



Society of St. Francis Xavier, Pilar's  
**Fr. Conceicao Rodrigues College of Engineering**  
Fr. Agnel Ashram, Bandstand, Bandra (W), Mumbai - 400 050  
(Autonomous College affiliated to University of Mumbai)

MINUTES

(7/08/2025)

[2:30 PM]

[BOARD ROOM]

GROUND FLOOR

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| CHAIRMAN OF MEETING | Dr. Surendra Singh Rathod  |
| TYPE OF MEETING     | Internal Quality Assurance Cell (IQAC)   |
| MOM BY              | Dr Sailakshmi Parvati (Program co-ordinator, ECS)  |
| ATTENDED BY         | 1) Dr. Surendrasingh S. Rathod<br>2) Fr. Valerian D'Souza<br>3) Dr . Sapna Prabhu<br>4) Dr. D.V. Bhoir<br>5) Dr. Sujata Deshmukh<br>6) Dr. Jagruti Save<br>7) Dr. Bhushan Patil<br>8) Prof. Dileep Chandra Nair<br>9) Dr. Monica Khanore<br>10) Prof. Garima Tripathi<br>11) Dr. Sailakshmi Parvati K.<br>12) Dr. Vasim Shaikh<br>13) Prof. Prasad Lalit<br>14) Dr. Milind Shah<br>15) Dr. K. N. Vijaya Kumar<br>16) Ms. Mareena Fernandes<br>17) Mr.Subrai Pai<br>18) Mr. Yashdeep Kulkarni<br>19) Prof. Parshvi Shah |
| ABSENTEE            | 1) Mr. C.B. Shetty<br>2) Mr.Chinmay Kolhatkar<br>3) Dr. Supriya Kamoji   |
| INVITEE             | Prof. Merly Thomas (Controller of Examinations)  |

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| DISCUSSION  | <b>Welcoming of New members of IQAC</b>  |
| CONCLUSIONS | The Chairperson greeted all members, warmly welcomed the newly appointed members of the IQAC and gave a brief overview of the institution and its functioning. |



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| <b>Agenda-1</b>                    | <b>Discussion of process to revise the Vision and Mission of the Institute</b>  |
| <b>Discussions and Conclusions</b> | As per the suggestions of the committee members, it was agreed that the Vision statement requires no changes as it is already well-defined. However, the Mission statements of the Institute need to be updated in line with current industry trends. It was therefore decided to reframe the mission statements, circulate them to internal and external stakeholders for feedback and incorporate the necessary modifications thereafter  |
| <b>Agenda-2</b>                    | <b>Discussion on including self-learning components in the credits as per National Credit framework</b>   |
| <b>Discussions and Conclusions</b> | The IQAC Coordinator presented the curriculum after incorporating the self-learning component as per NBA guidelines. The committee members accepted the revised curriculum and suggested that the self-learning component should be assessed by the teacher as part of any one of the ISE components. This provision will be applicable to First Year and Second Year students of all branches. It was also decided that, before implementation, all department Heads must submit the updated curriculum (with the self-learning component incorporated) to the IQAC. |
| <b>Agenda-3</b>                    | <b>Discussion on Multi- Disciplinary (MDM) minor courses offered in Second and Third year (all branches).</b>   |
| <b>Discussions and Conclusions</b> | The IQAC Coordinator explained the existing tracks in the MDM curriculum, wherein students are required to complete the MDM in one track. The external members shared the process followed in their respective institutions. It was decided to continue with the existing system for the current academic year, and to incorporate changes from the next academic year after obtaining approval from the Academic Council.  |
| <b>Agenda-4</b>                    | <b>Discussion on inclusion of External assessment for courses</b>   |
| <b>Discussions and Conclusions</b> | The Exam Controller explained the existing method followed in the Institute to maintain the quality of question papers and shared the difficulties encountered during the examination process. After considering the opinions of the members, it was decided to form a Question Paper Audit Panel comprising external members, internal faculty, senior faculty, and HoDs. This audit is to be conducted prior to the exam and suggestions/inputs are to be incorporated by the faculty members. This process will be followed for both MSE and ESE examinations.     |



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| <b>Agenda-5</b>                    | <b>Discussion on online courses to be completed on NPTEL platform for final year credits</b>   |
| <b>Discussions and Conclusions</b> | The IQAC Coordinator presented the final-year scheme and explained the process followed to incorporate online courses. The Principal also highlighted the importance of this initiative. The student member shared queries and opinions, which were discussed along with inputs from both external and internal members. It was decided to adopt a hybrid mode where, instead of offering all courses through SWAYAM, departments may also conduct selected courses through internal faculty. HoDs are therefore requested to assess the feasibility of courses that can be conducted by internal faculty members. |
| <b>Agenda-6</b>                    | <b>Discussion on modification of processes and documentation as per Tier I NBA form.</b>   |
| <b>Discussions and Conclusions</b> | The IQAC Coordinator presented the Tier-I form as per NBA guidelines and explained the changes between the previous and current versions of the form. It was decided to prepare the department Academic Audit forms in accordance with the new guidelines.   |
| <b>Agenda-7</b>                    | <b>Discussion on Academic monitoring.</b>  |
| <b>Discussions and Conclusions</b> | It was decided that templates for various processes for academic monitoring which would include monitoring of classes /laboratories as well as monitoring of quality of ISE assessment were to be prepared at the earliest and adopted by all departments.   |
| <b>Agenda-8</b>                    | <b>Any other point with the permission</b>   |
| <b>Discussions and Conclusions</b> | The HoD of the Computer Department presented the MoU signed with EDUNET and explained its benefits. It was suggested to conduct the course without assigning any credits.  |
|                                    | <b>Vote of Thanks</b>  |
|                                    | The IQAC Coordinator thanked all members for their active participation and constructive suggestions, and encouraged continued collaboration towards enhancing the institution's quality initiatives.  |

Dr. Sapra U. Prabhu

(IQAC-Co Ordinator)

Dr. S.S. Rathod

(Principal)