

**St. Francis Institute of
Technology**
(Engineering College)

Staff Induction Manual

Your guide to the organization

Director's Message

Warm welcome to St. Francis Institute of Technology (SFIT)!

St. Francis Institute of Technology is opening up its doors to a new batch of faculty aspiring to take up teaching as a mission of their life in SFIT, and warmly I welcome each one of them! I assure them that they will have an enriching experience at SFIT!

In SFIT, besides teaching we also strongly emphasize the importance of orientation towards research, discovery of unknown and creation of knowledge which is the integral part of the teaching profession. We encourage our teachers to discover new technologies, write research papers, obtain patents etc. We are at developing a new breed of professional educators, who in turn will orient their students towards self-learning through research; in the words of Dr. APJ Kalam, "autonomous learners"! At SFIT, we are working that our faculty to go beyond teaching; into publishing, research and consultancy. Unless one engages himself or herself in these activities, cannot impart up-to-date knowledge. It is said that, teachers who cannot keep their students 'involved' and 'excited' in the classroom, should not be there.

Educational Psychologist- Dr. Carl Rogers said, A "Holistic Education" system needs to address the fundamental longings of the human heart, mind and spirit of a student; it also requires to answer three fundamental needs of every student, Emotional needs, Intellectual needs and Spiritual needs. These should be the very foundation of any educational system! According to him these can be achieved through Rapport, Reason and Religion. Student's Emotional (heart) need for a trusting relationship is realized with the benevolence of the Teacher's Rapport; Student's Intellectual

(mind) need is realized with the academic enquiry and reasonable dialogue with the Teacher; Student's Spiritual (spirit) need for personal happiness is stimulated by the Religious guidance of the Teacher.

It is the duty of a Teacher to draw out the best from his/her student – It is realized only through a benevolent RAPORT between the Teacher and student. In order to achieve “Holistic Education” a teacher has to be, not just fulfilling the traditional role, but has to be a ‘mentor/guide’ to every single student. At the end of the day, all that matters is, can you carve out a little place for you in the heart of your student; can she/he be the first person a student will think of in the time of any difficulty/in trouble? Winning the confidence of a student is a precious asset that a teacher will do well to acquire!

As had mentioned, at SFIT, besides grooming you into researchers and scholars, we also help you to bring out the “teacher” in you, for whom teaching is not just a job, but it is the very reason why you have come to this earth; sent by God as His co-workers in imparting knowledge; hence, enjoying what you do and why you do!

Although I have addressed this letter mainly to the teaching faculty, the ideas and thoughts mentioned therein, also hold good for non-teaching staff as well, in their own sphere of activity, where new ideas, new ways of doing things, innovations and improvements are of paramount importance.

***Bro. Shantilal Kujur
Director***

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1. General

1.1 About the Society and Institute

St Francis Institute of Technology is run by 'The Society of the Congregation of Franciscan Brothers (CMSF)', an International Society of Religious Brothers founded by Bro. Paulus Moritz in 1901 and registered as a Public Charitable Trust. Besides Higher and Technical Educational Institutions, the Society realizes its charism by running Orphanages, Boys Homes, Homes for street children, Academic Institutions, Vocational Training Institutes, Schools etc. all over India and even abroad. The

Franciscan Brothers, with Head Quarters in Mumbai, serve in 10 countries across the globe.

St. Francis Institute of Technology (SFIT) was established in 1999-2000 to fulfill a long felt public need of the locality for a professional educational institution of Engineering. SFIT is set over 5 acres of sprawling greenery, situated in one of the best suburbs in Mumbai, Borivli (West) and comprises of ground+7 floors structure, with 2 wings, fully equipped with the state-of-the-art technical infrastructure facilities.

SFIT is consistently ranked one among the top engineering colleges in the University of Mumbai, for its academic excellence and other achievements.

1.2 The Institute's Patron & College Anthem

St. Francis of Assisi is the Patron of the Society of Franciscan Brothers as well the patron of Institute. The 'Prayer of Peace' of St. Francis of Assisi is chosen as College Anthem.

