



XAVIER INSTITUTE OF ENGINEERING

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EXTC, IT branches are NBA Accredited

Mahim Causeway, Mahim, Mumbai - 400 016. • Phone: 2446 0359 / +91 7249371505 / +91 9920407274

Email Id: office@xavier.ac.in • Website: www.xavier.ac.in

Minutes of the Meeting

Date: 29/08/2024

An IQAC meeting was held with all the IQAC members, NBA Coordinators, NAAC Coordinators and HODs on August 28, 2024 at 3: 00 p. m. in LH – 1, ground floor, XIE to discuss the following points of the agenda.

Agenda of the meeting

1. Revision of CO, PO, PSO and PEO and their mapping with attainment calculation
2. Brainstorming sessions regarding OBE process implementation
3. Revision of vision and mission statements of the institute to revamp the departmental Vision and Mission statements
4. Restructure the documentation process and strengthen organizational data as per requirement
5. Strengthening of Industry collaboration process and Innovation cell
6. Alumni involvement in career guidance, skill development and financial support as well as teaching
7. Motivating the Faculty and students to write quality research papers and publishing them through innovative research and consultancy initiative
8. Revision of Documentation process
9. The appraisal process of teaching and non-teaching staff
10. Feedback parameters from various stakeholders that include parameters related to CO, PO, PSO, academic, administrative and other facilities of the college
11. Staff welfare schemes
12. Internship activities
13. Incubation cell
14. Mentorship process review
15. Professor of practice
16. Any other matter with the permission of chair

Minutes of the meeting

The meeting started with a welcome address by Prof. Beatrice. Later, based on the above agenda, the following points were discussed and minuted.

1. Revision of CO, PO, PSO and PEO and their mappings with attainment calculation

Principal said that, since Outcome Based Education is already implemented in our Institute, each core department must have uniformity in the process of CO – PO calculation to avoid any discrepancy in the calculation methodology. Prof. Lalita Moharkar explained the basic method of calculation of CO target and mapping with PO. Prof. Kavita Jain added that from the AY 2024 – 25, Computer department will follow the same procedure as the other two departments, i.e., EXTC and IT. Further, it was suggested by the Principal that, a common policy of the CO – PO calculation should be framed and it should remain the same across all the departments taking into consideration the FE courses, although CO Target may vary subject wise, but the calculation method should remain the same.

2. Brainstorming sessions regarding OBE process implementation

Principal said that our institute follows Outcome Based Education. If the university follows credit transfer system, a transfer of credit in a course credit earned at one institution of higher education is later transferred to and accepted by another institution. Equivalence certificate is not required in such case to authenticate the same. Currently, only FE syllabus is changed as per NEP. MU has started implementing it from this AY 2024-25 and it continues progressively. It will be taken up by XIE, too progressively.

3. Revision of vision and mission statements of the institute to revamp the departmental Vision and Mission statements

The NAAC peer visit committee suggested to review the Vision and Mission statement. In response to it, principal said that, we have to revisit it by conducting separate meeting on the statements and that could be deliberated. Another meeting is required to discuss and culminate the final version of Vision and Mission statement of the departments along with all the stakeholders. Dr. Vidya Sarode has been given the responsibility to do the same.

4. Restructure the documentation process and strengthen organizational data as per requirement

Prof. Bentrice said that there should be an automated system in the college to access all the data such as Publications, Guest lectures, activities conducted, etc. Currently, ERP is partially used for administrative work and Google drives are used for data collection. Mr. Mahesh pinge (Industrialist) suggested that there should be a common college google drive rather than department level google drive for collecting the data and it should not remain empty. He further added that, there should not be any ambiguity in the data meaning that, all formats should be uniform with a standard validated template. The same can be monitored by the HODs of the respective departments. Dr. Jaychand is given responsibility to take care of it and develop the formats.

