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: 9th December 2025

Minutes of Meeting

Meeting Date: 9th December 2025
Time: 9:15 AM
Venue: Room No. 312

Chairperson: Dr. Sapna Prabhu, I/c Principal

The meeting commenced with a welcome address by Dr. Dipali Koshti, Dean IQAC, CRCE who welcomed the Principal Dr. Sapna Prabhu and all other IQAC members.

Agenda: Decision on NBA accreditation for the Computer Engineering Department.

1. **Review of Previous NBA Accreditation**

   Principal, Dr. Sapna Prabhu provided a detailed overview of the Computer department's previous NBA accreditation status. It was highlighted that the NBA accreditation for the Computer Engineering program (Cycle 2) remains valid up to **20th June 2026**.

2. **Decision on Applying for Compliance or Fresh Accreditation**

   With the institute's transition to autonomous status, the committee discussed whether to submit a compliance report or proceed with a fresh accreditation application. Based on insights obtained from multiple reliable sources and through direct communication with an NBA executive, it was clarified that the program is **not eligible for compliance** and must submit a **fresh application**. As per NBA guidelines, only institutions with at least one graduated autonomous batch may apply under Tier 1. Since our first autonomous batch has not yet graduated, the committee concluded that a **fresh application under Tier 2** is the appropriate course of action.

3. **Adoption of NBA 2025 Guidelines**

   It was decided to apply under the **NBA 2025 guidelines**, which introduce a revised Self-Assessment Report (SAR) format aligned with **GAPC v4**.

4. **Submission Timeline for Computer Engineering NBA documents**
   o **Pre-Qualifier Submission:** On or before **15th January 2026**
   o **NBA Application Submission:** By **end of February 2026**

5. **IQAC Review Prior to Submission**
   The Internal Quality Assurance Cell (IQAC) will conduct a thorough review of the Pre-Qualifier form before its final submission.

Any other matter with the permission of Chair:

Dr. Hemant Khanolkar, Head of the H&S Department, discussed a summary of the Mid-Semester Feedback collected for the First Year Engineering (FE) students. He highlighted several concerns that emerged from the feedback. He emphasized that the conduct of FE classes and laboratories —particularly for Engineering Sciences subjects such as MITT, EPSC, and others—needs to be strengthened with greater academic rigor and oversight. He also suggested that the FE curriculum be revisited, especially for foundational courses such as Programming Fundamentals and Python Programming, to ensure alignment with expected learning outcomes.

Dr. Dipali Koshti, Dean IQAC urged that experienced and competent faculty members be assigned to FE courses and requested department Heads to ensure that the most capable teachers handle FE subjects.

The Principal emphasized the need for strict monitoring of lectures and practical sessions. She directed that if any faculty member is absent or required to be away for official duties, they must submit a written application to the Head of Department (HOD) and obtain prior approval. Faculty members are also expected to ensure that all affected lectures and practical are appropriately adjusted without compromising the academic schedule.

HODs were instructed to communicate these guidelines clearly to their respective faculty teams. The Internal Monitoring Committee was further directed to implement the necessary measures to ensure consistent and improved academic delivery. Additionally, the Mechanical Engineering Department was advised to review and recalculate the Student–Teacher Ratio (STR) to assess eligibility for a possible NBA application.

The meeting concluded with a summary presented by **Dr. Dipali Koshti, Dean–IQAC**, who highlighted the key decisions and action points discussed during the meeting. She also extended a **vote of thanks**, expressing appreciation to all members for their valuable contributions and active involvement.

Dr. Dipali Koshti

Dean IQAC- CRCE
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