1.3 Our Vision

UG Program

"To be a chrysalis where bright youngsters are transformed into technological entrepreneurs and innovative leaders of tomorrow's world, consistent with the Franciscan vision of integrity, peace and love."

PG Program

"To be a chrysalis where bright engineering graduates are transformed into technological educators /entrepreneurs and innovative leaders, consistent with the Franciscan vision of integrity, peace and love."

1.4 Our Mission

UG Program

"To churn out highly competent engineering graduates with a commitment to result oriented work, a perennial zest for learning, a quest for excellence, an open mind and the universal values of honesty, dignity and mutual care."

PG Program

"To churn out highly competent technological educators/entrepreneurs with a commitment to impart research oriented education, a perennial zest for learning/research, a quest for excellence, an open mind and the Franciscan values of honesty, dignity and mutual care."

1.5 Minority Status

SFIT is a private, un-aided, self-financing, Religious (Roman Catholic) Minority educational Institute. The Govt. of India, National Commission for Minority Educational Institutions was pleased to declare in September 2006 that St. Francis Institute of Technology (Engineering College) 'is exclusively a Minority Educational Institution' within the meaning of Section 2(g) of the National Commission for Minority Educational Institutions Act 2004, covered under article 30 of the Constitution of India.

1.6 Approval and Affiliation

SFIT is approved by All India Council of Technical Education (AICTE) and Govt. of Maharashtra/Directorate of Technical Education and is affiliated to the University of Mumbai for both Graduate and Undergraduate programs.

1.7 NBA Accreditation

Our UG programs Computer Engineering, Information Technology and Electronics & Telecommunication Engineering were initially accredited but the accreditation has expired as on date. However, the college has registered for further accreditation/Re-accreditation for all the three courses and the visit of the NBA team is expected soon. We are expecting a positive result.

1.8 Our Quality Policy

“To be the most preferred Institute of Engineering & Technology equipped with state-of-the-art facilities, to develop technically qualified techno-entrepreneurial class of value based global industry leaders, imparting comprehensive technical education, through highly competent and dedicated staff, ensuring continual improvement of QMS processes, meeting ISO 9001-2015 standard as well as meeting statutory & regulatory requirements.”

1.9 ISO 9001:2015 Certification

SFIT has been certified by DNV for conforming to the Quality Management System Standard ISO 9001:2015 standard for providing of Under Graduate Courses in Engineering/Technology. The certification is valid till 24/06/2025.

2.0 Organization Structure

2.1 Governing Body

Governing Body is the Board of Trustees of the 'Society of St. Francis Industrial Training Institute' that established 'St. Francis Institute of Technology' (Engineering

College) in 1999 which is registered under the Societies Registration Act, 1860 under Registration No. BOM. 417/73 G.B.B.S.D and the Bombay Public Trust Act, 1950 under Registration No. 3393.

2.2 Executive Committee

The Executive Committee is the body headed by the President/Chairman of the Society and includes the Director, the Dy. Director and the Campus Administrator as well as other members (appointed by the Chairman) and decides policy matters of the Institute, keeping in view overall objectives of the Society and assists the Director in the management of the Institute.

2.3 Director

Director is the Head of the Institute, appointed by the President/Chairman of the Society. He looks after the day to day governance of the college and helps the Executive Committee in framing policy decisions of the college and such related matters such as, faculty recruitment, training & development, finance, legal matters and any other matter of the institute. He is empowered to represent the institute in all legal matters.

2.4 Deputy Director

Deputy Director is appointed by the President/Chairman of the Society to assist the Director in the management of the institute. He reports to the Director.

2.5 Principal

'Principal' is any person who is legally qualified as per statutes applicable and who is duly appointed as such by the Director to look after the academic activities of the Institute. He / She reports to the Director.

2.6 Governing Council

The Governing Council (GC) is the body, consisting of President/Chairman of the Society, the Director, Dy. Director, members of Executive Committee, Principal, members from reputed academic institutes, industry and a couple of special invitees. The GC discusses broad policies on various issues concerning academics, administration, development and progress of the institute, staff/students, placement, budget etc. and suggests future course of action or direction the college should take, consistent with the various regulations of the regulatory & affiliating bodies.

