



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 :

Minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 17/07/2021 at 10.00 a.m. in the Board Room of the college and in online mode for those members who could not be present in physical mode.

Persons present:

Internal members:

1. Bro. Jose Thuruthiyil – Director – Member from Management
2. 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. Ms Cecilia Lopes – Administrative Officer
18. Mr. Suyash Jamage – Student Nominee (President, Student Council)

External members:

1. Dr. S.N. Merchant – IIT, Bombay
2. Mr. Lester Fernandes – Industrialist
3. Mr. Conrad Frank – Alumni Nominee

Members absent:

1. Dr. Henry Babu – Director, St. Francis Institute of Management and Research
2. Mr. Albert D'Souza – Chairman, Aldel Education Trust
3. Mr. Bhuvan Damahe – Employer Nominee
4. Mr. Hemant Pawar – Parent Nominee

At the outset, Dr. Kevin Noronha, IQAC Coordinator, welcomed all the members including the following new members,

- Dr. Nitika Rai – In charge, IQAC
- Ms Deepa Panakkal – In charge, IQAC

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- Mr. Bhuvan Damahe – Employer Nominee
- Mr. Hemant Pawar – Parent Nominee
- Mr. Conrad Frank – Alumni Nominee
- Ms Cecilia Lopes – Administrative Officer
- Mr. Suyash Jamage – Student Nominee

After the welcome address, he took up the following Items for discussion as per the Agenda sent in advance to all the members.

Item 1: To read and approve of the minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 21/02/2021

The draft minutes of the previous meeting held on 21/02/2021 were circulated on 19/06/2021 to all the members, inviting amendments, comments, if any to be made in the draft minutes. As there were no corrections / suggestions from other members, the draft minutes may be deemed as confirmed. Accordingly, the Committee approved the minutes unanimously.

Item 2: To report on the action taken on decisions recorded in the meeting of the IQAC held on 21/02/2021

Dr. Kevin Noronha, IQAC Coordinator, reported the following actions taken in respect of the last IQAC meeting held on 21/02/2021

Sr. No.	Particulars / Activity	Action Taken	Open / Closed
1.	ITEM 2 of meeting dated 18/03/2017: One of the suggestions from Mr. Albert D'Souza was to go also for NAAC accreditation which will give ample scope for applying for UGC grant.	NAAC work has commenced, and data collection is completed. NAAC form is partially filled. NAAC work is being coordinated by Dr. Sincy George, Principal, Dr. Joanne Gomes and Dr. Kevin Noronha.	Open
2.	Item 4: To approve Programme specific outcomes of Department of Mechanical and Electrical Engineering.	PEOs and PSOs of Mechanical and Electrical Engineering department are completed and approved by Departmental Advisory Board and will be discussed in Item no. 3 for approval of IQAC.	Open
3.	Item 14: Mr. Lester Fernandes suggested that SFIT should identify 'Quality Benchmarks/parameters' and present them to the committee in the next meeting. They should have numerical values. He further suggested that there should be regular internal assessment of the benchmarks. We should rope in 4-5 NBA accredited institutes and get external Benchmarks/Matrix for Admission Quality Index, Success Rate, Result	Based on NBA formula quality index is made and is available in our ERP. However, it is not compared with external benchmark. It will be presented in Annual IQAC meeting.	

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4.	<p>Quality, Placement Quality etc. and present them in the next IQAC meeting.</p> <p>Item 15: Dr. Henry Babu, Director of SFIMAR, our new IQAC member made the following suggestions:</p> <ol style="list-style-type: none"> 1. Whatever data we have collected and are collecting for NBA accreditation, the same data can be integrated and used for NAAC also and not to duplicate the work done for NBA. 2. Best practices can be external practices and internal. He advised to identify 4-5 best practices and make them best and differentiate them from others. 3. Have IQAC meetings quarterly and create IQAC sub cells. 4. Accreditation is the best way for branding which will result in better admission quality and placements. 5. The progress on achievement of benchmarks, IQAC sub cells should be closely monitored. 6. Each faculty member is to be a trainer for quality assurance. 7. It is important to give NAAC orientation to all faculty members before the visit. 	<ol style="list-style-type: none"> 1. Integration of data is in progress. 2. We identified the distinctive feature and best practices and will be will be discussed in Item no. 4.2 3. We have appointed Dr. Nitika Rai and Ms. Deepa Panakkal as In-charges for IQAC. Also, we have constituted sub cell comprising of one faculty from each department. 4. EXTC and INFT are NBA Accredited till June 2022. CMPN, EXTC and INFT will be applying for NBA Accreditation in 2022. The work is in progress. We are also in the process of applying for NAAC Accreditation in 2021. 5. Chairperson, Coordinator and In charges of IQAC will monitor progress regularly. 6. The team is in the process of formulating guidelines for effective training of the faculty as trainer for quality assurance. 7. A webinar on NAAC titled "NAAC Assessment and Accreditation: Overview of the

