



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)

P. B. No. 8456, Mt. Painsur, S.V.P. Road, Borivli (West), Mumbai - 400 103.

Tel.: 28908585 / 28928585 Fax : 28954787 E-mail : sfedu@sfit.ac.in Website : www.sfit.ac.in

Ref:

Date :

Policy to be followed for 30 hours course

1. The course needs to have well framed 30 hours or more contents in the syllabus designed, relevant to the topic/domain finalized.
2. Hands-on/practical sessions are encouraged which would offer deep insights in the domain, to the participants.
3. The expertise of the resource persons needs to be verified.
4. Every course apart from the sessions should comprise of
 - i. Continuous Assessment (upto 4): Quizzes or short tests can be conducted to test the understanding of the students.
 - ii. An assignment or a project should be assigned to the participants (individual/groups) towards the end of the course.
5. Every participant registered for the course should be assessed based on
 - i. Attendance, ii. Continuous Assessment and iii. Assignment/Project.

Following is the scheme to evaluate a participants decide the eligibility of

Scheme A

Parameters	Criteria	Certificate eligibility	Grading Procedure
Attendance	X1/100	If	Grade A: $91 \leq X \leq 100$
Continuous Assessment (CA)	Upto 4 CAs. Scaled to 100. X2/100	X1 \geq 75 and X2 \geq 75 and X3 \geq 75 then Y else	Grade B: $81 \leq X \leq 90$ Grade C: $75 \leq X \leq 80$
Project/Assignment	X3/100	N	
Total Score	X= X1+X2+X3		

OR

Scheme B

Parameters	Criteria	Certificate eligibility	Grading Procedure
Attendance	X1/100	If (X1+X2+X3/3) \geq 80	Grade A: $91 \leq X \leq 100$




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Continuous Assessment (CA)	Upto 4 CAs. Scaled to 100. $X2/100$	then Y else N	Grade B: $80 \leq X \leq 90$
Project/Assignment	$X3/100$		
Total Score	$X = X1 + X2 + X3$		

At the end of the course the coordinator needs to submit the following documents

1. Syllabus
2. Attendance of every session in one file
3. Participants' List
4. List of the students eligible for certificates
5. Feedback (Course and Resource persons)
6. Report of quizzes conducted under continuous assessment
7. Remuneration details (if applicable)
8. Letter of appreciation to the resource persons
9. Invitation letters to the resource persons
10. Course Schedule (Session timing and resource persons)
11. Project list along with link to the students' submissions.
12. Mentors allotted list for assignment/project evaluation
13. Report from the coordinator(s)
14. Worksheet of certificate eligibility and grading of the participants



Dr. Anjali Chaudhari
(Skill Development Cell Incharge)



Dr. Sincy George
(Principal)



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Procedure for deciding and executing Value-added courses

Following guidelines need to be observed by every department while deciding and executing the Value-added courses

1. It is expected by each department to conduct value-added course, minimum of 30 hours, for the students every semester.
2. The topic of the Value-added course should together be decided by the head of the department, class coordinator of the targeted students and the domain experts. One of the domain experts would be the coordinator while the HoD remains the convener for the program. The course content could then be prepared with the help of Alumni and Industry Experts too.
3. The proposal of the Value-added course along with the permission letter needs to be prepared stating the dates of the program, objectives, gaps identified in the syllabus, technology state-of-the-art, importance of the topic from placement point of view, budget proposal etc. Inputs from the TPO may also be collected which would enable the department to arrange the need of an hour topic and make the students placement ready.
4. The proposal, once ready, needs to be submitted via email and hardcopy, duly signed by the Hod and the course coordinator, to the Skill Development Cell (SDC) In-charge after which, approval of the principal and the director would be sought. This shall then be communicated to the course coordinators and the respective HODs by the SDC Incharge.
5. Post approval, the coordinator is expected to prepare the course poster, registration form and other program pre-requisite documents as per the document submission list sent by the SDC Incharge.
6. The course coordinator is also expected to submit the budget based on the policy decided by the SFIT management in consultation with the respective HoDs.
7. The course coordinators should inform the students, the importance of the program, they would be registering for before-hand and an email to be sent to the SFIT staff about the course being conducted.




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8. Each value-added course is graded which decides the eligibility criteria of the participants to receive the certificates with grades. Every participant registered for the course should be assessed based on
- Attendance,
 - Continuous Assessment and
 - Assignment/Project.
- Following is the scheme to evaluate the participants and decide their certificate eligibility.

Parameters	Criteria	Certificate eligibility	Grading Procedure
Attendance	X1/100	If X1 \geq 75 and X2 \geq 75 and X3 \geq 75 then "Yes" else "No"	Grade A: 91 \leq X \leq 100
Continuous Assessment (CA)	Upto 4 CAs. Scaled to 100. X2/100		Grade B: 81 \leq X \leq 90
Project/Assignment	X3/100		Grade C: 75 \leq X \leq 80
Total Score	X= X1+X2+X3		

However, depending upon the difficulty level of the program topic and other factors, relaxation in the eligibility criteria can be made with the consultation of the HoDs and informing the same to the SDC Incharge.

- For the certificates, the course coordinator is expected to email two different lists (excel sheet) of participants to Mr. Johnson Pen. One consists of the participant's name with their department, email-id and grades obtained. Participants who don't fit in the assessment shall be receiving the participation certificates (second sheet).
- The course coordinators are expected to submit all the documents, as per the list and the formats sent by the SDC Incharge, after the successful completion of the program.
- The submitted documents should be uploaded on the ERP on the tab created for the Skill Development Cell.



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