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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 23/10/2021 at 9:30 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. Dr. S.N. Merchant – IIT, Bombay
2. Mr. Lester Fernandes – Industrialist
3. Mr. Conrad Frank – Alumni Nominee
4. Mr. Hemant Pawar – Parent Nominee

Special Invitees from SFIT-IQAC Sub-Cells:
1. Mr. Faiz Mohammed – Asst. Professor
2. Mr. Rupesh Mishra – Asst. Professor
3. Ms Varsha Shrivastava – Asst. Professor

Members absent:
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, Aldel Education
4. Mr. Bhuvan Damahe – Employer Nominee
5. Ms Cecilia Lopes – Administrative Officer

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 17/07/2021

The draft minutes were circulated on 22/09/2021 to all the members, inviting amendments, comments, if any to be made in the draft minutes.

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- An error in the name of the member, Mr. Lester Fernandes, was noticed and the correction was incorporated.

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 17/07/2021

Dr. Kevin Noronha, IQAC Coordinator, reported the following actions taken in respect of the last IQAC meeting held on 17/07/2021

Sr. No.	Particulars / Activity	Action Taken	Open / Closed
1.	**Item 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 Admissions Result Placement	A proposed Performance index based on admissions will be discussed in Item 3.2 and if approved will be used to develop Performance index based on Results and placements.	Open
2.	**Item 4.2:** Mr. Lester Fernandes mentioned that more active involvement of senior students in mentoring would add to the effectiveness of the mentoring system. Supplementing the above suggestion, Dr. S. N. Merchant said that most challenging is to identify the students. Mr. Lester Fernandes raised concern over distribution of work among the faculty given the initiatives and breadth of work discussed under SFIT-IQAC.	This will be implemented once the offline classes start. IQAC has given responsibilities to many faculties to work on various initiatives discussed.	Open
3.	**Item 4.2:** 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.	The mechanism to start the mentoring from first year is under process and will be implemented from the current academic year with the new batch of FE students.	

Item 3: To discuss approval of the following points

3.1 Draft of Distinctive Feature and Best Practices at SFIT

3.2 Performance indexing and bench-marking

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3.3 Module developed on ERP for CO based evaluation system

3.4 Module developed on ERP for record-keeping of activities

3.5 Framework of ERP based Student Profile Enrichment Scheme

3.6 Feedback procedures

3.1 Draft of Distinctive Feature and Best Practices at SFIT

Ms Deepa Panakkal, in charge IQAC, presented the proposed 3.1. Draft of Distinctive feature of SFIT and Best Practices at SFIT for approval.

3.1.1 Draft of Distinctiveness of SFIT

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

The draft emphasizes our mission statement and presents sense of Social Responsibility and Human Values as the distinctive feature of SFIT. All activities, practices and initiatives that aim to inculcate and nurture in students a strong sense of responsibility towards self and community and in turn lead to their overall development are showcased.

Details of all the NSS initiatives, SRC initiatives, Mental health and Motivational sessions, sessions on Value education and Universal Human Values – Induction and beyond that are conducted regularly where students are active as participants as well as the organizers are to be furnished in this point. In addition to these the Cultural programs, various activities of the non-technical clubs and activities conducted by technical clubs on similar themes are also to be considered.
Many of these practices have been part of SFIT culture right from the start. Details of all these activities and initiatives would be utilized to justify and validate the case.

3.1.2 Proposed draft for best practices for SFIT

As per the guidelines, a college has to showcase 2 best practices. The draft provides details of and proposes the following two practices to be identified as the best practices for SFIT.

- **Best Practice 1 : Nurturing Future Entrepreneurs**
  Keeping in lines with our vision – entrepreneurship and leadership are emphasized in this practice. Guidance and training in vital aspects of start-up has been prioritised by the college and executed through E-Cell. This also involves inputs and guidance from Industry experts and Alumni. SFIT has joined Ministry of Education's NISP (National Innovation and Start-up Policy) campaign and is framing policy at institution level. We have a number of initiatives and events including National Level ones and likes of TEDx SFIT along with quality workshops, Training sessions, Panel Discussions, being conducted for students to provide them with exposure, opportunity, expert interaction and networking opportunities.

- **Best Practice 2 : Fostering Technical and Professional Skills**

  Encouraging Professional Development in students to become reflective learners and present themselves effectively is very important. Hence all our initiatives and practices that aim in achieving this outcome are proposed as 2nd best practice for SFIT.

