



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: 09/10/2023

DRAFT MINUTES

Minutes of the IQAC meeting held on 05/08/2023 at 10.00 a.m. in hybrid mode (Board Room of the College/Online). The following members attended the meeting.

Members present:

1. Bro. Shantilal Kujur – Director
2. Dr. Sincy George – Principal
3. Dr. Gautam Shah – Vice Principal
4. Dr. Kevin Noronha – Coordinator/Director IQAC, Member-Secretary
5. Mr. Lester Fernandes – (Online)
6. Mr. Conrad Frank – (online)
7. Mr. Bhuvan Damahe
8. Dr. Deepak Jayaswal – Dean Academics
9. Dr. Kavita Sonawane – HOD, CMPN
10. Dr. C. Hariprasad – FE HOD & Dean Student Affairs
11. Mr. Sunil Pansare – In-charge HOD, Mechanical Engg.
12. Ms. Megha Fernandes - In-charge HOD, Electrical Engg.
12. Dr. Uday Pandit Khot – R&D Coordinator
13. Dr. Nitika Rai – In charge, IQAC
14. Ms. Deepa Panakkal – In charge, IQAC
15. Mr. Francis D'Souza – Office Manager
16. Ms. Cecilia Lopes
17. Mr. Wilson Pinto - TPO
18. Mr. Swastik Sawant – General Secretary

Members absent

1. Bro. K.S. Jose
2. Mr. Albert D'Souza
3. Dr. S.N. Merchant
4. Dr. Prachi Raut – HOD, INFT
5. Mr. Hemant Pawar

After reciting the college prayer, Dr. Kevin Noronha, Member-Secretary, extended a welcome to all the members. Then the Agenda points that were circulated to the members in advance were taken up.

Item 1: To read and approve the minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 11.03.2023

The draft minutes were circulated to all members 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 11.03.2023

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

| S. No. | Particulars / Activity | Action Taken | Open / Closed |
|---------------|--|---|----------------------|
| 1. | ITEM 3.2: Mr. Lester Fernandes appreciated the idea and mentioned that it is a good approach in terms of faculty training. We need to make sure that it implemented effectively. Proper records and reports need to be maintained for all activities. | <ul style="list-style-type: none">• IEEE Sponsored Two-Week Faculty Development Program (FDP) on "Next Generation Solutions: Harnessing the Power of Blockchain and AI" was successfully conducted from 19th June to 01 July 2023 in collaboration with XIE and SJCEM. 56 faculty members participated• The course was designed for multidisciplinary learning and was majorly project based. | Closed |
| 2. | ITEM 3.3: Rewards & Recognitions for students – Modifications suggested in Best student award form | <ul style="list-style-type: none">• Modifications done as per the suggestions given by the members | Closed |

Discussion on Best Practices
 1. Mr. Lester Fernandes and Dr. Sincy George mentioned that we can work on specific strategies and frame specific performance indicators relevant to each parameter for evaluation of selected best practices.
 2. Dr. Kevin Noronha mentioned that using the valuable Comments we shall propose the indicators in the next meeting.

Professional Skills of Students for Better Placements

Proposed Performance Indicators:

1. VAC courses conducted by SFIT or internship or NPTEL certification course or certification from Coursera/Udemy etc.
2. Skill development courses conducted by TPC
3. Courses from NASSCOM (MOU under process)
4. Capacity building programmes conducted by various bodies/dept.

Best Practice 1: Entrepreneurship

1. All the above
2. Programs organized by Institute Innovation Council (IIC) - E-cell day, business plan workshop, Prayas/Pragati etc.

