



ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGINEERING COLLEGE)

An Autonomous Roman Catholic Christian Minority Educational Institute

Approved by AICTE & Govt. of Maharashtra with permanent Affiliation to University of Mumbai

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Ref:

Date:

19/12/2023

DRAFT MINUTES

Draft Minutes of the IQAC meeting held on 04/11/2023 at 02.30 p.m. in hybrid mode (Board Room of the College/Online). The following members attended the meeting.

Members present:

1. Bro. Shantilal Kujur – Director
2. Bro. Joy Kurien - Dy. Director
3. Dr. Sincy George – Principal
4. Dr. Kevin Noronha – Coordinator/Director IQAC & HOD EXTC
5. Mr. Albert D'Souza – Chairman, Aldel Education – Local Society
6. Dr. Gautam Shah – Professor, EXTC
7. Mr. Lester Fernandes – Industrialist
8. Dr. Kavita Sonawane – HOD, CMPN
9. Dr. Prachi Raut - HOD, INFT
10. Dr. C. Hariprasad – HOD BSH (FE) & Dean Students Affairs
11. Dr. Deepak Jayaswal – Dean Academics
12. Dr. Uday Pandit Khot – R&D Coordinator
13. Mr. Sunil Pansare – In charge HOD, Mechanical
14. Ms. Megha Fernandes – In charge HOD, Electrical
15. Mr. Wilson Pinto – Head TPO
16. Dr. Nitika Rai – In charge, IQAC
17. Ms Deepa Panakkal – In charge, IQAC
18. Mr. Francis Dsouza – Senior Administrative officer
19. Mr. Sawant Swastik – Student Nominee (General Secretary, Student Council)
20. Ms. Cecilia Lopes - Administrative Officer

Members absent

1. Dr. S.N. Merchant
2. Mr. Prashant Kadam
3. Mr. Bhuvan Damahe
4. Mr. Conrad Frank

After reciting the college prayer, Dr. Kevin Noronha, Member- Secretary, extended a welcome to all the members. Then the Agenda points that were circulated to the members in advance were taken up.

Item 1: To read and approve of the minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 05/08/2023

The draft minutes were circulated to all members inviting amendments, comments, if any to be made in the draft minutes. As there were no corrections/ suggestions from any of the members, the draft minutes were confirmed.

Item 2: To report on action taken on decisions recorded in the meeting of the IQAC held on 05/08/2023.

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

Sr. No.	Particulars / Activity	Action Taken	Open / Closed
1.	ITEM 3: Mr. Bhuvan Damahe mentioned that along with results, a percentage wise segregation and a comparative analysis with last year's performance also needs to be presented.	This will be taken care when we present the result analysis in the forthcoming meetings.	Open
2.	ITEM 4: Director, Bro. Shantilal Kujur, mentioned that about records of placements, it is important to collect and maintain hard copies of offer/appointment letters received by students.	The hard copies of the offer letters are collected department wise during clearance process of outgoing students.	Closed
	Mr. Lester Fernandes mentioned that to gain further clarity it is important that data pertaining to the number of students who opted for higher studies be maintained along with a clear data about the multiple offers received by a same student.	Placement cell is maintaining the records for the same. Details will be presented in the next meeting	Open
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	Mr. Lester Fernandes mentioned that to gain further clarity it is important that data pertaining to the number of students who opted for higher studies be maintained along with a clear data about the multiple offers received by a same student.	Placement cell is maintaining the records for the same. Details will be presented in the next meeting.	Open
	Mr. Lester Fernandes voiced a concern that it should not happen that those who are not serious about job opportunities end up getting multiple offers while those in need	Mr. Wilson Pinto will present the placement details and SFIT placement policy in the next meeting	Open

	of the job end up with least opportunities. A mechanism or metrics is required to frame policy that could ensure equal opportunities. Dr. Kevin Noronha mentioned that a complete data regarding placements would be presented in the next IQAC meeting along with the existent policy followed		
3.	ITEM 5: Dr. Prachi Raut mentioned that majorly the startups are software based. If the mechanical engineering and electrical engineering departments could encourage students, we would be able to explore and venture into different domains and this would add to better utilization of the centre. She encouraged both the departments in this regard.	Few students from Electrical department had presented a proposal but due to some personal reasons of students it was not materialized. However, HOD's of all departments were requested to encourage the students for the same.	Closed
	Mr. Bhuvan Damahe mentioned that the MSSDS is focused on innovation and willing to fund Incubation Centres to encourage entrepreneurship. With a proper presentation, they can be approached for sponsorships.	A request is sent to Institute Innovation Council to explore the opportunities. We will present the findings in the next meeting	Open

The members took note of all the points.