  This includes identifying and bridging the gap in syllabus and providing ample opportunities to students in the form of training sessions, workshops and courses for guidance and prep for Placements and Higher studies.

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The aim is to enhance and aid employability skills, technical skills, soft skills and research mindedness.

The major contributors to this practice are our Skill Development Cell, Training and Placement Cell, Alumni Association, RAW, TEJAS, GATEE LIRC, Student Technical Chapters and department level initiatives.

Suggestions/comments received in 3.1.1

- Mr. Wilson Pinto and Dr. Deepak Jayaswal raised a concern that the distinctiveness and best practices of the institute should not be designed around or driven by a certain inspection/accreditation body like NAAC or such. Rather, the quality initiatives should be unique to the institution in a manner that they evolve but do not change with the changing specifications of different inspection/accreditation bodies as may be dictated by them from time to time.

  Dr. Sincy George assured them that all our initiatives are quality oriented and based on the outcome that we want to achieve for the development and benefit of our students. All the practices were part of SFIT already, we have only streamlined and formatted the same for effective presentation and more accurate documentation. Our initiatives have a larger goal in mind and are not driven by or limited to any specific inspection/accreditation body's requirements.

Suggestions/comments received in 3.1.2

- Mr Lester Fernandes enquired about the number of Start-ups under SFIT
  Ms Deepa Panakkal mentioned that as of now, while there are more than 30 start-ups under SFIT, we cannot claim absolute credit for the same as our students have start-ups in technological as well as non-technological fields. But SFIT has been instrumental in helping students acquire the relevant skills that aid their journey as an entrepreneur.

  Dr. Sincy George explained that the E-Cell was formed in 2012 and since then it has come up with initiatives and streamlined various activities to nurture entrepreneurial skills in students. Our Alumnus, who is a successful entrepreneur himself, was the one to start E-Cell and he still continues to be acquainted with the college guiding our students. Right now, we have 2 groups enrolled with E-Cell and they are receiving wholesome guidance in their start up journey. With the plans for incubation cell taking shape SFIT will have a more integral role to play in aiding the future start-ups of our students.

3.2 Performance indexing and bench-marking

Under the guidance of Dr. Sincy George, Mr. Faiz Mohammed, member of SFIT-IQAC Sub-Cell proposed four different methods that could be discussed for performance indexing and bench-marking based on admissions. He presented the methods using random samples in terms of selection of college for comparison and using CET scores of students as the metric.

Suggestions/comments received in 3.2

- Members were concerned about the basis on which the selection of colleges for comparison was taken.
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  Mr. Faiz mentioned that these were randomly selected samples with no specific selection parameters being considered as such. A few minority colleges and one autonomous college was randomly selected. The aim being to present the possibility

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of methods and major elements were yet to be finalized based on approval to work further on these lines.

- Mr. Lester Fernandes appreciated the initiative and said that for a start we can gather available data from public domain and then work out specifics for better effectiveness. This could be then taken further to incorporate analysis at placement and results level.

- Dr. S. N. Merchant pointed out that we need to check if any of the methods specifically elevated performance of SFIT. Any such implicit bias should be eliminated and asked Mr. Faiz Mohammed which method was the best one according to him.

  Mr. Faiz Mohammed clarified that all methods were transparent in that regard. No method in any way tampered with the data to showcase SFIT's performance as high. The methods work without any such bias. As was seen in the demo, high ranking colleges exhibited better performance even with random samples.

  As for the best method, Mr. Mohammed mentioned that the fourth method is capable of providing better stability across parameters and variety of metrics. As we enhance the method further, it would be better in terms of effectiveness to serve the purpose. Hence, in his opinion, fourth method is better than the others.

- Dr. S. N. Merchant and Mr. Lester Fernandes emphasized the need to identify the right parameters for 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 CET score as the only metric may not be ideal. So, we can check the possibility for alternate metric.

- Dr. S. N. Merchant suggested that instead of going for a college-wise analysis which 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.

  Mr. Faiz Mohammed thanked the members for their suggestions, comments and approval to work on the initiative further. He assured them that their inputs shall be considered to enhance the method.

- Mr. Francis Dsouza emphasized that we have been in among the top 5 under Mumbai University based on our FE results for two decades now so, working out the position of the institution needs to be followed by actions for further improvement in the ranking. The importance of remedial measures was stressed upon. He enquired if any such measures were already planned.

