

MEETING NO. / सभा क्र.

Date / तारीख



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

(Roman Catholic Christian Minority Educational Institute)
(Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai)

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Ref:

MINUTES OF IQAC

Date :

Draft Minutes of the Internal Quality Assurance Cell meeting held on 19/02/2022 at 10:00 a.m. held in the Board Room of SFIT and in online mode for those members who could not be present in physical mode.

Persons present:

Internal members:

1. Dr. Sincy George - Chairperson: Head of the Institution
3. Dr. Kevin Noronha - Coordinator/Director IQAC
4. Dr. Gautam Shah - HOD, EXTC
5. Dr. Kavita Sonawane - HOD, CMPN
6. Dr. Joanne Gomes - HOD, INFT
7. Dr. Poonam Hemnani - FE Coordinator
8. Dr. C. Hariprasad - Dean Students Affairs
9. Dr. Deepak Jayaswal - Dean M.E. Program
10. Dr. Uday Pandit Khot - R&D Coordinator
11. Mr. Sunil Pansare - In charge HOD, Mechanical
12. Ms. Megha Fernandes - In charge HOD, Electrical
13. Mr. Wilson Pinto - Head TPO
14. Dr. Nitika Rai - In charge, IQAC
15. Ms Deepa Panakkal - In charge, IQAC
16. Mr. Francis Dsouza - Senior Administrative officer
17. Mr. Suyash Jamage - Student Nominee (President, Student Council)

External members:

1. Mr. Lester Fernandes - Industrialist

Special Invitees from SFIT-IQAC Sub-Cells:

1. Mr. Faiz Mohammed - Asst. Professor
2. Ms Neha Agnihotri - Asst. Professor

Leave of absence was granted to the following members:

1. Bro. Jose Thuruthiyil - Director - Member from Management
2. Henry Babu - Director, St. Francis Institute of Management and Research
3. Mr. Albert D'Souza - Chairman, ADEL Education
4. Mr. Bhuvan Damahe - Employer Nominee
5. Ms. Cecilia Lopes - Administrative Officer
6. Dr. S.N. Merchant - IIT, Bombay
7. Mr. Conrad Frank - Alumni Nominee
8. Mr. Hemant Pawar - Parent Nominee

The meeting began with the college prayer and Dr. Kevin Noronha, Coordinator, extended a warm welcome to all the members.

Item 1: To read and approve of the minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 23/10/2021

The draft minutes of the second IQAC meeting held on 23/10/2021 were circulated to all the members, inviting amendments, comments, if any to be made in the draft minutes.

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As there were no corrections / suggestions from other members, the draft minutes were deemed as confirmed.

Item 2: To report on action taken on decisions recorded in the meeting of the IQAC held on 23/10/2021

Dr. Kevin Noronha, IQAC Coordinator, reported the following actions taken in respect of the last IQAC meeting held on 23/10/2021

Sr. No.	Particulars / Activity	Action Taken	Open / Closed
1.	<p>ITEM 3.2: Performance Indexing and Benchmarking</p> <ul style="list-style-type: none"> Dr. S. N. Merchant and Mr. Lester Fernandes emphasized the need to identify the right parameters for the selection of colleges to compare the institution with to make sure that the analysis was fair by all means. The locality of the college, the community-specific aspirants that consider a particular college as the sought after one, the courses offered, and the intake of the college (60 or double) are some major factors that can affect the analysis; hence these should be taken into account while selecting colleges for comparison. Mr. Sunil Pansare suggested that the CET score as the only metric may not be ideal. So, we can check the possibility for alternate metrics. Dr. S. N. Merchant suggested that instead of going for a college-wise analysis that results in larger samples, it might be more effective to go with branch-wise analysis. Also, maintaining a transparent and simplified (easy to understand) framework for the analysis was recommended. 	These suggestions are incorporated and will be presented in Item No. 3.6	Open

