



# 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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DRAFT MINUTES

Date:

**Minutes of the IQAC meeting held on 10/02/2024 at 10.00 a.m. in hybrid mode (Online).  
The following members attended the meeting.**

Members present:

1. Dr. Sincy George – Principal
2. Dr. Gautam Shah – Vice Principal
3. Mr. Lester Fernandes
4. Mr. Conrad Frank
5. Mr. Bhuvan Damahe
6. Dr. Deepak Jayaswal – Dean Academics
7. Dr. Kavita Sonawane – HOD, CMPN
8. Dr. Prachi Raut – HOD, INFT
9. Dr. C. Hariprasad – FE HOD & Dean Student Affairs
10. Mr. Sunil Pansare – In-charge HOD, Mechanical Engg.
11. Ms. Megha Fernandes - In-charge HOD, Electrical Engg.
12. Dr. Uday Pandit Khot – R&D Coordinator
13. Dr. Nitika Rai – In charge, IQAC
14. Ms. Deepa Panakkal – In charge, IQAC
15. Mr. Wilson Pinto - TPO
16. Mr. Stalen Periera- President, Student Council

Members absent.

17. Bro. Shantilal Kujur – Director
18. Bro. Joy Kurian – Deputy Director
19. Dr. Kevin Noronha – Coordinator/Director IQAC, Member-Secretary
20. Mr. Albert D'Souza
21. Dr. S.N. Merchant
22. Mr. Hemant Pawar

After reciting the college prayer, Dr. Sincy George, Principal, extended a warm welcome to all the members. Then the Agenda points that were circulated to the members in advance were taken up.

As Dr. Kevin Noronha, Coordinator/Director IQAC and member secretary has to attend NPTEL SPOC workshop at NPTEL at IIT, Bombay. Dr. Nitika Rai in charge of IQAC permitted to read the report.

**Item 1: To read and approve of the minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 04/11/2023.**

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 04/11/2023.**

Dr. Nitika explained the following actions taken of the previous meeting.

Open points of the previous meeting held on 04/11/2023:

Sr. No.	Particulars / Activity	Action Taken	Open / Closed
1.	<b>ITEM 3:</b> 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.	<b>Open</b>
	<b>ITEM 4:</b> 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.	Mr. Wilson Pinto presented the placement details and SFIT placement policy in Item 5.	<b>Closed</b>
	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 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	The point is discussed in detail in Item 5.	
	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. The matter will be again discussed with IIC in charge.	<b>Open</b>

The members took note of all the points.

Agenda of the meeting held on 10/02/2024 and points discussed as below:

**ITEM 3: Submission of Annual Quality Assurance Report (AQAR)**

Dr. Sincy George informed that the AQAR (Annual Quality Assurance Report) for the academic year 2023-24 has been uploaded successfully on NAAC website. AQAR needs to be uploaded every year. Hence, we should focus on conducting quality programmes in the upcoming years. It was decided to share the final AQAR report of the academic year 2023-24 with members along with the MoM.

**ITEM 4: Status of Autonomy**

Dr. Sincy George informed members that SFIT has applied for Autonomy for the Academic year 2024-25 and awaiting the reply from UGC. Since SFIT is accredited by NAAC with a score of 3.26, possibility of audit visit by UGC is less likely, which is a plus point for SFIT. Dr. Sincy George informed the members that Dr. Joanne Gomes co-ordinator of Autonomy has shared an e-mail to all stake holders with regards to awareness about Autonomy, its benefits & limitations. Expecting a positive reply, we have started working on the scheme and syllabus setting for the academic year 2024-25. First draft is completed and the review by Autonomy team is underway.

**ITEM 5: Discussion on SFIT Placement Policy**

Mr. Wilson Pinto presented the placement policy document and explained the contents of the policy in brief. He also presented SFIT placement details over last 5 years. Mr. Lester Fernandes stated that the policy seems proper, however there should be some provision added for the students seeking higher education.

Mr. Conrad Frank commented that the effectiveness of the policy can be judged only after its implementation. To this all members unanimously agreed to implement the policy in the coming academic year and later amend the same if needed. Mr Lester Fernandes pointed out about the dip in the placement in the year 2022-23 and requested the TPO to analyse the cause. One of the reason cited was increased number of students going for higher studies. The TPO is to present the exact numbers in the next meeting.

**ITEM 6: Discussion on the Research Quality Benchmarking:**

Dr. Sincy George presented and explained the Paper Publication Index (PPI) and the Research/Consultancy Index (RI). She suggested, all faculty should upgrade their skills by attending any NPTEL/STTP courses or any equivalent courses or a 02 week workshop in 2023 – 2024.

Mr. Lester appreciated about the number of international publications. He said if we have more international publications, it can improve the overall quality of research. He also appreciated Dr. Sincy on the efforts for presenting the formulae to show better benchmarking.

Mr. Conrad stated, since we are going for autonomy, research-based grants may add weightage to the autonomy process and approval. It should be part of the autonomy culture.

Dr. Sincy George, responded to Mr. Conrad, stating, for such research culture, we would need the assistance from Alumni who can help us to get consultancy grant from Industry. This may in turn help SFIT with NBA and NAAC accreditation. Benefits of such research will also help SFIT to enhance its quality under autonomy status. Mr. Lester asked for area of specialization of faculty and

their expertise so that he can help us to get consultancy work. The same will be sent along with the MoM.

**ITEM 7: Report of major activities/achievements conducted in last quarter.**

Dr. Nitika Rai, read the report on the major activities/achievement conducted in last quarter.