2.7 College Development Committee

College Development Committee is the body consisting of the Chairman of the Society, Director, Dy. Director, Principal, Heads of Departments and a few Staff representatives who discuss, propose/suggest day to day governance of the college including budget, allocation of funds, administrative matters, staff/students issues etc.

2.8 Internal Quality Assurance Cell (IQAC)

The primary aim of IQAC is - To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. The IQAC is constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. The IQAC meets once in every quarter. It reviews the academic processes, teaching and learning methodology, especially about quality assurance, faculty development, and establishment of research culture and consultancy in the Institute etc.

PAC: The Program Assessment Committee (PAC) has been formed for monitoring progress and education quality of UG and PG programs. The PAC consists of faculty members of the department and other departments who periodically monitor the departmental activities and evaluate different parameters.

2.9 Screening Committee

The Screening Committee of the college consists of members which includes the Director, Principal, HODs and an external Member, not less than the rank of Professor/Principal, that meets once a year to recommend to the Management, the names of the eligible teaching faculty for career advancement, provided they fulfil the criteria and meet all the requirements laid down by the All India Council of Technical Education (AICTE), University of Mumbai, Govt. of Maharashtra as well as the Institute. The meeting is held once in an academic year.

2.10 Faculty Selection Committee

Faculty Selection Committee is constituted to recommend the selection of right candidates for regular teaching posts, with requisite qualification and experience, as prescribed by AICTE/University of Mumbai.

The Faculty Selection Committee is constituted as follows:-

1. Chairperson of the Governing Body
2. Two Nominees from among the members of the Governing Body
3. Two General Experts
4. Three Subject Experts
5. Principal of the Institute
6. Head of the Department

2.11 Dean M.E. Program

The Dean of M.E. Program is appointed by the Director in consultation with the Principal. Besides his normal teaching load, he is expected to have a vision of the M.E. Program in Engineering/Technology and articulate that vision to the faculty and the students. He/ She is required to provide strong leadership in developing, implementing and continually updating strategic plans for M.E. program and revamping curriculum and syllabus (subject to regulations) in line with the emerging needs of the industry, teaching and research as per the advice of the Academic Council and Director PG Program. He reports to the Director PG Program/Director.

2.12 Heads of Departments (HODs) /FE Coordinator

HODs/FE Co-ordinator are appointed by the Director in consultation with the Principal and are expected to have a long term vision of the developmental possibilities of their department/discipline supplemented by an interdisciplinary perspective. They should provide the management and leadership necessary to enable successful academic endeavors in the areas of teaching, research and support services. They also should have the ability to directly impact on their department and faculty by working with colleagues to create, to reaffirm the common vision of success. The HODs use their personal reputation to build trust and momentum to move the Department in this direction. Faculty members who take on this role have opportunity to develop as academic leaders and make a direct contribution to the success of their Department, Faculty and College.

2.13 Dean Student Affairs

Dean Student Affairs is appointed by the Director in consultation with the Principal on a rotational basis. Besides his/her normal teaching load, under the direction of the Director and Principal, the Dean Student Affairs is responsible for creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual developments of students in a holistic way. He reports to the Director.

2.14 Head - Training and Placement (TPO)

Head -Training & Placement is appointed by the Director with the overall objective of promoting students' employability, training/internship in the industry, securing gainful placement for students, to develop Industry-Institute interaction/relationship and to maintain an active alumni association. He reports to the Director.

2.15 College Librarian

The College Librarian is overall responsible for the Central Library (Learning and Information Resource Centre) and is expected to establish and maintain a system for orderly procurement, storage, issue of books/e-materials and reading material to

ensure usage and benefit to SFIT students and staff members. She/he reports to the Director.

2.16 Examination Cell

The Examination Cell along with Examination Committee and the Principal are responsible for the orderly conductance of examinations of both the college and the University, as per University of Mumbai guidelines, in the college.

