

RESOLUTION NO.	PRESENT MEMBERS AND RESOLUTIONS	REMARKS
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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:

Date:

03/04/2023

MINUTES

Minutes of the IQAC meeting held on 11/03/2023 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 (online)
4. Dr. Kevin Noronha – Coordinator/Director IQAC, Member-Secretary
5. Mr. Lester Fernandes – (Online)
6. Mr. Conrad Frank – (online)
7. Dr. Deepak Jayaswal – Dean Academics (online)
8. Dr. Kavita Sonawane – HOD, CMPN (online)
9. Dr. C. Hariprasad – FE HOD & Dean Student Affairs
10. Mr. Sunil Pansare – In-charge HOD, Mechanical Engg.
11. 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 (online)
16. Ms. Cecilia Lopes – (online)
17. Mr. Wilson Pinto - TPO

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. Bhuvan Damahe
6. Mr. Hemant Pawar
7. Mr. Kris Rawal

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 03.12.2022

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.

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Item 2: To report on action taken on decisions recorded in the meeting of the IQAC held on 03.12.2022

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

S. No.	Particulars / Activity	Action Taken	Open / Closed
1.	ITEM 4: The number of MOUs are less.	SFIT has signed MOU with 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. 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. NSS-SFIT signed an MOU with Afroz Shah's Foundation which has been recognized as the United Nations Champion of the Earth.	Closed
2.	ITEM 4: Steps needs to be taken for improvement in research and consultancy work	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. Student Team "Abhyantra" 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.	Closed
3.	ITEM 4: Best practice needs to be revisited/ revised and that distinctiveness of the college has to be taken to next level where the other colleges will follow us	This will be discussed in the Item 3.4	Open
4.	ITEM 4: SDC and NSS cell to organised 4 events for students' class wise and encourage the students for participation by telling them the importance of the same	To increase the participation of students in various cultural activities SDC has started new cultural clubs. To increase the participation in social activities Social responsibility cell has been revived.	Closed

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5.	ITEM 4: It was requested to circulate the NAAC peer team report to all the IQAC members.	NAAC Grade sheet has been mailed to members	Closed
6.	ITEM 5: The number of start-ups needs to be increased.	Three new student groups have given the start-up proposals which has been provisionally sanctioned by the Start-up monitoring committee.	Open
7.	ITEM 5: More focus needs to be given on industry participation.	Students from all the departments have visited various industries such as Adani Power, Tata Power etc. for their IV. Industry experts are being called as resource persons for seminars, project competitions, colloquiums etc.	Closed
8.	ITEM 5: More support needs to be given to students with regards to internship.	Industries are mostly interested in 3/6 months internship, which for now is not possible. When institute applies for autonomy, this can be integrated in the syllabus. Currently students are doing summer and winter internships of 1-2 months and online internships	Closed
9.	ITEM 5: Mr. Lester suggested that research publications of students can be forwarded to him. He will help us to understand whether research is aligned from the industry perspective	Research publications of students is mostly based on their final year projects. It is proposed to send the title and abstract of projects to industry experts such as Mr. Lester Fernandes in the coming days.	Open
	Suggestion: Mr. Lester Fernandes suggested that industry/research experts with different areas of expertise from various domains could be contacted for the benefits of students.		

The members took note of all the points.

Item 3.1: To present and Discuss Recent Achievements

- 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.
- 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:

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- Dr. Kavita Sonawane (CMPN) appointed as Chairperson – Women in Engineering and Executive committee member.
- Dr. Adil Sheikh (ELEC) appointed as Secretary membership development committee and as Subcommittee member of IEEE-PES smart building and customer system.
- Dr. Santosh Chapaneri (EXTC) appointed as member of IEEE signature conference quality committee.
- 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.
 - IEI – NMLC FCRT excellence awards for “research excellence (UG- Regional)” category on 16 Sep 2022
 - “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

Item 3.2: Report on activities conducted under IIC, SKDC, FDC1. Activities conducted under Institution's Innovation Council (IIC) -

- The flagship event TedX-SFIT was conducted in Oct 2022.
- Workshop on Entrepreneurial Skill, Attitude and Behavior Development on 11 Jan 2023
- Entrepreneurship day 23 on 18 Jan 2023
- Graphics.Design Workshop on 22 Jan 2023
- PRAGATI 2023 A National Level Business Plan Competition – G20 Event – CURRENTLY ON – 10-11 Mar 2023