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2.	<p>ITEM 3.3: Module Developed on ERP for CO-based Evaluation System</p> <ul style="list-style-type: none"> Mr. Lester Fernandes enquired about the frequency of the tests when exactly are they conducted and the specific purpose of the system. Mr. Lester Fernandes enquired about the setting of a target to see if students meet the minimum requirement and what actions are taken based on students' results. 	<p>It is decided to conduct a minimum of one assessment after the completion of every module. The same is implemented from the current semester.</p> <p>BL level analysis is now implemented in the software.</p> <p>A policy to set targets and to decide actions to be taken up will be discussed in Item 3.1</p>	<p>Closed</p> <p>Open</p>
3.	<p>ITEM 3.5: ERP-based Student Profile Enrichment Scheme</p> <ul style="list-style-type: none"> Dr. Deepak Jayaswal mentioned that AICTE's 'Digital Locker' is a facility that offers similar benefits. If the institution were to register with AICTE for this facility, then we could avoid duplication. He suggested that we explore and find out more about 'Digital Locker'. He also pointed out the ERP is hosting several applications and all our data is now on it. A problem with the server could result in loss of valuable data and hence checking on 'Digital Locker' seems to be an effective option. 	<p>Digilocker- a cloud-based platform aims at digital empowerment of the citizen by providing access to authentic digital documents to citizen's wallet.</p> <p>E-Sanad aims at providing a centralized platform for contactless, cashless, and paperless document verification/ attestation/ apostille service. The project is being implemented in a phased manner. In Maharashtra, as of now only the State Board of Secondary and Higher Secondary Education is integrated with eSanad. It is a paid service on an individual basis.</p> <p>We are working on a backup and disaster recovery solution. Our network administrator will give the detailed report for analysis and action</p>	<p>Closed</p> <p>Open</p>

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Item 3: To discuss approval of the following points –

- 3.1 Implementation of module developed on ERP for CO based evaluation system
- 3.2 Development of ERP based Student Profile Enrichment Scheme
- 3.3 Compilation of IQAC Procedure Handbook
- 3.4 Implementation of feedback procedures in the current academic year
- 3.5 Consolidation of Faculty related data
- 3.6 Extending performance indexing and benchmarking to other parameters, i.e. Results and Placements

3.1 Implementation of module developed on ERP for CO-based evaluation system

Dr. Nitika Rai, in charge of IQAC, mentioned that the training to faculty teaching SE was conducted on 30 Oct 2021. Trial runs were conducted for 1 quiz per subject per Department in the academic term, Jul-Dec 2021. Total 144 quizzes were successfully conducted during the testing phase.

To date, the module developed on ERP for CO-based evaluation system is fully developed and in operation for the academic term, Jan-Jun 2022. Faculty members are conducting module-wise quizzes for each subject

Attainment calculation by the software

Dr. Nitika Rai briefed everyone about the attainment calculation in terms of BL for each CO by the software. The purpose of this calculation is for target setting and planning remedial actions.

She explained how module-wise BL level targets can be finalized for each subject, using which doubt clearing sessions to be planned. Students can be identified as slow and advanced learners depending on their performance.

She also showed the analysis done by the software regarding the attainment calculation of the individual students. It would also help identify slow or advanced learners at an early stage, and in providing timely remedial lectures.

Suggestions/comments received in 3.1

Dr. Deepal Jayaswal asked if a learner's level should be decided based on Bloom's taxonomy level. To which, Dr. Nitika Rai clarified that this is not the final parameter to calculate the learner's level, it is just one of them. Mr. Pansare and Dr. Kavita Sonawane suggested that this test should be conducted in the class on students' mobile phones.

Mr. Wilson Pinto raised a concern regarding teachers and students having ample bandwidth of time to conduct these quizzes regularly. He suggested that this should be gradually implemented over a period. To this, Dr. Sincy George suggested that these quizzes should be conducted during practical hours; smaller batches would ensure better supervision without compromising the lecture hours.

Dr. Deepak and Mr. Pansare raised a doubt about the feasibility of the system and the possible psychological impacts of the term "slow" or "weak" on the students. Dr. Kevin Noronha mentioned that it will be only for one module or for a very short period within that semester.

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Mr. Lester Fernandes appreciated the measuring tool that can be utilised to decide* if the remedial is required or not at an early stage. He suggested not to label the students as "slow learners" but keeping a certain minimum competency level can be used to determine one's understanding of the subject.

3.2 Development of ERP-based Student Profile Enrichment Scheme

Mr. Johnson Pen presented Student Profile Enrichment Scheme on ERP where a database for students and staff can be created. He demonstrated how students can fill in their personal, academic as well as non-academic details. Their academic details, attendance, GPA, achievements, and soft copies of certificates can be uploaded and utilised for tracking their progress. Mr. Pen mentioned that he is planning to add another module for 'Fees Details' which is still in progress and will be done soon.

Suggestions/comments received in 3.2

Dr. Joanne suggested adding the 'academic student ranking' feature based on the university results along with a separate category of internships under 'achievements. Mr. Lester appreciated the initiative taken for maintaining a handy record for curricular and extracurricular activities of the students. His sole concern was whether one student can see the other students' profiles. Mr. Johnson Pen assured that a student can only access their own individual profile, as the ERP is password protected.

