

Xavier Institute of Engineering

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Date: 25/11/2020

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

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| Meeting Purpose: | IQAC Meeting SH-2020 - AY 2020-21 |
| Meeting Date: | 11/25/2020 |
| Meeting Time: | [9.15AM-11.00AM] |
| Meeting Location: | [ONLINE] |
| Meeting Facilitator: | [Dr. Saurabh Patil, IQAC Coordinator] |
| Attendees: | Fr. Dr. John Rose S. J., Dr. Y.D.Venkatesh, Fr. Dr. Francis D'mello S.J, Dr. Vidya Sarode, Dr. Saurabh Patil, Dr. Vijay Katkar, Dr. Madhavi Parimi, Mr. Kunal Mehar, Ms. Lalita Moharkar, Ms. Sulochana Devi, Ms. Shital Lopes, Ms. Ereena Rodrigues, Mr.Nelson Lobo, Mr.Yashwin Sandhya, Ms. Shilpa Dingankar. |
| Absentees: | Mr. Prakash Salian, Ms. Angelica Aranjio, Mr. Mahesh Pinge. |
| Minutes Issued By: | Ms. Lalita Moharkar, Dr. Madhavi Parimi |

| Agenda of Meeting: |
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| 1. To discuss and adopt the initiatives taken by the college for delivering TLP through online mode during lockdown period. |
| 2. Academic Audit Practice form AY-2020-21. |
| 3. To discuss and decide the future plan of action with regard to Academic, Research and Student Development. |
| 4. Feedback from four stakeholders (faculty, students, parents, alumni) and analysis process. |
| 5. Preparation of Department Academic Calendar in New Format. |
| 6. Updates on Key Initiatives |
| 7. Any other point with permission from the chair. |

| Next Steps: (Task, assigned to, Checkpoint Date) | Owner | Due Date |
|--|--------------------------|-----------------|
| <ul style="list-style-type: none">Series of workshop on technical paper writing and IPR.Feedback analysis reportImplementation of academic audit reportImplementation of Department Academic Calendar | All HoD and DQAC members | Next Meeting |

Decisions Made:

- Academic Audit Report process and format approved with suggested changes.
- Department Academic Calendar in New Format was approved.

Discussion: (Items/Knowledge Shared)

Meeting started with a prayer by Dr. Madhavi Parimi. The Principal welcomed all the members and all the new members were requested to introduce themselves. Then principal requested IQAC coordinator, Dr. Saurabh Patil to brief about take over a meeting with mentioned agenda. The presentation was made by Dr. Saurabh Patil and discussion was made open after each agenda. In response to the presentation several points were raised.

Previous minutes of meeting were approved and presentation started.

Agenda 1: To discuss and adopt the initiatives taken by the college for delivering TLP through online Mode during lockdown period.

- Dr. Saurabh Patil presented agenda no.1 and open it for the discussion.
- Dr. Madhavi Parimi raised the concern about missing interaction with the students. Mr. Yeshwin Sandhya told that online teaching mode has its own pros and cons. But students are comfortable in online teaching learning processing as they can attend their regular classes safely in this pandemic situation.
- Mr. Nelson Lobo told about various discussion forums used by Upgrade and Coursera. Principal sir said that each mode has its own limitations, we should continue in the same manner.

Agenda 2: Academic Audit Practice form AY-2020-21 was presented to the committee members

- Dr. Saurabh Patil presented agenda no.2 and displayed self -evaluation document format and open it for the discussion.
- Implementation process have a class teacher as an internal auditor and two external auditor will be appointed by HoD in every academic year.
- Principal Sir told to discuss it in detail with HoD's before putting it into implementation.
- All members approved a format with suggested changes.

Agenda 3: To discuss and decide the future plan of action with regard to Academic, Research and Student Development.

- Dr. Saurabh Patil presented agenda no.3 and open it for the discussion.
- Dr. Saurabh suggested a series of workshop on technical paper writing and patent registration. He also highlighted activities conducted by E-Cell and alumni cell. Everyone appreciated the suggestion.
- Principal Sir told to motivate students to take part in various project/paper presenting completions.

Agenda 4: Feedback from four stakeholders (faculty, students, parents, alumni) and analysis process.

- Dr. Saurabh Patil shared the list of different feedbacks already in practice. Principal Sir suggested to include DAB meeting details.
- Dr Saurabh said in next meeting feedback analysis report will be presented by each department and institute for further progress and actions.

Discussion: (Items/Knowledge Shared)

Agenda 5: Preparation of Department Academic Calendar in New Format:

- Dr. Saurabh presented new department academic calendar format.
- New format to be brought into implementation from FH-2021 of AY-2020-21
- All HoD's appreciated this format.

Agenda 6: Updates on Key Initiatives

- Dr. Saurabh asked NSS coordinator to add more NSS activities and encourage students to work with NSS .
- Also discussed about enhancement of the alumni network conduction some alumni meet and ERP system, have been achieved, while the
- He informed all the members present there about the green auditing initiatives and it has been launched.
- The implementation of the academic audit, pursuit of NBA accreditation, and introduction of a new course in the Computer Science and Engineering Department were discussed upon.

Agenda 7: Any other point with permission from the chair

- Fr Francis appreciated the work done and initiatives taken in this pandemic situation.
- Mr. Nelson Lobo and Mr. Yeshwin Sandhya also appreciated the work done. Director Fr. Dr. John Rose S.J. assured to provide all required support for conducting various activities and implementing IQAC policies.



Prepared by

**Sd/-
Ms. Lalita Moharkar**

Verified by

**Sd/-
Dr. Madhavi Parimi**

IQAC, Coordinator

**Sd/-
Dr. Saurabh Patil**

Principal

**Sd/-
Dr. Y.D.Venkatesh**