

Xavier Institute of Engineering

Mahim Causeway, S. L. Raheja Hospital Road, Mumbai 400016

TEL NOS. 2445 1961/ 4559, 2446 9673/ 0359 FAX NO. 2446 2267

Date:12/06/2021

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Meeting Purpose:	IQAC Meeting FH-2021 - AY 2020-21
Meeting Date:	06/12/2021
Meeting Time:	[10.00AM-11.30AM]
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, Mr.Mahesh Pinge Dr. Vidya Sarode, Dr. Saurabh Patil, , Dr. Madhavi Parimi, Ms.Meena Ugale , Mr. Kunal Mehar,Ms. Lalita Moharkar, Ms. Sulochana Devi, Ms.Shilpa Dingankar, Ms. Shital Lopes, Ms. Ereena Rodrigues, ,Mr.Stanley , Mr.Yashwin Sandhya, Ms.Angelica Arango, Mr.Prakash Salian. Mr.Suni Waichol, Mr. Shailendra Joshi.
Absentees:	Mr.Nelson Lobo
Minutes Issued By:	Ms.Shilpa Dingankar

Agenda of Meeting:
1. Review of previous minute meeting.
2. Presentation of Academic Activities and Analysisin EVEN-SEM AY-2020-21.
3. Development of ERP System at Xavier Institute of Engineering.
4. Project Evaluation Process Policy.
5. Department level One week Technical-Week for Knowledge Exchange.
6. Research Symposium for all teaching staff(under Dean R&D)
7. Any other point with permission of the chair.

Decisions Made:
<ul style="list-style-type: none">• Project Evaluation Policy to be finalized with modification in flow chart.• Research Symposium idea to be implemented from the next Academic year.• Department level One week Technical-Week for Knowledge Exchange.• Integrating Video Assignment in a Curriculum Assignments.

Discussion: (Items/Knowledge Shared)

Meeting started with a prayer by Dr. Madhavi Parimi. IQAC coordinator, Dr. Saurabh Patil welcomed all the members. The presentation was made by Dr. Saurabh Patil where he briefed about the mentioned agenda.

Agenda 1: Review of previous minute meeting.

- Dr. Saurabh Patil presented agenda no.1 and opened it for the discussion.
- As per the suggestion by Fr. Francis D'mello S.J , the minutes of previous meeting were passed by Fr. Francis and seconded by Dr. Vidya Sarode.

Agenda 2: Presentation of Academic Activities and Analysis in EVEN-SEM AY-2020-21.

- Dr. Saurabh Patil presented agenda no.2 which included the result and placement analysis and NBA accreditation status. Fr. Francis congratulated the EXTC department for filling SAR for NBA.
- Regarding placements Mr. Stanly Samuel remarked that only service-based companies are visiting campus than product-based companies like MICROSOFT and suggested that the students can be made industry- ready by developing computer coding culture in XIE and through professional training.
- Fr. Dr. John Rose S.J insisted that it is necessary to get Grade 'A' in NAAC for joining Xavier University and told to work on strengths and weaknesses of the institute. He also informed about the research tie up with two companies for oxygen concentrators and that the necessary help can be taken from Mr. Prakash Salian.

Agenda 3: Development of ERP System at Xavier Institute of Engineering.

- Dr. Saurabh Patil presented agenda no.3 and opened it for the discussion.
- Dr. Saurabh explained the benefits of the ERP system and informed that First year faculty have started using it and the Second, Third, and BE faculties will be using it from the upcoming semesters. He wished to have proper utilisation of the system.
- Mr. Yeshwin Sandhya thanked all for the successful online academic year and wished the ERP system to be more robust and helpful to everyone.
- Mr. Sunil Waichol said that ERP system is a good initiative.

Agenda 4: Project Evaluation Process Policy

- Dr. Saurabh Patil proposed the process of major project evaluation policy through a sequential chart and opened it for the discussion.
- Mr. Mahesh Pinge was concerned about the number of attempts students can have to review project problem statements and suggested to have an external member at the review committee.
- Dr. Madhavi Parimi suggested to have one of the project ideas from faculty and other two, from students so as to save iteration time.
- Mr. Kunal Meher suggested that list of project topics can be sent to the external member for approval at the early stage.
- Principal sir, Dr. Y.D. Venkatesh pointed out that since project statements are taken from faculty and not from students they can be reviewed with the help of external/industry members or panel and approved so that iterations of review will not arise. He added that the flow chart has to be modified if external approval takes place.
- Mr. Sunil Waichol suggested to have some theme for the projects.
- Mr. Yeshwin Sandhya said that their batch of BE has worked with this policy successfully and demanded a special lecture for guidance on publishing their project papers. Dr. Saurabh Patil assured to implement the idea from upcoming academic year.
- Ms. Meena Ugale suggested to have a special lecture by industry expert working on current domains for project guidance so as to meet industry expectations and that the projects of the students need to be taken to the next level.

