



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

**ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE),
MOUNT POINSUR, SVP ROAD, BORIVLI (WEST)**

400103

www.sfit.ac.in

SSR SUBMITTED DATE: 22-02-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

1. INTRODUCTION

St. Francis Institute of Technology (SFIT) belongs to the Society of Franciscan Brothers which was founded in 1901, with main focus being service to society especially towards orphans, the poor and lower-middle class, without any distinction whatsoever. The Society's Higher Education Centers are located in urban and semi-urban areas, providing higher level general and technical education with a view to create technical entrepreneurs and skilled professionals. Founded in 1999, SFIT remains one of the promising institutions amongst the Society's various establishments. Its minority status was confirmed in 2000, further certified by the National commission in 2006.

SFIT is permanently affiliated to University of Mumbai, Maharashtra, recognized by the All-India Council for Technical Education (AICTE), New Delhi and ISO 9001:2015 certified. The department of Computer Engineering (CMPN) is twice NBA accredited and the department of Electronics and Telecommunication Engineering (EXTC) and Information Technology (INFT) are thrice NBA accredited.

Ranked among the top 6 colleges under University of Mumbai, SFIT currently offers **Five** Under-Graduate (UG) programmes, leading to Bachelor of Engineering (BE) degree in fields of CMPN, EXTC, INFT, Electrical (ELEC) and Mechanical (MECH). The college also offers **Two** Post-Graduate (PG) programmes leading to Master of Engineering (ME) degree and **Ph.D.** (Technology) degree in CMPN and EXTC. Hence facilitating a path of success for its students right from undergraduate studies to doctoral research.

The institution goes beyond the recommendations of the AICTE to provide well-planned infrastructure. The campus is a lush green 5 acres with built up area of 22014.85 sq. m providing a conducive environment and state of art facilities. The infrastructure supports student activities; right from academics, research based to co-curricular and extracurricular.

The college encourages students to utilize and showcase their technical and creative potential as well as managerial skills. This includes planning, organizing and participating in a number of college events like IRIS, MOSAIC, PRAGATI, TEDxSFIT, and representing college at ROBOCON, E-YANTRA and various such national and international platforms. SFIT strives to help its students evolve as skilled intellectuals who stay grounded in values and understand their social responsibility.

Vision

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.

The word 'Chrysalis' in the vision defines SFIT's role in the preparatory and transitional state of students, aiding their growth into innovative and independent professionals. It is analogous with the transformation of a caterpillar into a beautiful butterfly. Caterpillars are born with everything they need to become butterflies. But for the beautiful transformation to happen they need to be protected, nurtured and provided with the right

environment. This is done by the protective casing, chrysalis. SFIT believes that the bright youngsters hold great potential within themselves, providing right guidance at every stage is essential. The college aids their transformation into competent professionals and independent entrepreneurs by providing the right conducive environment and all possible facilities/opportunities to hone their skills.

Being an engineering college, academic excellence and innovative approach are of utmost importance, but it is the Franciscan vision of integrity, peace and love that guides us. The Franciscan approach emphasizes that every human being deserves to be treated with dignity and respect. It believes in providing compassionate care and serving everyone regardless of their beliefs. It upholds the idea of a service that extends beyond humanity to the whole of nature. While preparing students to lead the world, SFIT instills in them the importance of being just, ethical and responsible in intent as well as action. The institute believes that every individual and every organization is involved in making hundreds of decisions every day and these need to be based on core values. The world needs leaders who realize their responsibility as members of society. SFIT envisions its students to be competent job creators and innovative solution providers who are ethical in approach and work with strong sense of values for the well-being of society.

Mission

UG-PROGRAMME

To churn 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-PROGRAMME

To continually improve and progress in the path of developing post graduate scholars who will be competent in exploring, developing and disseminating new knowledge in their areas of specialization so that the repository of new knowledge and innovation and its dissemination will be enhanced in scope of effectiveness.

SFIT's mission is in tune with its vision emphasizing devotion towards a goal, a purpose that will guide the learners in profession/ life.

The institute strives for quality in **academic** pursuits with student-centric approach. SFIT's outcome-based approach to education acquaints learners with a **result-oriented outlook**. Every learner experiences a thoughtful blend of concepts/practices combined with basic/advanced tech infrastructure facilities. The Institute pursues **innovative pedagogy**.

SFIT provides various platforms to enhance multiple skills **and** encourages learners to become **open-minded individuals who are accommodative of different perspectives for greater good**.

SFIT believes that **collaborative relationships** between researchers and knowledge users built on trust and frequent interaction enhance the effectiveness of **dissemination and exchange activities**. Institute encourages

learners to **disseminate new knowledge in their areas of specialization by**

- Publishing research findings in national / international publications
- Presenting at national conferences and meetings of professional associations
- Presenting program results to local community groups and other local stakeholders
- Sharing the intellectual resources and infrastructural facilities among the academia like IIT Bombay and other institutions of repute

SFIT aims to produce intellectuals who can be creative thinkers, inspiring leaders with well-defined skills and ethics. SFIT strives to mold them into **responsible citizens who realize the importance of values** and willingly contribute to society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths:

1. An able and supportive management for strategic and perspective planning
2. Periodic meetings of institute and department level committees for effective planning, decision making, execution and assessment
3. Decentralization of academic and administrative work
4. Permanent affiliation to Mumbai University/ NBA accredited UG programs /ISO 9001-2015 certified
5. Qualified, dedicated and highly motivated staff who are sponsored for higher studies
6. Well established Entrepreneurship cell and in house Incubation Centre
7. Active NSS unit and Social Responsibility Cell (SRC) strengthening connect with community and emphasis on universal values, discipline and awareness towards environmental initiatives
8. State of the art Training and Placement facilities with commendable placement records
9. Spacious, ICT enabled and well-equipped infrastructure facilitating education at the levels of UG, PG and Ph.D.
10. An informative website, efficient ERP system and automated Outcome mapping, assessment and attainment calculation.

Institutional Weakness

Institutional Weakness:

1. Research, patents and consultancy identified as areas that need improvement
2. Quality Research papers need to be published by more students and faculty
3. No. of faculty with Ph.D needs to be increased
4. More Industry interaction is required
5. Improving the number of Internship opportunities

Institutional Opportunity

Institutional Opportunity:

1. To increase startups and number of entrepreneurs through the Incubation Centre.
2. To become an autonomous institute
3. To set up an interdisciplinary center of excellence
4. To provide guidance and training to ace competitive exams like GATE, GRE, Civil Services etc.
5. To develop industry supported laboratories

Institutional Challenge

Institutional Challenges:

1. Lack of flexibility in the given university curriculum.
2. Branding the institute to attract a greater number of academic achievers
3. Students opting for relatively easier courses hence, need to promote engg.
4. Masters not running in full strength
5. Placement offers from core industries needs to be improved

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Criteria 1 – Curriculum Aspects:

- SFIT is affiliated to University of Mumbai and is strictly adhered to the Choice Based Credit System (CBCS) curriculum prescribed by the University.
- Well before commencement of academic session, after receiving inputs from administrative committees, Principal along with Dean-Academics formulates Academic Calendar for academic activities along with co-curricular and extracurricular activities which is then followed for timely implementation and to ensure effective delivery of the curriculum.
- To achieve Institute's vision and mission, each department with the help of Department- Advisory-Board (DAB) designs Program-Specific-Outcomes (PSOs) and Program-Educational-Objectives (PEOs), which are aligned with NBA Program-Outcomes (POs), are revised periodically by AAC/IQAC members & Stakeholders and are achieved through Course-Outcomes (COs) designed on basis of Outcome-Based-Education (OBE) approach.
- The institute provides state of art infrastructure, teaching aids, computers labs, LCD projectors etc. in order to ensure the effective implementation of best teaching practices in classes. ICT based learning and Innovative teaching methodologies are adopted by faculties for effective teaching-learning process.
- Continuous assessment, remedial and evaluation is carried out in systematic and transparent way and monitored throughout the year by using appropriate measuring tools and tests. The student's performance is conveyed to parents through Parents-Teachers Interactions and through Enterprise-Resource-Planning (ERP) system.
- Students are motivated for project-based-learning, internships and skill-development through value-added programs, workshops/seminars by Industry-experts. Institute tries to bridge, course and

curriculum gaps, through these pre-planned activities. Field-trips and Industrial-visits are arranged to add an experiential quotient to the understanding of the students.

- The institute invests in preparation of students towards Gender-Equality through Women Development Cell, Environmental-Sustainability, Human-Values and Professional-Ethics at department level and also through NSS.
- Faculties are encouraged to publish high-quality research papers and motivated to attend Orientation/Refresher courses for their continuous educational growth. They participate in activities related to university curriculum-development and assessment.
- Structured 360-degree feedback on curriculum is sought from stakeholders and new strategies and programmes are devised to address the issues.

Teaching-learning and Evaluation

Criteria 2 - Teaching-Learning and Evaluation:

- The average student enrollment at SFIT is impressive and is almost 100%. To achieve this, institute ensures wide publicity and transparency in the admission process systematically through institute website, social media, electronic media, newspapers etc.
- Students receive need-based tutorial, remedial, mentoring and counseling sessions. Over the period of 4-years, they are encouraged to organize and participate in industrial-visits, seminars by experts, national/international competitions/conferences, various technical, non-technical and social activities through students' chapters. They are exposed to industry trends through internships and out-house projects. Management encourages and sponsors students to participate in national/ International competitions, such as ROBOCON, E-yantra, Hackathon etc. which helps them to interact with outside world.
- SFIT maintains a healthy student-teacher ratio with sufficient number of competent teachers. The average experience of our seasoned teachers and their retention is excellent. Approximately, 1 in every 8 teachers has a doctoral degree and many are pursuing Ph.D. with the support from management. A good mentor to mentee ratio is maintained and to make learning further effective, teachers and students use online platforms like NDLI and NPTEL.
- A plan for various internal assessment-related activities is chalked out at the beginning of semester. The academic progress is reviewed regularly by ISO Team, AAC/IQAC, CDC, and GC committees. In case of grievances, a meeting of the Unfair-Means Committee is convened within a week of the said examination to conduct an inquiry and take appropriate action.
- The Vision, Mission, COs, POs, and PSOs are disseminated at appropriate places like college-website, department-offices, noticeboards etc. The CO-PO mapping for every course is done by teachers at the start of the semester. Suitable tools are designed to measure their attainment using indigenously developed CO-measurement software.
- The outcome of this systematic learner-centric process can be seen in the consistently excellent final-year results of almost 100% for all departments.

Research, Innovations and Extension

Criteria 3 - Research and Development:

- Research is a crucial component to facilitate innovation and development. For encouraging the research

culture at SFIT, Institute has prepared proper procedures and policies related to Research and Innovation and has allocated budget for each department for R & D every year.

- To instill the research culture in our faculties, they are encouraged to publish research papers in refereed journals and/or well reputed Conferences and to do research projects at department level. Many SFIT faculties are currently pursuing PhDs in premium institutes.
- Seven senior faculty members are guiding 18 Ph.D. students thus further contributing to research at SFIT in various technical domains. Faculties devise innovative ideas for practical conduction, and develop software for automation of administration and academic processes. They are also motivated and mentored to offer consultancy for private firms and to do research at university level through MHRD (Govt. of India) & through other government agencies.
- The institute has received Rs. 20 lakhs approximately, for last 5 years from MHRD and major consultancy-grant of Rs. 6 lakhs from private firm, Mott-McDonald Pvt. Ltd. Mumbai.
- Various seminars, hackathons, paper presentation and project competitions are arranged for students in order to nurture their inquisitiveness and to facilitate research & innovation through their projects. Students and Faculties have also published their papers at international level.
- SFIT has developed an Incubation Centre to create an echo-system for innovations and have initiated collaboration with industry/abroad universities by making MOUs to enhance the knowledge and skill of students and faculties with latest technology.

Infrastructure and Learning Resources

Criteria 4 - Infrastructure and Learning Resources:

- SFIT is located with 2 km from prominent railway stations Dahisar and Borivli. It has state of art infrastructure and eco-friendly campus with ample facilities in excess of recommendations by statutory bodies. It is spread over 5-acre land with a built-up area of about **22014.85** sq.mt., comprising of instructional area 11,264.18 sq.mt., administrative area 2462.5 sq.mt. and amenities 3456.85 sq.mt. Adequate ICT facilities are provided in class rooms and seminar rooms. Institute provides other facilities like well-equipped and computing equipment in laboratories and workshops, 125 KVA generator, greenery with rainwater harvesting etc.
- The institute has Girls and Boys common rooms with indoor games facilities, Gymnasium, yoga center, student activity centers, technical chapters, practice rooms, computer centre, E-cell, RADLAB, communication labs, Training and Placement, NPTEL transmission facility and outdoor games facilities and Franciscan-congregation football and cricket ground. In 2019-20,
- SFIT Library is automated with Lib-Suite ILMS software and WebOPAC, which is facilitated with online searching, renewal and reservations. Library has vast carpet area of 797.46 sq.mt. with Wi-Fi enabled Internet access. It has all types of books, national and international journals, e-journals, e-books and database, in excess of AICTE recommendations.
- SFIT has sufficient number of computers with required software and internet connectivity at different locations such as office, exam-cell, library, laboratories, etc. to facilitate an effective and comfortable work environment. The Computer Centre in the institute, helps students and faculty members to organize and attend various hands-on workshops.
- IT infrastructure provides internet bandwidth of 455 Mbps interconnected in STAR-topology with fast Ethernet switches and structured cabling with Cat5/6 Ethernet cables.
- Well established systems, stock-registers and procedures are in place to maintain and utilizing all above mentioned facilities.

Student Support and Progression

Criteria 5 - Student Support and Progression:

- SFIT has a well-established support system for the students and their progression in the form of financial benefits by scholarships and free ships, especially to the deserving students belonging to economically weaker sections. Our students are made aware of various government schemes and scholarships and the eligible students make the best of it.
- The institute recognizes the great achievements of its students in academic/non-academic activities by rewarding and honoring them during the annual day celebrations.
- The institute has well established Training and Placement Centre to provide students with good placement through soft-skills development programs and career-counseling. Internship opportunities are offered to students which aids in connecting the academia and the industry.
- The entrepreneurship cell of the institute encourages and guides the students for start-ups and for this purpose the institute has set up an innovation and Incubation Centre.
- The institute supports various student chapters of IEEE, IETE, ISTE, as well as department-level student chapters, which help them develop organizing and management skills.
- The academically weaker students are paid special attention to and are provided with educational support through remedial classes and mentoring. The student grievances which are brought to the notice of the committees are timely addressed. Students are encouraged to take part in cultural and extra-curricular activities at intra and inter-institutional levels.
- The institute engages with the Alumni regularly and their expertise and experiences are offered to the students for their betterment. They serve as a bridge between the institute and the Industry thus giving back to their alma mater.