2.17 Office Administration

The Office Administration assists in and maintains the records of the following functions:

- a) Legal/Statutory compliances/Records
- b) Staff Recruitment
- c) Staff Appraisal/Training Needs identification
- d) Admission
- e) Students ID Card/Railway concession/Transcripts/Certificates
- d) Purchase. Maintenance and Repairs
- f) Reception
- g) Security/Housekeeping (outsourced)
- h) Cafeteria (outsourced)

2.18 Accounts

The Accounts department looks after the staff attendance and salaries as well as income and expenditure matters including students' fees, payments and maintains the books of accounts of the institute.

2.19 College Committees

As per legal/statutory requirements as well as for the smooth running of the various activities in the college, a number of committees are constituted, consisting of staff members, headed by a senior staff member as convener of each committee. The following committees are constituted at present in the college. The members and the conveners keep changing and a suitable circular to the effect is issued by the Director/Principal as and when required.

- 1. Examination Committee
- 2. Time Table
- 3. Attendance
- 4. R&D
- 5. E-cell and RAD Lab
- 6. Website
- 7. Library Advisory Committee
- 8. Literary and Social Media
- 9. Training and Placements

10. Cultural
11. Social Responsibility Cell and NSS
12. Sports
13. Alumni
14. Student development Cell
15. Unfair Means and Discipline Committee
16. Technical Committees
17. ROBOCON/ E-Yantra
18. IRIS/ MOSAIC
19. Skill Development Committee
20. Industry Interaction Cell

AICTE/UGC Essential Committees

21. Internal Complaints and Women Development Cell
22. College Grievance Redressal Cell (CGRC)
23. Student Grievance Redressal Cell (SGRC)
24. SC/ST Committee
25. Anti-ragging Committee

3. Academic Programmes

3.1 At Undergraduate Level

We offer 4-year full time, B. E. Degree courses in Computer Engineering, Information Technology, Electronics and Telecommunication Engineering (with an intake of 120 seats in each), Mechanical Engineering and Electrical Engineering (with an intake of 60 seats in each). All the programs are approved by AICTE and affiliated to the University of Mumbai. From the academic year 2015-2016 onwards, the college has been granted Permanent Affiliation for Computer Engineering, Information Technology, Electronics and Telecommunication Engineering.

3.2 At Postgraduate Level

We offer 2-year, full time M.E. Programme in *Computer Engineering and Electronics & Telecommunication Engineering* branches with an intake of 18 seats in each. These programs as well, are approved by AICTE and affiliated to the University of Mumbai.

3.3 PhD (Technology) programme

From the academic year 2014-2015, the college has been granted permission for recognition for the PhD (Technology) degree in the branches of Electronics and Telecommunication Engineering (15 seats) and Computer Engineering (12 seats).

4. **Research, Innovation, Development and Entrepreneurship Cell**

The Institute has a Research, Innovation, Development and Entrepreneurship Cell to integrate teaching and learning activities/processes towards Innovation and Entrepreneurship development and starting of new ventures. For developing entrepreneurship traits and culture among our students keeping with our 'Vision' statement, we have tied up with National Entrepreneurship Network (NEN) – a supporting organization for developing entrepreneurship culture in the campus.

With the objective to make SFIT the most preferred Institute of Engineering to develop technically qualified techno - entrepreneurial class, R&D Centre was started in the year 2005, as a Centre of Innovation to nurture the young minds of both the faculty and students. The aim is to create an environment where faculty and students working in the R&D Centre are motivated to strengthen the relationships with each other and to establish the entire value chain for the R&D activities.

The broad objectives of R&D Centre are –

- To conduct basic and applied research through effective participation of teaching faculty and students to upgrade their knowledge.
- To promote research and development activities for the technological up gradation of staff and students, thus leading to “Knowledge Generation”.
- To be a centre of innovation for both staff and students, for all round development of the Institute and to become one of the finest Engineering Institutes in the country.
- To enhance Institute/Industry partnership.

The R&D activities of the college are bifurcated into 'Pure Academic Research' and 'Industry Related Project Research.' In Academic Research, every year R&D Centre continues to publish, “Sanshodhan”, a Technical Magazine containing research articles from staff and students of the College. R&D lecture series is organized on a regular basis for the benefit of our teachers/students. ISTE approved Short Term Training Programmes, National/International conferences; in-house workshops etc are part of this venture.

