



# 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:

Date:

August 2, 2022

**Minutes of the IQAC meeting held on 30/07/2022 at 10.00 a.m. in the Board Room of the College/On-line. The following members attended the meeting.**

Members present:

1. Bro. Shantilal Kujur – Director
2. Dr. Sincy George – Principal
3. Dr. Kevin Noronha – Coordinator/Director IQAC, Member-Secretary
4. Mr. Lester Fernandes – Online
5. Dr. Deepak Jayaswal – Dean Academics (PG)
6. Dr. Gautam Shah – HOD, EXTC
7. Dr. Kavita Sonawane – HOD, CMPN
8. Dr. Joanne Gomes – HOD, INFT
9. Dr. Poonam Hemnani – FE Coordinator
10. Mr. Sunil Pansare – In-charge HOD, Mechanical Engg.
11. Ms Megha Fernandes - In-charge HOD, Electrical Engg.
12. Dr. C. Hariprasad – Dean SA
13. Dr. Uday Pandit Khot – R&D Coordinator
14. Dr. Nitika Rai – Information Technology
15. Mr. Bhuvan Damahe – On-line
16. Mr. Conrad Frank – On-line
17. Mr. Francis D'Souza – Office Manager
18. Ms Cecilia Lopes – On-line
19. Mr. Wilson Pinto - TPO

Members absent

1. Bro. K.S. Jose
2. Mr. Albert D'Souza
3. Dr. S.N. Merchant
4. Ms Deepa Panakkal
5. Mr. Hemant Pawar
6. Mr. Suyash Jamage

After reciting the College Prayer, Dr. Kevin Noronha, Member- Secretary, welcomed all the members both present physically and on-line followed by the Agenda which was circulated to the members in advance.

**Item 1: To read and approve of the minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 19.02.2022 at 10 a.m., for the academic year 2021-22.**

The draft minutes were circulated to all members on 19-02-2022, inviting amendments, comments, if any to be made in the draft minutes. As there were no corrections/ suggestions from any of the members, the draft minutes were confirmed.

**Item 2: To report on action taken on decisions recorded in the meeting of the IQAC held on 19.02.2022 at 10a.m.**

Dr. Kevin Noronha explained the following actions taken of the previous meeting.

Sr. No.	Particulars / Activity	Action Taken	Open / Closed
1.	<p><b>Item 3.1 Implementation of module developed on ERP for CO-based evaluation system</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Item 6:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>A MCQ based test is initiated by faculty on the prerequisite of the subject.</li> <li>AICTE PARAKH-A student learning assessment portal has been launched by AICTE and invited all the colleges to register the students. The work is under progress for the same. Once registered students will be assessed using PARAKH</li> </ul>	Open

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2.	<b>3.2 Development of ERP-based Student Profile Enrichment Scheme</b> <ul style="list-style-type: none"> <li>Dr. Joanne suggested adding the 'academic student ranking' feature based on the university results along with a separate category of internships under 'achievements.</li> </ul>	Internship tab has been added to student ERP. Framework on the development of 'academic student ranking' feature based on the university results is under progress.	Open
3.	<b>3.5 Consolidation of Faculty-related data</b>	<ul style="list-style-type: none"> <li>Framework on the development of the faculty-related data is in progress</li> </ul>	Open

The members took note of the above.

**Item 3: To report on NBA accreditation of UG Programs of EXTC, CMPN and INFT department and NAAC accreditation**

a) Dr. Deepak Jayaswal, NBA Coordinator, informed that the Compliance visit for further accreditation of Information Technology Department, was held on 15/07/2022.

Dr. G.L. Datta was Chairman and Dr. Rajeev. Srivastava were Program Evaluator. Awaiting compliance visit results for B.E. INFT.

b) Electronics and Telecommunication Engineering Department and Computer Engineering department have applied afresh and have uploaded SAR on 05/05/2022. The following five sets of dates are suggested for NBA visit.