Comments & Suggestion:

- **Item 3.3**

- Dr. Kevin Noronha mentioned that the modified form will be circulated with the minutes of this meeting
- The form has been shared with Head of the Department (FE) so students receive it during the Student Induction Program itself
- The form has been made available to all the students through their respective Heads of the Departments
- Mr. Lester Fernandes emphasized the importance of Soft Skills and mentioned that it should be included in reward/recognition form's parameters

- **Item 3.4**

- Dr. Nitika Rai mentioned that the four parameters are It was suggested that involvement of First Year students be encouraged early on w.r.t to the performance indicators
- Comments from Dr. Prachi Raut
 - Entrepreneurship has been emphasized upon as a final year elective course
 - All programs under IIC also to be considered as they contribute to this aspect
- Mr. Sunil Pansare mentioned that having a policy in relation to minimum engagement would be helpful
- Dr. Kavita Sonawane emphasized the need to have a common framework
- Dr. Kevin Noronha suggested that mentors can also help in keeping track of certain milestones reached by the students
- Comments from Mr. Wilson Pinto
 - Emphasized the need to understand importance of skill sets as essential for life and not just restricted to placements
 - He proposed that the college consider creating a corpus to contribute and create opportunities.
 - There are great courses to attend but only a few takers. So, there's a need to encourage student interaction with TPO since students lack awareness regarding various certifications
- Comments from Mr. Lester Fernandes
 - Students should be encouraged to pursue online courses as they can study beyond college hours without any clashes with regular sessions.
 - It is important to find out why students are not making use of such a viable option like the online courses and this needs to be addressed.
 - Maharashtra Govt. may be able to provide some help in terms of funding relevant initiatives as the Govt. is promoting entrepreneurship.

The members took note of all the points.

Item 3: Result analysis and action to be taken for improving the same

Sem VIII – May 2023 result was presented to the members.

| S. No. | Dept. | Number of students appeared | Number of students passed/ results declared | Number of students failed |
|--------|-------|-----------------------------|---|---------------------------|
| 1 | CMPN | 141 | 138 /140 | 2 |
| 2 | INFT | 140 | 124/132 | 8 |
| 3 | EXTC | 138 | 125/138 | 13 |
| 4 | ELEC | 67 | 62/67 | 5 |
| 5 | MECH | 71 | 62/66 | 04 |

Comments and Suggestion:

- Mr. Bhuvan Damahe mentioned that along with results, a percentage wise segregation and a comparative analysis with last year's performance also needs to be presented.

Item 4: Placement analysis for the Academic Year 2022-23

Mr. Wilson Pinto presented the placement analysis to the members

| Academic Year | 2020-21 | 2021-22 | 2022-23 |
|------------------------|---------|---------|---------|
| Placement offers | 523 | 746 | 449 |
| Highest Package in LPA | 33 | 20 | 13 |
| Average Package LPA | 4.3 | 4.5 | 5 |
| Package: 4 to 5 LPA | 85 | 191 | 106 |
| Offers > 5 LPA | 72 | 199 | 180 |

For Academic Year 2022-23

| Branch | Offers | No. of students placed |
|--------------|------------|------------------------|
| CMPN | 146 | 81 |
| INFT | 141 | 81 |
| EXTC | 94 | 68 |
| ELEC | 34 | 28 |
| MECH | 34 | 27 |
| Total | 449 | 285 |

Comments and suggestions:

- Mr. Bhuvan Damahe mentioned that it is noteworthy that this year L & T has recruited a large no. of people. He also asked how many of the recruited candidates were placed directly from College Cell and how many externally.
 - It was mentioned that 285 were placed out of the approx. 510 number of candidates.
 - Our Director, Bro. Shantilal Kujur, mentioned that about records of placements, it is important to collect and maintain hard copies of offer/appointment letters received by students.
 - Dr. Kevin mentioned that an attempt is made to collect these documents at the time of clearance.
 - Mr. Lester Fernandes mentioned that to gain further clarity it is important that data pertaining to the number of students who opted for higher studies be maintained along with a clear data about the multiple offers received by a same student.
 - Mr. Lester Fernandes voiced a concern that it should not happen that those who are not serious about job opportunities end up getting multiple offers while those in need of the job end up with least opportunities. A mechanism or metrics is required to frame policy that could ensure equal opportunities.
 - Dr. Kevin Noronha mentioned that a complete data regarding placements would be presented in the next IQAC meeting along with the existent policy followed.
 - Dr. Hariprasad sought clarity about the total number of students being 367 or 510. Mr. Wilson Pinto clarified that students who opt for higher studies are also allowed for placements.
 - Dr. Sincy George discussed the points further.
 - **Item no. 3 and 4**
 - She presented the dashboard created on the SFIT ERP for effective result analysis, based on the Comments received from the Governing Council.
 - She mentioned it is the faculty from First Year, Mr. Faiz Ansari, who helped with the framework
 - She presented the Formula for calculating Success Index and Academic Performance Index that would aid Final year result analysis.
 - Ma'am also presented the formula for calculation of Placement Index and Placement Quality Index for approval and Comments
- **Placement Index**
- Placement Index = Number of students placed/ Number of Eligible students
- Target value =1
- **Placement Quality Index**
- Placement Quality Index = $(\text{No. of students} > \text{avg salary} * 1 + \text{No. of students} < \text{avg salary} * 0.6) * \text{avg salary} / \text{Placed students} * \text{Target salary}$
- Target value =1
- Mr. Lester Fernandes mentioned that the target salary could be considered at the 10% addition to last year's total avg. salary and it can be increased by a certain percent every year. Members opined that since average salary will go way low, it would be better to consider the median.
 - It was mentioned that for eligibility of students for placements, min. 6.25 CGPA is required
 - It was suggested that target should be 100% placement and while calculating Quality Index,

those students who opt for higher studies need not be counted. Members mentioned that the said point was considered.

Item 5: Research achievements for the Academic Year 2022-23

Dr. Kevin Noronha presented the details. **Consultancy Work/Research Grants Received:**

| Sr. No. | Institute / Dept | Project Details | Duration | Grant Amount/ Status |
|---------|------------------|---|-------------------|--|
| 1 | Electrical | Fabrication of Maintenance developing robot for 110kV switchyard, TATA Power Company Ltd | Aug 2022-Nov 2022 | Rs. 10,11,478.08/- Completed and implemented |
| 2 | Electrical | Science and Engineering Research Board (SERB) project titled "Achieving Decarbonisation and Power Load Management through Smart Building Energy Management System: A Model-free approach" | Oct 2022 | Research grant of Rs. 5.6 lakhs per annum Going on |
| 3 | Electrical | Modification of the project in Serial no. 1 | Next semester | Discussion on |

Department

level

R&D

| S. No. | Name of PI | Title of Project | Duration | Amount sanctioned (if any) | Status of completion in % |
|---|--------------------------------|--------------------------------------|-----------------|----------------------------|---------------------------|
| DEPARTMENT OF COMPUTER ENGINEERING | | | | | |
| 1 | Priya K. and Ankita Karia | Stock Management System | 1 Year | - | 60% |
| 2 | Shamsuddin Khan and Nidhi Gaur | Automation of Exam Results | 1 Year | - | 60% |
| DEPARTMENT OF INFORMATION TECHNOLOGY | | | | | |
| 1 | Dr. Vaishali Jadhav | Automation of Exam Result Generation | 1 year 6 months | - | 60% |

| S. No. | Name of PI | Title of Project | Duration | Amount sanctioned (if any) | Status of completion in % |
|--|-------------------|--|----------|----------------------------|---------------------------|
| DEPARTMENT OF ELECTRONICS & TELECOMMUNICATION ENGINEERING | | | | | |
| 1 | Ms. Snehal Lopes | Demo Kits for Optical Communication Lab | 1 year | 10,000 | 90% |
| 2 | Ms. Pallavi Patil | Demo Kits for Basic Electrical Engineering Lab | 1 year | 5000/- | 80% |

| DEPARTMENT OF ELECTRICAL ENGINEERING | | | | | |
|--------------------------------------|-------------------|---|--------|-----|-----|
| 1 | Ms. Josna Jose | Design and Implementation of Bidirectional Converter used in Electric Vehicle | 1 year | Nil | 80% |
| 2 | Mr. Pratik Rahate | Implementation of Transformer less Inverter | 1 year | Nil | 80% |