SFIT Robocon team has been participating regularly in the prestigious International Robotics competition.

SFIT Entrepreneurship Cell (E-Cell):-

The SFIT E-cell was established in year 2012 to promote the institutional vision of transforming youngsters into technological entrepreneurs and innovative leaders. The objectives of SFIT E-cell include mentoring campus start-ups, nurturing and fostering innovative business ideas and imparting necessary entrepreneurial skills.

The events conducted by SFIT E-cell are mapped to its objectives as follows:

Mentoring	Ideas	Skills
•UNNATI	• PRAGATI	•Graphic Design Workshop
•Entrepreneurship Day	• TEDxSFIT	•Video Editing Workshop
•Start-up Saturday		•Business Plan Development

SFIT joined Ministry of Education’s National Innovation and Start-up Policy in 2020. Principal, senior faculty members, industry experts and alumni members have formed SFIT’s ISP as per the NISP guidelines. SFIT’s ISP document is available on the SFIT website at <https://www.sfit.ac.in/Start-up%20Policy.php>

Also, SFIT has an active incubation center which supports start-up groups by providing infrastructure, utilities, mentoring, support for funding and networking opportunities.

Following student groups were selected and are working under SFIT incubation center (as in A.Y. 21-22)

- SportsZone: Parth Barai, Yasshita Jathan. Mehul Bhare, Parbat Rajpurohit (SE CMPN)
- WERK: Lisban Gonsalves, Dillon Girkar, Axill Dcunha (SE CMPN)
- Macro Keyboard: Deepak Parihar, Reuel Amin, Meet Patel (SE CMPN)
- Washdoors: Shivam Upadhay, Rutvi Shah (SE CMPN)
- StackLancers: Siddhant Giri, Abhijeet Gonsalves (INFT 2021), Darren Noronha (BE CMPN)
- EQLibira: Anshika Gupta (BE INFT), Almash Alam (BE CMPN)

Some of the successful start-ups by SFIT former students are:

- Rouge Code Kishan Chuadhary (INFT 2021)
- Daten and Wissen Pvt. Ltd. Jitendra Purohit, Lakshit Ukani (INFT 2019)
- KubixSquare Pvt. Ltd. Jetso Analin (CMPN 2019)
- Integree Biomed Pvt. Ltd. Aneesh Kulkarni (INFT 2010)
- G10 Consultancy Mayur Agarwal, Vaibhav Gupta (INFT 2014)
- Royal Neshor Jesseline Cutinho, Mehul Chhajed (CMPN 2014)
- Onbac Inc Rohan Asthana (INFT 2010)
- SuperX Learning, Ninsar Agritech, Dr. Vikram Shete (EXTC 2001)

5. Training and Placement

The training & placement team of SFIT is managed by experienced professionals who have thorough knowledge of the job market and the department guides students for the placements as well as higher studies. Placement team invites some of the best companies for full time hiring and internship. The result of which we have seen consistent growth in the number of offers as well as enhancement in quality of offers.

The students are trained on latest technologies which increases their employability. Along with this we train students on soft skills, interview preparation, Resume Preparation and other requirements which help them in their final placements.

Some of our top recruiters are Accenture, Amazon, TCS, Infosys, Capgemini, LTI, Tech Mahindra, IBM, Oracle, MAQ Software, Atos, Virtusa, Xoriant, Siemens, Browserstack, Voltas, Blue Star, Godrej and many others.

6. Infrastructure Facilities

SFIT has excellent infrastructure facilities such as multimedia equipped classrooms, state-of-the art laboratories, Computer Centre, Research, Innovation, Development and Entrepreneurship Cell, Incubation Cell, Workshops, Learning and Information Resource Centre (Central Library and Department Libraries), Student Activity Rooms, canteen and sports facilities.

6.1 Computer Centre

The College has a fully equipped Computer Centre with Wi-Fi connectivity and computers loaded with latest softwares, both for the use of the staff and students.