Governance, Leadership and Management

Criterion 6 - Governance Leadership and Management:

- The institute vision is to make SFIT, premier institute of engineering and technology, which can transform youngsters into entrepreneurs and innovative leaders of tomorrow's world.
- The institute has a well-defined organizational structure and the policies of the Executive committee and Governing Council are implemented by the Director with the help of Principal and Heads of the Department for specific purposes.
- The institute also has College Development Committee for development and betterment of the college in academics and infrastructure. As a part of decentralization, representatives of faculty, nonteaching staff and students participate in various committees of the institution. To comply with strategic/perspective plan, the institute's top management and the Principal ensure the sustainable model for the institute by effective implementation of quality policy and plans.
- The faculties are encouraged to enhance their educational qualifications by reducing their work load and providing academic leave with pay.
- The institute has a well-defined promotion scheme, service rules and performance appraisal system for faculty and non-teaching staff.
- The financial aspects are looked after by the Director of the institute. The budget is allocated to various departments, committees and library for the expenditure. The internal and external financial audit of the institution is conducted on regular basis.
- E-governance system is well implemented in various areas like administration, finance and accounts,

student's admission & support and examination.

- Academic audits are conducted each semester as a part of ISO-certification.
- Internal Quality Assurance Cell is established by the institute to ensure consistent improvement of quality and achieving academic excellence.

Institutional Values and Best Practices

Criteria 7 - Institutional Values and Best Practices:

- The institute promotes a strong value system with ethics at its core. The safe environment as well as discipline in the campus has led to SFIT becoming a premier institute of choice for youth in the area of Mumbai.
- Gender sensitive issues are addressed through various aspects such that equal opportunity for all without gender bias is visible in the campus. Programmes for gender sensitization and self-defense for students, teaching and non-teaching staff are conducted. Separate girl's common refreshment room is available in the campus.
- CCTV surveillance system is operational throughout the institute to ensure safety and security for all. Internal Complaint Cell and Women Development Cell are in place to address any difficulty faced by women.
- Waste management systems are in place to create and maintain environmental consciousness. Plastic waste is recycled and disposed through a tie-up with Bisleri International. Collection and disposal of sanitary waste as well as electronic waste is also available through collaboration with Brihanmumbai Municipal Corporation (BMC) Mumbai.
- The institute has several eco-friendly campus initiatives including nature-inspired campus, limited entry of vehicles, and pedestrian friendly pathways. Several audits are conducted in the campus with a sustained focus on environment and energy. The institute promotes a disabled-friendly environment with ease of access to various locations in the campus.
- To provide an inclusive atmosphere, the institute organizes several national festivals throughout the year and the students and employees are sensitized to enhance their human and national constitutional values. To focus on the holistic development of the students, the institute has two best practices: nurturing budding entrepreneurs and enhancing technical/professional skills.
- The distinctiveness of the institute is in instilling a strong sense of social responsibility and human values through various activities conducted by NSS cell.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)
Address	St. Francis Institute of Technology (Engineering College), Mount Poincur, SVP Road, Borivli (West)
City	Mumbai
State	Maharashtra
Pin	400103
Website	www.sfit.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sincy George	022-28928585	9324177426	022-2895478 7	stfrancisinstituteoft echnology@sfit.ac. in
IQAC / CIQA coordinator	Kevin Noronha	022-28908585	9870335301	022-2893193 4	kevinnoronha@sfit .ac.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Christian minority SFIT.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-07-1999			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	25-06-2021	12	valid for one year

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	National Board of Accreditation
Date of recognition	19-11-2019

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	St. Francis Institute of Technology (Engineering College), Mount Poincur, SVP Road, Borivli (West)	Semi-urban	5	22014.85

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BE,Computer Engineering	48	H.S.C. or equivalent and CET or JEE for First Year and Diploma or equivalent for Direct Second Year	English	120	119
UG	BE,Electronics And Telecommunication Engineering	48	H.S.C. or equivalent and CET or JEE for First Year and Diploma or equivalent for Direct Second Year	English	120	89
UG	BE,Information Technology	48	H.S.C. or equivalent and CET or JEE for First Year and Diploma or equivalent for Direct Second Year	English	120	120
UG	BE,Electrical Engineering	48	H.S.C. or equivalent and CET or JEE for First Year and Diploma or equivalent for Direct Second Year	English	60	21
UG	BE,Mechanical Engineering	48	H.S.C. or equivalent and CET or JEE for First	English	60	48

			Year and Diploma or equivalent for Direct Second Year			
PG	ME, Computer Engineering	24	B.E. or BTech and GATE	English	18	3
PG	ME, Electronics And Telecommunication Engineering	24	B.E. or BTech and GATE	English	18	0
Doctoral (Ph.D)	PhD or DPhil, Computer Engineering	36	M.E./Mtech. and GATE or PET	English	12	0
Doctoral (Ph.D)	PhD or DPhil, Electronics And Telecommunication Engineering	36	M.E./Mtech. and GATE or PET	English	15	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	8				16				72			
Recruited	5	3	0	8	2	7	0	9	23	49	0	72
Yet to Recruit	0				7				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				7			
Recruited	0	0	0	0	0	0	0	0	0	7	0	7
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				25
Recruited	11	14	0	25
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				28
Recruited	19	9	0	28
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	5	3	0	1	4	0	0	1	0	14
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	3	0	15	36	0	55

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	19	0	25

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		2	1	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1465	0	0	0	1465
	Female	525	0	0	0	525
	Others	0	0	0	0	0
PG	Male	1	0	0	0	1
	Female	2	0	0	0	2
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	3	3	3	3
	Female	1	1	1	1
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	20	17	10	11
	Female	10	7	4	6
	Others	0	0	0	0
General	Male	210	212	236	160
	Female	64	85	76	80
	Others	0	0	0	0
Others	Male	89	97	118	87
	Female	27	29	44	38
	Others	0	0	0	0
Total		425	451	492	386

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Quality higher education must aim to develop thoughtful, well-rounded and creative individuals. NEP 2020 aims to increase the Gross Enrolment Ratio in higher education including vocational education from 26.3% (2018) to 50% by 2035. The policy envisages multi-disciplinary, holistic Undergraduate education with flexible curricula, creative combinations of subjects, integration of vocational education and multiple entry and exit points with appropriate certification.
2. Academic bank of credits (ABC):	NEP 2020 emphasizes on credit transfer, Open and Distance Learning. In this regard SFIT encourages students to enroll themselves to

	NPTEL/ARPIT/IIRS/Coursera and other certification courses to get an idea about the same. The institute understands that it would be required to enroll its students with National Bank of Academic Credits to make sure their academic credits are collectively gathered for ease of access and verification.
3. Skill development:	SFIT has been encouraging its faculty to attend workshops and webinars to understand the NEP 2020 policy. Many of our staff members have attended these webinars. One of the important aims of NEP 2020 is to focus on holistic multidisciplinary education. In this regard the institute encourages its students to take final year projects, mini projects in multidisciplinary domains and also to participate in various multidisciplinary technical competitions.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	NA
5. Focus on Outcome based education (OBE):	For holistic education of students, SFIT conducts the Universal Human Value (UHV) programs for first year students and has instructed all the faculty to undergo a course on UHV conducted by AICTE. NEP makes recommendations for motivating, energizing, and building capacity of faculty through clearly defined, independent, transparent recruitment, freedom to design curricula/pedagogy, incentivizing excellence, movement into institutional leadership. Institute will try to implement these in a phased manner. NEP 2020 also emphasizes the importance of online education and digital platforms. In this regard college is encouraging the faculty to use the LMS platforms such as Moodle which can help the faculty and students to improve the overall teaching learning process. SFIT also encourages all the students and staff to use its digital library resources more effectively NEP 2020 also highlights a strong research culture and building research capacity across higher education. The institute encourages the faculty to apply for research grants, consultancy and publish their research work in quality journals and conferences. NEP 2020 expects the institute to guide the students in getting financial support in the form of scholarships and freeships. SFIT always guides its students for applying for scholarships and free ships. NEP Promotes Technology in education. SFIT always encourages its faculty to use technology in the

	teaching learning process. Although NEP 2020 is in its nascent state, SFIT already has its plans in place to implement NEP 2020 in a phased manner. Institute's IQAC is planning to guide the management, staff and students by conducting workshops, orientation programmes in order to prepare all for the implementation of NEP.
6. Distance education/online education:	Not Applicable

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
233	225	212	205	202
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	7	7

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1993	1861	1825	1723	1746
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
245	245	245	183	183

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
461	433	464	446	449

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
90	98	102	98	98

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
96	90	84	102	102

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 38

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
485.82	664.22	675.53	503.58	459.28

4.3

Number of Computers

Response: 1149

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

At SFIT, the curriculum prescribed by the university is strictly adhered to. In addition to prescribed curriculum, Institute has strategized ways and means to strengthen teaching-learning process in the following ways:

Planning and Curriculum Delivery:

- Institute follows an Outcome-Based-Education approach in designing the COs in accordance with MU outline and syllabus, along with its correlation to POs and PSOs.
- With the help of DAB members, each department designs PSOs and PEOs which are periodically revised by taking into consideration the views of stakeholders and finally approved by IQAC.
- Using norms of workload, skill-matrix and subject-preference of faculty, the Teaching-Load-Allocation-Plan is prepared by HOD. Faculty interprets course-syllabus, finds course and curriculum gaps if any and prepares action plan.
- The university provides dates of start and end of the semester, oral/practical examination, end-semester examination and holidays.
- With inputs from members of EC, GC and CDC, Principal along with Dean-academics and HODs formulates Institute-Academic-Calendar (IAC) at the beginning of semester, to include pre-planned, curricular, co-curricular and extracurricular activities which is then communicated to students and faculty through e-mail, notice-board and Institute-website.
- Based on IAC, Departmental-Academic-Calendar (DAC) is prepared for all department-level activities for the semester.
- Based on course-credits given in curriculum, class and lab Time-Tables (TT) are prepared. Additional tutorials are included in class TT for difficult subjects for which additional faculty is appointed if required.
- Each faculty prepares Individual-TT, Course-Session-Plan, Lab-Manual with experiment-list, based on IAC, DAC and TT, which when approved, is provided to students.
- Innovative teaching-methodologies such as ICT-tools, presentations, group discussions, role-play, case-studies, simulations, coding-based-learning, project-based-learning, NPTEL-lectures, etc. are adopted by faculty for effective teaching-learning.
- Study material is made available to students through library, Moodle, Google-classroom.
- Students' attendance is monitored regularly, displayed on ERP and is made accessible to students and parents. In case of default in performance, in-person meeting is arranged with the institute attendance-committee, for necessary follow-up and action.
- Industry-expert-seminar, industrial-visit, value-added-programme, internship and co-curricular activities are arranged to bridge course and curriculum gaps.
- Systematic and transparent examination-process is followed with display of Exam-TT and prompt evaluation. For internal exams, assessment-plan is prepared as per examination-reform policy for

proper CO-attainment.

- Results are displayed for students and parents through ERP. Parents-Teacher-interactions are arranged to discuss students' performance.
- Institute has established a process of counselling and mentoring. For academically weak students, remedial-classes are arranged.
- To promote research-aptitude at UG-level, students are encouraged to participate in technical-competitions as per their potential.
- Faculty-Induction-Programs and STTPs are organized and attended by faculty for continuous skill-upgradation.
- Student-feedback is collected and reviewed periodically to ensure effective course-delivery.
- 360-degree-feedback of faculty is implemented to ensure effectiveness of teaching-learning-process.

Documentation:

- SFIT maintains all academic processes as per ISO-quality manual.
- Course-file is maintained by each faculty and validated by HOD, which includes Syllabus-Interpretation, Session-Execution-Report, Test-papers with Solution, Term-work, Lab-related documents and faculty-course-feedback etc.

ISO-audit is conducted every semester and suggestions are implemented for improving teaching-learning-process.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

At the beginning of every Semester Institute-Academic-Calendar is prepared by Principal, Dean-Academics in consultation with HoDs and is then uploaded on college website.

IAC includes

- The dates of Start and End of Semester
- The dates of Internal-Assessment-Tests
- The schedule of expert seminars, technical talks, project-competitions, hands-on-workshops and other curriculum-related programs pre-planned to bridge the course/ curriculum-gaps
- The schedule of meetings of IQAC and various other committees
- The schedule of Parents-Teachers-Interaction
- The dates of ISO audit meetings
- The schedule of Term-work submission and Remedial classes
- The date of last instructional day
- The dates of start of university oral/practical and written examinations

- The list of holidays during semester
- Based on IAC, HoD in consultation with department faculty, prepares Department Academic Calendar (DAC) which includes department related academic activities.

To measure attainment-level of every CO, a well-defined CIE system is implemented at SFIT. There are two types of measuring tools used for this purpose:

1. Direct-Assessment Tools
2. Indirect-Assessment Tools

Direct-Assessment Tools:

Each CO is measured using minimum two of the following evaluation methods in a systematic way.

- Assignment-Test.
- Quiz
- Student Presentation
- Practical Experiment evaluation
- Internal Assessment Tests (on Behalf of MU)
- Mini Project
- Prelims for First Year students

Schedules of all the internal tests are displayed on the notice board well in advance for students.

For some courses, topics are assigned to students for the seminar presentations. Presentations are evaluated based on criteria such as Content, Communication, Confidence level and performance in Question-and-Answer session etc.

Student lab-experiment-work is evaluated based on their performance, Experimental-results-analysis, Write-Up, Post-experiment-Exercise, Conclusion, Viva and timely Submission etc.

Two internal-assessment-tests (IAT) are conducted every semester as per syllabus. IAT-question-papers are set as per examination-reform-policy guidelines by incorporating Bloom's-Taxonomy scheme. Question paper shows mapping to CO, PO, and Bloom's-Taxonomy-level.

Progressive-Term-worksheet is maintained to evaluate overall academic performance of students.

Some courses have mini-projects, which are allocated to student groups. Mentor monitors, guides and evaluates these mini projects. A well-designed schedule is prepared for implementation of the mini-project. Experts from the department evaluate and give suggestions to students for improvement. Evaluation is done based on Topic Selection/ Problem Identification / Analysis, design and coding skills/ Implementation / Presentation skills and Communication skills/ Team-work and Time-management, Project-report etc.

To prepare first year students for their first university examination institute conducts Preliminary Examination for all the first-year courses in addition to other internal assessment tests. This aids preparation and boosts their confidence.

Besides this there are End-Semester Examinations for all students, evaluation of which is also mapped with CO and PO attainment.

Indirect-Assessment Tools:

Indirect-assessment using following mentioned tools, contributes to all the POs which are not addressed by direct attainment.