Patent Published

| Name | Title | Date of Publication |
|------------------|---|---------------------|
| Dr. Sincy George | System for Controlling Statics Synchronous Series Compensator | 13 Jan 2023 |

Copyright Filed

| Name | Title | Date of Publication |
|---|------------------------------|---------------------|
| Monik Kaole, Mairam Abidi, Dhruv Dave, Christina Noronha and Dr.Prachi Raut | Virtual Exhibition Framework | Filed |

Publications

| S. No. | Dept. | Journals | | Conferences | |
|--------|--------------|---------------|-----------|---------------|-----------|
| | | International | National | International | National |
| 1 | CMPN | 6 | -- | 6 | -- |
| 2 | EXTC | 10 | -- | 8 | -- |
| 3 | INFT | 8 | -- | 25 | -- |
| 4 | ELEC | -- | -- | 5 | -- |
| 5 | MECH | 5 | -- | -- | -- |
| 6 | FE | -- | -- | -- | -- |
| | Total | 29 | -- | 44 | -- |

Institute Level Innovation Competitions

| Team | Incharge | Level Reached |
|-----------------|---|--|
| ROBOCON | Dr. Ravindra Chaudhari | Short listed for stage 1&2, Participated in the final round |
| GATEE | Mr. Yunus Dalal | First prize in business plan category Second place in cost report category 10th place in overall competition |
| TEJAS | Mr. Magesh Nadar | 1st place in design report category 11th place in overall competition |
| E-Cell Activity | Dr. Prachi Raut Dr. Poonam Hemnani, Ms. Belinda Misquitta, Mr. Sainath Ghosalkar | Pragati (10 Mar 23 & 11 Mar 23) Prayas (19 Apr 23) |

Research Centre status

Three research scholars have submitted their thesis to University of Mumbai

EXTC Dept

1. Ms. Shital Mali – Guide : Dr. Uday Khot

CMPN Dept.

2. Ms. Dakshata Panchal - Guide : Dr. Deepak Jayaswal

3. Ms. Vandana Patil- Guide : Dr. Deepak Jayaswal

4. Ms. Bidisha Roy – Guide: Dr. A K Sen

ITEM 6: Report on student activities for the Academic Year 2022-23

Dr. Kevin Noronha presented the various student activities (A.Y. 2022-23)

- Department of Computer Engineering and Department of Electronics & Telecommunication Engineering are NBA accredited till Jun 2025.
- MOU signed between Association of Christian Catholic Minority Institutions with Commonwealth of Pennsylvania, State System of Higher Education, USA in Jan 2023 to provide better opportunities to our students and faculty members.
- MOU signed between SFIT and Bluestar Limited for a Centre of Excellence Lab in HVAC worth 25 lakhs in Jan 2023 – State-of-the-art equipment will be available to our students. 4
- NSS-SFIT signed an MOU with Afroz Shah's Foundation which has been recognized as the United Nations Champion of the Earth.
- Dr. Adil Sheikh (ELEC) along with Dr. Vivek Agrawal from IIT Bombay received grant of 5.6 L/ year for three years from Science and Engineering Research Board (SERB), under Teachers' Associateship for Research Excellence.
- Faculty acquired respectable positions in IEEE, Bombay Section:
 - o Dr. Kavita Sonawane (CMPN) appointed as Chairperson – Women in Engineering and Executive committee member.
 - o Dr. Adil Sheikh (ELEC) appointed as Secretary of membership development committee and as Subcommittee member of IEEE-PES smart building and customer system.
 - o Dr. Santosh Chapaneri (EXTC) appointed as member of IEEE signature conference quality