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8. Record whatever we do, ie. keep a record of all activities.	Guidelines 2021" by Dr. Bhalchandra D. Bhole Retired Associate Professor and Head of the Department of Microbiology, Abasaheb Garware College, Pune was held on 10th July 2021. 8. We have designed a framework and methodology for documentation of all activities and will be presented in Item no.4.4	
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Item 3: To approve Programme Educational Objectives (PEO) and Programme Specific Outcomes (PSO) of Department of Mechanical Engineering and Department of Electrical Engineering.

Programme Educational Objectives (PEO) and Programme Specific Outcomes (PSO) for Department of Mechanical Engineering

PROGRAM EDUCATIONAL OBJECTIVE (PEOs)

PEO1: To enable the students with sound mathematical, scientific and mechanical engineering knowledge in order to be employable/pursue higher studies.

PEO2: To impart the knowledge of design, thermal, manufacturing and allied technologies and inculcate interpersonal skills, professional and ethical attitude and multi-disciplinary approach for the industrial and societal development.

PEO3: To provide a learning environment which will impart excellence, communication skills, leadership qualities and a desire for lifelong learning

PEO4: To develop the core competencies of the student in using modern design and simulation tools and problem solving techniques to solve complex engineering problems and to optimize/innovate products/processes to improve the well-being of the techno-social concerns

PROGRAM SPECIFIC OUTCOMES (PSOs)

PSO1: Graduates will be able to apply the knowledge of design, thermal and manufacturing engineering concepts to identify real life problems and find appropriate solutions.

PSO2: Graduates will be able to make use of the interdisciplinary skills, modern tools, software and materials for the product design and development.

PSO3: Graduates will be able to practice the acquired soft skills and universal human values to lead a contented personal and professional life.

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	<p>Programme Educational Objectives (PEO) and Programme Specific Outcomes (PSO) for Department of Electrical Engineering</p> <p>PROGRAM EDUCATIONAL OBJECTIVE (PEOs)</p> <p>PEO1: To provide core competency in electrical engineering and its allied areas for achieving a strong foundation and ability to solve, design, and analyse real-time engineering problems along with the inspiration of carrying out innovative research.</p> <p>PEO2: To train students for successful and productive career choices and develop a quest for higher studies accompanied by life-long learning.</p> <p>PEO3: To introduce students to professional and ethical attitudes for developing leadership skills, managerial skills, soft skills, and entrepreneurial skills.</p> <p>PEO4: To contribute to industry, research, and society for sustainable development with help of modern tools and techniques.</p> <p>PROGRAM SPECIFIC OUTCOMES (PSOs)</p> <p>PSO1: Students will be able to apply and analyse the concepts of generation, transmission, distribution, and utilization of electrical energy blended with renewable energy using innovative tools and techniques for multi-disciplinary application-oriented engineering problems.</p> <p>PSO2: Students will be able to acquire the fundamental knowledge of electrical machines, electronic circuits, power electronics, and drives accompanied by various control mechanisms and contribute to energy efficiency along with power quality improvement.</p> <p>PSO3: Students will be able to develop high-level skills like analytical and evaluation, in addition to entrepreneurial skills, managerial skills, communication skills, and a zeal for lifelong learning and exhibit professional conduct along with morals and ethics for the betterment of the environment and society.</p> <p>Dr. Sincy George, Principal explained that the work is in progress. PEOs are common to all departments but PSOs are department specific.</p> <p>The IQAC after going through the PEOs and PSOs of both the Mechanical and Electrical departments approved the same.</p>	

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Item 4: To discuss approval of the following points