  Dr. Sincy George mentioned that better training and more placement opportunities along with major focus on skill development are the way forward.

  Dr. Nitika Rai and Dr. Kevin Noronha added that generating more awareness among target audience regarding our various initiatives and the opportunities that we provide to students is important. Parents nowadays have much clarity in terms their expectations from an institution so, catering to that aspect is essential. The presence of college on social media, its branding also needs to be enhanced. A step in that direction has already been taken through our collaboration with collegedunia.com a website which is a go-to platform for many engineering aspirants.

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3.3 Module developed on ERP for CO based evaluation system

Mr. Rupesh Mishra and Ms. Safa Hamdare have worked with Mr. Johnson Pen to develop the CO based evaluation system. Mapping the performance of students in each test with the course outcomes expected in respective subjects/course is made easier through this software aiding performance analysis and records.

Mr. Rupesh Mishra presented the system to the members explaining its purpose and working.

Suggestions/comments received in 3.3

- Mr. Lester Fernandes enquired about the frequency of the tests, when exactly are they conducted and the specific purpose of the system.

  Dr. Sincy George mentioned that these tests are supposed to be conducted on regular basis for measuring course outcomes and calculate attainment levels. Right now, the system being in the developmental stage, it has been fewer times. Inputs are being taken from faculty at various levels to enhance the system further.

  The course outcomes are based on modules of respective subjects. The tests are planned to be conducted regularly for each module post its completion. The questions are set as per levels prescribed by the rules of examination reform policy. This is to make sure that the quality is not compromised. The system maps the performance of students to respective course outcome and makes it easier for the teacher to analyse student performance, track their progress and provide guidance accordingly.

- Mr. Lester Fernandes enquired about students' response and receptiveness to this system.

  Mr. Rupesh Mishra mentioned that these are not extra tests being conducted. Rather for the students, it is a mere change of platform. Google forms are used to conduct quizzes and now for some quizzes this system is being used. So, students seem to be quite receptive since there's no added burden.

  Dr. Kevin Noronha added that teachers brief the students in the very beginning of the semester about the concept and importance of course outcomes. Since they have a fair idea about the purpose they seem to be receptive.

- 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. Mr. Conrad Frank also enquired about the remedial actions taken for students especially those who score low marks.

  Dr. Sincy George mentioned that goal setting for each subject is done and appropriate targets are set based on guidelines as given by NBA. A range of score between 1-3 is set, highest being 3. Remedial actions are taken for students who score low in the form of extra sessions, extra assignments and doubt clearing sessions. The system aids regular tracking, follow up and facilitates remedial action while in process. This helps teachers to guide students more effectively. Earlier this was being done manually, now with.

3.4 Module developed on ERP for record-keeping of activities

Dr. Kevin Noronha presented the system on ERP that would be used for record keeping of activities. For every activity in the college the respective coordinator shall seek approval from Dean Academics for technical activities and Dean Student Affairs for Non-technical activities. Right from letter of approval to all important documents along with proofs and photographs shall be uploaded on the portal for quick access and easy reference of

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authorities. This will ensure need-based scheduling of events; repetition of topics can be avoided and a centralised repository of resource persons will be created for future use.

This way record of all activities will be streamlined and made available at one place. This will also make it possible to generate reports at various levels like department wise, chapter wise, half-yearly, annual basis.

3.5 Framework of ERP based Student Profile Enrichment Scheme

Ms Varsha Shrivastava, member of SFIT-IQAC Sub-Cell presented the ERP based Student Profile Enrichment Scheme for approval.

This is an initiative focussed on streamlining student activities in a manner that their profile can be updated regularly and can be used to guide them about aspects they need to work on in order to have a strong profile for placements and their overall development. Right from the entry level through their final year this system will make it possible for us to aid their growth in various ways.