- committee. o Dr. Jayasudha Koti (EXTC) received the Best Woman Researcher Award, from Elsevier in recognition of her contribution to research.
- Student Team “Abhiyantra” of Electrical Engineering Students Association (EESA) under the guidance of Mr. Pratik Rahate (ELEC) completed consultancy work worth 8.6 L from Tata Power for making robot for cleaning insulators.
 - Student Team “Tejas” under the guidance of Mr. Magesh Nadar (MECH) secured 1st prize in Design Report category and an overall rank of 11 in National level SAEISS 7th Aero – Design Challenge held in Sept 2022.
 - Student Team “Gatee”, a Go-karting team under the guidance of Mr. Yunus Dalal (MECH) received 1st place in business plan, 2nd rank in cost report competition, overall 10th rank at 9th Go Kart Design Challenge – 2022.
 - Student team “RAW” under the guidance of Dr. Ravindra Choudhary (EXTC) cleared the first and second round of the national level ROBOCON competition and participated in final round at IIT Delhi.
 - Under the guidance of Dr. Adil Sheikh (ELEC), our student Palak Maniar (ELEC) has won two awards for his research. o IEI – NMLC FCRIT excellence awards for “research excellence (UG- Regional)” category on 16 Sep 2022 o “Shankar Meritorious Paper Award 2021” administered by IEEE Bombay Section Awards Committee on December 2022
 - Cultural Fest was organized on 09-10 Feb 2023
 - Annual Day was held on 11 Feb 2023
 - Mr. Shubham Shettigar of BE IT has scored 600 marks in the GATE exam 2023 with AIR 1267. Mr. Jay Rathod of BE IT scored 498 marks with AIR 3067
 - BE Project group Monik Kaole, Mairam Abidi, Dhruv Dave, Christina Noronha filed for the copyright for the virtual exhibition framework developed by them with Dr. Prachi as Internal guide.
 - The BE Electrical student project titled" Real-time communication over CAN protocol in EV-HMI using ESP32 Module" secured Third place in the National level project competition "FCRIT AVISHKAR" under the guidance of Dr. Adil held under the institution of Engineers (India) Electrical Students Chapter on 18/3/2023 at FCRIT Vashi.
 - BE Electrical students Ms. Jhanvi K, Mr. Jaison J, Mr. Siddesh M, Mr. Vishal M, and Mr. Siddesh R, presented a paper under the guidance of Ms. Josna at the First International Conference on Recent Trends in Multidisciplinary Research and Innovation (ICRMIR-23) organized by Lokmanya Tilak College of Engineering on March 17-18, 2023.
 - Two students from TE EXTC Mr. Shantanu and Mr. Suraj are GATE qualified.
 - Team SFIT Tejas (Drone team) participated in phase-I AeroTHON 2023 (24th June at Bangalore) and achieved 4th Rank at national level
 - The SFIT Student Clubs, New Dimensions was presented.
 - o The objective: To foster a vibrant and inclusive community that celebrates artistic expression in all its forms. Through engaging workshops and events, it will empower students to explore and develop their creative talents while promoting a positive impact on campus and beyond.
 - o The Five clubs:
 - Performing Arts (both western and classical dance forms and dramatics)
 - Music (instruments, vocals and beat boxing)

- Literary (creative writing, poetry, debates, elocutions and stand-up comedy)
- Fine Arts (drawing, sketching, painting, rangoli)
- Visual Arts (photography, videography and film making)
- The Structure:
 - The SFIT clubs – New Dimensions will be under the Student Development Cell (SDC). A Faculty Coordinator from Student Development Cell will be heading the Performing Arts and Music Clubs along with a Faculty In charge from SDC heading the Fine Arts and Visual Arts Clubs.
 - The college Literary Committee Convenor will act as the Faculty In charge for Literary Club.
 - From the Student Council, The Joint Cultural Secretary (JCS) will be in charge of Performing Arts, Music and Literary Club. While the Reserved Category Representative (RR) will act as the in charge for the Fine Arts and Visual Arts Clubs.
 - Student Heads and Associate Heads for the respective clubs will be interviewed and appointed by the JCS or RR in coordination with Main Faculty Coordinator and Faculty In charges.
 - The list of heads will be finalized and approved by the SDC.