- 4.1 IQAC Vision, Objectives, Strategies, and Functions**
- 4.2 Distinctive feature of SFIT and Best Practices at SFIT**
- 4.3 Student Activity Chart (Life @SFIT)- Updating on website**
- 4.4 Student Activity documentation on ERP**

Ms Deepa Panakkal, In charge IQAC, presented the proposed 4.1 IQAC Vision, Objectives, Strategies, and Functions and 4.2 Distinctive feature of SFIT and Best Practices at SFIT for approval as follows:

4.1 IQAC Vision, Objectives, Strategies and Functions

4.1.1 IQAC Vision	
	"To develop an internal quality assurance system for sustenance, assurance and enhancement of the quality culture of institution through competent and inclusive strategies that meet diverse needs of stakeholders."
	Objectives of IQAC
	<ul style="list-style-type: none"> • Quality initiatives that consistently give impetus to the academic and administrative performance of the institution • Nurturing and enhancement of quality culture in all institutional practices through an effective organized approach <p>The objectives emphasize on an organized approach and activities that could add to overall quality and performance. IQAC_SFIT has already started with streamlining institutional practices on this basis, some of which were discussed in the presentation.</p>
	Strategies of IQAC
	The actions that IQAC will undertake to meet its Vision
	<ol style="list-style-type: none"> 1. Ensuring timely, effective and progressive implementation of academic and administrative activities <p>The prime focus here being time bound and outcome-based approach with regular monitoring of the same.</p> <ol style="list-style-type: none"> 2. Ensuring credibility of assessment, evaluation and action to be taken for improvement of academic processes <p>The focus is on review and strategic assessment for improvement of academic practices. Planning of academic calendar, starting sessions with understanding of outcomes expected from each programme, course, subject, identifying effective measuring tools are just a few examples of practices that work on these lines.</p> <ol style="list-style-type: none"> 3. Equitable access to academic programmes for various sections of society <p>The point emphasizes that personal or social circumstances such as</p>

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	<p>gender, ethnic origin or family background, should not be obstacles to achieving educational potential and that all students reach at least a basic minimum level of skills. From process of admission to providing best of facilities, mentorship, and opportunities to all our students, SFIT works with inclusion and fairness.</p> <p>4. Implementation of value-added and add on courses to provide guidance for competitive exams and fill the gap in academics and industry</p> <p>A crucial point one as the curriculum is prescribed by the University so identifying gaps with respect to syllabus and also providing courses that can bridge gap between academics and industry are of tremendous importance. The emphasis is on building competencies of students at all levels, starting from competitive exams to nurturing them in a manner that they become industry ready professionals.</p> <p>5. Provide a platform for generation of entrepreneurs and starts up</p> <p>The emphasis is on entrepreneurship. That is an integral aspect of SFIT. We have a number of initiatives from E-cell, Robotic Automation Wing and various technical chapters aiming at the same. IQAC would work to strengthen that further by making sure that our initiatives are well mapped to serve the purpose effectively.</p> <p>6. Focusing on consistent high standards of academic/ research programs</p> <p>The need for awareness and training in technicalities and the ethics involved in research is emphasized. This would further aid high standards and consistency. We plan to have more training initiatives for the same.</p> <p>7. Ensuring quality initiatives/ activities to nurture human values, social responsibilities and global competencies</p> <p>The 7th point comes from SFIT's belief that human values, sense of social responsibility and life skills are essential for a professional to be competent in true terms. A number of activities that aim at holistic development by identifying and fostering the unique capabilities of each student in both academic and non-academic spheres have been identified. This kind of approach is well supported in NEP 2020 as well. In addition to various academic activities, we are working on streamlining other aspects in the form of formal non-technical clubs. The point was further discussed in proposed distinctiveness of SFIT.</p>	
	Functions of IQAC	
	<p>1. Ensuring application of quality standards and parameters within all levels of the academic and administrative departments. Measurable factors that define our quality working. The focus being on</p>	

