

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

Ref.: CRCE / 2019 / 405

Date : October 3, 2019.

C I R C U L A R

Meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 5th October, 2019 at 11.30 A.M at Conference Room (5th Floor). The agenda of the meeting is as follows:

1. Confirming minutes of meeting held on April 27, 2019.
2. Action taken report based on recommendations.
3. Status of SSR (NAAC) submission
4. Suggesting structure of syllabus for new introduced branch "Electronics and Computer Science."
5. Recommending steps to be taken to support new industrial evolution.
6. Any other academic matter with the permission of the chair


(DR. SRIJAA UNNIKRISHNAN)
PRINCIPAL


(DR. SUNIL SURVE)
IQAC COORDINATOR

C.C. :

- | | | | |
|-----|-------------------------|---|-------------------------------|
| 1. | Fr. Valerian D'Souza | - | Management Representative |
| 2. | Dr. Srijaa Unnikrishnan | - | Chairman |
| 3. | Dr. D. V. Bhoir | - | Senior Administrative Officer |
| 4. | Dr. Bhushan Patil | - | Senior Faculty Member |
| 5. | Dr. V. S. Jorapur | - | Senior Faculty Member |
| 6. | Mr. D. S. S. Sudhakar | - | Senior Faculty Member |
| 7. | Mr. Prasad Lalit | - | PAC Coordinator |
| 8. | Dr. Vasim Shaikh | - | PAC Coordinator |
| 9. | Mrs. Shilpa Patil | - | PAC Coordinator |
| 10. | Dr. Sujata Deshmukh | - | PAC Coordinator |
| 11. | Mrs. Garima Tripathi | - | PAC Coordinator |
| 12. | Mr. Mihir Karkare | - | Alumnus |
| 13. | Mr. Lester Fernandes | - | Entrepreneur |
| 14. | Mr. Vikram Dhingra | - | Industry Representative |
| 15. | Mr. Kevin Ruffin | - | Student Representative |
| 16. | Dr. Sunil Surve | - | IQAC Coordinator |

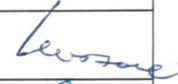
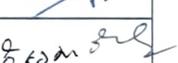
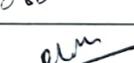
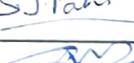
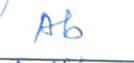
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ATTENDANCE SHEET

INTERNAL QUALITY ASSURANCE CELL MEETING

Date : 5th October 2019

Time : 11.30 A.M.

<i>Sr.No.</i>	<i>Name of the Member</i>	<i>Signature</i>
1	Fr. Valerian D'Souza	
2	Dr. Srija Unnikrishnan	
3	Dr. D.V. Bhoir	
4	Dr. Bhushan Patil	
5	Dr. V.S. Jorapur	
6	Mr. D.S.S. Sudhakar	
7	Mr. Prasad Lalit	
8	Dr. Vasim Shaikh	
9	Ms. Shilpa Patil	
10	Dr. Sujata Deshmukh	
11	Ms. Garima Tripathi	
12	Mr. Mihir Karkare	
13	Mr. Lester Fernandes	
14	Mr. Vikram Dingra	
15	Mr. Kevin Ruffin Ms. Riya Gupta	
16	Dr. Sunil K. Surve	

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Minutes of Meeting - Internal Quality Assurance Cell (IQAC)

The IQAC meeting was conducted on Saturday, 5th October 2019 at 11.30a.m in Conference Room. Dr. Srija Unnikrishnan chaired the meeting.

The following members were present:

1. Fr. Valerian D'Souza
2. Dr. Srija Unnikrishnan
3. Dr. D.V.Bhoir
4. Dr. Bhushan Patil
5. Dr. V.S.Jorapur
6. Mr. D.S.S.Sudhakar
7. Mr. Lalit Prasad
8. Dr. Vasim Shaikh
9. Ms. Shilpa Patil
10. Dr. Sujata Deshmukh
11. Ms. Garima Tripathi
12. Mr. Lester Fernandes
13. Ms. Riya Gupta
14. Dr. Sunil Surve

Item no.1	<p>Confirming minutes of meeting held on 27th April ,2019.</p> <p>Dr. Srija Unnikrishnan , Chairman , Internal Quality Assurance Cell welcomed the members present and informed about the reconstitution of the Internal Quality Assurance Cell as per the NAAC guidelines. She introduced the newly appointed members to the existing committee members. Dr. Sunil Surve read out the minutes of the last meeting held on 27th April 2019.</p>
Item no.2	<p>Action taken report based on recommendations.</p> <p>Dr. Surve informed the members that according to the recommendations received in the last meeting following actions were taken:</p>
Discussion	<p>1. For the first year students, theory sessions were reduced and tutorial sessions were introduced.</p> <p>Dr. Surve informed the members that more tutorial sessions have been added for the students which are conducted batch wise by the faculty members. Problem solving is done in the tutorial sessions and there is an environment for one to one interaction with teacher. Teacher can address</p>

