



XAVIER INSTITUTE OF ENGINEERING

(An Autonomous Institute under Mumbai University)

Approved by AICTE and recognized by DTE, Government of Maharashtra

Accredited with an "A+" grade by NAAC; EXTC, IT and Computer Engineering are NBA-accredited.

Mahim (W), Mumbai - 400 016. • Mobile no-: 91 7249371505 / +91 9920407274

Email: principal@xavier.ac.in ; office@xavier.ac.in • Website: www.xavier.ac.in

IQAC Minutes of the Meeting

Date: 25/08/2025

An online meeting of the IQAC was held on August 25, 2025, at 3:00 p.m. to discuss the following agenda points. Dr. Chhaya Dhavale extended a warm welcome to all and inaugurated the very first IQAC meeting at XIE as an Autonomous Institution. Following points were minuted.

Agenda of the meeting :

1. Review and Approval of the minutes of the last IQAC meeting.
2. Review of NBA/ NBA compliance visit.
3. Review of Academic and Administrative Activities, Department wise.
4. Quality Initiatives and Best Practices:
 - Discussion on new quality initiatives in academics, research, and administration.
 - Train the Trainer to Improve Teaching and Learning Processes
 - Strengthening academics through Enrichment Program
5. Document format approval
 - Academic Calendar
 - Course file Index
 - Lab course file Index
 - Project course file Index
 - Question paper Audit form
 - Mentoring Booklet
6. Examination cell Policies
7. CO – PO Goal Set Policies
8. Any points with the permission of chair

The following Members were present

1. Fr. Dr. John Rose S J.
2. Dr. Lata Ragha
3. Dr. Chhaya Dhavale
4. Dr. Nitin Ahire
5. Dr. Jaychand Upadhyay
6. Dr. Sushama Khanvilkar
7. Dr. Ninad More
8. Dr. Vijay Kapure
9. Dr. Meena Ugale



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10. Dr. Vaishali Gaikwad
11. Dr. Bhagyashree Chari
12. Ms. Suvarna Aranjio
13. Ms. Lalita Moharkar
14. Mr. Mahesh Pinge
15. Mr. Naveen Kukreja

The following members absent for the meeting -

1. Dr. Beatrice S
2. Mr. Viren Deshpande
3. Ms. Ereena Rodrigues
4. Mr. Prakash Salian
5. Mr. Manish Joshi

Minutes of meeting facilitated by Dr. Bhagyashree Chari

1. Review and Approval of the minutes of last IQAC meeting

Dr. Chhaya informed the members that the minutes of the previous meeting, held on January 10, 2025, had already been shared with them, and the points therein were discussed. In the previous meeting, Prof. Meena had suggested initiating an external audit of course files. Acting on this suggestion, the IQAC has approved the proposal and sanctioned the budget for AY 2025–26, which can be utilized by all departments this year.

2. Review of NBA compliance visit

Dr. Chhaya reported that the NBA team had provided both commendations and recommendations. The strengths noted included the dedication of faculty towards teaching and student engagement. The team, however, advised further strengthening of the OBE processes. In this regard, an orientation programme on CO-PO mapping has been scheduled for all faculty members on September 20, 2025, to provide greater clarity. Additionally, emphasis was laid on enhancing the number of research publications in reputed, peer-reviewed journals indexed in Scopus or other recognized databases.

3. Review of Academic and Administrative Activities, Department wise

Dr. Chhaya noted that in-house project competitions, workshops, and seminars are organized annually for students. However, she emphasized the need to encourage greater student participation in state- and national-level technical events conducted by external organizations. She further highlighted that student participation in internships remains limited, as many are



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unable to complete the mandatory 45-day industry training. In response, Mr. Naveen stated that, with the institution attaining autonomous status this academic year, such challenges would be mitigated. The Principal concurred and added that the institution is in the process of signing MoUs with several companies to facilitate internship opportunities. Dr. Chhaya also provided a brief overview of departmental activities conducted in the previous year, including Faculty Development Programmes (FDPs), industrial visits, and other initiatives.

4. Quality Initiative and Best Practices

The Principal emphasized that each department should conduct a minimum of one Faculty Development Programme (FDP) during the academic year. She further highlighted the need to offer value-added courses of at least 30 hours, along with encouraging students to complete online MOOC courses. Dr. Chhaya informed the members that an International Conference is scheduled on October 4–5, 2025, and that the submitted manuscripts are currently under review. She also requested faculty members to suggest topics beyond the prescribed syllabus that they would like to offer their students. This initiative is intended to facilitate visits by faculty members from Loyola College, Vijayawada, as part of the Faculty Exchange Programme recommended by the IQAC cell at XIE.