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	<p>targets being set or proper benchmarks being laid out for calculation of attainment level and analysing and reviewing the same for further effectiveness. We do have a system in place and we plan to enhance it further.</p> <p>2. Ensuring the use of latest knowledge and technology required for quality higher education (second one stresses the importance of procuring latest knowledge in the field and utilizing modern tools for learning process. We have been making use of graphical animations, software simulations and audio-visual aids in the teaching learning process. Plan is to take up initiatives that would keep us updated with advancements in the process.)</p> <p>3. Promoting advancement of a learner-centric environment, and quality faculty development programs (third one recognizes Faculty vitality as the main ingredient to enhance professional education and competence of the learners and hence the need for quality FDPs. While we encourage faculty to access courses from NPTEL (SWAYAM), Coursera, ATAL FDPs, AICTE's initiatives on UHV training etc. we also plan to have additional faculty development programs that would provide training not only in the relevant core fields or academics but also in pedagogy and empathetic approach.)</p> <p>4. Collecting and analysing feedback received from all stakeholders on all quality-related institutional processes. Importance of collecting the feedback from stakeholders and analysing it to learn what could be done for further effectiveness of our process is being emphasized here. While we have a feedback system in place, we have identified a few areas of improvement to make the process further effective.</p> <p>5. Evolving ways to disseminate information related to quality management to all stakeholders. It is equally important that necessary information be made available to stake holders. Our Enterprise Resource Planning system, ERP, is already serving as a platform providing easy access of information to students and parents. We plan to also use the College website more effectively for this purpose. Inclusion of a well-planned IQAC tab on our website is another step that we've started working on to provide easy access of important information to our stake holders.</p> <p>6. Organizing inter and intra institutional workshops and seminars related to quality enhancement and promotion of quality circles Sharing of goals makes reaching them easier so awareness and guidance regarding quality enhancements are emphasized. We've already had a session by Dr. Bhalchandra D. Bhole about NAAC guidelines for staff and we do plan to have further seminars and workshops on similar lines for better awareness and thereby active involvement and contribution in the process.</p> <p>7. Ensuring systematic documentation of all program/activities leading to quality improvement.</p>		



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	<p>While we do have certain specific frameworks for documentation in place including the ones approved by ISO, we do plan to have uniform formats across dept., activities and cells. We are in process of formulating the same. We shall be presenting a few proposed ones in today's meeting. Timely submission of detailed reports with documented proofs to all our efforts is important so this point on systematic documentation will be well addressed.</p> <p>8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. This point emphasizes the function of IQAC-SFIT as a body instated by the college to streamline and put into practice all the quality initiatives including the ones that are identified as our best practices. We have already started with identification and streamlining of quality processes that would be outcome based and contribute to realization of our vision. We'll be proposing a few best practices in the later part of the presentation.</p> <p>9. Maintaining the existent institutional database through ERP for continuous improvement of quality and performance of our institution We have our indigenously developed ERP (Enterprise Resource Planning system). It is being utilized for maintaining institutional database. Currently it serves as easy access point for our students as well as parents for all information pertaining to attendance, academic performance and result analysis. We have been using it for calculating attainment levels and Faculty have been maintaining their course files on it. The forms for students that we use for data collection with regard to mentoring is also a part of this system. It's being used for launching online quizzes and tests as well. (In terms of further enhancement, we plan to utilize this system for various indices, quality benchmarks, centralization of documents of all the activities conducted and also for student enrichment profiling. Some of these aspects will be discussed by Dr. Nitika)</p> <p>10. Conducting Academic and Administrative Audit and its regular follow-up We do have ISO in place where regular audits are conducted both internal and external. So, for this function of IQAC which requires regular evaluation, audit and follow up, we plan to collaborate with existent ISO framework, in order to avoid repetition of process and duplication of documents</p> <p>11. Preparing and submitting the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC (preparation and submission of Annual Quality Assurance Report as per NAAC parameters and guidelines would be a major function taken care of by the IQAC.)</p>	

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Suggestions received in 4.1.

- Mr. Lester Fernandes emphasized the need to develop and compare quality bench marks with reference to other esteemed institutions and improve on the basis of the same. The factors that were mainly stressed upon include
 - 1) Admissions
 - 2) Result
 - 3) Placement
- Dr. S.N. Merchant emphasized the need for a well-defined matrix for faculty performance, training and publication. He further suggested that since using IEEE as sole reference for parameters may have limitations, ratings of publication could be decided based on parameters proposed by AICTE, UGC, such bodies.

In relation to above points, Dr. Sincy George explained that presently we are using the Governance Dashboard approved by the Governing Council. But it is still based on internal bench marks matrices developed by her. However, it is based on NBA formula but not compared with esteemed external institutes.