The current ERP set up does have the facility to gather these details but its scattered and analysing it for greater purpose becomes tedious.
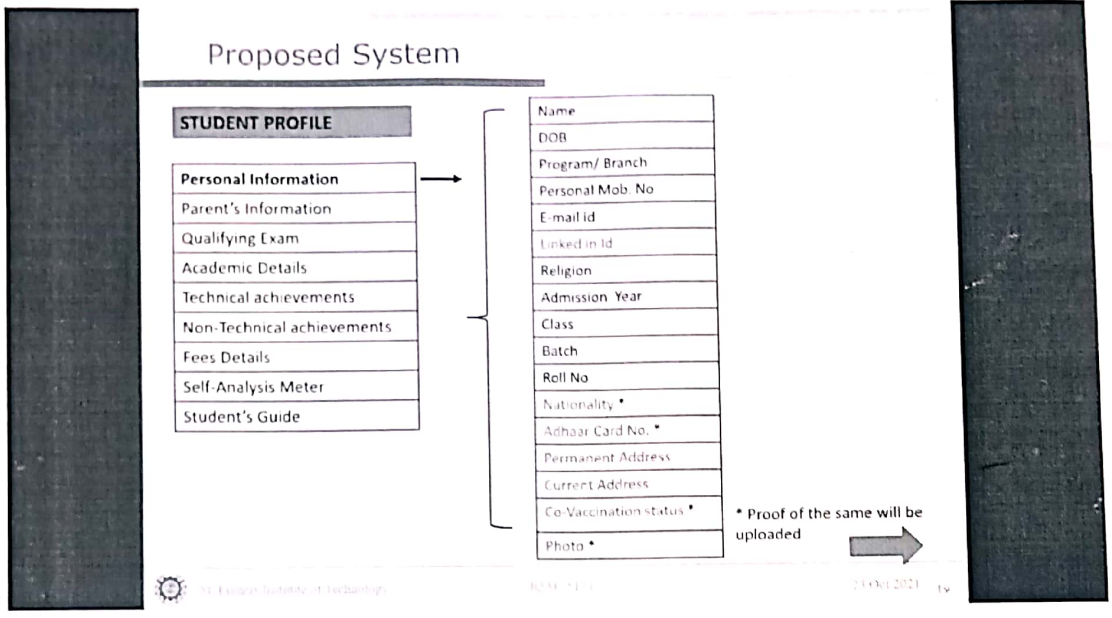

Item 3.5: Framework of ERP based Student Profile Enrichment Scheme

Existing System- SFIT ERP
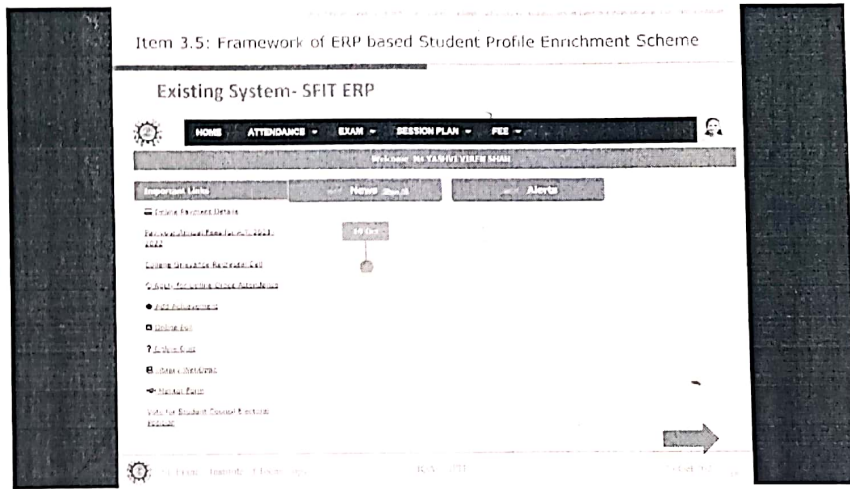
With the new ERP based Student Profile Enrichment Scheme we will be able to streamline things and also use them for further analysis and action.