3.3 Compilation of IQAC Procedure Handbook

Ms. Neha Agnihotri presented the table of contents of the IQAC Procedure Handbook, which is in the process of compilation, under the guidance of Dr. Sincy George. The handbook aims at bringing uniformity and transparency in the procedures followed within the college for various activities. The procedure of how to identify weak and advanced learners was also read out by Dr. Noronha.

Suggestions/comments received in 3.3

Mr. Francis Dsouza enquired about the recipients of this handbook, and how it would be different from the ISO book. To which, Dr. Nitika mentioned that ISO procedures are not amended, but are only included in this for the internal circulation for any new or existing faculty members for reference. Mr. Francis also suggested not to call the FE Department "Department of Basic Science and Humanities" as it is not a department.

Mr. Lester Fernandes suggested ensuring that everything mentioned in the handbook is in practice and thus a timely update of the handbook is necessary. Mr. Francis D'souza also agreed that a handbook available for reference is a good idea.

3.4 Implementation of feedback procedures in the current academic year

Dr. Nitika Rai presented an overview of all the feedback forms that are now been implemented from the current academic year.



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Item 3.3: Implementation of Feedback Procedures in the Current Academic Year

<ul style="list-style-type: none"> ▪ Current Students ▪ Teacher feedback form ▪ Course Survey feedback form ▪ Seminar/workshop/value-added course feedback form ▪ Competition feedback form ▪ IV feedback form ▪ Ex-students ▪ Exit Survey form (at the time of clearance) ▪ Alumni feedback form ▪ Parents ▪ Parent Feedback Form - FE Orientation ▪ PTI feedback form ▪ Exit Survey form ▪ Employers ▪ Employer Feedback Form 	<ul style="list-style-type: none"> ▪ External Examiner/Judges/Resource person ▪ STTPs/ FDPs/ Seminars/ Webinars Seminar feedback form (As resource person) ▪ Project competition feedback form (As judge) ▪ External examiner feedback for Lab course ▪ External examiner feedback for Project ▪ Faculty ▪ Faculty feedback on curriculum ▪ Faculty feedback on institute facilities and training needs ▪ Activities – STTPs/FDPs/Seminars/Webinars ▪ Academic Heads (Director/Principal/Deans/HODs) ▪ Faculty feedback form by HOD ▪ Faculty feedback form by Principal ▪ Faculty/ Lab Asstt Self Appraisal form ▪ Feedback form for assessing teaching quality
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3.5 Consolidation of Faculty-related data

Dr. Nitika Rai presented the faculty-related data to be consolidated and analyzed for the overall growth and development of each faculty. The aim is to bring together all the parameters in one place to identify faculty members' areas of improvement. It will act as a proper framework for staff. It will include pointers like conferences/STTP/FDP conducted or attended, publications, contributions to the institutional growth, etc.

Suggestions/comments received in 3.5

Mr. Francis Dsouza enquired if there is any existing faculty profile, and where will this be displayed. Dr. Kevin clarified that currently the data is scattered, and this is an attempt to make the faculty details available at one click for internal reference only.

Dr. Joanne Gomes suggested that this profile should be the consolidation of ERP and website profiles of the faculty members.

3.6 Extending performance indexing and benchmarking to other parameters, ie. Results and Placements

Mr. Mohd Faiz presented the performance indexing and benchmarking to other parameters, ie. Results and Placements. He explained how he devised the methods to access SFIT quality of students' intake in CAP rounds as compared to other minority colleges in Mumbai. He also presented a department-wise comparative analysis of the current year in comparison to those colleges whose results are higher than SFIT, with other minority colleges in Mumbai and thirdly, with the nearby colleges to SFIT.

Suggestions/comments received in 3.6

Mr. Wilson Pinto and Mr. Francis Dsouza enquired about the purpose of this analysis, and how it will be helpful. Dr. Kevin Noronha mentioned that the utilisation of this analysis is up for discussion.

Dr. Joanne Gomes mentioned that it can help teachers devise strategies to help

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students with academic improvement. Dr. Kavita Sonawane suggested that 'nearby' should not be included as criteria, instead, 'establishment year' should be included.

Dr. Deepak Jayaswal raised a concern regarding so much detailing in analysis criteria; he suggested only "above" and "below" average should be enough.

