



## Invitation for IQAC (Internal Quality Assurance Cell) Meet

3 messages

XIE Office <office@xavier.ac.in>

Wed, Jan 26, 2022 at 4:33 PM

To: "Dr. YD Venkatesh" <ydvenkatesh@yahoo.com>, Vidya Sarode <vidya.s@xavier.ac.in>, Meena Ugale <meena.u@xavier.ac.in>, madhvi.p@xavier.ac.in, Lalita Moharkar <lalita.m@xavier.ac.in>, sulochana.d@xavier.ac.in, Kunal Meher <kunal.m@xavier.ac.in>, Shilpa Dingankar <shilpa.d@xavier.ac.in>, John Rose SJ <johnrose@xavier.ac.in>, Ereena Rodrigues <ereena.r@xavier.ac.in>, angelica.a@xavier.ac.in, prakash.s@xavier.ac.in, Sheetal Lemos <sheetal.l@xavier.ac.in>, Francis de Melo <demelofrancis@gmail.com>, stanly@iisc.ac.in, 20180119.kevinpa@student.xavier.ac.in, "Pinge, Mahesh" <mahesh.pinge@capgemini.com>, sunilwaichol@bsnl.co.in, Beatrice S <beatrice.s@xavier.ac.in>, Sushama Khanvilkar <sushama.k@xavier.ac.in>

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 **29<sup>th</sup> January, 2022** at **10:00 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**

1. Review of previous meeting minutes.
2. Presentation of Academic Activities and Analysis in ODD-SEM AY 2021-22.
3. Quality Improvement in Assignment & IAT Question papers
4. Status of AQAR AY 18-19, AY 19-20 & AY 20-21
5. Research Symposium for all Teaching staff- (Under Dean R&D)
6. Industry Institute Interaction through IIP -subjects like Project Management. *stitute Interaction through IIP – Subjects like project mgmt (Institute*
7. Any other point with permission from the chair.

**Dr. Y. D. Venkatesh**  
(Principal)

**Ms. S. Beatrice**  
(Coordinator, IQAC)



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

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**YELWAL**  
**DESHIKACHA**  
**R VENKATESH**

Digitally signed by  
YELWAL DESHIKACHAR  
VENKATESH  
Date: 2024.03.27  
09:58:29 +05'30'

# 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:29/01/2022

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

<b>Meeting Purpose:</b>	IQAC Meeting AY2021-22
<b>Meeting Date:</b>	29/01/2022
<b>Meeting Time:</b>	[10.00 AM - 11.00 AM]
<b>Meeting Location:</b>	[ONLINE]
<b>Meeting Facilitator:</b>	[Dr. Saurabh Patil, IQAC Coordinator]
<b>Attendees:</b>	Fr. Dr. John Rose S.J., Dr. Y. D. Venkatesh, Dr. Vidya Sarode, Dr. Saurabh Patil, Dr. Madhavi Parimi, Ms. Meena Ugale, Ms. Beatrice, Ms. Lalita Moharkar, Ms. Sulochana Devi, Ms. Shilpa Dingankar. Mr. Stanley, Mr. Suni Waichol, Mr. Kevin, Sushama Khanvilkar, Mr.Kunal Mehar.
<b>Absentees:</b>	Fr. Dr. Francis D'mello S.J., Mr. Prakash Salian, Ms. Angelica Aranjo, Mr. Mahesh Pinge, Ms. Shilpa Dingankar, Ms. Shital Lopes, Ms. Ereena Rodrigues
<b>Minutes Issued By:</b>	Ms. Lalita Moharkar, Dr. Madhavi Parimi

<b>Agenda of Meeting:</b>
1. Review of previous meeting minutes.
2. Presentation of Academic Activities and Analysis in ODD-SEM AY 2021-22.
3. Quality Improvement in Assignment & IAT Question papers.
4. Status of AQAR AY 18-19, AY 19-20 & AY 20-21.
5. Research Symposium for all Teaching staff(Under Dean R&D).
6. Industry Institute Interaction through IIP -subjects like Project Management.
7. Initiative for starting an EV charging station
8. Plans on Strengthening of IIC activities
9. Encourage the faculty members to collaborate with other international Jesuit organizations
10. Any other point with permission from the chair.

<b>Next Steps: (Task, assigned to, Check point Date)</b>	<b>Owner</b>	<b>Due Date</b>
<ul style="list-style-type: none"><li>• Series of workshops on technical paper writing and IPR.</li><li>• Feedback analysis report.</li><li>• Implementation of academic audit report.</li><li>• Implementation of Department Academic Calendar.</li></ul>	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)**

Dr. Saurabh Patil welcomed all the members and also announced new IQAC Coordinator Ms. Beatrice and new members Mr. Kunal Mehar, Sushama Khanvilkar, Mr. Kevin. Dr Saurabh asked Ms. Beatrice for a prayer.

Ms. Beatrice presented the agenda and introduced all the members.

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

- Dr. Saurabh Patil presented agenda no.1. He gave detailed about academic activities and analysis for even sem. 20-21, development of ERP, Project Progress Evaluation Policy, Department Level Technical Week for knowledge exchange and Research Symbiosis for all teaching staffs.
- The minutes of previous meeting were passed by Dr. Vidya Sarode and seconded by Mr. Kunal Mehar.

