

**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**  
**Fr. Agnel Ashram, Bandstand, Bandra (West), Mumbai – 400 050.**

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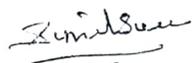
Date : April 24, 2019.

**C I R C U L A R**

Meeting of Internal Quality Assurance Cell (IQAC) is scheduled on April 27, 2019 at 10.30 A.M. The agenda of the meeting is as follows:

1. Informing objectives and functions of IQAC to the members
2. Result analysis
3. Identifying indicators to measure quality of teaching/learning in the institute
4. Feedback on practical oriented learning – project based learning
5. Suggestions for creating a learner-centric environment conducive to quality education
6. Suggestions for organizing inter and intra institutional workshops, seminars
7. Plans of institution for the forthcoming academic year
8. Any other academic matter with the permission of the chair

  
(DR. SRIJA UNNIKRISHNAN)  
PRINCIPAL

  
(DR. SUNIL SURVE)  
IQAC COORDINATOR

C.C. :

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. Sapna Prabhu       | - Faculty Member                 |
| 2. Ms. Swati Ringe        | - Faculty Member                 |
| 3. Ms. Garima Tripathi    | - Faculty Member                 |
| 4. Dr. Vasim Shaikh       | - Faculty Member                 |
| 5. Mr. Dileep C.C.        | - Faculty Member                 |
| 6. Mr. D.S.S. Sudhakar    | - Faculty Member                 |
| 7. Fr. Valerian D'Souza   | - Member of the Management       |
| 8. Dr. D.V. Bhoir         | - Senior Administrative Officer  |
| 9. Dr. V.S. Jorapur       | - Senior Administrative Officer  |
| 10. Dr. Bhushan Patil     | - Senior Administrative Officer  |
| 11. Mr. Aaradhya Deolekar | - Nominee of the Students        |
| 12. Mr. Mihir Karkare     | - Alumni                         |
| 13. Mr. James Maslamani   | - Employer's Nominee             |
| 14. Mr. Lester Fernandes  | - Nominee from industry          |
| 15. Mr. Vikram Dingra     | - Stakeholder's Nominee (Parent) |
| 16. Dr. Sunil K. Surve    | - Co-ordinator                   |



SOCIETY OF ST. FRANCIS XAVIER, PILAR'S

# FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to University of Mumbai)

Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050.

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## ATTENDANCE SHEET

### INTERNAL QUALITY ASSURANCE CELL MEETING

Date : 27<sup>th</sup> April 2019

Time : 10.30 A.M.

<i>Sr.No.</i>	<i>Name of the Member</i>	<i>Signature</i>
1	Dr. Srija Unnikrishnan	
2	Dr. Sapna Prabhu	
3	Ms. Swati Ringe	AB
4	Ms. Garima Tripathi	
5	Dr. Vasim Shaikh	
6	Mr. Dileep C.C.	
7	Mr. D.S.S. Sudhakar	2008
8	Fr. Valerian D'Souza	
9	Dr. D.V. Bhoir	
10	Dr. V.S. Jorapur	
11	Dr. Bhushan Patil	
12	Mr. Aaradhya Deolekar	AB
13	Mr. Mihir Karkare	
14	Mr. James Maslamani	AB
15	Mr. Lester Fernandes	
16	Mr. Vikram Dingra	AB
17	Dr. Sunil K. Surve	

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Minutes of Meeting - Internal Quality Assurance Cell (IQAC)

The IQAC meeting was conducted on Saturday, 27 April 2019 at 10.30a.m in Conference Room. Dr. Srijia Unnikrishnan chaired the meeting.