5. Strengthening of Industry collaboration process and Innovation cell

Mr. Mahesh pinge said that, innovative work should be done by the faculty and the students in collaboration with the industry. The students should be motivated for the same. The Labs at XIE can be monetized with industry collaboration by conducting some research project. Mr. Naveen Kukreja and Dr. Vijay Kapure are given responsibility to do the same.

6. Alumni involvement in career guidance, skill development and financial support as well as teaching

Mr. Pinge said that at first, faculty members should have interaction with Alumni members and guide them regarding teaching the students and make them aware about the industry work culture. There should not be any miscommunication or any type of wrong message conveyed to the students in any way. All HoDs with TPO should take care of this.

7. Motivating the Faculty and students to write quality research papers and publishing them through innovative research and consultancy initiative

Principal said that each faculty member should come out with a good quality research paper in renowned journals. Recent research focuses on amalgamation of skills learning with the practical work conducted in the lab. Such papers are accepted in reputed journals. All the members agreed upon the same ensuring their research publications in near future. Prof. Chhaya Dhavale is given the responsibility to motivate the same.

8. Revision of Documentation process

Documents such as feedback forms, appraisal forms, lab manuals, question papers, etc. are designed in line with IQAC guidelines and audited by the respective personnel. Hence a revisit on those formats are required. The IQAC coordinator shall look into it.

9. The appraisal process of teaching and non-teaching staff

Principal said that, faculty appraisal forms are available in the office and our Institute follows a robust system of taking appraisals of teaching and non – teaching staff in each semester. However, it can be revisited and modifications (if any) could be considered.

10. Feedback parameters from various stakeholders that include parameters related to CO, PO, PSO, academic, administrative and other facilities of the college

All types of feedback forms are available on the college website in the form of Google forms. However, a few types of forms such as course – exit survey and program – exit surveys are available in the respective departments only. Principal said that it shall be monitored by Prof. Ninad More. He will ensure that there is no discrepancy in any type of feedback form.

11. Staff welfare schemes

Principal said that, currently we have a policy of lending soft loan for our faculty/staff. In the near future, a registered body can be formed and each faculty member can be requested to contribute a fixed amount each month so that, he/she may avail loan facility from the same. Prof. Meena Ugale and Prof. Viren Deshpande are given the responsibility for monitoring staff welfare schemes.

12. Internship Activities

It could not be discussed due to absence of Mr. Naveen Kukreja, the Training and Placement officer. However, principal suggested that we have to take it up strongly with the placement officer and the coordinators.

13. Incubation cell

Dr. Vijay Kapure said that he will make sure that more number of incubation activities shall be conducted to encourage the students for innovative work in coordination with all IIC members.

14. Mentorship process review

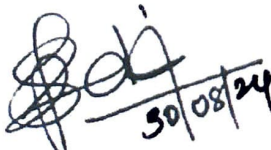
Prof. Madhura Shirodkar will look after the smooth conduction of mentorship process. Currently, the mentoring booklet is available in each department and the performance of mentee is regularly assessed upon by the respective mentor.

15. Professor of practice

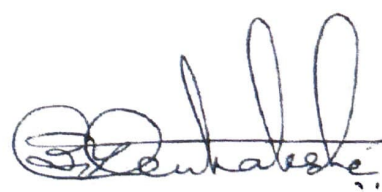
Principal said that Professor of practice should possess the qualities such as association with industry, good communication skills, he/she should be able to conduct orientation programs for students (mostly TE students) for the upliftment of their knowledge and skills. Mr. Mahesh pinge suggested to take note of the deliberations with the principal by all HoDs and carrying out this work.

16 Any other matter with the permission of the chair

As no other point was taken up, the meeting was ended with a thanks to the chair.


30/08/24
IQAC Coordinator
(Ms.S.Beatrice)


NAAC Co-Coordinator
(Ms.Lalita Moharkar)


Principal (IQAC Chairman)
(Dr. Y. D. Venkatesh)