ITEM 7: Analysis on utilization of Incubation center

| S.No. | Group Name | Members | Department |
|-------|----------------|--|------------|
| 1 | Sports Zone | Parth Barai, Yasshita Jathan, Mehul Bhere, Parbat Rajpurohit | CMPN |
| 2 | Macro Keyboard | Deepak Parihar, Reuel Amin, Meet Patel | CMPN |
| 3 | WERK | Lisban Gonsalves, Dillon Girkar, Axill Dcunha, Almash Alam | CMPN |
| 4 | AKIRA Esports | Sasank Paria Rahul Biya, Gauresh Wadekar | INFT |
| 5 | JOYERIA | Asaad Patel, Pallavi Varak, Payal Bandkar Ansh Singh | ELEC |
| 6 | Concise Kagaz | Trinity Naidu | CMPN |

Comments and Suggestions

- Dr. Prachi Raut mentioned that majorly the startups are software based. If the mechanical engineering and electrical engineering departments could encourage

students, we would be able to explore and venture into different domains and this would add to better utilization of the centre. She encouraged both the departments in this regard.

- Mr. Bhuvan Damahe mentioned that the MSSDS is focused on innovation and willing to fund Incubation Centres to encourage entrepreneurship. With a proper presentation, they can be approached for sponsorships.

ITEM 8: : IQAC contribution in Academic Year 2022-23

Dr. Kevin Noronha presented the points as follows:

| Plan of Action | Achievements of Outcome (Status) |
|---|--|
| 1. Formats for Record keeping of Activities | Module developed on ERP for record-keeping of activities |
| 2. CO based Evaluation System | Module developed on ERP |
| 3. Student Profile Enrichment | ERP based Student Profile Enrichment framework design, developed and implemented |
| 4. Feedback Procedures | Feedback procedures designed and implemented |
| 5. IQAC Procedure Handbook | Few processes documented and implemented |
| 6. Performance Indexing and Bench-marking | Performance indexing and bench-marking initiated |
| 7. Rewards & Recognitions for Students | Best student award form was prepared |
| 8. Formation of Student Clubs | New Dimensions – SFIT Clubs formed |

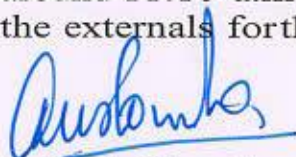
Comments and suggestions

- Mr. Bhuvann damahe has suggested to include courses Indian Knowledge system.
- Dr. Kevin Noronha replied that once SFIT becomes autonomous, we are going to include IKS courses in the syllabus. Currently we are sending our staff for IKS training.

ITEM 9: : IQAC Plan of Action for the Academic Year 2023-24

| Functions of IQAC | Plan of action |
|---|---|
| 1. Development and application of quality benchmarks. | Verification of Dashboard software for benchmark of (i) Result (ii) Placement (iii) Faculty |
| 2. Setting parameters for various academic and administrative activities of the institution. | (i) Academic Parameters are implemented through ISO (ii) Manual for academic activities (iii) Apply Autonomy |
| 3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process | (i) Teachers training for quality question paper making and its evaluation by IIT (ii) Training for teachers to impart skill based teaching by IIT |
| 4. Dissemination of information on various quality parameters to all the stakeholders | ERP accessible to parents |
| 5. Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circle | One Intra collegiate poster presentation competition quality-related themes and promotion of quality circles |
| 6. Documentation of various programs/activities leading to quality improvement; | ERP automatic generation of data for criteria 5 |
| 7. Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices | Planning benchmark for best practices |

With no further questions or points for discussion, the meeting concluded at around 11:10 a.m. Dr. Kevin Noronha thanked all the members especially the externals for their valuable suggestions.



Dr. Kevin Noronha
Secretary, IQAC