Item 3: Annual Quality Assurance Report (AQAR)

The annual AQAR was then placed before the committee for the approval. Since the report was a lengthy one, it was decided to mail the same to the members along with the minutes.

Item 4: IQAC Handbook

Principal Dr. Sincy George then presented the draft of IQAC hand book. The handbook has following sections;

Section I. Pre-requisite knowledge required for a subject teacher

Section II. Procedure for question paper setting and evaluation process

Section III. Assessment strategy for checking quality of question papers

Section III. Quality improvement process for students

Section IV. Quality improvement activity for teachers

The Handbook work is ongoing. The report on the sections completed is attached in the mail for the suggestions from the members.

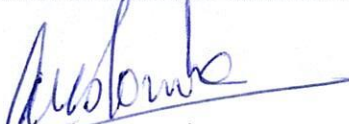
Item 5: IQAC plan of action for the Academic Year 2023-24

Sr. No	Functions of IQAC	Plan of action	Status
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1.	Development and application of quality benchmarks	Verification of Dashboard software for benchmark of (i) Result (ii) Placement (iii) Faculty	The work for the same is completed and the testing of the same is underway
2.	Setting parameters for various academic and administrative activities of the institution.	(i) Academic Parameters are implemented through ISO (ii) Manual for academic activities (iii) Apply Autonomy	<ul style="list-style-type: none"> • Most of the academic parameters are implemented through ISO. Additional documents prepared and implemented by IQAC. • The IQAC hand book of academic activities will be discussed in Item 4. A Draft copy of the same is ready and will be sent along with MOM • Application form for autonomy is ready. Institute waiting 12f and 2b forms from UGC to apply for autonomy. Draft of the Scheme and syllabus is being prepared by the departments.
3.	Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process	(i) Teachers training for quality question paper making and its evaluation by IIT (ii) Training for teachers to impart skill-based teaching by IIT	<ul style="list-style-type: none"> • A faculty orientation for the same is being planned at the beginning of the upcoming semester. • A FDP on “Next Generation Solutions: Harnessing the Power of Blockchain and AI”, was jointly organized by SFIT, XIE & SJCEM on Monday, 1st July, 2023. • One-week FDP on “Machine Learning: Basics to Advanced” was jointly organized St. Francis Institute of Technology, Xavier Institute of Engineering and St. John College of Engineering and Management during 1st to 7th July 2022. • Faculty Induction Program (FIP)-2023 was conducted for the newly appointed faculty members was conducted by FE dept. from 3/7/2023 to 7/7/2023. • CMPN department is organizing a AICTE Training and Learning (ATAL) Academy Sponsored 6 days offline faculty development program on Information Security Management: a practical approach” from 4th to 9th Dec 2023.
4.	Dissemination of information on various quality parameters to all the stakeholders	ERP accessible to parents	Completed
5.	Organization of intra-	One Intra collegiate poster	As SFIT celebrating 25 years of

	and inter-institutional workshops and seminars on quality-related themes and promotion of quality circle	presentation competition quality- related themes and promotion of quality circles	academic excellence this year, we a national-level Hackathon (with more than 250 participants across India) and Robozone (more than 40 participants across the state) competitions were organized
6.	Documentation of various programs/activities leading to quality improvement	ERP automatic generation of data for criteria 5	Documentation of various accreditations such as ISO, NBA, NAAC is being done throughout the year. Since it's a tedious task, IQAC has proposed to automate the these in phase wise manner. To begin with NAAC criteria 3 and 5 are being automated.
7.	Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices	Planning benchmark for best practices	UHV is one of our best practices. In view of this all our faculty members were asked to undergo a one-week UHV training programme conducted by AICTE. 60 staff members have already completed the course. In future SFIT is aiming to become a nodal centre for UHV Trainers. NSS has increased its members from 100 to 120. The Social responsibility cell (SRC) has 139 members.
8.	Periodical conduct of Academic and Administrative Audits along with their follow-up activities	Quality of question paper audit	
9.	Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.	AQAR report to be ready by October and presented in the next IQAC meet to be conducted on 04 Nov 2023	

With no further questions or points for discussion, the meeting concluded at around 4.00 p.m. Dr. Kevin Noronha thanked all the members for their valuable suggestions.


Dr. Kevin Noronha
Secretary, IQAC