- Seminar by subject-experts
- Class Industrial-Visit
- External Faculty Feedback
- Course-Survey

At the end of semester attainment level of CO-PO-PSO is calculated using a software named “CO-PO-ATTAINMENT” developed by Institute. This enables computation of attainment level as per NBA-norms.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**Response:** 100**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.****Response:** 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 14**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
7	5	1	1	0

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 28.49**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1239	1044	39	380	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Embedding universal values of honesty, dignity, mutual-care and creating technological-professionals with Franciscan vision of integrity are integral to vision-mission of SFIT.

Institute has well written code-of-conduct displayed on website for students and Faculty which elaborates on gender-equality, human-values and professional-ethics.

Gender-Equality:

Gender sensitivity is employed in staff-recruitment, promotions and opportunity for leadership, to uphold policy of equal representation of men and women. Women specific infrastructure facilities are provided on campus.

Equal opportunity and support is given to students of both genders in all aspects. Institute implements following activities, which directly or indirectly consider and create awareness among students regarding gender-equality.

- Equal rights to both genders while conducting elections and forming Committees for professional-bodies and student-council
- Equal Training and placement opportunities to all students
- Sports and cultural activities to provide equal participation opportunities of growth
- Boys and girls working together on projects

Women-Development-Cell at SFIT provides a platform for addressing women-grievances for unbiased solutions and organizes activities related to health and safety of women. Women's Day is also celebrated.

Environment and Sustainability:

Institute believes, a true professional should use innovative potential responsibly for development of society. To make students responsible to maintain natural-resources and green-environment, Institute organizes,

- Industrial-Visits and Seminars on Renewable sources of energy
- Project competitions to promote projects on saving electricity and water, dry and wet garbage-collection

- Best out of Waste competitions with theme of environment and sustainability,

To sensitize students about their responsibility towards environment, University-curriculum has included environment-related courses such as ILO8029- Environmental-Management.

Human-Values and Professional-Ethics:

Institute organizes sessions on Universal-Human-Values for all First-Year engineering students, which help them to:

- gain self-confidence, have an accommodative perspective and learn to communicate openly.
- gain clarity about human-values and a better understanding of responsibility towards self, fellow-beings, society and nature.

In this regard, University-curriculum has integrated specific courses in UG and PG programmes such as Course-FEL205: Professional Communication and Ethics I, and Course-ECL504: Professional Communication and Ethics II.

For students, these courses help:

- inculcate professional and ethical attitude at the work-place
- enhance effective-communication and interpersonal-skills
- build multidisciplinary-approach towards all life-tasks
- enhance analytical and logical skills for problem-solving.
- gain better understanding of self
- understand one's impact on society
- understand ethical human-conduct and behavior

University-curriculum has increased project-related work. Institute has well-defined procedure for execution and evaluation of student's projects which helps them to,

- understand importance of gender-equality
- focus on environmental issues and sustainable development
- select projects beneficial to society
- be aware of ethical-responsibility towards real-time-problems
- enhance skills like, effective-coordination and communication, leadership, ethical and responsible behaviour towards subordinates

In-addition, seminars and workshops on ethical and professional skills are conducted regularly.

Students are also encouraged to participate in events of active NSS-cell at SFIT that promote Human-values, accommodative and harmonious living. These events include cleanliness/beautification drives, blood-donation drives, tree-plantation, awareness programs on cancer, global-warming and pollution, women's health and safety etc.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 30

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
87	66	59	59	54

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 100

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 1993

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 87.18

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
400	425	469	364	369

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
516	516	516	396	396

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 60.05

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
123	131	163	129	109

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

SFIT has always believed in holistic development. This requires recognizing and assessing the learning levels of the newly admitted students at entry level by conducting a Test. Several academic and non-academic activities are organized to assess their level of learning and competence.

When students are admitted to institute, to understand their quality, the admission-quality-index is calculated. When they go through their study of Four-years at SFIT, this quality-index improves gradually with almost 100% passing in their final-year exams. This itself indicates the quality of teaching learning process and the remedial-measures taken at SFIT for students especially those who are slow-achievers.

FE-Coordinator is appointed to take care of first-year academics.

Class-coordinator is appointed for every class to monitor class-wise academic activities.

Mentors are appointed to guide and counsel the mentees. Institute level counselor helps students with their problems and motivates them to enhance their abilities and skills.

Post admission, a three-week Students Induction-Program is organized for first-year students, involving multiple prerequisite assessment-tests (quiz), to assess the existing academic level of students.

In higher classes, various methods like written-tests, probing questions, interactive-classroom and Lab-sessions, help teachers to know about the learning levels of the students. Slow and advanced-learners are also identified by continuous analysis of students' average-CGPA at the end of every semester.

Slow Learners:

For academically weaker students, special attention during lectures, practical and tutorials is ensured. Several mathematics sessions are organized in small groups to make their fundamentals strong. Additional tutorial sessions are provided for other difficult subjects to help them clear their basic concepts.

Prelims are conducted in the first-year level and subjective-test conducted in higher semesters to train students for their final University exam.

Based on performance in the various internal assessments, remedial lectures and/ doubt clearing sessions are arranged for slow-learners to aid their learning.

Audio and visual learning materials, reading material, solving worksheets, IAT-Home-assignments, corrective instructions etc. are provided regularly by faculty.

Faculty are appointed as mentors and the same continue till the last year to help students overcome their personal and academic challenges.

Seminars and industrial-visits are arranged minimum once in a year which helps learners to understand the current needs of industry.

Students are motivated to join internships, multiple offline and online certificate courses to enhance their knowledge and skill.

State-of-the-art Library facilities are provided to learners while academic guidance is provided beyond classroom hours.

Advanced Learners:

Advanced learners are encouraged to publish research-papers and to take part in intercollege competitions. They are encouraged to give topic-wise presentations in a class to facilitate peer-group learning.

They are encouraged to organize and participate in several inhouse national/international events like ROBOCON, E-YANTRA, PRAGATI and various inter/intra collegiate activities such as MOSAIC, PRAYAS, TEDx-SFIT, DESIGN-COMPETITION etc. to provide exposure, encourage practical thinking and aid their understanding of how to transform their business ideas into profitable ventures.

Students are also encouraged to join various student chapters like IEEE, ISTE, IETE, CSI which provides them with opportunities and platforms to enhance and exhibit their technical and soft skills.

File Description	Document
Upload any additional information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 22:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

SFIT allows flexibility to faculty to adopt subject-relevant student centric methods in regular academic practices. They are encouraged to implement a blend of traditional methods and modern pedagogies for

enhancing the learning experiences of students.

The institute believes that student-centric learning methods like experiential, participatory learning and problem-solving methodologies will improve the reasoning capability, analytical skills, problem-solving skills and communication skills of the students. These would make learning more effective and help students develop as self learners with a sense of lifelong learning.

The following are some of the commonly adopted student-centric methods –

Experiential Learning:

- Practical laboratory sessions with advanced and challenging experiments
- **Mini projects** in every semester
- National and international **internships**
- Workshops and invited talks on latest technologies
- Clubs like “**Robotic** Automation Wing”
- Participation in **E-Yantra**
- Participation in inter-collegiate, state level and national contests like Hackathons, coding competitions etc.
- **Entrepreneurship** Cell
- Interest in research inculcated by encouraging students to publish papers in national/international journals and conferences.

Participatory Learning:

- Annual Technical Fest “Mosaic”, Annual technical events – “Pragati”, “Prayas” etc.
- Educational Tours
- Incorporating discussion forums on E-platforms like Google classroom and **Moodle**.
- Group projects to develop team spirit and collaborative working skills
- **NSS activities**
- Co-curricular & Extra-Curricular activities – Annual Cultural Fest “Iris”, Annual sports event “Ignitra”, literary events like **debates**, quiz, elocutions, art competitions etc.

Problem-solving methods:

- Practical sessions – both hardware based, simulation based to get hands-on experience
- Project based learning (mini-projects) to enhance their skills like identification of problem statement, defining objectives, doing literature survey, identifying implementation methodologies, finding alternative solutions, choosing the right approach, applying the right technique to achieve the solutions, analysing the results, preparing documentation and presenting them.
- **Tutorial Sessions** in small groups
- Challenging Assignments
- **Quizzes, crosswords, puzzles** and other gaming techniques

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

SFIT promotes the use of advanced tools and technologies for imparting effective TLP (Teaching-Learning Process) to catalyze the transformation of information into student learning. The faculty are encouraged to use the best resources available to make learning an engaging experience for the students.

At SFIT, the classrooms and laboratories are ICT enabled and the campus is equipped with high-speed Wi-Fi connection. To enhance the quality of TLP, the faculty at SFIT uses various ICT enabled tools such as:

1. **SFIT LMS - MOODLE:** Institute has implemented MOODLE for making course material and learning recourses available to students and also for conducting assignment tests.
2. **Classrooms:** All classrooms ICT enabled and are equipped with PC, LCD projectors to encourage students and faculty to use PowerPoint, GIFs, animations, hyperlinks, etc. for effective presentations. Few classrooms have smart boards enabling the faculty/guest speakers to interactively navigate through the course material as well as to store the presented material.
3. **Digital Library:** SFIT has established the NDLI Club to share an online repository with faculty and students for ease of document retrieval. All past question papers, solutions, assignments, etc. are maintained on the digital library for quick access. Premier journals (IEEE, Springer, etc.) are subscribed to, enhance and promote the research culture in the institute.
4. **ERP:** An in-house ERP software is developed for various purposes: i) faculty performance appraisal, ii) student attendance, iii) file server (central repository for documents sharing), iv) examination statistics, v) online payment of fees, etc.
5. **Google Suite:** Institute has purchased Google suite to utilize online platforms like Google-classroom, Google-meet for teaching-learning. They are used to manage and share course related information (learning resources, lab submissions, assignments, etc.). These platforms are also used as an interactive forum to engage the students in technical discussions related to the course.
6. **Meeting apps during pandemic:** Online meetings with students are enabled using, Microsoft Teams, YouTube streaming and Zoom applications for online classes/webinars in addition to Google-meet. These were especially used during the COVID-19 pandemic for uninterrupted knowledge dissemination.
7. **Math concepts:** To teach mathematics-oriented courses in online mode, the faculty use tools such as Microsoft WhiteBoard, OneNote, and JamBoard.
8. **Online Evaluation Tools:** The faculty makes use of various online tools such as Kahoot!, Google Forms, Polls, etc. for assessment of the students throughout the semester.
9. **Online Events:** Several student chapters such as IEEE, CSI, etc. organize workshops and seminars making use of various ICT tools to equip the student community with latest industry trends and techniques. These include GitHub 101, coding best practices, online competitions, debate competitions, paper presentations, etc.
10. **Online Certification:** SFIT has a local NPTEL chapter to encourage students and faculty to upgrade their skills via certificate-based courses available through the NPTEL portal. The institute subscribed to Coursera to provide students and staff an easy access to their extensive range of certificate courses conducted by various esteemed universities.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 22:1

2.3.3.1 Number of mentors

Response: 90

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 103.24

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 13.26

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
16	14	12	12	10

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 9.24

2.4.3.1 Total experience of full-time teachers

Response: 832

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Mechanism of conduction of internal assessment is planned during Academic Advisory Committee meeting which is conducted once in two weeks during the semester. The minutes of the meeting are circulated to all faculty.

At the beginning of the semester, the subject-teacher defines the CO of the subject and plans the measuring tools for each CO. The internal tests are planned accordingly and students are informed. The Exam Cell and Exam Committee are responsible for smooth conduct of exam. The institute adheres to the university norms and guidelines for conducting internal examinations.

Institute academic calendar indicates the dates of internal assessment tests (IAT) and department academic calendar indicates the assignment test schedule. These are displayed on ERP and on the students notice board.

In a semester, two IATs and minimum two assignments or viva or any tool which can help teachers to measure outcome are conducted.

Pattern for IAT is decided by the university, however, the level of questions can be decided by subject teachers. Before the second IAT, in addition to the regular assignment test, a remedial lecture/test is conducted for weaker students. These students are identified mainly based on IAT-1 results. Rubrics to IAT is shared with students and a copy of the same is made available in the Library.

After university examination, complete result analysis is prepared and presented in front of CDC, GC and IQAC which is held in every semester for further suggestions. IIT professors and industry persons, who are members of these committees, regularly follow up the implementation of suggested actions. Thus the follow-up works full circle to ensure the quality of education in SFIT.

In addition to this, the ISO inspection carried out every semester verifies the implementation of various activities of the department and Institute. While in one semester inspection is internally carried out by appointed trained senior faculty of SFIT, the next inspection is carried out by the external agency. All documents are maintained in the institute.

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

End semester examination is organized by the University of Mumbai and conducted by the Institute. Question paper and time table is generated by the university. As per university rule, the Principal appoints a team of senior faculty members and they are responsible for smooth conduction of the exam.

Examination committee of the institute generates a supervision duty chart for faculty and informs them about their duty. Every semester, Dean- Academics along with the Principal arranges a meeting to clarify doubts and instruct the members about their duties. Examination is conducted with strict discipline. Students are clearly instructed to avoid malpractices and briefed about the rules and regulations to be followed during the exam. In case of any malpractice during the exam, University rules are followed. Special practice followed at the institute is that if a student is caught in a copy case, his/her parents are informed and the student is sent home only with the guardian.

After all the exams are over, enquiry committee interacts with the student and necessary disciplinary steps are taken. If students need counseling, then they are sent to the institute counselor.

After the exam, the answer paper is checked in the institute exam cell by the respective teachers allotted by HOD. Within three days, teachers draft the solution to the paper and start assessment. A deadline is set by Exam cell adhering to which the faculty complete assessment, prepare mark sheets and send to university for approval on time.

After the result is declared, if students have any grievances, they approach the exam cell and the cell follows university rules and communicates with the university for time bound solutions.

Internal Assessment test is organized and conducted by the institute on behalf of University. The procedure for the conduction of exam, evaluation of answer papers and declaration of results works on similar lines with that of End Sem Examination of University.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Programme Outcomes (PO) defined by NBA are considered in all the programmes. The Programme Specific Outcomes (PSO) are formed with the help of the Department Advisory committee which includes all stakeholders. Course outcomes are framed by the subject teacher along with the subject expert team in the department. After much discussion COs are framed and finalized by the subject teacher and HOD. Each subject teacher explains these concepts and their importance to students during the first lecture itself.

At the beginning of the semester, teachers map COs with PO and PSO and decide the measuring tools for each CO. Then they frame questions based on Bloom's taxonomy and mark level as per examination reform, implemented from 2020. An in-house software is developed by faculty where CO, PO and learning level are indicated along with questions. This is visible to students as well. At the end of the semester, teachers calculate attainment of each CO through another in-house CO-PO attainment software. All these provide better clarity of CO-PO mapping to the faculty.