Mr. Lester Fernandes mentioned that the Governance Dashboard was good but comparison with other institutes is needed as well.

Principal mentioned that the work for developing quality bench marks and matrices such as CET marks, Admission, Placement and Results compared with other good institutes has been already initiated. She presented the trial page on ERP which is to be further developed and mentioned that the IQAC shall be taking this further keeping in lines with the suggestions.

Dr. Merchant enquired as to how we are using matrices for the faculty.

Dr. Sincy George, Principal mentioned that we are using the number of PhD holders in the department as per NBA requirements, research publications index, consultancy index etc.

On further enquiry by Dr. Merchant regarding the matrix used for research publications, the Principal mentioned that we are using the Scopus Index Journals as well as UGC/AICTE approved list of journals as approved by AICTE.

4.2 Distinctive feature of SFIT and Best Practices at SFIT

Proposal for identifying the Distinctiveness and Best practices of SFIT was presented.

Based on the discussions in IQAC cluster seminars and the special webinar that our college organized on NAAC guidelines, it has been understood that for identifying distinctiveness and best practices, we need to work on intended outcomes, challenges, the benefits of the practice, its long-term impact and our ability to analyse it with apt benchmarks/targets so that we have a proper result to review the practice in terms of its performance.

4.2.1 Proposed Distinctiveness of SFIT

Practices centred around Universal Human Values and Social responsibility were proposed as distinctiveness of SFIT.

- In talking about distinctiveness, we were looking for a characteristic that would serve to distinguish SFIT from other colleges. Something that would serve as a USP - Unique Selling Proposition. So we took to our mission statement.

At St. Francis Institute of Technology (SFIT) our mission statement emphasizes on "To churn highly competent engineering graduates with a commitment to

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		<p>result oriented work, a perennial zest for learning, a quest for excellence, along with an open mind and the universal values of honesty, dignity and mutual care.”</p> <ul style="list-style-type: none"> We believe that along with competent technical know-how, it is equally important for students to appreciate the cultural differences and perspectives of others, understand the need for sustainable projects because of both ethical and economic reasons, help the environment by understanding how the environment ties in with international issues and finance. This we believe can be achieved by encouraging activities / initiatives that nurture universal human values and strong sense of social responsibility in our students. So, we propose activities encouraging Universal Human values and social responsibility as a distinctive feature of SFIT. The detailed documentation is in progress, various activities of the college have been identified like sessions on universal human values, value education sessions, awareness campaigns, cleanliness drives, soft skill development courses and workshops on ethical practices, etc. being conducted on regular basis. Formalization of various clubs to cater to each student's holistic development in both academic and non-academic spheres is another relevant initiative to this point. Details of all these activities and initiatives could be utilized to justify and validate the cause. <p>4.2.2 Proposed best practices for SFIT</p> <p>As per the guidelines, a college could have 2 or even more best practices and the best practices could be updated even on an annual basis.</p> <p>The following practices were proposed for consideration in order to identify the best practices for SFIT.</p> <ul style="list-style-type: none"> SFIT - Skill Development Cell <ul style="list-style-type: none"> SFIT - Skill Development Cell identifies training needs to bridge the gap in syllabus and between academics and industry. Certification courses which include 30 Hour courses on technical topics from various disciplines as well as soft skill development courses are conducted for our students. Both in house and external resources persons and experts from industry are involved. The skills are measured and tested through exams and practical assignments/projects submitted by the students and accordingly course certificate is issued to eligible candidates. Research component is another dimension to which the students are exposed wherein webinars like how to read and write a research paper, avoiding plagiarism etc are arranged. All these activities contribute to student learning, strengthening of their resume and enhancement in quality of placements. Learning and Information Resource Centre <ul style="list-style-type: none"> Learning and Information Resource Centre, LIRC is the library facility in SFIT. In addition to having automated library management system, LIRC as a member to the National Digital Library of India, has been conducting webinars on topics technical and non-technical for students as well as faculty. Library has collaborations with other colleges 	