- Ignitra – Sports fest was held in third week of Jan 2024
- IRIS – Our cultural fest took place on 24-25 Jan 2024
- Annual Day was held on 27 Jan 2024
- FDP on “Information Security Management - A Practical Approach” sponsored by AICTE Training and Learning (ATAL) Academy conducted by Department of Computer Engineering from 4-9 Dec 2024.
- FDP on “Cultivating the Future of Healthcare with Generative AI” approved by ISTE conducted by Department of Information Technology from 11-15 Dec 2024.
- 02 MOUs signed with AGV Systems Private Limited and SourceIN Consulting Services LLP taking the count of active MOUs to 8.
- 03 MOU are in process.
- Dr. Bidisha Roy and Dr. Dakshata Panchal defended their Ph.D thesis successfully
- Dr. Shital Mali defended her PhD thesis.
- Dr. Vaqar Ansari was the resource person for training on MATLAB Simulink for Communication systems at the Software development Institute at the Indian Air Force at Bangalore from 27/11/23 to 01/12/2023.
- Ms. Deepa Panakkal ranked among the Top 10% at Global level in the International Teachers' Olympiad October 2023 and was also recognized as the NPTEL Discipline Star in the discipline of Humanities by NPTEL and IIT Madras for the duration July –December 2023
- Ms. Mrinmoyee Mukherjee, Dr. Prachi Raut and Dr. Minal Lopes won first prize at YOGDAAN: Innovative and Best Teaching Pedagogy Presentation Competition organized by IEEE-GRSS at the Thakur College of Engineering, Mumbai on 6th December 2023.
- SFIT team- Troubleshooter.io comprising students from INFT and CMPN won prize of 1 Lakh Rupees for Smart India Hackathon 2023 on 19-20 Dec 2023.
- The student team from INFT won a cash prize of INR 1 Lakh at the Maharashtra State Students Innovation Challenge.
- Team Tejas ranked 12 overall in the AEROTHON 2023 Drone Design Competition, held at Bangalore, 17th, and 18th November 2023
- 5 students from EXTC completed a 2-week student development programme in collaboration with Wadhvani Electronics Lab of IIT Bombay at VCET, Vasai on “Digital System Design and Verification using CPLD” from 02/01/2024 to 12/01/2024.
- BE project group from ELEC has submitted their idea. “Blockchain Implementation on Tomato Sorting System for Increasing Supply Chain Efficiency “Tomato Grand Challenge” organized by GOVERNMENT OF INDIA, Ministry of Consumer Affairs, Food & Public Distribution. Cleared first stage.

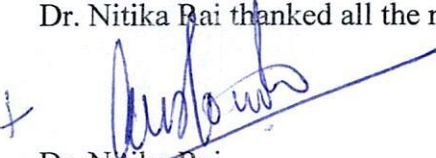
**ITEM 8: IQAC plan of action for the Academic Year 2023-24.**

Dr Nitika Rai read also the IQAC plan of action for the academic year 2023 -2024

Functions of IQAC	Plan of action	Status
1. Development and application of quality benchmarks.	Verification of Dashboard software for benchmark of (i) Result (ii) Placement (iii) Faculty (iv) R&D	Working on RQI and draft presented in this meeting
2. Setting parameters for various academic and administrative activities of the institution.	<ul style="list-style-type: none"> <li>• Academic parameters are implemented through ISO</li> <li>• Manual for academic activities</li> <li>• Apply for Autonomy</li> </ul>	<ul style="list-style-type: none"> <li>• Internal ISO Management review meeting was held on 18 /11/2023.</li> <li>• External ISO periodical Audit DNV is scheduled on 01/03/2024.</li> <li>• Draft copy of the IQAC Handbook mailed to the members.</li> <li>• Application for autonomy is submitted on 08/01/24. SFIT received 12b and 2f forms from UGC. Draft of the Scheme and syllabus and members of BOS is ready.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Teachers training for quality question paper making and its evaluation by IIT.</li> <li>• Training for teachers to impart skill-based teaching by IIT.</li> <li>• Training and upskilling students to make them industry ready</li> </ul>	<ul style="list-style-type: none"> <li>• A faculty orientation for the same to be conducted in this semester.</li> <li>• FDP attended – 40 Faculty.</li> <li>• NPTEL certifications – 11 Faculty</li> <li>• UHV – 47 Faculty certified.</li> <li>• Internships – 41</li> <li>• NPTEL certifications – 15 students</li> <li>• Initiated PARAKH - AICTE Student Learning Assessment Project</li> </ul>

4. Dissemination of information on various quality parameters to all the stakeholders	ERP accessible to parents	Completed
5. Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circle	One Intra collegiate poster presentation competition quality- related themes and promotion of quality circles	<ul style="list-style-type: none"> <li>Planned in Mar 2024</li> <li>Workshops by professional chapters, technical cells are continuously conducted as per the academic calendar.</li> </ul>
6. Documentation of various programs/activities leading to quality improvement	ERP automatic generation of data for criteria 5	NAAC criteria 5 in progress.
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	<ul style="list-style-type: none"> <li>UHV is a distinctive feature of our Institute. 47/115 faculty are UHV-1 certified. In future SFIT is aiming to become a nodal center for UHV Trainers.</li> <li>NSS has increased its members from 100 to 120. The Social responsibility cell (SRC) has 139 members.</li> </ul>
8. Periodical conduct of Academic and Administrative Audits along with their follow-up activities	<ul style="list-style-type: none"> <li>ISO Audits</li> <li>Quality of question paper audit</li> </ul>	<ul style="list-style-type: none"> <li>ISO External periodical Audit DNV on 01/03/2024.</li> <li>Pending</li> </ul>
9. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.		AQAR for 2022-23 submitted on 23 Dec 2023.

With no further questions or points for discussion, the meeting concluded at around 11:00 a.m. Dr. Nitika Rai thanked all the members especially the external members for their valuable suggestions.

  
Dr. Nitika Rai  
In charge, IQAC