



Fr. Conceicao Rodrigues College of Engineering

Father Agnel Ashram, Bandstand, Bandra –west, Mumbai-50

Ref/: CRCE/2023_24/IQAC/1

6 March, 2024

Minutes of the IQAC Meeting

The meeting of IQAC was held on March 5, 2024 at 2.00 pm in the Board room.

Following IQAC members attended the meeting:

1. Dr. Surendra Singh S. Rathod
2. Fr. Valerian D'Souza
3. Dr. Sapna Prabhu
4. Dr. D.V. Bhoir
5. Dr. Sujata Deshmukh
6. Dr. Bhushan Patil
7. Prof. Dileep Chandra Nair
8. Dr. Monica Khanore
9. Prof. Garima Tripathi
10. Prof. Shilpa Patil
11. Dr. Vasim Shaikh
12. Prof. Prasad Lalit
13. Mr. Jay Shah
14. Mr. Rakesh Vengurlekar
15. Mr. Chris Gracias
16. Prof. Parshvi Shah
17. Dr. Supriya Kamoji

Principal Dr. Surendra Singh Rathod welcomed the experts and the IQAC members. He explained the purpose of the meeting to the special invitees.

Agenda 1: Briefing members about the accreditation status

Fr. CRCE has been NAAC accredited with A grade (CGPA 3.18). The Computer Engineering department has been accredited for three years up to July 2026. Fr. CRCE is granted Autonomous status, to start from Academic year 2024-25. Dr. Sapna Prabhu, IQAC coordinator, briefed about the accreditation status to the experts. She further updated them with the programs being run by the institute and the intake for each program.



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Agenda 2: Preparations for the upcoming autonomy (from Academic year 2024-25)

Dr. Prabhu made the experts aware of the salient features of the curriculum under autonomy, four different degrees offered to the students along with the credits required for the grant of the degree, the seven verticals and the underlying subjects, distribution of the credits among the subjects as per the GR, and the highlights of the NEP 2020 incorporated in the autonomous scheme.

Considering the vast expanse of the subjects offered to the students, Mr. Jay Shah expressed his concern over the availability of the infrastructure and the sufficiency of the teaching faculty. He suggested that the institute can opt for teacher exchange program to meet the requirements. He also put forward the idea of students exchange program.

Principal, Dr. Rathod assured that the institute infrastructure is sufficient for conduct of the autonomy. The additional faculty can be hired on regular basis or as visiting faculty. Professor of Practice may also be appointed.

In view of the Multiple Entry and Multiple Exit scheme in the NEP, Mr. Rakesh Vengurlekar raised his doubt about the admission process. Dr. Rathod clarified his doubt by explaining the concept of Multiple Entry and Multiple Exit, its purpose and the admission process to him.

Agenda 3: Academic quality monitoring (Teaching/Learning process, Adherence to academic calendar, etc)

Dr. Prabhu explained the following processes to be followed and monitored by the IQAC:

- Preparation of detailed lesson plans and practical plans prior to a semester by faculty taking into account the Bloom's levels as well as expected outcomes. This will be checked and monitored by the Department level committee (DQAC).
- Adherence to the submitted plans to be checked periodically by the DQAC and further by the IQAC.
- Quality of the assessment methods for continuous assessment (ISE) will be strictly monitored to uphold the quality
- Random checks in Lecture classes and Practical sessions will be made by the IQAC
- Attendance monitoring of students will be done strictly at Department level and documents for the same will be submitted to the IQAC.

She further explained the continuous assessment scheme, which includes two in-semester exams (20 marks each), a Mid-semester exam and an End-semester exam (30 marks each), to the experts. The schedule for these exams will be included in the lesson plans and the students also will be aware of it.



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Agenda 4: Monitoring the quality of exams (question papers, assessment methods, grievance redressal, Appointment of squad, etc

Dr. Sapna Prabhu presented the following processes planned for monitoring the quality of exams and requested suggestions from the experts on the quality of the question papers as well as the Teaching-Learning methods.

- Question paper quality of the MSE and ESE exams will be monitored by an audit process initiated by the Examination section and supervised by the IQAC
- Similarly, the answer paper correction will be checked thoroughly and any discrepancies, if found, will be dealt with stern action
- Student grievances will be dealt with after the “open house” and suitable action will be taken
- Additionally, the IQAC will initiate the process with the COE (Controller of Examinations) to appoint a vigilance squad to monitor exam conduct.

Mr. Jay Shah suggested that the department may invite a visiting faculty and/or an industry experts for the sessions on latest developments. He further recommended to make the students write a technical paper on their projects, by way of which, the students will learn the art of writing, presentation and develop logical thinking. Exams may be automated, in that the faculty will upload question paper and the model answers on the ERP. The students can write the exam online within the campus and the papers can corrected automatically. This will make the paper correction faster.

Rev. Fr. Valerian D'Souza proposed to do random checks on the conduction of classes. He enquired about the availability of the template and the mechanism for the same. Dr. Prabhu assured him that the templates will be available and their will be a mechanism in place for monitoring. Dr. Deepak Bhoir informed Father that a rule book has been prepared for the academic conduct by the teachers, which includes the templates for its monitoring. Dr. Rathod said that IQAC can have a random timetable for the checks.

Furthermore, Dr. Rathod presented the rules and regulations for the students conduct and academic performance.

Agenda 5: Any other issue with the permission of the chair

Father Valerian expressed his concerns about the distribution of the engineering subjects in the curriculum scheme. He felt that only 50% weightage for the engineering subjects may dilute the engineering education. Dr. Rathod explained to him that more engineering subjects will also be covered in the other verticals. He further emphasized on the necessity of learning other non-technical subjects for the holistic development of the students.



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The meeting ended with thanks to the chair.

SIGNATURE

Dr. Sapna Prabhu

IQAC Coordinator