To make the staff and students aware of the CO, PO and PEOs, they are disseminated through the following media:

- 1 Departmental Notice Boards (HOD Office, Department floor in the institute premises)
- 2 Institute Website
- 3 Laboratories (Experiment list)
- 4 Faculty Course Files

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

During semester break, course allocation of the department is done by respective HOD based on the subject preference. Relevant CO is framed for each module by the subject teacher. 6 COs for each subject are identified. Based on the COs, the subject teacher makes the CO-PO and CO-PSO mapping level. Each CO is mapped with the highest level of relevant PO and PSO.

Target for the CO-PO-PSO attainment level is decided by the HOD in consultation with other teachers as per NBA guidelines. The first time target is set by considering University results of the past three years. Once it is achieved, the target is increased. Otherwise, corrective measures are planned and implemented. This discussion is taken up in AAC meetings and minutes are circulated to faculty.

Measuring tools for each CO are decided by the teacher well in advance. Accordingly, CIE is carried out using test/quiz/seminar/lab work etc.

All information relevant to evaluation is properly documented by the teacher.

After University examination, attainment level is calculated using both internal and external tests.

SFIT uses in-house CO-PO attainment software for evaluating the attainment level. Based on the final attainment level of the department necessary actions are taken.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 99.21

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
461	433	457	445	439

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
461	433	464	446	449

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 9.69

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	2.9	2.5	2.08	2.21

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 10

3.1.2.1 Number of teachers recognized as research guides

Response: 9

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 73.68

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	3	3	3

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	3	3	3

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Ecosystem to nurture innovation and start-ups

Consistent with the institute's vision of creating technological entrepreneurs and innovative leaders of the future, it has built an ecosystem to nurture innovation and start-ups. Since its inception, the following major activities have been initiated.

- Formation of E-Cell
- National Entrepreneurship Network membership
- Development of RADLAB, ROBOCON AND E-YANTRA
- Seminar/workshops related to Entrepreneurship and Intellectual-Property-Rights
- Competitions for innovative ideas
- Membership in AICTE portal for Innovation and Start-up Policy (ISP)
- Incubation center

The SFIT E-cell is a body of students and faculty members serving as torch-bearers of entrepreneurship in SFIT. A dedicated area is allotted to E-cell(100 sq.mt) for its activities. Alumni contribute as mentors in various activities such as conducting seminars, guiding the student projects etc. To inculcate entrepreneurial skill among students, E-Cell organizes various **seminars/workshops** such as:

Entrepreneurship-day, TEDxSFIT: outreach, Vichar: series of interviews of local entrepreneurs, Udaan: series of skill-building workshops, Unnati workshop for start-ups guidance by entrepreneurs and academicians, Safal: network of dedicated mentors for start-ups etc.

Robotics Automation and Development Lab (RADLAB) is a place to innovate and interact with the real world, based on the academic knowledge and skill-set of students. Research-Assistants were appointed at the initial stage to guide and nurture the young minds for a better tomorrow. Some of the projects developed by students under RADLAB are Assistto (Assistant Gear for Blind People), RFID based smart shopping cart, Raconteur (Personalized story teller app), Digital Prescription and Location based chemist prediction projects, AASRA (Automation and Swarm Robotics Aid), Depth Estimation by Monocular Cues, the drone project etc.

ROBOCON

ROBOCON students' team is selected by senior student members and faculty in-charge. The members organize workshops to share their experience and knowledge with other students. Students participate in the National-level-competitions: ROBOCON and E-Yantra every year.

National Entrepreneurship Network was inaugurated in SFIT on 10-7-2017. NEN enables students to establish their own venture right at the college-level through Practice-Ventures (PVs) which progress into Real-Ventures (RVs). The programme is conducted by trained Professors who are also a part of E-cell.

Creation and transfer of knowledge:

Project competition

PRAYAS is organized for first year students to showcase their innovative ideas.

An annual technological innovation and business-plan competition (PRAGATI) is organized where students compete with each other by creating projects/business-plans. These events are helpful in gaining important insights about various aspects of start-ups.

SFIT's Innovation and Start-up Policy is a defined set of guidelines mapped on the NISP developed by the Ministry of Education. E-cell and IC implement this policy through their activities and initiatives.

Incubation center is spread across 10,000 square feet of area and currently incubating four start-up groups, two in ideation stage while another two are in launching stage. Some students of these groups are currently studying and others are alumni. The incubation center offers Infrastructure (office space, furniture, Internet connection, etc.), Human Resource and Finance.

PG

- Research paper publication

Faculty

- R&D Cell in every department
- Seminars as R&D lecture series

- Research-publications
- Supporting higher qualification

Encourage research

- sponsoring faculty
- Organizing National/International Conferences

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 28

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	6	7	5	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

Response: 2.11

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 19

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 9

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.57

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
11	16	17	5	6

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.1

3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
58	43	45	31	27

File Description	Document
List books and chapters edited volumes/ books published	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the last five years.

Response:

SFIT has been taking concentrated efforts to cultivate a strong sense of social responsibility and human values in its students. Its Angels' Club, now called Social-ResponsibilityCell (SRC), was formed to facilitate more student participation in social activities. The approval to form the SFIT-NSS unit received from the University of Mumbai helped the institute to further its initiatives.

The primary objective of these cells is to facilitate social change with the vision of "conscious realization of social responsibilities and responding passively and actively for self and societal change". Passively by avoiding engaging in socially harmful-acts, actively: by performing activities that directly advance social-wellbeing, strong and enduring commitment to community service, individual and collective donation of time and expertise. The Motto of SRC and NSS is "*Not Me But You*".

The extension activities organized by SRC and NSS cells have been able to nurture students to understand the importance of service-to-society, enhanced their responsible approach to the environment and contributed to character building of students.

Service to community

The extension activities have impacted and benefitted the students as well as the beneficiaries.

The students conducted events like voter-registration-rally, seminar and human-chain for road-safety-awareness, etc. to raise awareness among people about their responsibility as a citizen.

The sharing and caring attitude has been developed among the students as they have participated in visits to children's-home, orphanage and elderly-homes, donation-drives and experienced for themselves the joy of giving.

The service rendered by our students in the field of Health and hygiene is appreciable, especially to the nearby community where our volunteers regularly create awareness on Dengue & Malaria and its prevention.

Concern for environment

Our student volunteers have been regularly participating in environmental protection and conservation activities like

- planting of trees in the campus, in the Palghar forest range area
- promotion of Renewable sources (Solar power), one lamp-solar-panels distributed to needy family every year since the last four-years
- save electricity campaigns through energy conservation completion conducted in the nearby schools
- beat plastic pollution-campaigns, single use plastic collection and transition of it for recycling

Students promoted a program on energy conservation that was sponsored by the firm, MottMacdonald by educating children of Holy Cross Convent School guiding them about energy conservation through an

activity.

Students were also part of the beach clean-up program in association with the United Nations Environment Program. Worth mentioning is that removing more than thousand kilograms of plastic from the Versova Beach in Mumbai, the endeavor helped in making the beach ready for restoration of Olive Ridley turtles for laying their eggs.

Character building

Volunteers organize special programs for women safety and hygiene aiding gender sensitization. Students collaborated with an NGO to conduct academic sessions as well as coaching in football for children of St. Francis Xavier school, Vile-Parle. Annual 7 day rural camps have been organized since 2016. The extension activities have helped the holistic development of our students, they have learnt to organize programmes, have a sense of social and civic responsibilities, acquired leadership qualities and democratic attitude.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 6

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	2

File Description

Document

Number of awards for extension activities in last 5 year

[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 58

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	13	18	11	12

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 27.17

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
263	346	554	561	718

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 12

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	1	1	1

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 13

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	2	2	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

SFIT has well-utilized, adequate state of art infrastructure over and above the specifications of statutory body, AICTE.

It is spread over 5 Acre land with a built-up area of about 22014.85 sq. m., comprising an instructional area of 11,264.18 sq. m. administrative area of 2462.5 sq. m. and area of amenities is 3456.85 sq. m.

Classrooms/Tutorial rooms/Seminar Hall

There are 30 spacious classrooms with 99.99 sq. m. each and 2 classrooms of 77 sq. m. with all basic requirements like blackboard/ white board, podium and ICT facilities. Some classrooms have smart projectors and locker facilities for students.

There are 9 Tutorial rooms with 33 sq. m. each having sufficient arrangements.

4 air-conditioned seminar halls, one with 165 sq. m., two with 133.65 sq. m. and another with 99.67 sq. m. serve as well-equipped facility catering to education and training needs.

Laboratories

Institute has 43 Laboratories with area of 66 - 121.72 sq. m., 2 workshops with an area of 246.85 sq. m. and 2 workshops of 259.2 sq. m. and 2 Research labs of 66 sq. m. each. All laboratories follow safety norms and provide facilities like internet connectivity, CCTV, seating arrangement for Lab-in charge, Lab-assistants, and students. In Computer labs, student to computer ratio is 1:1 and in hardware labs sufficient equipment is arranged. Two Language labs with PCs and related software facilitate honing of written and spoken skills of students.

Computing equipment

Classrooms and seminar rooms have one PC, laboratories have 20-24 PCs and Computer Centre consists of 70 computers with multiple software and internet connectivity. The facility is used for self-study, conducting seminars/ workshops, research, project work and as a remote center for IIT workshops. The staff, Exam Cell, Centralized-Assessment-System Centre, library and Training & placement office are provided with sufficient numbers of PCs with required software and internet.

Library

SFIT Library is spacious with an area of 797.46 sq. m. which consists of stacking area, reference section, digital library and issuing section. It is partially automated and operates using LibSuite Enterprise software (Scrum Systems; formerly Soft-Aid Computers Pvt. Ltd.). An additional facility of departmental libraries

is also provided in each department.

Administrative Area, amenities and other facilities

The institute has adequate administrative area which includes rooms for Director, Principal, Deans, HODs, training and placement office with interview rooms, staff rooms, department-office, exam-section, accounts-section and administrative office.

Amenities such as auditorium, common rooms, canteen, first aid room, rest rooms, gymkhana, reprography and stationery store, guest rooms, wash areas and drinking water facility on each floor, etc. are also provided. Student Activity Centre and separate rooms are provided to students to organize and prepare for various events.

SFIT has also developed an Incubation Centre with an area of 1000 sq. m. to promote young entrepreneurs among SFITians.

The campus takes care of all statutory requirements. To handle emergency situations 125 KVA capacity of generators and firefighting system has been arranged.

File Description	Document
Upload any additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Sports and Games

SFIT emphasizes on overall development of students and considers sports and games as a way to enhance their focus and sense of discipline which in turn contributes to their academic performance. SFIT facilitates student-participation in sports and games as it enhances self-worth and sense of belonging to nurture their sportsmanship and prepare them to excel in their career and lives.

The indoor facilities include two separate rooms of 100 sqm. each to play carrom, chess, table-tennis, foosball etc. Outdoor facilities (about 1000 sq.m.) include a basket-ball court, a volley-ball court, a rink-football and a badminton court. A common facility located at the institute's sister campus is used for organizing cricket, foot-ball, basket-ball and badminton tournaments. The institute has a sports committee under the Student Development Cell to take care of facilities and organization of sports events.

SFIT encourages student participation in various intra/inter-collegiate tournaments at state and national levels. One of the institute's achievements in this line includes the gold medal bagged by our student, Ivan Rodrigues at the Inter-national level kick-boxing championship held in Ukraine in February 2020.

Gymnasium

The institute has a gymnasium occupying space of about 100 sq.m., established in the year 2012, with the facilities like motorized treadmill, cardio machines, weightlifting, exercise bike, leg exercise equipment etc. Our students and faculty get the opportunity to make use of this facility during the non-instructional hours.

Yoga Centre

At SFIT, we promote yoga and meditation for the purpose of good health and happy living. The yoga center has an area of 100 sq.m. and is open for use to faculty and students. The institute organizes yoga practice sessions for staff and students, this includes the session organized on International Yoga Day.

Cultural Initiatives

SFIT encourages the students to participate in various social and cultural activities to enhance managerial skills and showcase their talent. The institute organizes an annual cultural festival (IRIS) during the months of January- February. It is a four-day festival to promote cultural diversity, social and cultural interaction and to provide a platform to students to think out of the box and showcase their talents. Students actively organize and participate in a variety of theme-based activities like performing arts, talent contests such as dance, music, drama, skits, solo & group singing, elocution, debates, quiz competition, fashion show, rangoli making etc. Some of the major festivals are observed and celebrated in the institute.

The auditorium with an area of 648 sq.m. having a seating capacity of about 800 is used for various events. The auditorium has aesthetic appeal and latest audio-visual facilities to conduct a variety of cultural programs.

Few rooms are specifically allotted to students for preparation and practice. Student Activity Centre is used by Student Council for planning and execution of events.

In addition to this, the facility of 2 open theatres is available with each having a seating capacity of 1000 to organize outdoor cultural events. During the college fests, classrooms and seminar halls are allocated for arranging the events.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 38

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 35.88

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
86.94	308.31	291.39	287.88	67.86

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Data Requirement for last five years: Upload a description of library with,

- Name of ILMS software
- Nature of automation (fully or partially)
- Version
- Year of Automation

Learning and Information Resource Centre (LIRC) has been working to ensure best services to its users. As per the ISO procedure for Central Library, it has an established and well-maintained system.

It was fully automated with use of LibSuite LMS from the year 2002. From 2004 onwards, LibSuite Enterprise Version 6.5 is used till date to manage various functions of the Library. It facilitates access to Online Catalog – WebOPAC (<https://webopac.sfit.co.in:8009/>). Online User Record Management is connected to the Institute’s ERP since the year 2018 for generating the library footfalls.

LibSuite provides access to bibliographic records of all the print books including Book Bank and special collection of books, project reports, dissertations and theses, CDs available in the library, full text of the e-books that are available in public domain, subscribed periodicals (Journals and Magazines) and articles.

WebOPAC (Online Catalog of the Library) can be accessed from anywhere by all the registered library users. Books can be renewed and reserved online through the WebOPAC. Users receive messages for books borrowed by them. They also receive email alerts when the borrowed books are overdue.

To meet the online requirements of our users, our library has taken various initiatives such as providing access to IAT question papers with model solutions and archived question papers of the University of Mumbai, developing an Institute Repository (IR) (<http://dspace.sfit.co.in:8004/xmlui/>) on DSpace open-source software, access to the National Digital Library of India (NDLI) portal and development of a website named Open Educational Resources (<https://sites.google.com/sfit.ac.in/oersfit/home>) using Google sites.