MANAGING COMMITTEE
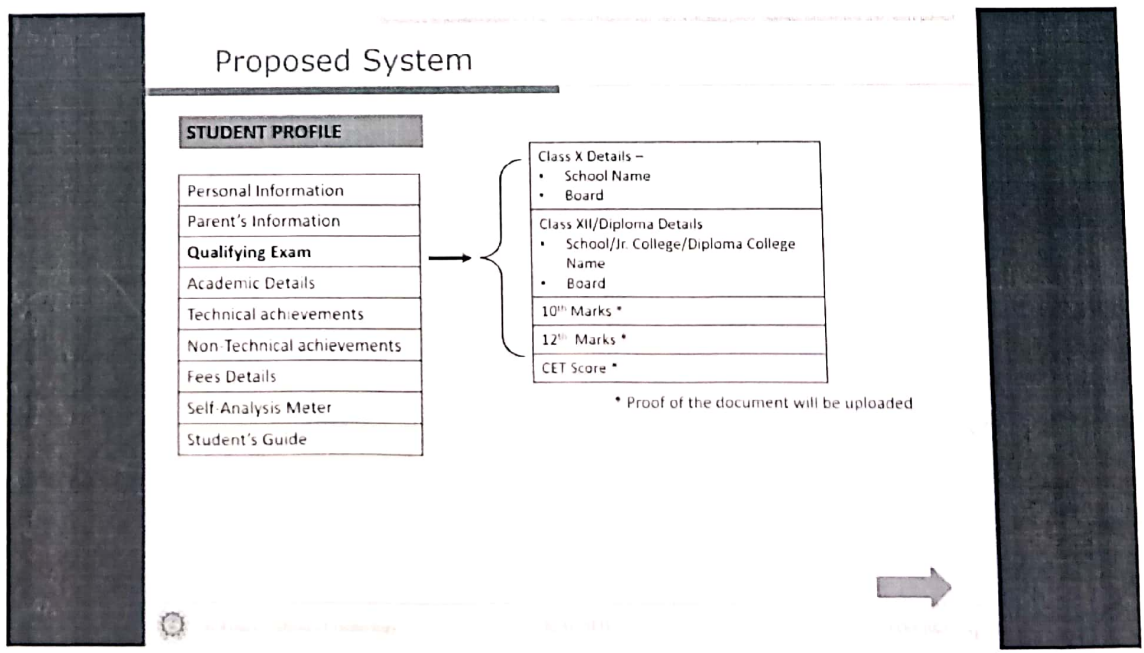
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Proposed System

STUDENT PROFILE

Personal Information	→	Name
Parent's Information		DOB
Qualifying Exam		Program/ Branch
Academic Details		Personal Mob. No
Technical achievements		E-mail id
Non-Technical achievements		Linked in Id
Fees Details		Religion
Self-Analysis Meter		Admission Year
Student's Guide		Class

- Name
- DOB
- Program/ Branch
- Personal Mob. No
- E-mail id
- Linked in Id
- Religion
- Admission Year
- Class
- Batch
- Roll No
- Nationality *
- Adhaar Card No. *
- Permanent Address
- Current Address
- Co-Vaccination status * — * Proof of the same will be uploaded
- Photo *

It will store all details pertaining to students' performance:

Proposed System

STUDENT PROFILE

Personal Information
Parent's Information
Qualifying Exam →
Academic Details
Technical achievements
Non-Technical achievements
Fees Details
Self-Analysis Meter
Student's Guide

Class X Details –
- School Name
- Board

Class XII/Diploma Details
- School/Jr. College/Diploma College Name
- Board

10th Marks *

12th Marks *

CET Score *

* Proof of the document will be uploaded

I will have records of academic performance during the B.E. course:

Proposed System

STUDENT PROFILE

- Personal Information
- Parent's Information
- Qualifying Exam
- **Academic Details**
- Technical achievements
- Non-Technical achievements
- Fees Details
- Self-Analysis Meter
- Student's Guide

