XAVIER INSTITUTE OF ENGINEERING

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Date: 03/07/2023

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Meeting Purpose:	New Academic Year
Meeting Date:	03/07/2023
Meeting Time:	[3.00 PM to 4.30 PM]
Meeting Location:	LH 1
Meeting Facilitator:	Dr. Y. D. Venkatesh ,Principal
Attendees:	All Faculty Members

Agenda of the meeting

1. Starting of the term
2. Maintenance of Attendance
3. Lesson Plan
4. Conducting Workshop/Conferences
5. IQAC initiatives on NAAC and NBA work reviews and their upgradation
6. Feedback from students
7. Value Added Courses
8. Any other matter with the permission of the chair

Minutes of the meeting

The meeting started with a prayer by Fr. Fabian Barrato. Based on the above agenda, the following points were discussed and minuted.

1. **Starting of the term**: Principal sir suggested the following dates.

Class	Semester	Date of Commencement	Remark
B. E.	VII	July 10, 2023	Date given by UOM is 10/07/2023. Therefore, in accordance with the university academic schedule, it is suggested to start the semester from 10th July.
T. E.	V	July 10, 2023	Same as above.

S. E.	III	July 17, 2023 (earlier it was planned on July 10)	Since FE semester – I KT examination is scheduled from July 4 to July 14, the starting of S. E. classes is postponed to July 17, 2023.
F. E.	I	September 15,2023 (Tentative as given by AICTE.)	Subject to the final declaration by DTE and UOM

2. **Maintenance of Attendance:** Principal Sir said that, as per MU guidelines minimum 75% attendance is compulsory for the students. The attendance record should be maintained both in hard copy form as well as soft version. It should be updated then and there only on the same day on ERP. Also he asked Prof. Sayali to make active use of ERP by sending attendance information to parents.

3. **Lesson Plan**: Principal Sir said that lesson plan should be prepared as per the formats provided by IQAC and it should be updated on ERP.

4. **Conducting Workshops and conferences**: Principal Sir said that conducting workshop and conferences is mandatory as per NBA and NAAC. For its smooth conduction, these should be planned well in advance along with the budget. Whosoever is planning to conduct a workshop/conference should frame the detailed brochure mentioning the theme of the conference, name of the resource person, patrons, attendee (research scholar/academicians) who are going to attend it, etc. Then only, the budget may be sanctioned by the higher authorities. Faculty members who are going to the attend workshop/conferences in the outside organizations must take prior permission from the chair and they should, at first, adjust their workloads with other faculty members.

5. **IQAC Initiatives on NAAC & NBA**:

   a) Prof. Beatrice said that, uploading of NAAC AQAR for the AY 2021 – 22 is almost completed with little verification pending. The last date of uploading the files is July 30, 2023.

   b) She further added that, as per the NBA committee suggestions, all course files, lab files and relevant documents should be kept ready along with the action taken reports. Prof. Kunal raised a query on as to how to go about NBA documentation for Computer Engineering Department, as it is applying for NBA in October, 2023. Principal Sir asked him to conduct a separate meeting with all the departmental members in this regard.

   c) As an IQAC initiative, the academic audit report (Both Internal and External) should be kept ready after the end of the semester. The academic audit should highlight upon the Gaps and the new teaching methodologies adopted by the subject teacher.

   d) Fr. Dr. John Rose S.J asked Prof. Beatrice to submit a report on current status of NAAC process.

e) Prof. Beatrice suggested every faculty members to make course file as per IQAC suggested format.

6. **Feedback from students**: Principal Sir said that atleast 50% students from each class should give the feedback (whatever may be the type of feedback). He further added that, in the previous IQAC meeting it was decided that only those students having attendance more than 60% are eligible for giving feedback. The end semester feedback can be taken from 16th October to 20th October, 2023.

7. **Value Added Course/Internship programs**: Minimum 2 – 3 such courses should be conducted for SE, TE and BE. The topic selection for these courses can be done after scrutinizing the syllabi and identifying the gaps in them. Academic audit plays a very important role in this regard, the topics suggested by external auditor can also be considered. In addition to this, the Training and Placement officer can suggest a few courses which can be conducted during vacation. A separate time table can be prepared for the same. In no case, the regular classes shall be disturbed for conducting any type of value added course or internship program as suggested by any industry/faculty.

8. **Any Other Matter**:
   a) On 8th July, 2023, a workshop shall be conducted on "Empower Yourself with Ignatius Spirituality" organized by JHESA. Since it is a second Saturday holiday, the participants will be given a compensatory off on 15th July, 2023.

Dr. Y. D. Venkatesh

Principal

S. Beatrice

IQAC Coordinator