The following members were present:

1. Dr. Sapna Prabhu
2. Ms. Garima Tripathi
3. Dr. Vasim Shaikh
4. Mr. Dileep C.C
5. Mr. D.S.S.Sudhakar
6. Fr. Valerian D'Souza
7. Dr. Srijia Unnikrishnan
8. Dr. D.V.Bhoir
9. Dr. Sunil Surve
10. Dr. Bhushan Patil
11. Dr. V.S.Jorapur
12. Mr. Mihir Karkare
13. Mr. Lester Fernandes

Item no.1	<p><b>Informing objectives and functions of IQAC to the members.</b></p> <p>Dr. Sunil Surve, Co-ordinator Internal Quality Assurance Cell welcomed and introduced the invitee members. Dr. Sunil Surve briefed the members about Internal Quality Assurance Cell. The composition of the IQAC was explained and its importance in the institute was highlighted. The objective of the IQAC was presented to all the members present.</p>
Item no.2  Discussion	<p><b>Result Analysis</b></p> <p>Dr .Surve informed the members that the final year results of the college are very good but the first year results needs to be improved. Dr. Jorapur added that the overall results were improving over the years.The first year students are exposed to completely new environment as a result they find difficulty in coping up Mr. Mihir Karkare and Prof Garima Tripathi suggested that orientation session for the first year students should be conducted by the second, third and final year students. Mr. Sudhakar informed that Production Engineering students are slow learners and a different approach should be involved in handling these students.</p>
Item no.3	<p><b>Identifying indicators to measure quality of teaching /learning in the institute.</b></p>

Date: 04/05/19

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Discussion	<p>Dr. Surve informed the members that the stakeholder's feedback is an important tool to improve quality of teaching and learning in the institute. Further he added that more stress has to given on teaching learning for undergraduate courses and on research for post graduate course. Dr.Srija Unnikrishnan remarked that parent's feedback is also essential. Mr. Mihir Karkare suggested that students looks out for its prospect in placements and how they are motivated to do higher studies. He further added by saying that extra-curricular activites play equally important role in their development. Dr. Srija Unnikrishnan proposed that the graduate exit survey form needs to be modified based on the discussion taken place. Mr. Lester suggested that it should be taken semester wise. Dr.Srija informed the members that it is difficult to get employer's feedback. Fr.Valerian Dsouza remarked that regular follow up with the companies needs to be done in order to get their feedback. Dr.Sapna Prabhu suggested to allot one member of placement cell to follow up for feedback from the employers. Dr.Bhoir suggested to modify the feedback form at the institutional level so as to make it more student centric.</p>
Item4  Discussion	<p><b>Feedback on practical oriented learning –project based learning</b></p> <p>Dr. Surve suggested that in order to inculcate project based learning second year students should be given projects. He informed the members that a group of students from Computer Engineering Department are associated with the Bennett University. Prof. Sudhakar suggested that project based learning should be made multi-disciplinary so that students are familiar to working in a competitive environment and enhance their skills. Mr. Lester suggested that companies like Philips and Siemens should be approached for support in providing internships for engineering students to get hands on experience during vacation.</p>
Item no.5  Discussion	<p><b>Suggestions for creating learner-centric environment conducive to quality education.</b></p> <p>Dr. Bhushan Patil suggested that an incubation center needs to be developed in the college. Fr. Valerian Dsouza remarked that space is a constraint .Dr.Bhoir proposed that MOU with other engineering colleges like Fr. Agnel, Vashi and SPIT should be initiated in order to start a center for excellence. Dr.Sapna Prabhu suggested that the E-Cell of the college should be channelized in the right direction for developing such an environment.</p>
Item no. 6  Discussion	<p><b>Suggestions for organizing inter and intra institutional workshops, seminars</b></p> <p>Mr. Dileep Chandra suggested to conduct lecture series for the students. It was discussed in the meeting to conduct hands on workshops for the students. Father Valerian Dsouza remarked that it would be theoretical. Principal Dr. Srija Unnikrishnan suggested to have tie ups with various companies and collaborate</p>

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	with them to arrange various seminars, expert talks for the students of the college.
Item no. 7	<b>Plans of institution for the forthcoming academic year</b>
Discussion	Mr. Lester Fernandes suggested that a perspective plan should be prepared for publicity of the college using digital media. Also events like hackathons should be given publicity on social media. It was further suggested by Mr. Lester Fernandes to approach the alumnus of the college to contribute in initiating expert talks in various fields of engineering.

Meeting ended with the vote of thanks by Fr.Valerian D'souza.

  
Dr. Srijia Unnikrishnan

Chairman

Date: 04/05/19