- 16-9-22 , 17-9-22 , 18-9-22
- 23-9-22 , 24-9-22, 25-9-22
- 7-10-22 , 8-10-22, 9-10-22
- 4-11-22 , 5-11-22, 6-11-22
- 25-11-22 , 26-11-22, 27-11-22

**NAAC Accreditation: -**

Dr. Joanne Gomes informed that the preparation towards NAAC accreditation was started in Jan. 2020. SFIT Institutional Information for Quality Assessment (IIQA) was submitted to NAAC on 20<sup>th</sup> Dec. 2021. Later, a detailed Self Study Report (SSR) was submitted on 21<sup>st</sup> Feb. 2022. Later Data Validation and Verification (DVV) was

submitted on 20<sup>th</sup> Mar. 2022. The physical visit for verification of SSR by NAAC team is scheduled to be held on 17<sup>th</sup> and 18<sup>th</sup> August 2022.

Dr. Kevin Noronha mentioned that we are hoping to get a good Grade and requested the support of IQAC members for their support.

The members took note of the above information.

**ITEM 4: Brief report on the execution of UG academic programs (FE, INFT, EXTC, CMPN, MECH, and ELEC) (Including report on results, professional activities, important milestone achieved etc.)**

A detailed report on the above item was presented by the respective HODs for their department along with the actions to be taken on results, professional activities, important milestone achieved etc.) For the sake of brevity they are not repeated in the minutes but available for reference in the Agenda Notes.

After going through the presentation by each HOD, Mr. Bhuvan Damahe, made the following observations and suggestions.

a) Industry practices and other processes such as learning through 'Augmented Reality & Virtual Reality' and others on new technologies are not shown. These should be part of the presentation.

b) Internship nos are too few.

Dr. Kevin Noronha mentioned that although we are trying, we are not getting. Mr. Sunil Pansare mentioned that industry expects min. 3 months work on the projects given for output/contribution.

Mr. Damahe mentioned that at L&T Training Centre at Madh Island of which he is in-charge, they are offering assistance and details of organizations through which it can happen.

c) Mr. Lester Fernandes enquired whether internship is open for all students or restricted.

Dr. Sincy George, Principal answered that it is for students of SEM V to VIII only.

**ITEM 5: To report on PG programme: Progress and milestones.**

Dr. Deepak Jayaswal made a detailed presentation on the above Item giving the progress of PG programs in both EXTC & CMPN departments Viz. Status, academic performance and placement and higher studies since inception from 2012-14 till date. For the sake of brevity it is not repeated in the minutes but

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available in the Agenda/Notes for reference. The members noted the above and appreciated the same.

**ITEM 6: To report on Ph.D. Programme (Progress of the students, new recognized guides, and report on the admissions in the current academic year).**

Dr. Sincy George presented and reported the details on PhD research Centre activities and achievements for the Academic Year 2021-22 on the following.

- Names of faculty members who are PhD approved guides.
- Newly admitted Research Scholars and their guide.
- Research Scholars completed PhD

For the sake of brevity it is not repeated in the minutes but available in the Agenda/Notes for reference.

She also made a point to mention that in EXTC at present there 10 PhD holders which is 10% of the faculty strength for UG programme.

The members noted the above and appreciated the same.

**ITEM 7. To report on the progress on promoting entrepreneurship education and development in the institute (Pragathi, Unnathi, TEDx, RAD Lab, RAW , E Cell day and any other activities).**

In the absence of Dr. Prachi Raut, the In-charge of the above activities, Dr. Sincy George, Principal made the presentation for the AY 2021-2022 on each of the above activities. Detailed notes were given in the Agenda/Notes. For the sake of brevity, they are not repeated in the Minutes. But Agenda/Notes can be referred for details.

The members took note of all the activities conducted by the various bodies mentioned above and appreciated them.