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

- Dr. Saurabh Patil presented agenda no.2 which included the activities, result and placement analysis and NBA accreditation status.
- Fr. Dr. John Rose S.J raised the concern about eligibility for NBA accreditation of Computer Department. Dr. Saurabh Patil said we will be eligible in 2024-25 and ask to confirm this to IQAC coordinator and HOD Computer Mr. Kunal Mehar.
- Regarding placements Mr. Stanly Samuel remarked that only 50 % of the students are placed in campus placement. Dr Saurabh clarify that data is from July to Dec only and this query will be conveyed to TPO.
- Fr. Dr. John Rose S.J insisted that TPO should be the part of this committee. Ms. Beatrice ensure that IQAC will take care for the same.

Dr Saurabh requested Ms. Beatrice to continue further.

**Agenda 3: Quality Improvement in Assignment & IAT Question papers**

- Ms. Beatrice presented agenda no.3, displayed the format prepared by the Academic Auditcommittee and open it for the discussion.
- The Academic audit report should be prepared from this semester for IAT and assignments only.
- Dr. Madhavi Parimi raised the concern about the academic audit expert report will it be for internal and external audit both.
- Fr. Dr John Rose S.J asked for verification of implementation of audit.
- Ms. Beatrice ensure that even semester onwards it will get implemented by all the departments.

**Agenda 4: Status of AQAR AY 18-19, AY 19-20 & AY 20-21**

- Ms. Beatrice presented agenda no.4and presented the details about AQAR for 18-19, 19-20 and 20-21 status.
- Ms. Beatrice also mentioned that next cycle for NAAC will be for academic year 2023-2024.

**Agenda 5: Research Symposium for all Teaching staff (Under Dean R&D).**

- Ms. Beatrice presented agenda no.5 and announced that it got postponed due to pandemic situation and now it is planned in the month of May 2022.
- Principal Sir raised the concern that the event will be internal or external. Ms. Beatrice confirmed that this will be internal activity but interdisciplinary.

**Agenda 6: Industry Institute Interaction through IIP -subjects like Project Management.**

- Ms. Beatrice presented agenda no.6 and opened for the discussion.
- Fr. Dr. John Rose S.J -----

**Agenda 7: Initiative for starting an EV charging station**

- Fr. Dr. John Rose S.J asked Principal sir about the implementation of an EV charging station within the campus. All members were supportive to this Green campus initiative taken by Fr. Dr. John Rose S.J

**Agenda 8: Plans on Strengthening of IIC activities**

- Principal Sir discussed on the need to strengthen the activities of the Institution's Innovation Council (IIC). All the members agreed and supported it.

**Agenda 9: Encourage the faculty members Collaborate with other international Jesuit organizations**

- Principal Sir discussed about the possibility of collaborating with other international Jesuit organizations with future steps to be determined.

**Agenda 10: Any other point with permission from the chair**

- Fr. Dr. John Rose S.J asked Mr. Sunil about the internship in BSNL. Mr. Sunil agreed for the same.
- All the external members appreciated the work done and initiatives taken by IQAC in this pandemic situation.
- Director Fr. Dr. John Rose S. J. assured to provide all required support for conducting various activities and implementing IQAC policies.

The meeting ended after the closing prayer by Ms. Lalita Moharkar.

<b>Prepared by</b> Sd/- <b>Ms. Lalita Moharkar</b>	<b>Verified by IQAC,</b> Sd/- <b>Dr. Madhavi Parimi</b>	<b>Coordinator</b> Sd/- <b>Dr. Saurabh Patil</b>	<b>Principal</b> Sd/- <b>Dr. Y.D.Venkatesh</b>
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# XAVIER INSTITUTE OF ENGINEERING

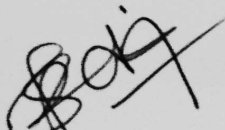
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## ACTION TAKEN REPORT

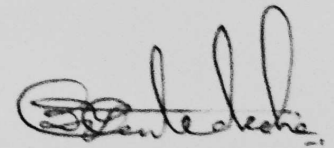
(IQAC Meeting on 29.01.2022)

Activities/Tasks proposed	Action Taken
Quality Improvement in Assignment & IAT Question papers.	<ul style="list-style-type: none"><li>• Proposal is passed through DAB (Departmental Advisory Board) meeting and is followed up in their respective department.</li><li>• In the beginning of the academic year the quality matrix of the question papers are prepared and endorsed by the NBA coordinators of their respective department.</li></ul>
Status of AQAR AY 18-19, AY 19-20 & AY 20-21	<ul style="list-style-type: none"><li>• Submitted the AQAR for the AY 18-19</li><li>• Submitted the AQAR for the AY 19-20</li><li>• AQAR for the AY 20-21 is in progress.</li></ul>
Research Symposium for all Teaching staff(Under Dean R&D)	<ul style="list-style-type: none"><li>• Conducted Workshop on “How to Write a Research Proposal” for faculties.</li><li>• Notice was circulated on “conducting the Symposium based on the topics given by the faculties of all the departments” and it is expected in the near future.</li></ul>
Industry Institute Interaction through IIP - subjects like Project Management	<ul style="list-style-type: none"><li>• Organized a workshop on “Technology in Finance”</li></ul>



(S. Beatrice)

**IQAC Coordinator**



(Dr. Y. D. Venkatesh)

**Principal**