6.2 Language laboratory

Communication nowadays is language plus soft skills. Given this fact, we have taken special care to make sure these needs of our students are well catered to. This is where the Language Lab plays a vital role. The language laboratory is an audio-visual system used as an aid in modern language teaching. The right process of acquiring proficiency in a language is the way we learn our mother tongue. This occurs through the four fundamental steps of Listening, Speaking, Reading and then finally, Writing.

Our well-equipped Language Lab with 24 PCs, individual handsets, speakers and all necessary accessories. It has the DLM software which makes intelligent use of world-class IT-enabled tools to teach and learn aiding mastery of language, even fluency. DLM is a spanking new, top-of-the-line, user-friendly, language learning platform, from the house of Thaliyola Infotech Pvt. Ltd., It is developed by a team of experts with over 30-plus years of expertize in delivering world-class language learning solutions.

This Language Lab software guarantees an effective mode of communication to improve the communication skills. The lessons work at both audio and visual levels and help the students learn at their own pace. With proper guidance from qualified and able facilitators, students get maximum benefits of the software giving them a realistic and practical with correct pronunciation, listening, reading, writing and speaking skills.

6.3 Departmental Laboratories

UG & PG (Research) laboratories: The science and engineering education programs at SFIT emphasizes hands-on-experience of students in labs. Institute's labs play a central role in supporting faculty and student research. For these reasons, the institute is committed to developing and maintaining state-of-the-art labs for students and faculty.

The Institute has basic and advanced Laboratories at the UG and PG levels, equipped with latest equipment, computers, servers, as well as most modern software to impart practical knowledge as per prescribed syllabus and beyond, to complement classroom learning. Students have access to these excellent facilities, complemented by twenty-four hour Internet connectivity. The resources and facilities of all labs provide an efficient and effective support to students in their pursuit of academic excellence.

6.4 The Central Library

The Central Library is located on the second floor of Wing B. It is not only graced with a spacious and air-conditioned ambience but also equipped with ICT facilities. It provides a comfortable and friendly environment that enables learning and advancement of knowledge. It has the provision of a separate reading hall. It is geared towards meeting the academic and research needs of the faculty, non-teaching and student community and hence is also known as the Learning and Information Resource Centre. Our LIRC follows the Open Access System and makes optimum use of the barcode technology to provide access and retrieval of books, project reports and CDs. The catalogue of the library – WebOPAC is accessible to valid library users, facilitating them to identify and search books and place reservations online.

Timings: Monday through Friday: 8.00 am to 6.00 pm
Saturday (1st and 3rd): 9.00 am to 4.00 pm

Membership: Membership can be availed by any bonafide faculty, staff or student of SFIT.

Requirements for Membership: Employee ID, registration on SFIT ERP and soft copy of passport size, colour photograph.

Borrowing Period: 10 documents for the entire semester

Resources:

PRINT RESOURCES	
UG BOOKS	PG BOOKS
GENERAL READING BOOKS	REFERENCE BOOKS
BOOK BANK BOOKS	SPECIAL COLLECTION BOOKS

PROJECT REPORTS – B.E. <i>Best Project Reports</i>	SYLLABUS
DISSERTATIONS – M.E.	UNIVERSITY OF MUMBAI QUESTION PAPERS (For Reference)
THESIS – Ph.D.	JOURNALS AND MAGAZINES
E RESOURCES	
LIBRARY WEBPAGE	NATIONAL DIGITAL LIBRARY OF INDIA
WEBOPAC (ONLINE CATALOG)	OPEN EDUCATIONAL RESOURCES
IEEE ASPP AND POP	INSTITUTE REPOSITORY - DSpace@SFIT

Services:

- 1) Book Lending
- 2) Reference
- 3) Plagiarism Check
- 4) WebOPAC
- 5) Institute Repository
- 6) E Mail Alerts
- 7) Top Research Trends
- 8) Good Reads
- 9) Training and Orientations
- 10) Reprography
- 11) Resource Sharing and Inter Library Loan
- 12) New Arrivals and Thematic Displays
- 13) LIRC Newsletter - LIRC @ A Glance
- 14) QR Codes
- 15) Book Recommendations

LIRC has Institutional Membership of:

- 1) IIT Central Library, Bombay
- 2) National Digital Library of India

6.5 Department Libraries

Keeping in mind the need for advanced technical and research activity specific to each programme, along with continuing education, departments have developed separate department libraries, in addition to the Central Library. The department libraries are upgraded every academic year to include changes in the syllabus in the engineering/technological field.

