



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)

January 16, 2025

Minutes of the IQAC Meeting

The meeting of IQAC was held on January 15, 2025 at 2.30 pm in the Conference Room.

Following IQAC members attended the meeting:

1. Dr. Sapna Prabhu
2. Dr. D.V. Bhoir
3. Dr. Sujata Deshmukh
4. Dr. Bhushan Patil
5. Dr. Jagruti Save
6. Dr. Monica Khanore
7. Dr. Dipali Koshti
8. Prof. Garima Tripathi
9. Dr. Vasim Shaikh
10. Prof. Prasad Lalit
11. Prof. Parshvi Shah
12. Dr. Supriya Kamoji

Dr. Sapna Prabhu (IQAC Co-ordinator) welcomed all the members to the first meeting of the AY 2024-25 (Even Semester)

Agenda 1: Discussion on any issues observed in the last semester (First Semester of Autonomy)

Dr Sapna Prabhu requested members to mention any issues that came up during the implementation of the Autonomous curriculum. Members unanimously agreed that the evaluation weightage for courses should be revised to ISE 1- 20 marks, MSE -30 Marks (Half of the syllabus), ISE 2 -20 Marks and ESE -30 Marks.(Remaining Half of the syllabus) with compulsory passing in MSE and ESE . This, they opined would ensure that students prepare the entire syllabus (all modules). It was agreed that this proposal could be placed in the Academic Council meeting for the next revision.



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Agenda 2: Guidelines for quality monitoring In ISE components of courses.

Dr. Sapna Prabhu put forth the observation that the ISE component of assessment for all courses must be spaced properly through out the semester so as to minimize the burden on the students. Members agreed that there were multiple instances last semester when students were having more than 4 ISE assessments (of different subjects) in a single week.

Dr. Sapna Prabhu presented a template (prepared by Dr. Dipali Koshti) which could be followed from the current semester. Faculty for each class would have to enter the ISE component details (including Date/Week, type of ISE, etc) in the first week of the semester and submit to the DQAC. The DQAC would examine the ISE schedule and iron out any clashes/ tight schedules by mutual discussion with the faculty members. Once finalized, the schedule would be shared with students thus helping them to plan better. It was agreed by all the members that the DQAC would be responsible to check the strict adherence to the schedule. Minor changes could be made only in case of medical emergencies.

Dr. Prabhu also discussed multiple instances last semester of dilution of the ISE assessment. DQAC members were requested to check the proposed ISE components of each faculty member as well as monitor the conduct of the ISE components (random checks) to uphold the quality.

Agenda 3: Final year Internship status

As it was decided earlier that there would be a fast-track semester for final year students to facilitate a six-month long internship for students, Dr. Prabhu enquired with the Heads of Departments of the status of internships. It was observed that almost in all departments almost half the students (except Mechanical Engineering where a few were remaining to get internships) were yet to get any kind of internship. Dr Prabhu displayed the Internship rule policy (published on the College website) along with the proforma template to be maintained. It was decided that all the necessary documents regarding the internships would be maintained in the said formats for the students interning. For the remaining students, the



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department has to ensure that they do atleast one 12-week NPTEL course (to upskill themselves) or work under any Department faculty on a given problem (outcome could be a publication/patent) or develop some assigned software application beneficial to the Department/ Institute. Regular monitoring and record keeping is expected for internships.

Agenda 4: Feedback Status (Last semester)

It was noted that the End-Semester feedback (facilitated on the Contineo portal) is not visible to Heads of departments. Considering that the last semester was the beginning of Autonomy, it is crucial to have the feedback. Dr. Prabhu mentioned that she would communicate with Mr. Sharma regarding the same to seek clarification.

Agenda 5: Any other matter

Prof. Garima Tripathi (Program co-ordinator -AI-DS/CSE) put forth a concern regarding the issues faced by faculty due to the unstructured collection of data for NBA, NAAC, NIRF and other such bodies. All the members unanimously agreed that there was a need for a Central repository (with security and privacy) where data of all departments as well as Central data would be made available and regularly updated.

The meeting ended with thanks to the chair.

Sapna

DR. SAPNA PRABHU
IQAC COORDINATOR