2. Activities conducted under Skill Development Cell (SKDC) in Dec 2022 - Jan 2023 (winter break) –

- INFT - Advances in Web Technology
- INFT - Learning Python for GUI and Web Development
- CMPN - Industry Oriented Training for Core Computer Engineering Concepts
- EXTC - Evolution of Antennas from Circuits and Transmission Lines

MANAGING COMMITTEE

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- ELEC - Application of Power Electronics in Electrical Engineering
- MECH - Fundamentals of CFD using Ansys Fluent

3. Faculty Development Cell (FDC) –

- Dr. Vaqar Ansari appointed as FDP Incharge in Nov 2021
- Jointly organized (SFIT, XIE, SJCEM) IEEE Sponsored One-Week Faculty Development Programme on “Machine Learning: Basics to Advanced” in July 2022 which was attended by 68 participants with the resource person being Fr. Dr. Thomas Schwarz from Marquette University, USA.
- Now, Faculty Development Cell (FDC) is formed with the following objectives –
 - To train the faculty members on latest technologies
 - To maintain and enhance faculty effectiveness
- FDC plans to conduct IEEE Sponsored Two-Week Faculty Development Program (FDP) on “Next Generation Solutions: Harnessing the Power of Blockchain and AI” in June-July, 2023.
 - First week - Theory and hands-on sessions conducted by academician and industry experts
 - Second week – Capstone project development and its evaluation by industry experts

Comment:

- Dr. Sincy George explained
 - FDP will start at basic level and then move on to multi-disciplinary approach.
 - During FDP, the participants will group up with participants from different departments.
 - Initially in-house experts would start with the training and then the external experts will further add value to the program.
 - The method planned involves, learning, project work, test and then certification based on performance.
- 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.

ITEM 3.3: Rewards & Recognitions for students – Best student award form

- Academic Excellence Awards – First, second and third rank holders in FE and in SE, TE, BE branch wise.
- Awards to teams participating and winning in state/ national level competitions and carrying out Industry sponsored projects
- Best Outgoing Student Award
- Sponsored Prizes –
 - Late Jayanthi Satyanarayan prize constituted by Dr. J. V. N. Rao Ex- Principal, SFIT for highest marks in Engg. Mechanics.
 - Dr. Shekharchand Jain Prize constituted by Mr. Mayank Jain, Ex- Student, SFIT for highest marks in Engg Graphics.
 - Shri. Dharmendra K Agrawal prize constituted by Ms. Deepti Agrawal Ex-Student, SFIT for highest marks in Microprocessor.
 - Mrs. Sohanbai Memorial Award constituted by Dr. T. S. Rathore, Ex-HOD EXTC, SFIT for highest marks in Linear Integrated Circuits.
 - Mrs. Manorama Memorial Award constituted by Dr. T. S. Rathore, Ex-HOD EXTC, SFIT for highest marks in Network Theory.
 - Late Aubrey D’Almeida Memorial Award Constituted by his parents P. D’Almeida & Ida Almeida for highest marks in Mobile Communication & computing.
 - Late Princely D’Silva constituted by Department of Computer Engineering for Best Student of the department.

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- Bank of Baroda Achievers Award 2023 for Best in Academics, Best All Rounder, Best in Sports.
- Academic Excellence Awards – First, second and third rank holders in FE and in SE, TE, BE branchwise.
- Awards to teams participating and winning in state/ national level competitions and carrying out Industry sponsored projects
- Best Outgoing Student Award
- Metrics designed for identification of Best Outgoing Student Award was showcased to members for approval and inviting their suggestions for further effectiveness

Comment and suggestions:

- Dr. C. Hariprasad mentioned that the use of terms 'institute level' could cause confusion. It is possible that there could be achievements that are at national level events held in the institute. To make sure there is clarity, Ms. Deepa Panakkal suggested words like 'intra-collegiate / inter-collegiate' could be used instead.
- Mr. Sunil Pansare mentioned that the weightage given to 'Internships' in the form can be capped to certain level. For branches like computer and information technology, ample online internship opportunities are there but in case of other branches, online opportunities are fewer. So, weightage to internships should not be considered in terms of numbers rather quality aspect should be prioritized.
- The Director, Bro. Shantilal Kujur, mentioned that while the scenario of internship opportunities for each branch might be different, we need to work out ways and plan means as to make sure that all students from various branches could bag better internship opportunities.
- All members suggested that an appropriate capping of all parameters is essential to make sure the criteria remain quality oriented and not quantitative alone.
- Dr. Uday Khot mentioned that a certain criterion covering aspects of 'entrepreneurship' and 'values and ethical approach' should also be incorporated in the form. These being the core values of our Vision statement, it is only fair that the best outgoing student should be assessed on these parameters as well.
- Mr. Lester Fernandes appreciated the efforts put into framing of the form. He appreciated the fact that the form included a combination of academic aspects and extracurricular activities.
- Dr. Kavita Sonawane suggested that the students should be made aware of all the parameters right from the First Year so they can work towards it. It can serve as a motivation to students.
- Mr. Conrad Frank suggested that more weightage could be given to research and publication as it aids possibility of real-life solutions. This aspect is essentially important from industry perspective. Also, let us make sure that the academic topper does not automatically end up being the best outgoing student. We must encourage nurturing of all the vital parameters in students in such a way that we end up with a tough decision with a pool of students to choose from.

ITEM 3.4: Discussion on Best Practices

- Ms. Deepa Panakkal presented the two best practices furnished by SFIT :
 - Nurturing Future Entrepreneurs
 - Enhancing Professional Skills of Students for better Placements
- Gist of NAAC guidelines for selection of best practices were emphasized as
 - Minimum 2 Best Practices for an Institution
 - Context-free and less subjective - can be justified well when questioned
 - Adds commendable value to an institution and its various stakeholders
 - Reliable benchmarks or standards of quality
 - Aspects that could be the source of best practices include:
 - Institutional Goals

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- Pedagogic Requirements
- Global Concerns
- Nature of Learners
- Competencies of Staff
- Infrastructure Facilities
- Governance Requirements
- Proofs, majorly quantitative, have to be furnished at levels of
 - Planning
 - Resource Mobilization
 - Capacity Building
 - Monitoring and Evaluation
- College needs to consider collaborative effort and dissemination
 - Dissemination for wider application in the system
 - Database review forums, recording evidences for success etc. to discuss within and among institutions
- Given the score received from the NAAC peer team, Best Practices are at approx. 55%. Hence the proposal to revisit the guidelines and evaluate the practices in a concrete way.
- A rubric with all major guidelines incorporated was presented for evaluation of best practices. While the basic framework of rubrics has been designed, framing of specific performance indicators and targets to measure and assess might be a good way to evaluate the selection of practices.

Comments and Suggestions:

- Mr. Sunil Pansare sought clarity in terms of what NAAC means when it states "context free and less subjective" with regard to best practices. Ms. Deepa Panakkal clarified that the focus is more on quantifiable data. It is expected that the institute sets specific targets and showcases its process, planning, execution and monitoring along with results in quantifiable terms without leaving it open to subjective interpretation.
- Mr. Wilson Pinto and Dr. Nitika Rai mentioned that the possibilities of getting specific quantifiable data would rest on laying down specific strategies that need to be adhered to.
- Mr. Lester Fernandes 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.
- Dr. Kevin Noronha mentioned that using the valuable inputs we shall propose the indicators in the next meeting.

ITEM 4: To update on upcoming events and to discuss on plan of action

- Major upcoming events –
 - 4th IEEE International Conference – CSCITA on 31 Mar – 01 Apr 2023.
 - Rekindle – Alumni Meet on 18 Mar 2023.
 - IEEE Sponsored Two-Week Faculty Development Program (FDP) on "Next Generation Solutions: Harnessing the Power of Block chain and AI" in June-July, 2023.
 - Value-added courses in June 2023.
- Plan of Action
 - Preparation for Autonomy – Dr. Joanne Gomes appointed as Incharge
 - Preparation of AQAR – streamlining of the process
 - Identify and form Performance Indicators for effective evaluation of Best Practices

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ITEM 5: Any other point with the permission of the chair

Dr. C. Hariprasad raised a concern with regard to duplication of various documents due to different formats (ISO, IQAC, etc.)/ difference in same formats in various departments. This costs time to faculty and adds to their work. He suggested that a common approach and uniform format aligned in a manner that it could be incorporated directly into ERP using Mr. Johnson's help would be useful. Linking ERP to course file is a possibility that should be explored.

- Dr. Deepak Jayaswal mentioned that the work on streamlining all documents in a uniform manner has already been initiated and Mr. Johnson is also on it. It may take some time to stabilize but the work is on. Dr. Nitika Rai mentioned that changes in ISO formats take a procedure. But that is being discussed and possibility is being explored to have single format for specific documents.

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