Discussion: (Items/Knowledge Shared)

Agenda 5: Department level One week Technical-Week for Knowledge Exchange.

- Dr. Saurabh Patil presented the idea indicating different modules involved and informed that it was implemented by Computer department as a pilot run. He presented how the department had carried out the related activities in EVEN semester of AY 2020-21.
- Mr. Mahesh Pinge suggested a counselling cum guidance session for students as well as their parents in view of choosing the right career path.
- Principal Sir, Dr. Y.D. Venkatesh suggested that the technical week could include three days with the proposed activity and the remaining three days could be devoted to the technical festival of the college.
- Fr. Francis explained the difference between the Inter college festival and technical week carried out for our own students stating that through the festivals students learn various management, logistic, planning skills and technical week enhances their technical learning for today's industry.
- Mr. Sunil Waichol appreciated the idea of including aptitude test in technical week as it is crucial at company selection procedure.
- Mr. Stanly Samuel welcomed the idea of technical week and strongly recommended that the top 1% of the students with good aptitude and having much more capability to do well must be trained in computer coding and right from the first year it can be implemented. He wished to see students of XIE getting into the product-based companies directly from XIE.
- Dr. Saurabh Patil said that the objective of the Technical Week was to bring all the technical events dispersed throughout the year under this roof and benefit students as well as faculty. He also assured that all the suggestions will be taken into consideration in HOD meeting and find best ways for the implementation.

Agenda 6: Research Symposium for all teaching staff (under Dean R&D)

- Dr. Saurabh Patil mentioned that the idea was proposed by Dr. Madhavi Parimi as one of the best practices at XIE. He said that the proposal would ensure research environment in XIE faculty to be hosted locally through inter-disciplinary work and poster presentation.
- Prof Lalita Moharkar encouraged the idea and enquired about formation of the team members, to which Dr Saurabh clarified that the team should comprise of members from different Departments.
- Fr Francis proposed the idea and Mr. Mahesh Pinge seconded it and the point was approved by all the members.

Agenda 8: Plans Discussed for Initiation

- The implementation of the academic audit was achieved.
- The pursuit of NBA accreditation and the launch of the new course in the Computer Science and Engineering Department have been initiated.
- The meeting also discussed plans to initiate the installation of an EV charging station within the campus.
- Principal Sir discussed about what are the activities can be conducted in IIC cell and enhance the activities, and explore collaboration with other international Jesuit organizations.

Agenda 9: Any other point with permission from the chair.

- Fr Francis appreciated the work done.

Other Suggestions:

- Dr. Saurabh Patil proposed an idea of video assignment stating the benefits of it.
- Mr. Mahesh Pinge suggested to have one-to-one video viva and raised the concern about the real learning and understanding of curriculum by students.
- Mr. Yeshwin suggested that the idea of case study being unique can eliminate plagiarism and that they can have faculty as a collaborator for google doc of assignment.
- Mr. Sunil Waichol appreciated the idea of video assignment.

The meeting ended after the closing prayer by Dr. Vidya Sarode.

Prepared by

Verified by

IQAC, Coordinator

Principal

Sd/-

Sd/-

Sd/-

Sd/-

Ms. Lalita Moharkar

Dr. Madhavi Parimi

Dr. Saurabh Patil

Dr. Y.D. Venkatesh



Kunal Meher <kunal.m@xavier.ac.in>

Invitation for IQAC Meeting

1 message

XIE Office <office@xavier.ac.in>
Bcc: kunal.m@xavier.ac.in

Tue, Nov 24, 2020 at 11:48 AM

Ref. No. XIE/IQAC /2020-21

Date: 24/11/2020

Dear Sir/Madam,

This is to bring to your kind notice that a meeting of the **IQAC (Internal Quality Assurance Cell) Meeting** shall be held on **25th November, 2020** at **9.15 am** through Zoom.

All the members of the committee are requested to kindly attend the meeting. The agenda of the meeting is given below:

AGENDA

Agenda:

1. To discuss and adopt the initiatives taken by the college for delivering TLP through online Mode during lockdown period.
2. Academic Audit Practice from 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. Any other point with permission from the chair.

Dr. Y. D. Venkatesh
(Principal)

Dr. Saurabh Patil
(Coordinator, IQAC)



A Sister Institution of St. Xavier's College, Fort, Mumbai.

Xavier Institute of Engineering
Mahim (West), Mumbai, India - 400 016
Ph:022-24451961/24460359/24454559

office@xavier.ac.in; www.xavier.ac.in
<https://www.xavier.ac.in/Director%20Message.php>

Xavier Institute of Engineering

Mahim Causeway, S. L. Raheja Hospital Road, Mumbai 400016

TEL NOS. 2445 1961/ 4559, 2446 9673/ 0359 FAX NO. 2446 2267

Date: 25/11/2020

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

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:
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**