5. Document Format Approval

Dr. Chhaya presented standardized formats for various documents, including the Course File Index, Departmental Audit Forms, Lab Course File Index, Project File Index, and others. It was decided that all departments shall adopt and maintain these formats uniformly for their respective records. The members unanimously agreed to the same.

6. Examination cell Policies

Dr. Chhaya briefed the members on the new policies introduced by the Examination Cell with effect from the current academic year. The policies are as follows:

- **Attendance Requirement**

- A minimum of 75% attendance is mandatory to be eligible to appear for the End-Semester Examination (ESE).
- Students who fail to complete the prescribed Term-Work will not be permitted to appear for the ESE in that subject.

- **Promotion Policy**

- **From First Year to Second Year (Semester III):** A student must earn a minimum of 50% of the total credits from Semesters I and II combined and must



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clear all outstanding fees before the commencement of Semester III.

- **From Second Year to Third Year (Semester V):** A student must earn a minimum of 60% of the total credits from Semesters I to IV combined and must settle all dues before the commencement of Semester V.
- **From Third Year to Fourth Year (Semester VII):** A student must earn a minimum of 60% of the total credits from Semesters I to VI combined and must clear all pending dues prior to the commencement of Semester VII.
- **Re-Examination Policy**
 - Re-Examinations shall be conducted for students who have appeared but failed in the ESE of a given semester.
 - As a special provision, Re-Examinations may also be conducted for students who were absent from the ESE due to:
 - Hospitalization,
 - Death of an immediate family member, or
 - Participation in University/State-level competitions, provided valid supporting documents are submitted. Prior permission from the Controller of Examinations and the Principal is mandatory.
 - Submission of forged documents will attract strict disciplinary action.
 - Any student who fails or remains absent in the Re-Examination despite failing a course in the regular examination (thus missing the second attempt) will be permitted to reappear only in the corresponding semester of the next academic year after paying the designated fees:
 - Odd Semester: Next Academic Year's Odd Semester
 - Even Semester: Next Academic Year's Even Semester
- **Examination Fee Structure**
 - Re-Examination: ₹500 per course
 - Re-Examination due to unfair means: ₹2000 per course
- **Open House Policy**
 - Open House sessions will be conducted for MSE, ESE, and Re-Examinations as per the schedule declared by the department or the Examination Cell.
 - During the Open House, students may review their evaluated answer papers if they are not satisfied with the marks awarded.
 - Attendance is not mandatory; only interested students need to be present.



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- Answer papers will not be shown on any day other than the scheduled Open House Day.
- If a student is absent on the designated Open House Day, the marks awarded by the subject teacher(s) shall be final, and no further review or re-evaluation will be permitted.

Father Dr. John Rose emphasized that, in framing examination policies, the quality of the question papers must be given the highest priority. He stated that, as an autonomous institution, the focus should remain on maintaining academic rigor and ensuring meaningful assessment, rather than merely aiming at higher pass percentages by setting easy papers. The Principal concurred and emphasized that, as per the decision taken in an earlier meeting with the Heads of Departments, each question paper should comprise 40% easy (knowledge-based) questions, 40% moderate (application-based) questions, and 20% high-difficulty questions designed to enhance students' analytical thinking and problem-solving abilities.

7. CO – PO Goal set Policies

Dr. Chhaya presented a document outlining the procedure for setting CO–PO targets based on the results of the previous three academic years. She informed that this policy shall be implemented from the current academic year. It was further noted that 11 POs will be applicable for FE and SE courses, while for TE and BE courses, CO calculations shall be mapped against 12 POs. A detailed session to discuss the methodology for calculating course outcomes has been scheduled with all faculty members on September 20, 2025

Mr. Mahesh Pinge inquired about the impact and implementation that follows the meetings and planning. Dr. Chhaya explained that the departments are executing the decisions taken and also presented the activities they have completed, along with suggestions for activities to be undertaken this year. The Principal Madam suggested that, from next time, presentations should also include the implementation aspect.

8. Any other point : NAAC data for AY-2024-25 to be kept ready by 31st October 2025.

A screenshot of all the faculty members was taken towards the end of the meeting and it ended with a formal Vote of thanks by Dr. Chhaya.

**Principal
Dr. Lata Ragha**