6th August 22
<ul style="list-style-type: none"> <li>● Latex workshop</li> </ul>	HoD of IT & EXTC	During the Semester
<ul style="list-style-type: none"> <li>● One-day workshop on “Technology in Finance”</li> </ul>	Ms. Michelle Macwan, GS	22nd July 2022
<ul style="list-style-type: none"> <li>● One-day workshop for Non-teaching staffs</li> </ul>	Ms.Erina Rodrigues	30 <sup>th</sup> July 2022
<ul style="list-style-type: none"> <li>● E &amp; ICT academy, NIT Warangal</li> </ul>	Ms.Beatrice & Dean, Academics	--
<ul style="list-style-type: none"> <li>● XIE e-Journal - Xavier’s Journal of Engineering and Technology - (a Peer-reviewed interdisciplinary Journal)</li> </ul>	Dr.Bhagyashree Chari	End of August (Guidelines) December (First Issue of e-Journal)
<ul style="list-style-type: none"> <li>● ERP module</li> </ul>	Ms. Sayali Mane	November 2022
<ul style="list-style-type: none"> <li>● Research Proposal by Students</li> </ul>	Project Coordinators of all Departments in coordination with IIC	October 2022
<ul style="list-style-type: none"> <li>● Research Proposal by Faculty members</li> </ul>	Dean R&D	October 2022
<ul style="list-style-type: none"> <li>● Industrial Visit</li> </ul>	TPO Coordinator -Comp/IT/EXTC	December 2022
<ul style="list-style-type: none"> <li>● Publications</li> </ul>	DQAC & HoD’s	December 2022
<ul style="list-style-type: none"> <li>● One workshop needs to be conducted for Cultural and Sports respectively- to provide guidance on intercollegiate competitions etc</li> </ul>	Dean Staff and Students Welfare & GS of Student Council	Once in a Semester



## **Discussion:(Items/KnowledgeShared)**

Ms. Beatrice S. welcomed all the members and asked Ms. Martina Rodrigues began the meeting with a prayer. Ms Beatrice introduced all the members and presented the agenda.

### **Agenda 1: Review of previous minute meeting.**

- Ms. Beatrice S. presented agenda no.1. She gave details about the academic audit report, research symposium and details of activities through IIP for academic year 21-22. Principal Dr. Y. D. Venkatesh asked about remarks given by external auditors. Dr. Madhavi Parimi briefly explained remarks of external auditors related to academic audit.
- Mr. Kunal Meher suggested that the course file index be standardized, Ms. Meena Ugale suggested more BT levels to be included.
- In the previous meeting suggestions had come about the formation of CSI and this has been taken up by Ms. Kavita Jain.
- The minutes of previous meeting were proposed by Mr. Kunal Meher and seconded by Ms. Lalita Moharkar.

### **Agenda 2: Presentation of Academic Activities and Analysis in Even Sem (AY 2021-22).**

- Ms. Beatrice S. presented agenda no.2 which included the activities conducted by the Departments, Results and Placement analysis and NBA accreditation status.
- Principal Dr. Y. D. Venkatesh suggested displaying the result analysis graphically on the HoD cabin notice board.
- Regarding the placement data, Principal Dr. Y. D. Venkatesh also suggested showing the number of offers along with the number of students placed. TPO Mr. Naveen Kukreja clarified that the data is still being updated as the placements are going on for 21-22 batch.
- Principal Dr. Y. D. Venkatesh asked HoDs of E&TC and IT departments to schedule mock NBA presentations on 30th Aug 2022.

### **Agenda 3: Status of AQAR AY 20-21 .**

- Ms. Beatrice presented agenda no.3, showing status of AQAR for 20-21 which is in progress and will be uploaded shortly.
- Ms. Beatrice informed that AQAR AY 21-22 data collection has been started by July 2022 and need to be completed by the end of October 2022.

### **Agenda 4: Initiatives by IQAC.**

- Ms. Beatrice presented agenda no.4 and explained the initiatives taken by IQAC for

AY 22-23 that included Series of Technical & Non-technical workshops for teaching, Non-teaching and Students; proposed 10 days FDP under E&ICT Academy, NIT Warangal and Start up of XIE e-Journal - Xavier's Journal of Engineering and Technology - (a Peer-reviewed interdisciplinary Journal).

- Dr. Madhavi Parimi shared the details about publication of e-journals and said that 70 % papers from outsiders and 30% from insiders will be considered for publication. She cleared that the first issue of e-journal will be without ISSN number and for an annual publication we need 10 papers.

#### **Agenda 5: ERP-modules.**

- Ms. Beatrice presented agenda no.5 and displayed the ERP modules that will be updated/added. The modules are related to Students' common data, Committee Management, OBE, PTM, Events, AQAR – template.
- Ms. Sayali Mane briefly explained about the upcoming changes in the mentioned ERP modules.

#### **Agenda 6: Promote Research proposal.**

- Ms. Beatrice presented agenda no.6 and explained the idea behind the proposal. A workshop on “How to write a Research Proposal” was conducted by IQAC on 16th July 2022. Therefore, research proposals to Government/ non-Government funding agencies are expected from faculty members and Dean R&D will be coordinating with the Departments regarding this.
- Also, under IIC, Project Ideathon was conducted for students in July 2022. Therefore the project coordinators of each Department can take this up in coordination with IIC and encourage students to come up with research proposals.

#### **Agenda 7: Promote Industrial visit.**

- Ms. Beatrice presented agenda no.7 and shared the thought that each department should arrange one Industrial visit. The TPO faculty coordinator from each department will take care of this task.

#### **Agenda 8: Promote Paper publication by faculty members.**

- Ms. Beatrice presented agenda no.8 and opened for the discussion. She insisted on UGC care publications from every Department which would add weight to Criteria 3 in NAAC-SSR and also benefit the upcoming XIE e-journal issue.

#### **Agenda 9: Any other point with permission from the chair**

- Ms. Beatrice presented agenda no.9 and Dr. Madhavi Parimi explained requirements for Criteria 5.3 (with 50 marks) for NAAC. This was regarding the awards won by students for outstanding performance in cultural/sports activities at University/State/National level. The entry for this criteria has been Nil for the past



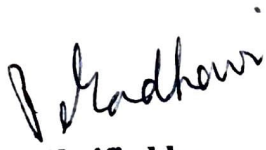
two AQARs and Dr Madhavi had asked for suggestions for improvement.

- Ms. Michelle Macwan said that proper guidance should be provided about outside participation activities to the students.
- Ms. Kavita Jain suggested that Workshops on Inter college Events and competitions can be arranged.
- Dr. Vidya Sarode suggested that one of the teachers could be appointed as incharge to provide guidance regarding inter college sports/events.

The meeting ended after the closing prayer by Ms. Michelle Macwan.



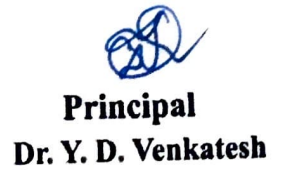
**Prepared by**  
**Ms.Sushama Khanvilkar**



**Verified by**  
**Dr.Madhavi Parimi**



**IQAC Coordinator**  
**Ms. Beatrice S.**



**Principal**  
**Dr. Y. D. Venkatesh**