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	<ul style="list-style-type: none"> ○ It also provides internship opportunities. SHPT School of Library Science (SNDT Womens' University, Mumbai) sends one student pursuing Masters in Lib. Science. to our college library for 120 hours of internship training. ○ Good Reads' service, is another notable aspect, wherein the significant news articles/ research excerpts pertaining to higher education are sent to all the faculty. ○ Offers scholar cards and merit cards to toppers and students who have scored well in academics, this allows them to avail extra books. The Book bank facility from the library is another quality initiative that's well appreciated by our students with financial issues. Names of the active users are displayed on a monthly basis on LIRC notice board, blog and college website. ○ LIRC also conducts important theme and special days based poster competitions and other creative activities for students and faculty to spread awareness about important days and socially important issues too. <ul style="list-style-type: none"> ● Mentoring System <ul style="list-style-type: none"> ○ Through the mentorship programme we have been able to effectively create a safe space for meaningful and trustworthy communication between the mentor (teachers) and mentee (students). The mentor-mentee ratio is 1:25. ○ The mentors are trained through capacity building sessions on mentoring and guiding the students. They are allotted students, when the students are in their second year and the same mentor guides the students till they complete their engineering studies. ○ The mentor meets the mentee at least once in a semester or more as the need arises. The mentors provide the mentees with guidance and professional support on academic related issues, effective learning skills, setting and realizing realistic goals and overcoming stress, skill enhancement and personality development, etc. ○ Whenever any mentee is facing any concern that requires professional guidance the mentor's timely flag these concerns and immediately the mentees are further referred to our qualified counsellor. ○ The mentor further extends their support through remedial classes. The mentoring system aids the growth of students in personal and professional terms. ● SFIT - Entrepreneurship Cell <ul style="list-style-type: none"> ○ The SFIT E-cell promotes the institutional vision of transforming youngsters into technological entrepreneurs and innovative leaders. ○ Pragati, a National Level Technical Innovation and Business Plan competition and the events, Unnati and Safal, provide business mentoring, internships and networking opportunities with successful entrepreneurs and investors. ○ SFIT E-cell caters to the need for diverse skills by involving experts from various domains like digital marketing, video and photography, computer graphics, mobile application development, team building and intellectual property rights etc. through workshops and seminars in the events like E-Cell day and Udaan. 	

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		<ul style="list-style-type: none"> ○ TEDx SFIT is another event hosted by SFIT E-cell, that facilitates sharing of inspiring ideas among local and global minds and marks our presence. The entire procedure from license acquisition to execution of event and its later formalities are handled by our students. ○ With the Incubation Cell – SFIT, we will be able to involve ourselves in a big way with building of student start-ups. The policy for the same is in process. It has been delayed due to lockdown but we have around 4 groups that have already shown interest and sought assistance. ● Alumni Association ○ Alumni Association has been doing a commendable job with their active involvement in various initiatives of the college. ○ The association organises panel discussions, seminars, webinars, and networking events which provide helpful information about the job market to the current students and the Alumni of SFIT. ○ Some of our alumni have volunteered in taking sessions on real-world topics that they specialise in especially as these topics are not given a high level of focus in college curriculum. ○ Their annual activities include, the Alumni Reunion – Rekindle and the bi-annual newsletter -Chrysalis Konnect. Both these and the events organized by the Association bring together SFIT, current students, alumni nurturing a much-needed bond with their alma mater. ○ Alumni association has plans to develop a career counselling centre and other forums to bring about awareness among students. We also look forward to their active involvement in guiding and providing internship opportunities to students. <p>Suggestions received in 4.2</p> <ul style="list-style-type: none"> ▪ Mr. Lester Fernandes mentioned that the thoughts are good but suggested that more active involvement of senior students in mentoring would add to the effectiveness of the mentoring system. <p>Supplementing the above suggestion, Dr. Merchant said that most challenging is to identify the students.</p> <p>Dr. Poonam Hemnani and Ms Deepa Panakkal mentioned that interaction between senior students and newly joining students is encouraged through various activities during the Student Induction Program. Keeping with the suggestion, such interactions could be further regularized for more effective approach.</p> <ul style="list-style-type: none"> ▪ Dr. S. N. Merchant mentioned that data filled in the mentorship form shouldn't be dependent on students. Also, meeting on a regular basis with the mentor should be encouraged, especially with regard to First year students, not restricting it to 1 meeting in a semester. Teachers should be able to actively provide essential feedback and updates about the mentees to their respective mentors. He further suggested that the Mentees should be identified at the entry level itself. <p>Dr. Sincy George assured that the form for the mentees is being filled by Mentors through the ERP database and is not dependent on students. The mentor takes active interest and regular updates as necessary about the mentees. Keeping in line with the suggestion, ways to enhance the existent system for further effectiveness shall be looked into.</p>	

MANAGING COMMITTEE

कार्यकारी मंडळाचे

MEETING NO. / सभा क्र.

