



Society of St. Francis Xavier Pillar's  
**FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING**  
FR. AGNEL ASHRAM, BANDRA (W), MUMBAI 400 050  
(An Autonomous College Affiliated to University of Mumbai)

Date: 17<sup>th</sup> November 2025

## Minutes of Meeting

**Meeting Date:** 12<sup>th</sup> November 2025

**Time:** 2:00 PM

**Venue:** Room No. 508 (Conference Room)

**Chairperson:** Dr. Sapna Prabhu, I/c Principal

The meeting commenced with a welcome address by **Dr. Dipali Koshti, Dean IQAC, CRCE** who welcomed the Chairperson, all Heads of Departments, and other IQAC members. She also introduced the reconstituted IQAC team to the members present.

### Agenda 1: Discussion and Finalization of Criteria Templates and Related Processes

#### 1. Presentation of Department Audit form Templates

Dr. Dipali Koshti presented the final Department Audit Form. It was decided to conduct the *inter-department audit in the first week of January 2026*.

#### 2. Criteria 9 Templates and Mentoring System

Document templates related to Criteria 9 were presented by **Dr. Lalit Prasad** from H&S department.

The following decisions were taken:

- A **Mentor Diary** will be prepared for each student.
- First-year students will be assigned mentors from their respective departments. The mentor will remain the same until the student graduates.
- Every department must implement a **two-tier mentoring system**:
  - **Faculty Mentoring**
  - **Peer Mentoring**
    - SE students will mentor FE students
    - TE students will mentor SE students
    - BE students will mentor TE students
- A **Peer Mentor Form** needs to be prepared.
- The mentoring activities (preparing Mentor diary and peer mentoring form) will be coordinated by the committee comprising **Dr. Lalit Prasad, Dr. Monica, and Dr. SaiLakshmi Parvathi and CRCE Counselor**.
- The **Mid-Term Feedback Form** was presented by Dr. Lalit Prasad. HODs and team members suggested few modifications. A revised draft will be presented in the next IQAC meeting.
- It was also decided to revise the **End-Semester Feedback Form**.

- Also suggestions were there to take Mid-term feedback through ERP software Contineo.
  - The revised Mentor Diary and Feedback Forms will be presented in the upcoming meeting by the above mentioned team.
3. **Other Criteria 9 Templates**  
Templates for:
- Feedback on Academic Facilities
  - Training and Placement Support
  - Industry Interaction Record were presented and approved.
4. **Budget Format Revision**  
The Budget Template must be revised as per the NBA table format.  
**Dr. Roshni Padate, Prof. Parshvi Shah , and Dr. Lalit Prasad** will work on this task.
5. **Faculty Appraisal Form**  
The Faculty Appraisal Form needs to be revised. **Dr. Dipali Koshti** along with other team members will revise the form.

## **Agenda 2: Discussion and Finalization of Institute Mission Statements**

A pool of mission statements covering various aspects of the Institute's Mission was presented by Prof. Garima Tripathi from the CSE Department. All IQAC members engaged in brainstorming, and a few statements were shortlisted. However, a consensus could not be reached; therefore, it was decided to hold another meeting for further discussion. All team members were advised to reflect on the statements and come prepared with suggestions for revisions or new statements they believe are necessary.

## **Agenda 3: Formation of IQAC Internal Committees**

Dr. Dipali Koshti presented the structure of the IQAC Internal Committees. She emphasized that each committee has been assigned specific responsibilities to ensure the smooth functioning of IQAC activities.

## **Agenda 4: Presentation of Guidelines for Departments**

Guidelines to be followed by all departments **as per Tier-1 NBA requirements** were presented by Dr. Dipali Koshti. Dr. Dipali Koshti also presented IQAC action plan for the next semester which includes:

1. Preparation of all documentation templates
2. Preparation of all institutional and departmental processes
3. Conducting workshops for faculty on **Tier-1 NBA and NAAC**
4. Orientation workshop for newly appointed faculty
5. Updating the **IQAC section of the Institute website**

## Other Matters

### 1. **Syllabus Updates**

Departments must present the syllabus update status by the end of December. Feedback from stakeholders on the current syllabus should be taken into consideration before finalizing revisions.

### 2. **SFR:** The Student–Faculty Ratio (SFR) must be calculated by including allied departments. A separate meeting has been proposed by all members to complete this exercise.

### 3. **Implementation of WKs and 11 POs**

It was unanimously decided that the mapping to all 11 POs will be carried out for:

- First Year (2025–26)
- Second Year (2025–26) and First Year (2024–25)

### 4. **MDM:** Departments must list the relevant subjects and the availability of faculty members for the MDM.

The meeting concluded with vote of thanks by Dr. Dipali Koshti to the Chair and all members for their active participation and constructive suggestions.



**Dr. Dipali Koshti**

Dean IQAC

Associate Professor

Department of Computer Science and Engineering

Fr. Conceicao Rodrigues College of Engineering