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	<p>individual student's doubt. Also with this arrangement students get free by 2.30pm.</p> <p>Mr. Lester asked whether the progress of the student is monitored after the introduction of the tutorial session and how the sessions are conducted.</p> <p>Fr. Valerian remarked that the completion of the syllabus should be at the top priority and should not be hampered by introduction of tutorial sessions.</p> <p>Also Fr. Valerian talked about weak students. Dr. Srija informed that the faculty members have already identified the weak students and special attention is paid to them during the tutorial session.</p> <p>2. Innovative practical added in every experiment.</p> <p>Dr. Surve informed the members that from the current semester all teachers have been asked to add an innovative experiment in their practical list.</p>
Item no.3	Status of SSR (NAAC) submission.
Discussion	<p>Dr. Surve informed the members that NAAC SSR has been submitted. The committee visit can be expected in the next semester.</p> <p>Dr. Bhoir suggested that the class teachers should inform the students regarding the feedback mails which they would be receiving from NAAC.</p>
Item4 Discussion	<p>Suggesting structure of syllabus for new introduced branch "Electronics & Computer Science."</p> <p>Dr. Srija Unnikrishnan informed the members that the draft of syllabus for the newly introduced subject "Electronics & Computer science" has been framed. The members went through the syllabus and following suggestions were given by the members:</p> <p>Prof. Garima Tripathi suggested that Java to be introduced as a subject in the third semester and Python to be shifted in the fourth semester.</p> <p>Prof. Sudhakar suggested to replace Automata theory with Discrete Mathematics.</p> <p>Dr. Sujata Deshmukh suggested to add Datawarehousing & Mining in the sixth semester and Machine Learning to be shifted to semester VII.</p> <p>Dr. Bhoir informed the members that the number of electives are increased so that the students can select their area of interest and specialize in the same.</p>

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Item no.5 Discussion	<p>Recommending steps to be taken to support new industrial revolution.</p> <p>Dr. Surve briefed the members about the new industrial revolution. The following are the thrust areas where the faculties should develop their expertise.</p> <p>AI, IOT, Blockchain, CyberSecurity, Augumented Reality, Datascience.</p> <p>Dr. Surve further remarked that these courses cannot be added in the syllabus as the college is affiliated to Mumbai University.</p> <p>Dr. Bhushan Patil suggested that the internal PHD students should take up their research in these thrust areas.</p> <p>Dr. Srija emphasized that the faculties undergo training and at departmental level the courses to be taken up by faculty should be given.</p> <p>Mr. Lester added that Critical Reasoning, Logically Thinking and Ethics in Engineering to be added in the curriculum.</p> <p>Prof. Sudhakar added that Cognitive Learning is also important.</p>
Item no.6	<p>Any other matter with permission of chair</p> <p>The following mechanism for identification of slow and advanced learners was formulated.</p> <p>Stage 1:</p> <ol style="list-style-type: none">1. Identify students scoring less than 50% in Assignments, Quizzes, Lab performance, module test etc. as the slow learners and those scoring >70% as advanced learners after a month of commencement of the term.2. Slow learner activities:<ul style="list-style-type: none">• Conduct remedial classes, extra practical etc. on working Saturdays or after working hours on the week days.3. Advanced learner activities:<ul style="list-style-type: none">• Motivate the advanced learners to take up challenging projects, online courses, participate in various competitions, publish papers etc. <p>Stage 2:</p>

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1. Analyse the UT1 performance to identify further slow learners if any.

2. Slow learner activities:

- Conduct remedial classes on working Saturday or after working hours on the weak days, give home assignments etc.

Stage 3:

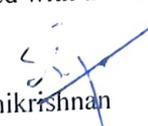
1. Analyse UT2 performance of the slow learners.
2. Conduct remedial classes/guidance sessions for the students with no improvement in the test performance.

Stage 4:

1. Analyse the End Semester Exam result of these students.
2. Submit a report of analysis to the Head of the Department.

Fr. Valerian Dsouza suggested that HOD's can be added in Internal Quality Assurance Cell. Mr. Lester suggested that IQAC meeting can be conducted twice in a year and action taken report can be submitted in the next meeting.

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


Dr. Srijita Unnikrishnan
Chairman



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