6.6 Reprography & Stationery facilities

The Institute has provided fully equipped reprography facilities in the campus itself, with the latest photocopiers, scanners, printers for photocopies, black & white/colour prints etc. and all necessary stationery requirements.

6.7 Cafeteria

SFIT has a cafeteria with adequate facilities for the use of staff & students.

7. Networking with Professional Institutes

In order to bring about professional awareness and competence among our staff and students, the Institute is regularly networking with Professional Institutes such as,

- Computer Society of India (C .S. I.) Wing
- Institution of Electronics and Telecommunication Engineers (I.E.T.E.)
- Institution of Electrical & Electronics Engineers (I. E. E. E.) Wing
- Indian Society for Technical Education' (I. S. T. E.) Wing

8. Information Exchange with IIT, Bombay

- The Institute has excellent relationship with IIT, Bombay. Eminent professors from this prestigious institution, in addition to being resource persons in various seminars and conferences, are an important part of our Governing Council, Academic Council, IQAC and Selection Panel for teaching faculty. Because of excellent infrastructure facilities and faculty support, our Institute is regularly selected as one of the Examination Centres for conducting Joint Entrance Examination (JEE) & Graduate Aptitude Test (GATE) for admission to the IITs as well as 'Remote Centre (RC) for conducting their training programmes In 2013 IIT Kharagpur has selected SFIT as a Remote Centre for hosting their 2-weeks workshop on 'Analog Electronics'.
- For the PhD course work, SFIT PhD scholars undertake a course on a specific domain area of research undertaken by the research candidate which is of 6 credits. IIT Bombay has recognized SFIT as SWAYAM NPTEL Local Chapter. A two-week summer workshop was organized by, Wadhvani Electronics Lab (WEL), Dept. of Elect Engg, IIT Bombay in association with NPTEL in July 2022 for which few of our students have registered.
- SFIT LIRC (Central Library) is an Institutional member of IIT Library, Powai: Our faculty, staff and bonafide students can visit the library and avail the services on weekdays (Monday to Friday) between 09.30-17.30 hrs. They should carry a letter of introduction from the Head of the Institute with their valid identity card. Educational members can avail following services during library hours: – Reference and consultation – Photocopying service – Bibliographic assistance
- St. Francis Institute of Technology is a member of **National Digital library of India (NDLI)**. The NDLI provides, free of cost access to many books and designed to hold content of any languages and provides interface support for 10 most widely used Indian languages. It is developed, operated, and maintained from Indian Institute of Technology Khargpur.

9. Industry Linkages

Institute has commissioned an Industry/ Institute Interaction Cell' linked to Training and Placement, to promote closer interaction with Industry and adjust the academic programs, as far as possible, both in UG and PG, in line with the emerging requirements of the Industry.

SFIT is accredited by Tata Consultancy Services, Infosys and Cap Gemini for placement of our students. The college has MOUs with companies as well as foreign Universities which help our students.

10. Sports, Games and Cultural Activities

10 .1 SFIT believes in the overall growth and development of each student. For this purpose there is a sports committee along with the Sports –in-Charge ensure the availability of sports equipment and also monitor the usage of the playground, various courts and indoor games facilities. There are two indoor sports and games facilities separate for boys and girls with the area of 99 square feet each, having resources available to play table tennis, caroms chess and foosball. Facilities are provided in the campus for outdoor games like Cricket, football, volleyball, basketball, badminton.

Every year during the annual sports festival IGNITRA certain budget is allotted for sports equipment as well as for conducting sports and games. Sports items thus purchased are used throughout the year and the students are using these facilities every day after the class hours.

There is a gymkhana having ample space with the equipment for exercise such as tread mill, bike, weightlifting and other cardio exercises. Gymkhana is utilized for exercises by our faculty members and students after college hours.