Item 4: Activities conducted in the previous quarter

Dr. Nitika Rai gave a brief on all the activities conducted in the previous quarter including 30-hour value-added courses under Skill Development Program for students, Webinars for Faculty, and STTPs conducted.

Item 5: To discuss on next lines of work to be taken up

Dr. Nitika presented the next lines of work to be taken up post-meeting. It included the presentation of the IQAC Annual Report, completion of ERP-based Student Profile Enrichment Scheme, impact analysis and procedures for action, completion and release of IQAC Procedure Handbook for academic activities and devising strategies for improvising NIRF-related parameters.

Item 6: Any other point with the permission of the chair

Dr. Sincy George mentioned that a pre-requisite test should be taken based on which extra lectures on fundamental concepts can be taken to ensure slow and advanced learners come at par. Dr. Hariprasad suggested recruiting more faculty members, as the current teaching faculty are taking maximum workload already.

Dr. Sincy George also made a remark to make changes in item 3.1 as it is not for the identification of slow and advanced learners.

The policy for identifying slow and advanced learner was put forth by Dr. Kevin Noronha which is as follows.

SFIT believes that it is important to identify the learning levels of students to facilitate effective learning by taking early measures to cater to different learning needs and help learners realize their potential. The Governing Council of the institute discusses student performance and suggests remedial measures and ways to provide timely support to learners. The HODs implement these in their respective departments.

While the Admission Quality Index does provide a certain idea based on learners' performance in 10th/ Junior college/ CET but that alone does not suffice as a marker of students' potential. So, a process to work upon identification of slow and advanced learners is identified.

Process to Identify the Learning Levels

- Proficiency Test
 - The finalization of the subjects for the proficiency test is to be done by the HOD
 - The test is to be administered at the beginning of the semester
 - The learners are to be informed about the test and explained how it would aid their effective learning
 - The test questions are to be categorized based on conceptual knowledge and understanding at three levels: basic, intermediate and advanced.
 - The weightage to be given to the levels are as follows
 - Basic - 25%
 - Intermediate - 35%
 - Advanced - 40%



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- Learners get to choose the level they want to attempt
- Learners can then be identified as slow or advanced learners based on their performance
- Class Coordinators are to report 5-10 weak learners and 5-10 advanced learners, with inputs from all subject teachers for a respective class and forward it to next class coordinator/mentor, aiding more information about learners and their performance
- Delay in submissions, default in attendance, overall low performance in IATs are also to be monitored as impactful factors

Special Steps taken for Slow Learners

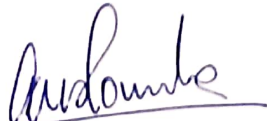
- Based on Proficiency Test
 - Batches are to be formed based on the learning level identified
 - For slow learners, measures like special sessions, extra practical, etc. are to be conducted as per the decisions taken by the HOD
 - Senior students who are advanced learners and have a strong base in subjects are to be identified as Peer-Mentors
 - Peer-Mentors are to provide guidance and aid the learning of the basic learners
 - Another proficiency test of similar format is to be conducted and assessed by faculty at the end of the semester to check the progress of the learners
- Special attention is to be paid during tutorials/ practical
- If any serious concerns are observed as affecting the learning process, then learner needs to be extended support of the institute counsellor

Special Steps taken for Advanced Learners

- The process of having Peer-Mentors can be proved to be mutually beneficial as it reinforces the concepts for the advanced learner
- Based on the results of the mentee, the Peer-Mentor are to be graded for his/her efforts as a trainer
- Peer-mentors whose mentees perform well are to be recognized as a certified trainer in their area of expertise and felicitated with prize and certification on annual day
- Advanced learners are to be further encouraged to enhance their skills through professional courses and certifications
- Learners who complete NPTEL certifications as toppers/ Elite Gold category to be awarded incentives from the institute (maximum Rs. 1100 per student)
 - Top 2 % scorers – 100% reimbursement of certificate course fee
 - Top 5% scorers – 50% reimbursement of certificate course fee

Dr. Poonam Hemnani mentioned that special tutorials are conducted at the entry-level for grammar and mathematics mainly, and those can be included for identifying slow and advanced learners. In addition to that, Dr. Joanne Gomes suggested the HOD, or teacher can be provided flexibility to conduct any proficiency test to identify slow and advanced learners. It is decided to consider the suggestions given by the members and the same shall be implemented in the coming academic year.

With no other points to be discussed, the meeting was concluded at around 12 noon with a vote of thanks by Dr. Kevin Noronha to all the members.



Dr. Kevin Noronha
Member - Secretary