→ { Attendance for each subject for the current sem

IAT Marks for each subject

End Sem Marksheets }

Will be fetched from SFIT-ERP
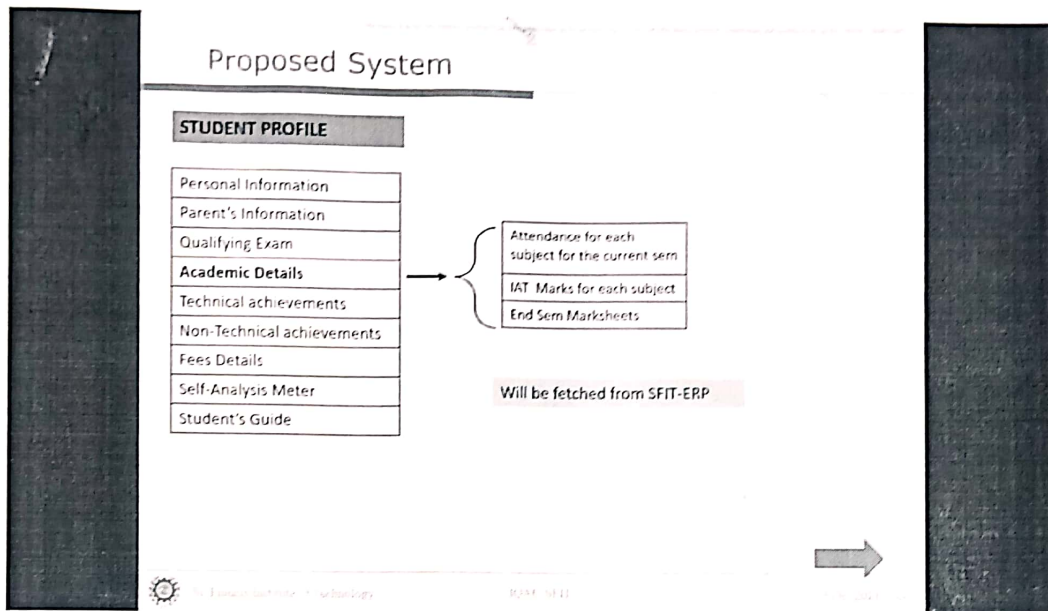
The system shall maintain records of their achievements:

Proposed System

STUDENT PROFILE

- Personal Information
- Parent's Information
- Qualifying Exam
- Academic Details
- **Technical achievements**
- **Non-Technical achievements**
- Fees Details
- Self-Analysis Meter
- Student's Guide

→ { Add Achievement (already there in ERP)
Workshop/ Seminar/ Publication/ internship/online course /NPTEL
* Proof of the document will be uploaded }
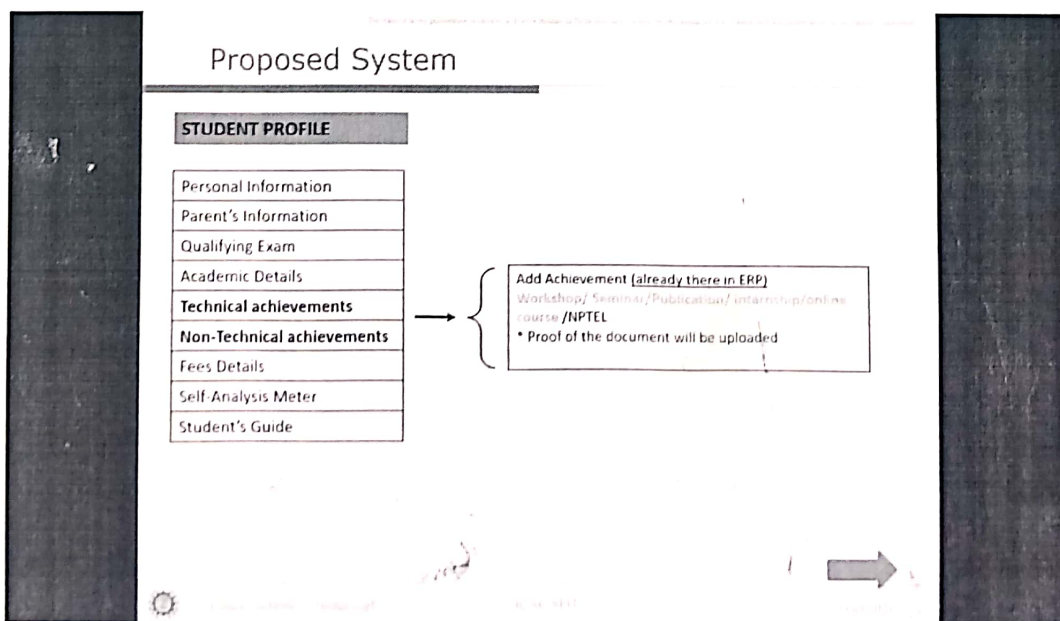
It will be further used to guide and encourage students to enrol for activities/courses that could strengthen their profile:

Proposed System

STUDENT PROFILE

Personal Information
Parent's Information
Qualifying Exam
Academic Details
Technical achievements
Non-Technical achievements
Fees Details
Self-Analysis Meter
Student's Guide

Based on the above records, there will be-
- Notification generated when student's average CGPA is less than set target CGPA.
- Auto generation of appreciative and encouraging messages for their technical/ non-technical achievements
- Pop-up messages if technical/ non-technical achievements are not fulfilled as per the set goals