The Annual Day, Teachers' Day, Independence Day, and Republic Day are celebrated with cultural events for students and staff.

10.2 'Mosaic' a technical festival, 'IRIS' a cultural festival and College 'Annual Day' are celebrated every year with great enthusiasm and funfair. Students get an opportunity to showcase their talents under the guidance of the College staff.

11. Service to Society

SFIT NSS UNIT and SFIT SRC (Social Responsibility Cell) have been formed with the objective of inculcating and developing social sensitivity, moral values and professional ethics in SFIT students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute. **The Moto of NSS is “Not Me But You” and the Moto of SRC**

is **“Facilitating Social Change”**. A full-time Coordinator is appointed to look after the activities of NSS Unit and SRC.

SFIT NSS & SRC since its inception has been carrying out various activities such as –

- **Humanitarian activities:** Food donation drive, Clothes donation drive, Blood donation camps, Organ donation pledge, Relief measures during natural calamities, Books and stationery donation drives, and Regular visits to orphanages, children’s homes and elderly homes, Road safety campaigns, Fire safety campaigns, Installation of student assembled solar panel units in the needy households of SFIT-NSS unit adopted villages.
- **Health and hygiene activities:** General medical check-up, Eye check-up drives, Dengue- Malaria prevention campaigns, HIV/AIDS awareness campaigns, Cancer awareness campaigns, Yoga training sessions, Self-defense workshops, Fit India Programme, Workshops on suicide prevention and mental health, Counseling sessions on stress and anxiety management and Awareness campaigns on COVID19.
- **Environmental protection and conservation activities:** Tree plantation drives, Cleanliness drives in beach and campus, railway stations, market places and in the SFIT NSS unit adopted villages, Beat plastic pollution campaign, Beautification drive at railway stations, river walls and police stations.

12. Miscellaneous

12.1 Attendance and Discipline

Every member of the staff is expected to be punctual and observe the discipline of the college strictly. He/she is expected to dress appropriately and set an example to the students by his/her behaviour and manners.

As per University rules, every student must complete, to the satisfaction of the Principal, the courses of study at the College prescribed for such term for the class to which the student belongs. The student must maintain a minimum 50% attendance under individual heads of theory/practical/tutorial of every subject and overall average attendance of 75%, failing which the student defaults in attendance.

There will be an examination at the end of each semester. The examinations are conducted as per University Norms.

The SFIT Management along with the parental involvement is committed to a healthy discipline and high academic standards of the college.

Parent Teacher Interaction meetings are held regularly to interact with the parents to explain to the parents regarding their wards regarding their attendance and academic performance.

12.2 Prohibition and Prevention of Ragging

As per the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal No. 887 of 2009 dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, as well as subsequent notifications issued by AICTE, University of Mumbai, State Government/Directorate of Technical Education and Central Government, ragging is strictly prohibited. Further, the All India Council for Technical Education (AICTE) has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No.37-3/Legal/AICTE/2009 dated 01/07/2009 available on AICTE web-portal.

12.3 Mobile Phones banned in the College Premises

As per Mumbai University's circular ref. no. UG/552 of 2004 dated 31/12/2004, mobile phones in the College premises are banned.

12.4 Anti-national Activities

Any member of the staff/student studying in any Engineering / Technology Institute, if found indulging in anti-national activities contrary to the provisions of acts and laws enforced by Government from time to time, any activity contrary to rules of discipline are liable to be expelled from the institute without any notice, by the Principal /Director of the Institute.

12.5 False or Incorrect Information

If any statement/s made in the Application Form or any information supplied by the member of the staff in connection with his/her appointment is found to be false or incorrect at any time, then his/her appointment is liable to be terminated forthwith.

13. Staff Service Rules

The Staff Service Rules titled "**SFIT Staff Service Rules, 2011**" (Amended as on 1st July 2022) are applicable to all the members of the staff, teaching and non-teaching, as the case may be and all are expected to abide by these rules. The Rules are posted on the College Website (www.sfit.ac.in) and can be referred to with protected pass word, which can be obtained from the administration office.

THE END