E-resources also include soft copies of the institute annual magazine, IEEE ASPP and POP (<https://ieeexplore.ieee.org/Xplore/home.jsp>), Ouriginal (Urkund) Anti-Plagiarism software, LIRC Blog (<http://sfitlibrary.blogspot.com/>), e-Bulletin Board on Wakelet (<https://wakelet.com/@SFITLIBRARY>).

Good Reads (a compilation of interesting articles), Self Learning Projects (a compilation of Do It Yourself Projects from subscribed magazines) and bibliography of completed project reports (including the best project reports) can be accessed online on the institute website.

Name of the ILMS software – **LibSuite**

Nature of automation (fully or partially) – **Fully (with WebOPAC)**

Version – **Enterprise 6.5**

Year of automation – **2004**

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 15.26

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
11.61	13.62	12.92	16.51	21.66

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 19.73

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 411

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The IT infrastructure of SFIT meets all requirements and complies with all regulatory stipulations. The campus is well connected with an intercom facility for internal communication.

Institute has well maintained infrastructure which includes internet connectivity. Computer Centre and all software related labs are well equipped with PCs having licensed OS and required software.

All PCs in the institute are connected in LAN for internet access. In-addition WI-FI access points are installed at prominent locations, making internet access convenient for students and staff.

Servers and PCs are maintained, updated, upgraded and replaced at regular intervals. Other IT facilities like network switches, printers etc. are also updated and replaced in timely manner.

Classrooms and seminar halls have ICT facilities. For safety and security, institute is covered under CCTV surveillance.

Current IT infrastructure details of the institute are listed in the following table:

Table 4.3.1.1:IT Infrastructure Details as on December 2021

Sr. No	ITEM	TOTAL
1	Number of Computers and laptops	1149
2	Number of Printers	58
3	Number of Projectors	49
4	Number of Scanners	4
5	Number of Pen-pad	22
6	Number of CCTV Camera	52
7	Number of USB Webcams	51
8	Number of Headphones	111

9	Number of Wi-Fi Access Points	14
10	Number of Network Switches	103
11	MS WINDOWS OS Licenses	980
12	Number of Application software (Licensed)	21

Table 4.3.1.2: Operating System Details

Sr No	Legal System Software
1	Windows 10 Professional
2	Windows 8.1 Professional
3	Windows 7 Professional
4	MS Windows 2008 Server
5	MS Windows 2012 Server
6	MS Windows 2019 Server

Table 4.3.1.3: Application Software Details

Sr. No.	Legal Application Software
1	MATLAB
2	MS Office 365
3	Seqrite Endpoint Security
4	Adobe Acrobat Professional
5	Rational Enterprise Suite
6	Orel Language LAB
7	Oracle
8	MS SQL Server
9	Hyperlynx 3DEM Designer
10	Proteus VSM
11	OrCAD
12	AutoCAD
13	Ms Project
14	MS Visual Studio
15	Solidworks
16	Tally
17	CMOS VLSI
18	LIBSUITE
19	EXAM SOFTWARE

20	ERP Software
21	ANSYS

Networking Details:

SFIT has 1000+ computers interconnected in STAR topology with Fast Ethernet Switches and structured cabling with Cat5/6 Ethernet cables

Internet Details:

SFIT has 2 Internet leased lines connected to PFSense firewall.

Service Provider 1: Tata Teleservices Ltd.

Bandwidth available : 300Mbps

Service Provider 2 : RAE ISP Ltd.

Bandwidth available : 155Mbps

Server Details:

SFIT has following Servers

1. PFSense Internet Firewall Server
2. Library Management Server
3. SFIT ERP Server
4. Seqrite Antivirus Server
5. DSPACE server
6. TALLY Server
7. Examination Management Server
8. Solidworks Server

DOMAIN Details :

SFIT has two domains as follows

1. sfit.ac.in (<https://www.sfit.ac.in>)
2. sfit.co.in

Mailing Service Details:

SFIT is using Google's G-Suite for educative purpose and email Service.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 2:1

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 23.03

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
70.54	167.65	186.05	136.23	95.6

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

A systematic and orderly learning environment is ensured by maintaining & utilizing the physical, academic and support facilities of SFIT. Purchase and maintenance are carried out as per ISO procedure.

Maintenance and Utilization of Laboratory:

1. Lab assistant and faculty lab in-charge monitor the performance of lab and maintain the equipment and other infrastructure.
2. HOD and senior staff are consulted in case expert assistance is required.
3. Based on the request from the department, purchase section does the needful.
4. Each department maintains registers with all records of purchase, update, repair and maintenance of the respective lab along with records of supporting documents, like bills, final-quotations or licenses.
5. Regular stock verification is carried out
6. Effective utilization of laboratories is achieved as per curriculum and other technical activities like workshops, training sessions, academic projects, R&D-projects etc.

Maintenance and Utilization of Library:

The institute follows ISO policy for orderly procurement, storage, issue of books and reading material.

1. Book requisitions for textbooks and reference books are collected from the faculty, approved by HODs before the commencement of every semester.
2. Journals are renewed as per the guidelines mentioned in the AICTE Approval Process Handbook. The addition and deletion of journals and magazines for the next calendar year is done based on recommendations from departments.
3. The stacking arrangement of the books in the library is as per the Dewey Decimal Classification System. Detailed indexes and bay guides mentioning the subject name and location respectively on each stack is been placed for easy searching of books.
4. Periodicals are arranged in alphabetical order by its Origin (International/National) followed by the title of journal. Magazines are arranged on a separate rack. Back volumes of the current year are kept behind the latest issue in the rack. Last three years periodicals are kept in the Archival Room.
5. Shelving, dusting and cleaning, shifting and rearrangement, shelf rectification, stock verification, binding, preservation, care and weeding out of documents are done from time to time.
6. The Library is open from Monday to Friday between 8.00 a.m. to 6.00 p.m. and on Saturdays (1st, 3rd and 5th) between 9.00 am to 4.00 pm.

Maintenance and Utilization of Sports facilities:

The sports committee, along with faculty sports-in-charge maintains an inventory of the sports equipment to ensure the availability of sports equipment and monitors the usage of playground, various courts and indoor games facilities.

During the annual sports festival IGNITRA, allocated budget is utilized for sports equipment as well as for conducting sports and games. The students use these facilities during non-instructional hours.

Maintenance and Utilization of Computers:

The institute has a technical team under network administrator which comprises of lab assistants, for maintaining computer systems, software, licenses etc. and networking facilities like WI-FI & LAN. In case of any complaint it is attended by the technical team. Technical team identifies faulty parts, checks its availability in stock and accordingly replaces with approval of HOD/ Principal.

Maintenance and Utilization of Classroom :

Central register is kept in the office to report the complaints about maintenance of lights, fans, AC etc. Working conditions of computer and LCD projector is monitored by faculty members, who in case of any problem report it to the lab-assistant. Lab-assistants resolve the issues or report to the higher authorities for repair or replacement based on the complication of the problem.

For electrical repairs, the institute has a regular electrician on campus.

External agencies are appointed for maintenance of facilities such as lifts, fire extinguishers, fire systems, generator, UPS, air conditioners, water purifiers, water coolers, photocopy machines. Some of them are maintained through an annual maintenance contract.

An authorized external agency has the annual contract of cleaning and sweeping of campus and other areas. The office staff monitors their work and related maintenance issues.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 16.94

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
505	365	242	235	224

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.95

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
16	44	39	38	39

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 28.1

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
600	591	543	546	300

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 56.22

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
306	295	230	254	180

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 16.49

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 76

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	46	74	39	23

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	46	74	39	23

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 17

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	9	7	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

At SFIT, the active participation and representation of students in academic and administration activities is highly encouraged. Our Student Council is an active body, enthusiastically involved in planning and execution of the major events and student related activities at both curricular and co-curricular level.

The elections for the Student Council are conducted as per the guidelines of University of Mumbai by the Student Development Cell under the guidance and authority of the Dean Student Affairs.

As per this council has three divisions:

1. The Electoral Positions consist of president, secretary ,lady representative and class representatives posts. Class representatives are elected for each class by students of the respective class. Remaining three positions are elected by all students through ballot and these positions form the core committee.
2. For nomination positions like NSS Representative, Sports Secretary, Cultural Secretary, Cultural Joint Secretary and Technical Secretary, interviews are conducted by Student-Development-Cell and the selected names are forwarded to the principal. The Nomination Positions are majorly responsible for their respective events and finally report to the Electoral Positions.
3. Selection Positions handle responsibilities for all the events throughout the academic year under the

guidance of core committee (Electoral and Nomination positions). Selection positions comprise of the Heads for various Sub-committees.

Student council ensures students' participation and representation in academic, technical, cultural, social aspects too. Representatives make sure that no concerns of students remain unaddressed. Class representatives coordinate with student council and class coordinators to forward their suggestions and problems to higher authorities. Through this process students learn decentralized, federal and democratic way of managing things and develop management skills, governance, teamwork, and various other desirable human traits.

The major events of the college responsibly organised by the able student council include, the annual Tech Fest (MOSAIC), Cultural Fest (IRIS), inter-college Sports meet (IGNITRA), various Student development programmes, literary competitions like debates, programmes for social awareness and responsibility in coordination with the college NSS unit, National-workshops, etc.

Institute has membership of National and international academic bodies such as ISTE, IEEE, CSI, IETE. Students are members of these Students chapters and they actively organise and participate in related events. Besides this each department also has its own local student chapter (CODEX, ITSA, MESA, and EESA).

Students are also members of various academic and administrative bodies such as IQAC,DAB,SDC(Skill development Cell),IIC(Industry Institute Interaction Cell),E-cell,NDLI,Alumni-committee etc. to put forward their suggestions if any and also to help in concerned activities.

All the major annual events, competitions and workshops help students enhance their skills, involve active presence of the council. Right from planning of the events, their budgeting, distribution of roles and responsibilities, selection of volunteers for each committee, logistics of the event, interaction with authorities and a plan for smooth execution of all the aspects are worked out right from the initial stage by these representatives of students. In all this they receive complete support, encouragement and guidance from the Dean Student Affairs, members of Student Development Cell, main student /faculty coordinators for the specific events.

<https://www.sfit.ac.in/Student-Council.php>

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 7.2

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	8	10	8	7

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template))	View Document

5.4 Alumni Engagement**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

The “St Francis Institute of Technology Alumni Association” (SFITAA) was registered with the Assistant Registrar of Societies on 27 September 2018 to provide a platform that unites the alumni of the institute. The SFITAA as of 2021 has 5920 members contributing at various levels.

Participation in quality initiatives

The Alumni association of the institute contributes to planning and quality initiatives of the institute by serving as members of DAB and IQAC committee etc.

Facilitating Training and mentoring

It contributes to the learning and skill development of students by nurturing their technical skills, acquainting them with job scenarios and essential professional skills. The association conducts seminars, online webinars open to SFITians - faculty, students and alumni, webinars for General Public and the Student Volunteers. It also organizes Industrial Visits.

The speakers for these sessions are alumni who are well established in their fields and come from different parts of the world.

The Alumni website is developed in-house at no cost and also provides free training to our student volunteers on the latest coding standards followed for future development.

For non-engineering topics, non-alumni industry experts are invited. The alumni helps in arranging value added courses or skill development programs in various departments.

They serve as judges/panelists for various competitions. They are involved in activities of the training and placement cell.

To help students manage health related issues due to the pandemic, sessions of physical and mental health were conducted by reputed doctors from Mumbai. The average participation for open sessions has been approximately 100 participants. The committee has ensured that all sessions are free of cost.

Institutions' Branding

Presence on social media: The association has about 2000 followers on Instagram and 2500+ on LinkedIn. It's social media platforms are constantly buzzing posts on happenings of SFIT and SFITAA, thus, contributing to the institute's branding.

Alumni website: SFITAA website has been designed, developed and managed by an Alumnus and it has been made accessible from the institute website. Updates are regularly posted and users can access all information from the website.

Alumni Newsletter: The association releases a bi-annual newsletter, "Chrysalis Konnect". The newsletter covers details of the activities of not just SFITAA, but also the details of SFIT, to help everyone know the buzz of the institute.

Strengthening the bond with the Alma Mater

Alumni reunion is an initiative that has strengthened the bond of Alumni with SFIT further. After the success of an offline event, the pandemic couldn't dampen the spirits and Rekindle 2021 was held on an online platform. Student volunteers team took on a challenge and decided to build an entire hosting platform for Rekindle in-house. The event was hosted on the SFITAA website. The event was scheduled for 72 continuous hours to accommodate people from all over the world. The cultural event was viewed by over 700 people.

Few statistics of Rekindle 2021

- Total videos created - 36
- Total Event Visits - 1,411
- Visitors from 25 countries

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

NVAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The Vision and Mission of SFIT has been well-planned by its founders and implemented since its inception. For this purpose, the Society/Trust has constituted an Executive Committee headed by the President/Chairman assisted by four Society members and two external members, some of whom have been instrumental in framing the Vision and Mission of the Institute.

In order to achieve the vision/mission, the Chairman of the Society/Trust has appointed a Director as overall in-charge of the institute who with assistance of the Principal, Governing Council (GC), College Development Committee (CDC), Academic Advisory/IQAC Committee, Heads of departments (HOD) and all the faculty and staff. The Executive Committee regularly monitors the progress being made by the Institute in this regard through regular meetings.

Every faculty at SFIT is aware of the institute's vision and mission and all activities are planned to meet the same.

Vision:

“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.”

This is depicted in the figure in attached file

Franciscan vision of integrity emphasizes on treating humanity, in oneself or in another, as an end in itself, and not as a mere means. It believes in treating individuals with respect and dignity. This extends to respect for the integrity of the nature, animals, plants and the whole ecosystem.

Mission:

UG: 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: To continually improve and progress in the path of developing post graduate scholars who will be competent in exploring, developing and disseminating new knowledge in their areas of specialization so that the repository of new knowledge and innovation and its dissemination will be enhanced in scope of effectiveness.

The institute plans are focused on developing facilities, facilitating training and growth of faculty, students, their research aptitude and institute's involvement in terms of extension activities for community.

Perspective plans of the Institute:

The perspective plan had the following targets:

1. Introduce AICTE approved new UG programs in Engineering, also PG and PhD programs in the existing branches.
2. Develop industry supported laboratories.
3. Set up an industry-research-oriented Incubation center with participation of students and faculty
4. Provide additional training to faculty and students
5. Involve Alumni in mentoring students and faculty training to meet industry needs.
6. Develop Internship and Academic Collaboration with Foreign Universities.
7. Strengthen the Tie-Up with Industries for live projects and consultancy services, in addition to sponsored projects from government sources
8. Achieve NBA, NAAC accreditation for quality improvement
9. Become an Autonomous Institute and Deemed University.

