XAVIER INSTITUTE OF ENGINEERING

(Approved by AICTE; New Delhi Affiliated to Mumbai University; Recognized by DTE; Govt. of Maharashtra; Accredited by NAAC)

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13th Jan 2023

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Meeting Agenda:	Discussion on NAAC
Meeting Date:	12th Jan & 13th Jan 2023
Meeting Time:	10.00 AM-12.00PM
Meeting Location:	Conference Room
Meeting Facilitator:	Principal
Minutes Issued By:	Prof. Beatrice

Members present

All teaching faculties were present and discussed certain points with our NAAC coordinator/ expert.

Agenda

Following criteria were discussed in depth with certain suggestions given by our coordinator/expert.

- Criteria 1
- Criteria 2
- Criteria 3
- Criteria 4
- Criteria 5
- Criteria 6
- Criteria 7
- Discussion on Peer Team comments received in NAAC Cycle 1.

Checklist for New cycle of NAAC as discussed by our NAAC coordinator/expert

Discussion: Following points were discussed and minuted.

Criteria 1	For all the sub points, a cover page with summary sheet (colored documents/ no black and white) should be prepared in the PDF format and uploaded. (Advanced version flipbooks can also be prepared and uploaded as a single file for convenience). Important points which are to be noted are: **1.2.1**: No. of students who completed NPTEL courses/MOOC courses in the current AY - 2022 - 23 should be mentioned. Mere registration is not enough. It is considered valid when the student has got the certificate from the source. College should encourage the participation of students for such courses. (Class Attendance can be given to them if they are attending SWAYAM courses, something of that sort)
Criteria 2	For All points Summary sheet should be attached at the beginning of each criteria head document.
	2.1: List of all FE students (only department wise) should be mentioned.
	2.1.1 a) List of Applied and List of DTE students admitted should be attached b) Sanctioned seat to be 60 or 63(regular + TFWS) that will be informed later.
	2.1.2: Number of reserved category students should be mentioned considering only minority count and List of students must be taken.
	2.2.2 and 2.3.3: It should tally equal to no of students, ie., mentees and no of teachers (mentors).
	2.4.1:a)This should include a sanctioned post letter from management/Governing body including management posts. b) Appointment letters of all appointed faculties should be attached. c) Number of sanctioned and Appointed faculty members should be equal or less but number of appointed faculty members cannot be more than the sanctioned post.
	2.4.2: a) Along with Ph. D., the NET/SET qualified list should also be attached with proof of the certificates. b) Vidwan ID of Faculties should be collected and noted in data template.
	2.6.3: a) Result data sheet should be attested by the examination Controller or HEI head. b) Semester 8 data with passed students number shall be counted. c) Any notice related to this can be included.
	2.7.1: Student Satisfaction Survey can be conducted in the beginning of the semester. **3.1.1 & 3.1.2: Research Grants received** a) We need to apply for AICTE research fund (4 RPS + minimum 3 MODROB proposals) c) We need to apply to major hospitals for research project on motion sensing (from GAIT lab). d) Documents required for research proposal include: i) Mention what facilities are available in college; ii) Sanction letter from funding agency; iii)

	Proof of money received by college; iv) Expenditure details with bills and v) Final report
Criteria 3	c) Arrange a Two days International Conference from all the departments separately. We need to publish conference papers in journal with ISBN number. Faculty members should be encouraged for the publications. 3.2.1: **Journal publications** College can give incentive of Rs.3500 for each paper. **3.2.2 : Conference /Book publication** a) More than 10 publications are needed. **3.3.3 & 3.3.4 Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years:** a) NSS activities report should be available b) Activities related to Gender Equality are to be conducted under WDC (Women Development Cell). **3.4.1 Collaborations and Internships:** a) MoU documents and Activity reports conducted under MoUs, Internship certificates, out-house project permission letters, invitation letter and appreciation letter for resource person in other colleges can be considered
Criteria 4	a) Budget summary pages with highlights for different heads like Library, Maintenance, Infrastructure Augmentation for five years. b) Library hours and sports hours are to be included in time table.
Criteria 5	5.1.2: Geotagged photos and colour printed reports along with the students' list for the events/activities should be maintained.
	5.3.1: Sport/cultural events in collaboration can be conducted in our campus where maximum students can participate.
Criteria 6	6.2.3 Administration - Screenshots (Front Page with stamp & sign) At ERP - Screenshots of different modules can be used. 6.3.2 Financial Support - No. of Program, Voucher, Participation certificate, Auditor certificate 6.3.3 FDP - Number of teaching Faculty attending Orientation programs or STTPs or FDP and Number of non-teaching staff attending SDPs are required.
Criteria 7	a) Green audit report b) Best practices with case studies (if possible) c) Modification of Institute distinctiveness

Discussion on Peer Team comments received in NAAC Cycle 1	Prof. Beatrice discussed about the comments received from NAAC Cycle 1 and instructed every Criterion head to prepare a cumulative document which shows the action taken after cycle 1 review.
	She also pointed the following points
	  ➢ Industrial collaboration for the benefit of student's project/Internship.
	  ➢ NSS and E-Cell activities and its reports.
	Prof. Beatrice asked HoD to show Academic audit report and action taken documents with in one week.

Other than the above, the following points were also emphasized for the overall development process.

- Principal Sir discussed about increasing the intake of Computer engineering Department.

- Prof. Beatrice discussed the strengthening of industry interaction and encouraged all faculty members to engage with industry professionals. She also added about XIE e-journal (XJET) for technical paper publication.

- The topic of getting the Computer Engineering Department NBA accredited was also discussed.

Principal   IQAC Coordinator
Dr. Y.D.Venkatesh   S.Beatrice