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- Dr. S. N. Merchant mentioned that competent sources for funding and collaboration with Industries are options that could be explored to further strengthen the initiatives.
- He also emphasized the need for faculty training and stressed its importance as a self-motivated exercise based on the interest of the faculty so that it may encourage faculty initiative.
- Mr. Lester Fernandes raised concern over distribution of work among the faculty given the initiatives and breadth of work discussed under SFIT-IQAC.

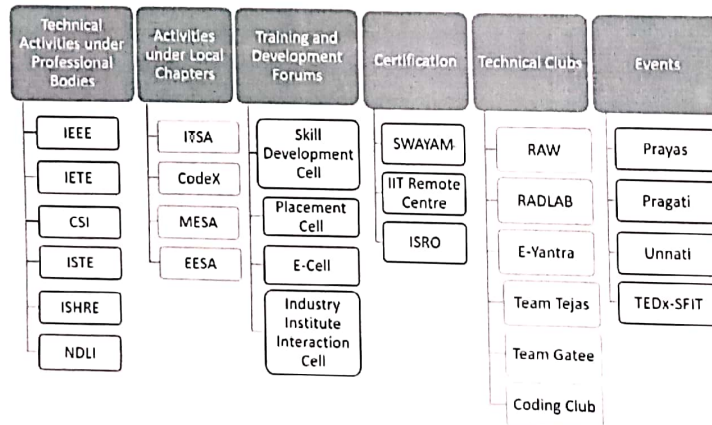
Dr. Sincy George mentioned that proper sub-cells have been formed with two members from each department. As per requirement, more faculty members shall be included for equal distribution of work.

Dr. Nitika Rai, In charge IQAC, presented the points 4.3 Student Activity Chart (Life @SFIT)- Updating on website and 4.4 Student Activity documentation on ERP

4.3 Student Activity Chart (Life @SFIT)- Updating on website

The following points were covered under Student activity charts, more in lines with finalisation of clubs/chapters for student activities

Institute Level Technical Activities



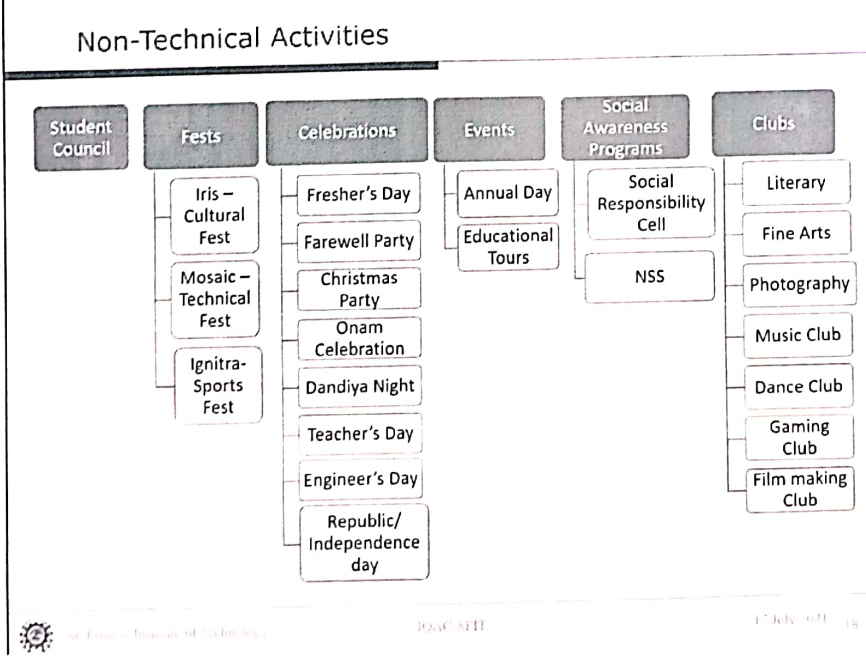
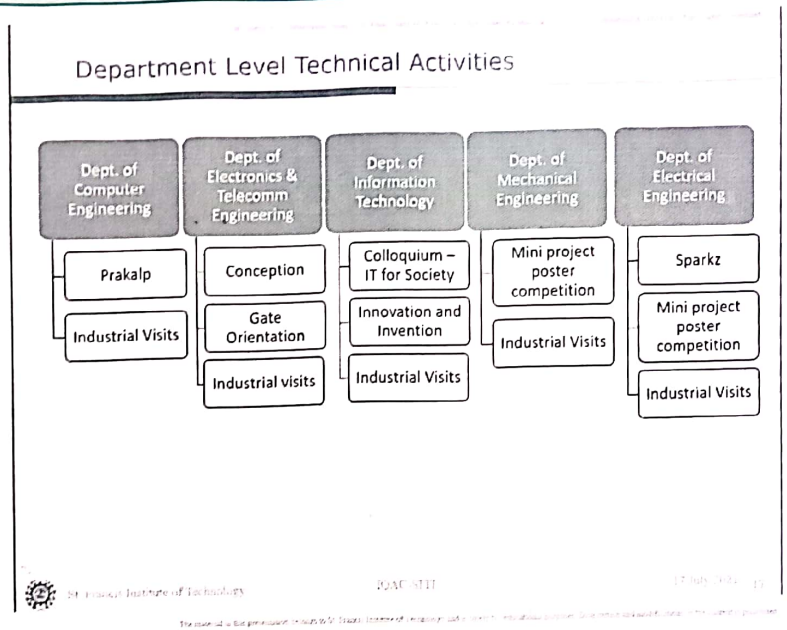
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4.4 Student Activity documentation on ERP