**ITEM 8. To report Progress on Research and Development projects undertaken**

Dr. Uday Pandit Khot presented the data with details on the above Item.

- A) Minor Research Grants (MRG): Total 09 Projects from 5 departments of Total Rs. 2.9 Lakh of A.Y. 2019-2020 have been successfully completed and submitted to university in 2021. Details on the projects, amount of research grant, department and the names of the Principal Investigator/Co-investigator were presented. For the sake of brevity of the minutes, it is not repeated but available in the Agenda/Notes.

# MANAGING COMMITTEE

## कार्यकारी मंडळाचे

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B) Department research activity / New Proposals 2021-2022: Details of projects allotted in 2021-2022 for the duration of 1 year, but due to pandemic, the period of completion got extended by 6 months.

C) Publications during 2021-22: UGC approved Journals (11), National and International Conferences (56) and Books (02)

D) Workshops/Seminar on RM and IPR: 01 conducted in AY 2021-2022

E) R & D Lecture Series: Number of R & D lecture series conducted by various departments are:

CMPN: 02

IT: 02

EXTC: 02

Electrical: 02

Mechanical: 02

FE: Nil

F) CSCITA-2023: Various committees are formed for International Conference CSCITA-2023.

The Committee members noted the above and appreciated the same.

### Item 9: To report on Training and placement activities.

a) Mr. Wilson Pinto, Head Training & Placement present the details of activities organized by TPO such as training sessions/seminars on various topics like Data Science, Machine learning, Programming, soft skills, Aptitude Test preparations, Company specific recruitment preparations, Higher studies sessions etc.

b) Collaboration with Coursera for Employability enhancement program whereby 200 Third Year students of SFIT participated in the learning program specifically designed for fresher's hiring in India. For the batch passing in 2021 as well as 2022 the placements and training had taken place using digital platforms. More than 150 companies for each batch and 70 companies have hired from SFIT in each batch.

A summary of placement statistics of 5 years 2017-18 onwards of the institute as well as department wise data including salary package was also presented.

For the sake of brevity of Minutes it is repeated in the minutes but available in the Agenda/Notes for reference.

The Committee members noted and appreciated the same.