Institute has initiated and achieved some of these targets in the perspective plan.

In the ISO Management Review Meetings (MRM), perspective plans and achievement of institutional objectives and targets are reported and discussed.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

SFIT practices decentralization and participative management. The President of the Society/Trust has appointed a **Director** who is also a Trustee, as overall in-charge of the Institution. The **Principal** directly reports to the Director and is entrusted with the responsibility of independently looking after the academic and related administrative matters..

The Director has constituted a **Governing Council (GC)** consisting of the President/Chairman, few members of the Society/Trust representing the management and Principal as Member Secretary with external-members from the academic-community and industry. The function of GC is **to advise and assist the Director and the Principal** in the overall development and betterment of the college in academics, placement, perspective plan etc. to realize the Vision/Mission of the Institute to the fullest. The recommendations and suggestions of the Governing Council are by and large implemented.

The Institute has constituted a 'College Development Committee' (**CDC**) headed by the President/Chairman of the Society, few Management-representatives, Principal as Member-Secretary, Heads of the Department (**HOD**) and a couple of non-teaching staff as members. The function of this committee is to make recommendations to the Management for the overall development and betterment of the college concerning infrastructure and local issues.

Directly reporting to Principal are IQAC Coordinator, HODs, Deans and Functional Heads. Faculty and staff-members report to respective HODs. Fortnightly meetings of Academic Advisory Committee (**AAC**) which includes Director, Principal along with the HODs and Deans are held to plan and execute various academic and administrative activities. The minutes of the meetings is communicated to all staff. Staff meetings are also held in the departments once in two weeks for proper implementation of the activities planned in AAC.

There are various Committees consisting of teaching and non-teaching staff-representatives for the smooth functioning of all academic, administrative and co-curricular activities, that aid realization of the institute's vision/mission.

A case study showing decentralized and participative management

Budget approval procedure and its implementation

- Every year in December, Principal invites budget proposal from HODs
- The HOD gathers inputs from faculty to prepare the budget and submits by January.
- The budget proposals are further reviewed by Principal and the Director.
- Budget proposals are then presented to the GC and the Executive-Committee for approval.
- Post-approval, Director issues letters approving the budget to the HODs.
- Then departments raise their requisitions for procurement of the budgeted items.

- After receiving the items, each department enters the details in the respective laboratory register to that effect, which is signed by respective Lab In charge, HODs, Principal and Director.

Besides this, limited financial authority is also given to the Principal and HODs in the form of an additional annual budget.

The sanctioned budget is utilized as per need and the supporting documents of the expenditure are submitted to the accounts department for audit purpose. The same is reviewed to identify the gaps between sanctioned budget, allocated budget and actual expenses. This aids the planning of budget for next year.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Perspective/Strategic plan

The Society/Trust in consultation with the Director, Principal, Governing Council, IQAC and Academic Advisory Committee draws out the institutional Strategic/perspective plan from time to time which is communicated down the line to HODs, Deans and the Staff in their regular meetings. Every semester in the ISO internal audits, Management Review Meetings and the external audit as well as in the Executive Committee meetings, the progress and achievement are evaluated.

Some examples are mentioned below:

- 1. Encouraging and supporting our own faculty members for higher studies to have senior faculty members with PhD qualification.**

Reference of meetings:

Minutes of the 2nd Meeting of the Executive Committee for the academic year 2011-12 held on Tuesday, 06th December 2011 at the institute.

ITEM: 1 (b):- To continue to encourage and support our own faculty members to pursue PhD.

Implementation:

The institute encouraged and financially supported its own faculty to acquire higher qualification in ME./PhD in their respective domain with full pay initially and study leave. As a result of institute's sponsorship policy, today there are **16 faculty members who have completed their PhD while in service** and 10 more are presently pursuing their PhD.

The above minutes highlighting the respective item along with outcome are uploaded in the additional information.

1.Introduction of PhD (Technology) Courses in Computer Engineering and Electronics & Telecommunication Engineering in 2015.

Reference of meetings:

Minutes of the **2nd Meeting of the Executive Committee of the College** for the Academic Year 2012-13, held on Thursday, 10th January 2013 at the institute.

ITEM-4: Commencing PhD program in Electronics and Telecommunication Engineering and Computer Engineering from A.Y 2013-14: After a detailed discussion the Committee approved the suggestion of the Director of starting PhD program in the branch of Electronics and Telecommunication Engineering and Computer Engineering from the year 2013-14.

Implementation:

Two PhD Program in Electronics and Telecommunication Engineering and Computer Engineering started in the academic year 2015

1.Introduction of 2 UG courses in core engineering namely Electrical Engineering and Mechanical Engineering by the academic year 2018-2019.

Reference of meeting:

Minutes of 3rd meeting of Academic Advisory Committee of St. Francis Institute of Technology for the academic year 2008-09 held on Friday, the 3rd April 2009 at the institute.

ITEM 5: Starting new UG courses in engineering.

Implementation: Two new UG core engineering courses namely Electrical Engineering and Mechanical Engineering were introduced from the academic year 2018-2019.

The above 3 are examples of the initiatives successfully implemented based on the strategic/perspective plan of the institute.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

1. Policies:

The policies related to academic and related administrative activities such as Staff Service Conditions, Staff classification, Recruitment, Pay structure, Career advancement, General working conditions, Leave facilities, Sponsorship of PhD and Study leave, Performance appraisal system, Duties of teaching faculty, Code of conduct, Misconduct and Disciplinary actions, etc. are published in the Service Rules book. These are revised/updated in a timely manner and made available on website.

1. Administrative setup:

At the top of the Organogram of the Institution is the Governing Body/Trust/Society which has appointed an 'Executive Committee' headed by the President of the Society and few members of Society and others. There is a 'Governing Council' headed by the President of the Society and few members of the Society, the Director and Principal of the institute, experts from academia, members representing industry and entrepreneurs. Both these bodies help in framing the policy decisions of the institute.

The President of the Society/Trust has appointed a Director who is also a Trustee, as overall in-charge of the Institution. Directly reporting to the Director is Principal who is entrusted with the responsibility of independently looking after the academic and related administrative matters of the institution.

Directly reporting to Principal are IQAC Coordinator, HODs, Deans, and Functional Heads. Faculty and staff members report to respective HODs.

Organization Chart:

An organization Chart clearly stating the functional and administrative reporting is prepared and uploaded on the College Website along with the Mandatory Disclosure and statutory committees.

Functions and responsibilities:

Detailed duties and responsibilities of each important function in the Organization Chart is prepared and communicated to the functional heads. Thus, there is total clarity of roles and responsibilities of each head. Each function has clearly written down procedures Viz. Recruitment, Training & Placement, Library, etc. Each function is given clear and quantifiable objectives and targets which is audited in the ISO internal and external audits.

1. Appointment and Staff Service Rules:

Detailed 'Staff Service Rules' drafted and vetted by experts were published in 2011 and amended from time to time. The latest amended version "SFIT Staff Service Rules, 2011 (2nd Amendment as on 1st July, 2018) is communicated to all the existing staff and is published on the college website.

1. Academic and administrative Procedure

Procedures used to determine performance evaluation such as monitoring, measurement and analysis & evaluation is well-documented based on ISO 9001:2015 quality management system requirement. We follow Plan-Do-Check-Act cycle in many processes related to academic and administrative activities of the institute.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

SFIT understands the importance of boosting the morale of its staff. Keeping in mind their well-being, financial support is made available and various activities are organized so staff can connect beyond regular

academic activities.

1.Recreation facilities for staff

Staff picnics are organized to aid interaction beyond titles and hierarchy.

While celebrating Onam staff dresses in traditional attire specific to the festival and all dine together.

Garba event and Diwali celebrations in college allow the staff to experience the cultural side that is brought to life.

The annual Christmas party is more of a get together, an occasion where the staff along with their family members gathers to celebrate together as SFIT family.

On Teachers' Day and Women's Day, special events and programmes are organized for staff welfare and to make sure they feel acknowledged and appreciated.

Sports facilities of institute are utilized by staff. During annual sports events activities for staff is also arranged.

Staff is also allowed to use gym facilities after college hours.

1.Support to staff by facilitating admission for their children

Management supports faculty by facilitating admission to their children in ICSE/State Board schools and engineering institute run by Franciscan society.

1.Sponsorship for attending conference/seminar

Financial support and paid leave is given to faculty for attending STTP/ Workshop/paper presentation etc. as per policy.

- 1.Implementation of pay-schemes as per AICTE and State Government Resolution (GR)
- 2.Policy for Career Advancement Scheme (CAS) is documented in Staff Service Rule and followed systematically as per recommendation of the Screening committee.
- 3.Leave/vacation facilities as per university rules. Maternity leave as per the Maternity Benefit Act.
- 4.Provident Fund scheme as per EPF rules.
- 5.Gratuity for the staff as per norms.
- 6.Special Earned leave facilities for teaching staff.
- 7.Financial support, study leave to encourage higher studies.
8. Counseling facility to the staff, if required
9. Encouragement to carry out research project work with Institute financial support.
10. Extra remuneration to PhD guides as motivation for the valuable guidance they provide to research scholars.
- 11.First aid medical facility on campus and MOU signed with nearby hospital.
12. Relaxation in teaching load, whenever possible, to teachers having departmental responsibility.

13. Consideration for special concession in class timetable for teachers with small kids and travelling from far.
14. Institute Grievance Cell to pay attention to matters of concerns raised by the staff

SFIT has an open-door policy where the staff can freely communicate their concerns to Heads of their department and the Principal. They can meet the Director for matters that require urgent attention. This approach helps to maintain a congenial environment that builds trust.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 7.47

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	9	13	11	3

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.4

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	5	6	0

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 32.73

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
51	47	29	19	11

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Systematic Faculty Appraisal and Training Needs identification has been functioning in the organization for over 10 years. Starting with the manual system, presently the whole process is done on-line.

Purpose: - To evaluate the efficacy of the teaching & learning process of the faculty members and the infrastructure facilities in the Institute by the stake holders, such as students, faculty members and Department Heads, in a systematic manner and to identify the areas of competency gaps and improvement, training needs, as well as to give feedback to the faculty members with regard to their performance. It also helps the Management to review its various policies from time to time and make necessary changes for common good and continual improvement.

Scope: - This procedure is applicable to all teaching faculty members and all support staff in the institute.

Frequency: Mid-Term of each Semester (after the end of 1st Class Test) – twice in an academic year.

Responsibility: Principal along with the HODs are responsible for the execution/ implementation of the 'Performance Appraisal / Training Needs Identification System' with the administrative support by Office Staff for collating, tabulating, and summarizing the on-line data including identification of training needs.

Besides this, faculty also analyze their performance through self-appraisal form, for calculation of academic performance index (API). The form is filled at the end of every semester and evaluated by HOD, Principal and Director. The necessary suggestions for improvement, if any, are conveyed to the respective teacher.

The teachers' inputs and concerns raised over feedback, if any, are also has given equal importance. They can discuss the feedback collected and necessary measures are taken by authority to address the same.

A team of Senior faculty observes and provides feedback to junior faculty for effective teaching-learning.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit:

Internal audits are conducted regularly by the members of the parent society.

Members visit the Institute on regular basis and check the records like receipts, payment vouchers, journal vouchers etc. Discrepancies if any are brought to the notice of the Accounts departments as well as to the management. Accordingly, the rectifications are done.

Internal audit team submits their report directly to the Parent Society and a letter is issued to the Institute after the successful completion of audits.

External audit:

External audits are conducted regularly by our Statutory Auditors M/s. Natwarlal Vepari & Co. Our accounts are prepared following mercantile method of accounting.

In the month of Nov/Dec interim audits are conducted for accounts for the period from April to October and in the month of May/June, audits for the remaining period from November to March are conducted by the Statutory auditing team. After the completion of checking the bills and vouchers, pertaining to purchases, payments, journal vouchers etc. and verifying the statutory compliance, queries raised by the team are attended and explanations are given by the accounts personnel to the auditing team. Audit team reports the findings to the Audit In-charge for his or her scrutiny and clarification/explanations are given by the Accounts personnel. Even after this, if the auditors are not satisfied with the information and explanations, the matter is discussed with the management and resolved. Rectifications if any are done during the financial year before the accounts are finalised after auditors are fully satisfied with our explanation.

Objections, if any raised relating to accounting process and/ or any other financial issues are discussed with the management and corrective actions are taken by changing the procedures and/ or informing the persons/departments concerned orally or in writing.

Every year, a meeting is organised with the Chartered Accountant (CA) in charge with his or her team, Members of management and the Accounts department personnel to brief and update about the latest changes in compliance and other formalities related to Finance and Accounts

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 19.61

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1.26	5.17	4.246	4.29	4.644

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Source of funds:

- 1.Student Fees

Utilization:

Budget proposals are invited from the departments including Library for their consumable and non-consumable items. A combined institutional budget is prepared based on the proposal submitted by the Departments taking the other factors like infrastructural needs, improvement of academic facilities, R & D activities, Students Training programs, administration & operation expenses etc, which is approved by GC.

Requisition for requirements for non-consumables are submitted by the concerned departments to the Management and the items are acquired as per the purchase procedure of the Institute. Consumable items are purchased as per the requirements.

- 1.Fund generated from Consultancy, MODROBs, STTP, international conference from AICTE utilized for the purpose mentioned in the proposal

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

SFIT had already constituted an Academic Advisory Committee (AAC) in 2006 to take care of quality initiatives, much before IQAC Cell was made as an essential requirement for Extension of Approval as per AICTE Approval Process for the academic year 2019-2020.

IQAC was formed in the year 2019-20 with members appointed as per AICTE norms. First meeting of IQAC was held on 30th November 2019 at the institute.

Quarterly meeting was planned and conducted since then.

In the successive meetings, vision, objectives, strategies and functions of IQAC of SFIT and the course of action were discussed. In the 3rd online meeting of IQAC in the beginning of A.Y. 2021 the same were approved.

Following activities are implemented based on the action points discussed for quality improvement:

Example 1: Record keeping of activities held at SFIT on ERP

To ensure need-based scheduling of events and repository of resource persons a software is developed at institute level in ERP for record keeping of activities.

Reference of meeting:

Minutes of IQAC meeting held in the academic year 2021-22 on 23rd October 2021 at SFIT and in online mode for those members who could not be present in physical mode.

Item 3: To discuss approval of the following points

3.4: Module developed on ERP for record keeping of activities

Action taken

SFIT faculty under IQAC team is asked to develop software to keep all the document related to the activity organized by SFIT

Implementation: After the approval it is implemented on ERP and all activities are uploaded in ERP.

Example 2. Software developed for CO based evaluation system

A software is developed at institute level for mapping the performance of students with course outcome of each course aiding performance analysis and records

Reference of meeting:

Minutes of IQAC meeting held in the academic year 2021-22 on 23rd October 2021 at institute and in online mode for those members who could not be present in physical mode.