With regard to documentation of Student activities on the ERP, the following aspects were discussed:

- Updating website with objectives, faculty and student in-charges and activities conducted
- Formats for record keeping
- Provisioning of documentation on ERP
- Mechanism to take suggestions by stakeholders - Faculty , Employer, Students, Alumni on topics to be covered in order to factor gaps in the syllabus

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- Industry requirements
- Student interests and needs
- Alumni (Last 5 batches) suggestions based on their experience
- The database can be created and shared to all coordinators/convenors to organise events
 - Ensure need based scheduling of events
 - Repetition of topics can be avoided
 - Centralised repository of resource persons created for future use

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

The following points were presented as the next lines of work to be taken up in the next meeting

- Development of module on ERP for record-keeping of activities
- ERP based Student Profile Enrichment Scheme
- Creation/ enhancement of feedback procedures
- Working further on Performance indexing and bench-marking

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

Dr. Kevin Noronha enlisted the following activities done under IQAC in last Quarter

- A webinar on "NAAC Assessment & Accreditation: Overview of the Guidelines 2021" on 10 July 2021 by Dr. Bhalchandra D. Bhole Retired Associate Professor & Head Department of Microbiology, Abasaheb Garware College, Pune
- A webinar on "Women's health and Nutrition" on 08 Mar 2021 by Ms. Vidya Bhagyashree Patil, Shatayu Ayurvedic and Panchakarma Clinic, Dahisar
- A workshop on "IEEE Authorship" on 20 Feb 2021 by Dr. Dhanu Pattanshetti, Senior IEEE client services, University partnership Program Manager
- A webinar on "Use of Moodle for Teaching Learning Process" on 30 Jan 2021, by Dr. Joanne Gomes and Dr. Nitika Rai, SFIT
- A webinar on "Intellectual Property Rights" on 06 Feb 2021 by Dr. Vivek Agarwal, IITB.

After the above presentation the meeting was open for suggestions:

1. On a query from Mr. Lester Fernandes regarding the time spent by students and faculty members for the required activities, Principal mentioned that now we are distributing the workload to different faculty members and don't load the same persons. So it is not much overall.
2. Dr. Merchant asked if IQAC is concentrating only on students or is there a role for faculty as well and wanted to know what is being done for the faculty. Dr. Sincy George replied by saying that 'Faculty Development Programs (STTPs) are going on regularly. It is mandatory for all faculty members to attend a minimum number of STTPs for career growth. Dr. Merchant further suggested that faculty should also organize such programs.

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The members of IQAC appreciated the efforts of the team and as there were no other points to be discussed, the meeting was concluded at around 11.30 a.m. with a vote of thanks by Dr. Kevin Noronha to all the participants especially the external members.

Kevin Noronha
Dr. Kevin Noronha
Member - Secretary