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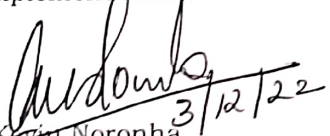
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<p><b>TEM 10: To report on Social Awareness and Societal Sensitivity for our students.</b></p>	<p>On behalf of Mr. Paul Fernandes, NSS Unit Coordinator, Dr. Kevin Noronha presented the data including the name/type of activity, mode of conduct (on-line/offline), no of participants/organizing volunteers (department wise) on the above item.</p> <p>For the sake of brevity of the minutes, they are not repeated here but available for reference in the Agenda/Notes.</p> <p>Members noted the same and appreciated.</p>	
<p><b>TEM 11. To report on the implementation of Mentoring Scheme &amp; Counselling for students:-</b></p>	<p>Dr. Kevin Noronha on behalf of Mr. Paul Fernandes, Coordinator for the above, presented the all details regarding implementation of Mentoring Scheme &amp; Counselling for students. He mentioned that we have appointed Ms. Merle Coutinho as Counsellor and who is available in college twice a week Wednesdays and Fridays on part-time basis during her visiting hours.</p> <p>For the academic year 2021-22, she has addressed the problems of 12 students, the details of the same is available with the Counsellor. Few problems faced by these students are lack of trust and faith, low confidence, feeling low, disoriented, unable to take pressure, etc. She has communicated with them and gives few activities. Few have shown improvement.</p> <p><u>Mentoring Scheme:</u></p> <p>To achieve an all-round development among the students a mentorship programme is being implemented in the institute. The mentor to mentee ratio is 1:25. The mentor meets the mentee at least once in a semester or more if the need arises. The mentor can refer the mentee for further guidance to the professional counsellor. The mentors bring forth the issues of the students that require professional help to the mentorship programme coordinator for further referral to the counsellor.</p> <p>The Committee members noted the above and appreciated the same.</p>	
<p><b>ITEM 12: To report on the quality initiatives by IQAC.</b></p>	<p>Dr. Nitika Rai, Member IQAC presented the following quality initiatives taken by IQAC in the institute.</p> <ul style="list-style-type: none"> <li>▪ IQAC vision, objectives, strategies, and functions defined</li> <li>▪ Identification of Distinctive Feature and Best Practices at SFIT</li> <li>▪ For student activities – Technical/Non-Technical <ul style="list-style-type: none"> <li>▪ Formats for record keeping designed</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Module developed on ERP for record-keeping of activities</li> <li>▪ Module developed on ERP for CO based evaluation system</li> <li>▪ ERP based Student Profile Enrichment framework design, developed and implemented</li> <li>▪ Feedback procedures designed and implemented</li> <li>▪ Orientation on "NAAC Accreditation" and "NEP-2020" conducted for faculty</li> <li>▪ STTPs, FIP and webinars conducted for faculty</li> <li>▪ 30-hour value-added courses conducted for students</li> <li>▪ Process of compilation of IQAC Procedure Handbook initiated (Few processes documented and implemented)</li> <li>▪ Performance indexing and bench-marking initiated</li> </ul> <p>The Committee members noted the above initiatives of IQAC and appreciated the same.</p> <p><b>ITEM 13: Under Any Other Points:-</b></p> <p>a) Dr. Joanne Gomes mentioned that the procedure for selection of slow and fast learners shouldn't be based just on an objective test with options to select. We should also take into account the past academic record of the student.</p> <p>b) Dr. Deepak Jayaswal mentioned that all IQAC polices should be thoroughly discussed at various levels before finalizing.</p> <p>c) Mr. Bhuvan Damahe suggested that the manner of presenting the data in the meetings should be in a different manner and not on just Power Point with tables &amp; figures. All our presentation on different activities in tables should be in a different manner as per industry practice.</p> <p>He further mentioned that more is required to be done on what industry requires. Something different than mere academic achievements, more on actions to make students industry ready. Also, mere research publications are not enough. More patents are required.</p> <p>d) Mr. Lester Fernandes emphasized on more of industry projects although SFIT has shown tremendous progress on results, paper publications etc. over the years since he is associated with SFIT. But we should move to the next level, what makes SFIT different from others. A paradigm shift and out of the box thinking is essential to survive.</p> <p>e) Dr. Sincy George, Principal mentioned that we are trying in that direction and our IT department has set up a 'Center of Excellence Lab' as we have the competency and capability. But we required industry projects.</p>		



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		<p>f) Mr. Damahe suggested that our teachers could take the 'Train the Trainer' programme at L&amp;T Training Centre, Madh Island to get some ideas on this. He further mentioned about KSA (P)</p> <p>g) Mr. Conrad Frank mentioned that he is very impressed with the academic results unlike his time when he graduated.</p> <p>h) Dr. Deepak Jayaswal asked Mr. Damahe and Mr. Lester Fernandes to suggest the industries which may be ready to give industry projects.</p> <p>Mr. Bhuvan Damahe mentioned that they can suggest IOT compliance industry projects and the industries which offer them, and they can be given to our tea teachers.</p> <p>Mr. Lester Fernandes mentioned that they can give a lot of projects but they have to be time bound, should be completed within a period of 3 months as the industry requires output within 3 months, just one month during vacation is not acceptable. We can work out the modalities so that students visit physically say 2 days in a week and on other days they may be allowed to work on-line.</p> <p>As there were no more questions or points for discussion, the meeting was concluded at around 12.00 p.m. He thanked the external members for their valuable suggestions for the betterment of our College and promised an action plan to implement them.</p> <p style="text-align: center;">   3/12/22  Dr. Kevin Noronha  Member -Secretary </p>	