Item 3: To discuss approval of the following points

1. Module developed on ERP for CO based evaluation system

Action taken

SFIT faculty is asked to develop a software under departmental R&D

Implementation: After the approval it is implemented on ERP since 2012 and we are ensuring that all teachers are using it as measuring tool for CO.

File Description	Document
Upload any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each

SFIT adopts a process-approach. The process is managed using Plan-Do-Check-Act cycle aimed at taking advantage of opportunities to improve the performance. Teaching learning process is planned by keeping an outcome-based-target. All related-documents are uploaded on the ERP-system and verified by the head-of-the-department. It is audited by ISO team internal as well as external. If the target is achieved, target is incremented by a small percentage and if not then, necessary changes are implemented.

Example 1. Improvement in academic performance of the students to make more students eligible for placement

Reference: Minutes of 6th Academic Advisory Council meeting held on 18th March 2017 at institute under Item 12: To improve eligibility for Training and placement+

Action taken:

Target was to increase the number of students getting first class so that more students will be eligible for placement.

The steps taken include

1. Adding extra tutorial period in the timetable for few difficult subjects in the First Year, by appointing extra faculty for the same.
2. Implementing preliminary examination in addition to regular assignment tests for First Year.
3. Implementing a subjective test of 50 marks in higher semester for mathematical/difficult subjects
4. Making a common policy of making CO and its measurement
5. Developing software for calculating attainment level of PO and PSO starting from defining CO, its mapping with PO and PSO, deciding measuring tools for each CO and attainment level calculation for all the subjects of the department.

Implementation:

This is implemented and the outcome is analyzed in every meeting of AAC and Governing Council meeting. The experts suggest action to be taken for quality improvement and action taken is reported and analyzed in the next meeting.

From 2017 onwards there was substantial improvement in the academic performance and number of students eligible for placement.

Reference:

Minutes of 32nd meeting of GC held on Saturday 29th September 2018 at 11.15am in the Board Room of SFIT under ITEM 6: To report on the academic performance /university results of the UG & PG Engineering students in the even semester of the academic year 2017-18

Example 2: Implementation of certificate courses or skill development program for improvement in quality of placements

Reference:

Minutes of 30th meeting of GC meeting held on 2nd December 2017 at 11am under ITEM 2: To report on actions taken on decisions recorded in the 29th meeting of the GC held on 4th March 2017.

Action taken

Based on the suggestions from the experts of GC meeting, students are motivated to attend certificate courses organized by IIT Bombay in association with JP Morgan. A skill development cell is formulated at institute level to arrange various skills enhancing program in association with alumni and industry experts for students of all departments to improve their employability.

Implementation

Since 2017-18 we have been organizing skill development program every year.

Reference

Minutes of 31st GC meeting held on 17th March 2018 at institute under item 14: To report on the certificate courses conducted in the Institute

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

SFIT considers the safety and security of all the students and staff, especially women, as one of its prime responsibilities and shoulders it without compromise.

SFIT is very responsive to gender equity and equality, extending it to minorities, under-privileged and reserved groups. The college management treats everyone with dignity and respect irrespective of gender, creed or religion.

Towards gender sensitivity, the institute has established Internal-complaints/Women-Development-Cell, College-Grievance-Redressal-Cell, Students-Grievance-Redressal-Cell, Anti-ragging-Committee, SC/ST-Committee etc. , consisting members of both genders to address all issues.

For the empowerment of women the institute has been organizing Self-defence workshops, and Gender sensitization programs where both boys and girls volunteers work together thus, nurturing respect and inclusivity.

Women's Day celebration including a Seminar for female students on "Menstrual Health and Hygiene." The Management has installed 'Sanitary Napkins Dispensers' in the Ladies toilets to assist the girl students.

Keeping in mind the safety of students and staff, especially women, the campus is secured 24/7 with security guards (including lady security guards) and CCTV surveillance in the entire premises.

Counselling and Mentoring is one of the important initiatives at SFIT. Institute's well qualified and experienced lady Counsellor guides and supports students and staff and equips them with the knowledge and techniques for mental well-being. An exclusive counselling room is provided to aid personal counselling. To achieve an all-round development of the students a mentorship program has been implemented wherein about 20-25 student-mentees are guided by a faculty mentor. The counselling and mentorship program empowers students to take the necessary measures of change within themselves.

SFIT has created safe spaces for all the students (separate for boys and girl) and staff to interact and refresh. There are separate restrooms on each floor. Cleanliness and hygiene are properly maintained.

To sum up, the institute treats everyone with mutual respect and human dignity by creating a sense of inclusion. We are deeply committed to gender sensitivity, equality and equity by providing safe spaces, secure environment for female students and staff. We provide equal opportunities for personal, academic

and professional growth, opportunities for socializing, developing leadership skills, without any discrimination between genders in all spheres of college activities.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

- **Solid Waste Management:**

SFIT promotes proper management of waste generated in the campus. The solid waste generated includes plastic wrappers, plastic bottles, paper, glass, metals and food waste. About 15-20 kg. of solid waste is generated in the campus every day and to manage the biodegradable waste from the canteen, a composting

pit is constructed with a partition in the middle. The uncooked food waste such as vegetable and fruit peels are deposited in the compost pit everyday along with the dry leaves and a thin layer of soil and sprinkled with a little water every once a week. The entire process of composting would take about five to six months. The campus has a lot of trees and plants and the compost produced is utilized as manure in the garden.

The plastic waste of the campus especially from the canteen is collected and sent for recycling. In addition to this, the NSS unit of the college has tied-up with the Bisleri International project “Bottles for change”. The company sends their vehicle to pick up the plastic waste from time to time for recycling. The students and the faculty members are exhorted to bring the plastic waste even from their homes and be part of the recycling project.

- **Liquid Waste Management:**

The management of liquid waste generated by SFIT is done in a systematic way. The liquid waste is categorized under two categories firstly: Sewage waste as well as canteen effluent waste and secondly: Laboratory waste. The Sewage waste as well as canteen effluent waste is collected in a subversive sewer system and is connected to the main septic tank on the campus. Liquid chemical waste generated from the chemistry laboratory and mechanical laboratory is diluted with the help of the water in the laboratory sink which is connected with the municipal sewer system.

- **E-waste and Hazardous waste management:**

The E-waste collected in the campus is segregated and submitted to Mumbai Municipal Corporation (BMC) at their request. The students and faculty are encouraged to be part of this project by bringing e-waste especially used batteries which are hazardous. Each ward of the BMC makes arrangements to collect the E-waste and further sends it to the recycling plant. To create awareness among the students and faculty about the “**3R**” namely **reduce, reuse and recycle**, SFIT conducts environment-related lectures, seminars, workshops and site visits with the support of NGOs and BMC.

The students are also involved in the projects such as making paper bags, cloth bags, etc. to make SFIT a plastic free campus.

File Description	Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds

4. Waste water recycling**5. Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**

2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

SFIT has a good cultural combination and rich diversity of students. It makes every effort to instill among the young adult's tolerance and harmony and create an all-inclusive environment among the students.

All government recognized holidays are given to staff and students including 5 days in the week of Ganesh Utsav. The college also gives holidays in the Holy Week.

The technical fest MOSAIC and cultural fest IRIS are opportunities for students to bond well while planning, organizing, and working together for execution of events. Annual cultural festival of the Institute is used as a platform to address various themes such as tolerance and harmony, cultural and socioeconomic diversities.

Given the South Indian management, institute also celebrates Onam festival. Onam has special significance as a festival that is celebrated by all the people in the southern state of Kerala, ensuring the unity among the people of all different religions. On this occasion the students and teachers perform a special Onam dance with the traditional music and all enjoy Onam-Sadya, a sumptuous vegetarian meal with traditional dishes.

The festive spirit of Navratri is exhibited in the institute where most of the students and teachers follow the dress colour code of the nine days. An evening is dedicated to Garba dance where all the students and teachers participate.

SFIT encourages the students to participate in the Unity Day, celebrated to commemorate the birth anniversary of Sardar Vallabhbhai Patel and take part in the unity rally organized by the University of Mumbai to promote unity among citizens of India.

Some of the important days that are celebrated every year at the institute are Independence Day, Republic Day, Constitution Day, Marathi Bhasha Day, Non-Violence Day. These celebrations enhance the inclusive environment of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities and a non-violent attitude.

Independence Day & Republic Day are celebrated with due solemnity and pride in order to render our gratitude and respect to the freedom fighters who gave their lives for the nation. The speeches of the chief guests for these special days highlight tolerance, unity and equality, cultural harmony and peace.

Gandhi Jayanti is celebrated as the International Day of Non-violence. On this day our student representatives and NSS volunteers take part in a peace rally displaying placards of the quotes by Mahatma Gandhi and in order to promote non-violence and harmony.

Constitution Day is observed, on 26 November every year to commemorate the adoption of the Indian Constitution by displaying the preamble of the constitution of India and encouraging the students to read and understand its importance.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

SFIT makes efforts to sensitize the employees and students to the constitutional obligations such as human values, fundamental rights, duties and responsibilities of the citizens and help them to nurture these in order to be better and responsible citizens of the country through some extracurricular activities and events.

The first year students start their curriculum with three weeks of Student Induction Program with primary focus on universal human values which aims at inculcating definite human conduct and right understanding so that they follow their duties, roles and responsibilities with dedication and commitment as students and as citizens of this country. The sessions on universal human values that they participate in, serves as a strong foundation for instilling in them true love for the values and ethics. This foundation helps students to keep and practice these values not only as long as they are in the institute but also throughout their lives.

The institute celebrates the Republic Day , Independence day with dignity and respect to the constitution. The staff and students are encouraged to uphold the rights and responsibilities enshrined in it. National flag is hoisted during national festivals, eminent persons are invited and they inspire students - staff by highlighting the qualities of freedom fighters and emphasizing the duties, responsibilities of citizens.

The institute has policies that reflect core values. Based on these core values the Code of conduct is

prepared for students and staff which helps in the smooth conduct of all the activities, processes and discipline in the institute. The institute gives opportunities to acquire the skills and qualities of leadership among the students by conducting the Student Council election every year. The elected representatives take up the responsibilities of organizing college programmes with the support and guidance of the staff. The elected student council takes oath to abide by the rules and responsibilities.

The National Service Scheme (NSS) unit of the institute under the guidance of NSS Coordinator conducts programs to make students socially responsible citizens. NSS also organizes and conducts awareness programs such as ban on plastic, Swachh Bharat, humanitarian and environmental activities giving opportunities to the students to fulfill their duties and responsibilities towards their nation.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Our Institute organizes programs (online and offline) to spread awareness and encourage students and faculty to showcase their talent during these events. The institution practices a diversified approach towards the celebrations and functions of all religions. Thoughts of great Indian personalities are imbibed

into the young minds through informative posters in the campus. Some of the events are mentioned below:

1. **Independence Day (15 August):** With flag hoisting in campus and a cultural program that celebrates the spirit of freedom.
2. **Republic Day (26 January):** Celebrated with much fervor with flag hoisting in campus and a cultural program by students
3. **International Day of Non- Violence Day (2 October):** Celebrated on the birthday of father of the nation, Mahatma Gandhi to reinforce the importance of living in harmony.
4. **The Constitution Day (26 November):** celebrated by displaying the Indian constitution for everyone to read and understand their role as responsible citizens
5. **Marathi Bhasha Diwas (27th February):** celebrated in honour of Marathi language. SFIT NSS in collaboration with the Library celebrates 'Marathi Bhasha Din' every year. As part of the celebration, many students and staff recite their self-written poems.
6. **World Book and Copyright Day (23rd April):** This day is a celebration to promote the enjoyment of books and reading. Our Library celebrates this day by conducting an Online Quiz - The Copyright Challenge to make all students aware of the Anti-Plagiarism and Copyright rules.
7. **National Reading Day (19th June):** India celebrates June 19 as the National Reading Day in honour of P N Panicker, the father of the Library and Literacy Movement in Kerala. A Quiz on IEEE Xplore Digital Library was organized by NDLI Club of Institute to make students accustomed to the use of the Online Database.
8. **Teacher's Day (5th September):** This day is celebrated on the birth anniversary of former President Dr. Sarvepalli Radhakrishnan. SFIT appreciates teachers for their hard-work and achievements. Students council arranges a program to felicitate teachers.
9. **Engineer's Day (15th September):** This day is celebrated on the birth anniversary of the greatest Indian Engineer, Mokshagundam Visvesvaraya. On this day, being an Engineering institute, SFIT arranges a program to highlight the importance and contribution of engineers to society.
10. **International Yoga Day (21 June):** A special session of Yoga is arranged for students and faculty to encourage habit of meditation and to raise awareness about benefits of practicing yoga
11. **Reading Inspiration Day (15th October):** October 15 is birth anniversary of scientist and former president of India APJ Abdul Kalam. It is celebrated as Vaachan Prerana Diwas encouraging reading habits among students.

Library celebrates this day by organizing the following activities:

- Take Away of Donated Books and CDs
- Sale of Weeded Out Books
- Appreciation of the Top Users of the Library

1. **World Environment Day (5 June):** Poster-making and such competitions are

arranged to spread awareness about the threat to the environment due to rising pollution levels and climate change.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Two Best practices at SFIT

1. **Nurturing Future Entrepreneurs**
2. **Enhancing Professional Skills of Students for better Placements**

Best Practice-1. Nurturing Future Entrepreneurs

Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

SFIT is guided by its vision of entrepreneurship. The visionary leaders at SFIT could see the need to nurture the students to become job creators. Under the guidance of administrative committees like Executive Committee, Governing Council, College Development Committee, IQAC, the activities at the institute are planned and channelized around the vision of entrepreneurship.

Objectives:

- Nurture job creators and enhance employment opportunities
- Aid understanding of procedure involved in setting up start ups
- Provide all necessary information and training
- Generate awareness regarding environmental changes and opportunities
- Acquaint students with social responsibility/entrepreneurial discipline
- Contribute to development of industrially backward region

The Context

Challenges:

? While SFIT had all required elements to nurture students, there was a need to centralize activities and also encourage more participation of students.

- ? Only a few campus startup groups were working in technology products/services.
- ? There was reluctance among groups to discuss their ventures as they felt it would affect their academic performance.
- ? Business mentoring and a place to work on idea after college hours was needed
- ? Students needed help to identify platforms where they could exhibit their potential ideas
- ? Involvement of industry experts and entrepreneurs was needed for effective guidance and to boost students' morale.
- ? There was a lack of formal mechanism to track the progress of the groups and collect feedback for further action.