It will also serve as easy access point guiding students about whom to approach with specific queries

Proposed System

STUDENT PROFILE

Personal Information
Parent's Information
Qualifying Exam
Academic Details
Technical achievements
Non-Technical achievements
Fees Details
Self-Analysis Meter
Student's Guide

- **Higher Studies Guidance**
  For any Queries contact:-
- **Placement Guidance**
  For any Queries contact: - T&P Cell
- **Internship Guidance**
  For any Queries contact:-
- **Anti ragging**
  For any Queries contact:-
- **Women development cell**
  For any Queries contact:-
- **Grievance Redressal cell**
  For any Queries contact:-
- **Counselor**
  For any Queries contact:-
- **Exam Related Query**
  For any Queries contact:-
- **Accounts Related information**
  For any Queries contact:-
- **Library**
  For any Queries contact:-
- **General Inquiry**
  For any Queries contact:-

Suggestions/comments received in 3.5

- Dr. Deepak Jayaswal mentioned that the 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.

Dr. Kevin Noronha and Dr. Nitika Rai appreciated the suggestion. But AICTE's Digital Locker is a facility that allows students to store their documents post verification of the

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same so, the concern was whether the kind of analysis, tracking of student performance at various levels and guidance to students that we expect to offer through ERP based Student Profile Enrichment Scheme would be possible through AICTE's Digital Locker facility. It was agreed that this would be further explored to check the possibility and see if it serves the purpose.

3.6 Feedback procedures

Dr. Kevin Noronha presented the formats designed for feedback at various levels from the stakeholders. Some of these were already in place they have been redesigned to incorporate a few more vital aspects.

The formats include the ones framed for obtaining feedbacks for activities/ processes/ evaluations/appraisals from all stakeholders in a standardized manner across all departments and for systematic outcome-based analysis for further improvement. These are:

- Course Survey (based on Course COs)

- Exit Survey (based on Department PSOs) – Already implemented on ERP

- Alumni feedback (based on Department PEOs)

- Seminar/Workshop/Colloquium feedback (based on objectives of the program) – From participants and resource persons/judges

- Project based competitions – From participants and judges

- External feedback – For laboratory courses/projects (based on LOs)

Suggestions/comments received in 3.6

- Mr. Wilson Pinto mentioned that since the institute already has its systematic process for gathering feedback, a modification in the same should not be based merely on specifications laid out by any one inspection/accreditation body.

- Dr. Jayaswal emphasized the importance of a 360-degree feedback and mentioned it should be stable and uniform. It should not be driven by specifications of external agencies rather be driven by quality aspects that institution wants to prioritize. Also, the feedback has to reach the faculty well in time for timely improvement and action. As the changes made based on feedback received from one batch need not necessarily address the concerns of the next batch for, they may have different concerns.

  Dr. Nitika Rai mentioned that all feedback procedures are in lines with quality assurance and not driven by specifications of any one accreditation body. Rather the points being focused on are one's that could help us understand the views of stakeholders better for improvement of our process.

  As for the vital point about the feedback being made available to teachers on time, Dr. Rai mentioned that as is the practice, the feedback received from students is shared with faculty soon after the first IAT. This gives them some time to take corrective measures and improve upon the teaching-learning methodology to address any concerns that may have been raised to enhance the effectiveness of the learning process. The current practice does seem beneficial at that level.

- Mr. Francis Dsouza enquired about the use of existent feedback system that's on the ERP and pointed out that the feedback of all involved in the process including that of the principal of the institution should be collected from the stakeholders. He suggested integration of all feedbacks into one platform like the ERP.

  Dr. Sincy George and Dr. Kevin Noronha mentioned that since we have just started with modifications of the formats of feedback, so we have retained different platforms. Once all the formats are approved the final aim is to integrate everything on one
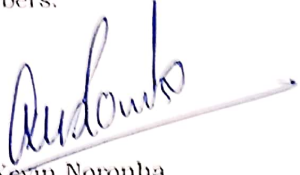
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platform for a uniform approach. It was mentioned that the point with regard to collection of feedback of all involved in the process including the principal of the institution will be considered.

With no other points to be discussed, the meeting was concluded at around 11:00 a.m. with a vote of thanks by Dr. Kevin Noronha to all the participants especially the external members.

Dr. Kevin Noronha
Member - Secretary