The Practice

SFIT appointed a retired NITIE professor, Dr. Thomas Mathew as academic-advisor who initiated the formation of E-Cell in 2012. It was later headed by an alumnus, now an established entrepreneur. Currently, it is spear-headed by a senior faculty of Professor grade.

Actions taken with respect to the practice include:

- E-Cell started with formation of Robotics, Automation and Development Lab helping students try out hardware based innovative ideas
- Additional appointment of alumni as Research assistants
- Providing training and necessary resources
- Involvement of alumni
- Activities under National Entrepreneurship Network (NEN)
- Facilitating interaction with outside world
- Providing platforms to showcase learning and potential ideas
- Participation in national/international level competitions
- Providing assistance with networking

The initiatives that turned into regular practices include:

- **Entrepreneurship Day:** An event specially organized for the first year. Various skills required to set up and run a business are addressed through interactive games and activities.
- **Prayas:** An annual project competition for students of first year organized by dept. of Basic Science and Humanities to encourage them to showcase their innovative ideas
- **Pragati:** Annual national technological innovation competition, an excellent platform for students to showcase their work to localites, investors and industry experts. It offers networking and publicity opportunities and helps gain insights about various aspects of start-ups.
- **Unnati:** An annual intercollegiate workshop focusing on several aspects of entrepreneurship. Entrepreneurs and academicians teach and interact with the start-up groups individually.
- **Udaan:** A series of skill-building workshops conducted by experts on digital marketing, video and

photography, computer graphics, mobile application development, team building and intellectual property rights etc.

- **Safal:** Regular mentoring sessions to support current students as well as alumni by the institute's network of dedicated mentors.
- **Vichaar :** A series of interviews of local entrepreneurs conducted by SFIT E-cell members. Startup aspirants find answers to their various doubts and concerns in these interviews.
- **TEDxSFIT:** An outreach effort conducted as an independent event under the umbrella of internationally renowned TED talks. It gives a global platform for sharing thought-provoking ideas thereby creating an ecosystem for sustainable entrepreneurship.

Under the guidance of faculty, all events are organized majorly by students. This nurtures their organizational skills, managerial ability, decision making, resource management, people skills, etc. which are essential for any professional, especially an entrepreneur.

Evidence of success

- The institute has been instrumental in helping students acquire the relevant skills that aid their journey as an entrepreneur. This has resulted in startups by SFITians. SFIT is now a member of the Ministry of Education's NISP (National Innovation and Start-up Policy) campaign. The institute has developed an Incubation Centre (IC) to support on campus startup groups as well as alumni members.
- Here are a few examples:
 - Dr. Vikram Shete, (2003 batch) is Co-Founder at Ninsar Agritech. He lead E-Cell initially and now is actively involved in guiding current students.
 - Faizan Shaikh (2018 batch), Co-Founder of Sense It Out - AgriTech Startup
 - Ms Naomi Leon and Aaqyl Chagla's initial venture Styledge and now Rapid Delivery.
 - Mr. Nikhil Shirsath, CTO & Co-Founder, Lynx Solutions. Now a freelancer bespoke web applications in Python and Django
 - (Batch 2022) Ms. Anshika Gupta and Mr. Almash Alam started with Pragati 2020, enrolled with SFIT Incubation Centre, all assistance in registration of EQHeal Technologies Pvt. Ltd.
 - 2 Stack Lancers Siddhant Giri (INFT 2021), Abhijeet Gonsalves (INFT 2021) and Darren Noronha(CMPN 2022) Web/ App Development,UI/UX design

Problems encountered and resources required

While the institute has been making progress, we do feel certain aspects need to be further enhanced, like

- Providing more competent platforms and bigger opportunities to students through MOUs with esteemed bodies/industries/organizations
- Association with domain specific industry experts to guide the startups

- Getting funding agencies/ investors on board to further the cause
- Full operationalization of Incubation Centre that was delayed due to pandemic

NOTES (Optional)

For effectiveness of this best practice, the basics that need to be covered include

- Providing the right infrastructure
- Making expert guidance available
- Framing of detailed policy
- Opportunities for interaction with industry experts
- Assist with networking and Alumni contacts
- Organize regular events within and beyond campus for exposure and major interaction with business minds
- Provide platforms to showcase potential and the learnings
- Guide in every aspect relevant to start-ups, their challenges and what could help their success

Best Practice-2.: Enhancing Professional Skills of Students for better Placements

Objectives of the Practice

SFIT promotes initiatives and activities that enhance overall development of students to aid their transformation into competent professionals and innovative leaders.

Objectives:

- Continue cultivating an environment that fosters development of a professional.

? Provide guidance on employability skills to boost student morale and achieve better results in placement.

? Provide effective training in technical skills and soft skills

? Provide opportunities and training to develop and realize competence as professionals.

The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

To effectively fulfill graduate attributes, the institute directed efforts towards

? Identifying the gap, if any, in the curriculum prescribed by the University of Mumbai

- Providing up to date technical know-how and nurture skills required by a professional
- Providing opportunities to enhance students' skills in the form of training sessions, workshops and value-added courses
- Facilitating interaction with industry experts and esteemed resource persons from various technical fields
- Providing guidance and preparation for placement and higher studies

The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

SFIT gives utmost priority to its responsibility towards producing industry-ready professionals. SFIT's outcome-based approach to education acquaints learners with a result-oriented outlook. The activities include

Skill Development Cell of the institute bridges the gap between the academic and industry needs.

- Multi-disciplinary, skill-based Value-Added Courses imparting both soft and hard skills, including minimum 30 hrs duration, are conducted by professionals, industry experts, including members of our Alumni, right from the first year of engineering. Skills are assessed through assignments/projects/quizzes and course completion certificates are issued accordingly
- Webinars and hands-on workshops on advanced technology, writing research paper, and avoiding plagiarism etc. are arranged to motivate students to pursue career in research and development

Technical Student Chapters of the institute organize events on topics that cover technical concepts and soft skills based on the concerns raised and needs identified for the benefit of students. Involvement of students in all the major activities not as mere participants but as active planners and organizers is a key factor that marks efficiency of initiatives.

The training facilities and skill enhancement initiatives provided by the institute are extensive as under the guidance of faculty, the students at the institute have been able to mark SFIT's presence at various competitions like ROBOCON, E-yantra, National Robotics competition, Autosports Equilibrium, Indian Kart Racing Championship, Aero Design and Fly, etc.

SFIT's **Alumni Association** has been actively involved in organizing panel discussions, interactive

sessions and networking events on real-world topics that they specialize in and provide much needed information about the job scenario to the current students as well as alumni of SFIT.

Training and Placement Cell of SFIT provides training and conducts workshops for students guiding them about expectations and requirements of industries. To build their competency and confidence for placements, the cell conducts sessions on resume writing, mock aptitude test, interviews, GD, and Guest lectures by industry experts. It also facilitates access to technical certifications from platforms like coursera and value added courses specially for the final year students. In addition to this, the department conducts awareness programs related to various competitive exams.

Evidence of success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

Given the encouragement from management and the initiatives and efforts of faculty, alumni, network of experts and the training and placement cell, the institute has observed

- improvement in number of on-campus recruiters, offers, placements and package
- Even in a year hit by pandemic that brought challenges and uncertainties the students of SFIT received good placement opportunities

Problems encountered and resources required

Problems encountered include:

- Identifying training needs
- More involvement of experts from industries and alumni
- Increasing involvement and participation of students
- Collecting feedback from employers

The institute has tried to address some of these problems by

- Collecting feedback from recruiters, industry experts, alumni and students to identify training needs
- Planning ways to encourage more involvement of Alumni and better interaction with senior students at the very start of college journey
- Encouraging participation by conducting sponsored courses, awarding certifications and collecting views of students on topics of their interest and the ones they want to be trained in.

NOTES(Optional)

To implement this practice following important steps need to be considered:

- Identification of the training needs and current topics
- Active involvement of faculty to guide and motivate students
- Seminars, workshops, certification courses and value added courses covering technical and non-technical topics to focus on overall development
- Involvement of students in suggesting, planning and organizing various events/activities
- Opportunities to apply learnt concepts and showcase the same
- Exposure to students through active participation in national and international level competitions
- Opportunities for active interaction with experts from various technical fields and industries
- Measures for encouraging student participation
- Collection of feedback for further improvements

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

Response:

Title: Cultivating a Strong Sense of Social Responsibility and Human Values

SFIT's mission emphasizes churning highly competent engineering graduates with an open mind and the universal values of honesty, dignity, and mutual care. The focus is on holistic development. The institute believes that qualified individuals serve as assets to society if they have an inclusive approach and understand the importance of using their knowledge responsibly. It focuses on nurturing strength of character along with technical skills to develop students into responsible individuals who exercise self-awareness, empathy, respect for diversity, professional ethics and work with a strong sense of purpose, mindful of the lasting consequences of their actions on self, society and the environment as a whole.

The core values of the institute are reflected in its practices. This includes beginning every event with the college anthem which is a peace prayer and emphasizes the importance of humility, ethics and greater good that extends to all living beings and nature.

SFIT has been taking concentrated efforts to cultivate a strong sense of social responsibility and human values in its students. Its Angels' Club, now called Social Responsibility Cell (SRC), was formed to facilitate more student participation in social activities. The approval to form the SFIT-NSS unit received from the University of Mumbai helped the institute to take initiatives at another level. To facilitate understanding, learning, and practice of human values systematically, the institute has faculty who have been trained and are recognized by AICTE as UHV trainers. SFIT is committed to increasing the number of recognized trainers to cater to holistic development of its students more effectively.

Some of the activities/practices conducted by institute in lines with its distinctiveness include:

- Assembling and installation of Solar lamps adopted village
- Clean up Drives and beautification drives at railway stations, river walls and police stations
- Collaborating with other organizations/environmentalists to facilitate students participation in social initiatives
- Sessions that spread awareness about environment sustainability
- Initiatives like 'Go Green SFIT' to reduce use of plastic
- Awareness campaigns on prevention of Dengue & Malaria, HIV and Cancer
- Expert Session and Panel Discussion on Mental Health Awareness
- Awareness campaigns on COVID -19
- Workshops on suicide prevention
- Counselling sessions on stress and anxiety management
- Blood donation camps
- Organ donation pledge
- Visits to old age homes and orphanages
- Sessions that sensitize students in gender-equity
- Universal Human Values sessions
- Value education seminars
- Seminars on Professional Ethics
- Mentoring Program
- College fests and celebrations of various occasions in college
- TEDxSFIT covers a range of topics including ones that emphasize the importance of inclusivity, self-awareness, questioning stereotypes, resilience, contributing to the welfare of the community, being responsible towards the environment, etc.

This approach guided by our distinctiveness:

- Nurtures better understanding of social responsibility
- Encourages practice of important values like respect, empathy, honesty, integrity, humility, etc.
- Aids learning of skills like people management, teamwork, adaptability, inclusivity and collaboration.

- Allows students to connect with faculty/mentors to communicate their concerns better
- Strengthens students' sense of belonging, rapport with other students and boosts their confidence
- Aids discussion of individual strengths and areas of improvement in a supportive environment
- Increases possibilities to take early measures to cater to student specific needs in order to support their holistic growth
- Provides opportunities to identify and help channel creative energies effectively to nurture multiple intelligences
- Encourages students to be mindful of environmental concerns while working on innovative projects
- Helps students understand the need to use their skills and knowledge for the benefit of community
- Drives their creative thinking and innovativeness to find solutions to some of the current issues
- Supports their transformation into responsible professionals who contribute to the well-being of society

SFIT believes its practices under distinctiveness can be further strengthened. To this effect, the institute aims to

- Increase the number of AICTE certified trainers for UHV sessions to have a better ratio of UHV trainers to students.
- Initiate regular interactions of UHV trainers with students
- Acquire permission from University of Mumbai to increase the number of students under SFIT-NSS unit
- Facilitate faculty/student participation in events at various levels organized by external bodies/organizations
- Plan a higher level add on course for UHV / Social responsibility
- Work out ways to regularize club activities and provide time beyond/ within the regular timetable.
- Formation of more clubs for students to enhance and showcase their creativity and talents
- Make additional resources available as may be required to facilitate working of various clubs.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- The Society of Franciscan Brothers' institutions have a very high level of competence and reputation. The following is the list of institutions maintained by the Society

Sl. No.	Name of the institutions	Year of establishment
1	St. Francis D'Assisi High School	1908
2	St. Francis Industrial Training Institute	1964
3	St. Francis Jr. College	1975
4	St. Francis Institute of Art & Design	1986
5	St. Francis Institute of Technology (SFIT)	1999
6	St. Francis Institute of Management and Research	2002
7	St. Francis ICSE School	2005
8	St. Francis Institute of Hotel Management, Catering Technology and Applied Nutrition	2012

- Starting with 3 UG programs to now having 5, offering PG and PhD, from increase in intake to expansion of infrastructure facilities and receiving certifications and recognition from various competent bodies, SFIT has come a long way.
- With placements records that speak volumes about the training offered, skill development courses to hone the technical and soft skills and opportunities to enhance entrepreneurial competencies, the college exhibits its determination to help students put their best foot forward.
- Opportunities through various activities of Student chapters, technical and cultural student committees for all round growth and the active involvement of Student Council, as the voice of all students in college activities, showcases students as contributors in various initiatives of the college.
- SFIT lives by the Franciscan values of honesty, dignity and mutual care. Various initiatives and activities like the NSS and Social Responsibility Cell (SRC) emphasize the importance given to service to society.

The welfare practices of SFIT for both students and staff include taking care of their counseling needs to providing an empathetically accommodative culture. This is just one of the aspects that showcases the core values that SFIT is driven by.

Concluding Remarks :

- Society of Franciscan Brothers that SFIT belong to has in all its activities mainly focused on service to society. Through its institutions it aims to provide primary education and an appropriate level of technological education to create self-employed persons/small entrepreneurs. SFIT stands true to this cause.
- Starting with 3 UG programs to now having 5, offering PG and PhD, from increase in intake to expansion of infrastructure facilities and receiving certifications and recognition from various competent bodies, SFIT has come a long way.

- With placements records that speak volumes about the training offered, skill development courses to hone the technical skills, soft skills and opportunities to enhance entrepreneurial competencies, the college exhibits its determination to help students put their best foot forward.
- Opportunities through various activities of Student chapters, technical and cultural student committees for all round growth and the active involvement of Student Council, as the voice of all students in college activities, showcases students as contributors in various initiatives of the college.
- SFIT lives by the Franciscan values of honesty, dignity and mutual care. Various initiatives and activities like the NSS and Social Responsibility Cell (**SRC**) emphasize the importance given to service to society. The welfare practices of SFIT for both students and staff include taking care of their counseling needs to providing an empathetically accommodative culture. This is one of the aspects that showcase the core values that drive SFIT.

NAAC