



6.5.4 Annual Reports of Institution



a) Annual Report (2018-19)

ANNUAL REPORT 2018-19

COLLEGE-Fr. C. Rodrigues Institute of Technology, Vashi

01	HUMAN RESOURCES	<p>Head of the Institution and all faculty in place; if not explain; Yes</p> <p>Teaching : Principal + 92 faculty members } There is no Non-teaching : 65 } shortfall</p>																																																								
		<p>Describe the relationship between the Society's members and the Head of the Institute; is there cause of concern?</p> <p>Healthy</p>																																																								
		<p>Percentage of the marks of the highest and the lowest at the entry point admission: explain if the situation warrants attention and what is intended to be done with a timeframe:</p> <p>In 2018-19, admission for UG was done on the basis of MHT-CET Score 2018 as per DTE Guidelines.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th rowspan="4" style="width: 5%;">S. No.</th> <th rowspan="4" style="width: 20%;">Branch</th> <th colspan="5" style="text-align: center;">Closing Marks</th> </tr> <tr> <th colspan="3" style="text-align: center;">Institute level Seats</th> <th colspan="2" style="text-align: center;">Centralised Admission Process (CAP)</th> </tr> <tr> <th rowspan="2" style="text-align: center;">Institute Quota</th> <th colspan="2" style="text-align: center;">CAP Vacancy</th> <th colspan="2" style="text-align: center;">Home University</th> </tr> <tr> <th style="text-align: center;">Open</th> <th style="text-align: center;">Minority</th> <th style="text-align: center;">Open</th> <th style="text-align: center;">Minority</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Mechanical Engg</td> <td style="text-align: center;">68</td> <td style="text-align: center;">59</td> <td style="text-align: center;">146</td> <td style="text-align: center;">110</td> <td style="text-align: center;">72</td> </tr> <tr> <td style="text-align: center;">2</td> <td>EXTC</td> <td style="text-align: center;">57</td> <td style="text-align: center;">61</td> <td style="text-align: center;">48</td> <td style="text-align: center;">119</td> <td style="text-align: center;">62</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Computer Engg.</td> <td style="text-align: center;">87</td> <td style="text-align: center;">94</td> <td style="text-align: center;">91</td> <td style="text-align: center;">128</td> <td style="text-align: center;">96</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Info. Tech.</td> <td style="text-align: center;">91</td> <td style="text-align: center;">69</td> <td style="text-align: center;">61</td> <td style="text-align: center;">110</td> <td style="text-align: center;">70</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Electrical Engg</td> <td style="text-align: center;">63</td> <td style="text-align: center;">66</td> <td style="text-align: center;">56</td> <td style="text-align: center;">109</td> <td style="text-align: center;">56</td> </tr> </tbody> </table> <p>Post Graduate courses: M.E.(EXTC) : 01 admitted against sanctioned intake of 18 M.E. (Machine Design): 10 admitted against sanctioned intake of 18 M.E.(Power Electronics and Drives) : 05 admitted against sanctioned intake of 18</p> <p>Ph.D: No: of candidates admitted: Mechanical Engineering : 02</p>	S. No.	Branch	Closing Marks					Institute level Seats			Centralised Admission Process (CAP)		Institute Quota	CAP Vacancy		Home University		Open	Minority	Open	Minority	1	Mechanical Engg	68	59	146	110	72	2	EXTC	57	61	48	119	62	3	Computer Engg.	87	94	91	128	96	4	Info. Tech.	91	69	61	110	70	5	Electrical Engg	63	66	56	109	56
S. No.	Branch	Closing Marks																																																								
		Institute level Seats			Centralised Admission Process (CAP)																																																					
		Institute Quota			CAP Vacancy		Home University																																																			
			Open	Minority	Open	Minority																																																				
1	Mechanical Engg	68	59	146	110	72																																																				
2	EXTC	57	61	48	119	62																																																				
3	Computer Engg.	87	94	91	128	96																																																				
4	Info. Tech.	91	69	61	110	70																																																				
5	Electrical Engg	63	66	56	109	56																																																				
		<p>Has the percentage of students seeking admission improved or lowered. Why? What is being done to attract more higher percentage students?</p> <p>UG: The percentage remains almost the same as previous year, branchwise.</p>																																																								



		<p>PG: PG admissions were less in 2018-19 due to change in admission criteria by DTE.</p>
		<p>Are the students encouraged to participate in external competitions where they are challenged to innovate and research?</p> <p>Yes, students participate in National and International level competitions like SAE, ROBOCON, E-yantra, Hackathon, etc.</p> <ol style="list-style-type: none"> 1. Smart India Hackathon-2019 conducted the Grand Finale on 2nd and 3rd March, 2019. Out of 7 qualified teams for the Grand Finale, 3 teams stood as winners in their respective problem statements category and two teams won a cash prize of Rs.1,00,000/- each and the third team won Rs.75,000/- and certificates. 2. Computer – Third Year students participated in Hackathon and won a Special Jury Award (Fourth place) for the project titled “Dr. Map” organized by MahaIT and Fintech Mumbai in June-2018. 3. Computer – Third Year students secured First Place in Enroot Ideathon 2018, held in Mumbai (20 Oct 2018). 4. Computer Department students of Final & Third year (Jariel Gojar, Dylan Dsouza, Tejesh Jadhav) stood 4th in the National Online Qualifiers of InCTF a “Capture the Flag” contest conducted by India’s Number-1 CTF team (Team Bios) from Amrita University. 5. Second year Computer Engineering Students, Sureshkumar Jha, Jefin Francis and Nixon Paulson participated in the Crecendo Hackathon conducted by FRCRCE, Bandra on 15th March 2019 and secured second prize. They were awarded cash prize of Rs.4500/, medal, certificate and a trophy. 6. Fourth year Information Technology students, Vikas Maurya, Saurabh Amrutkar–won 1st Prize in “APP-SOLUTE”, conducted on 7th and 8th September 2018 at SIES Graduate School of Technology. 7. B.E. Information Technology student Ashutosh Malla–won 1st Prize in C-Mulator, Code-Arena A Coding Contest, conducted by RAIT under CSI on 4th and 5th Oct 2018. He also won 1st Prize in a Coding Contest under ETA-MAX, conducted on 21st Feb 2018 at FCRIT Vashi.



		<p>8. Fourth year Information Technology students Harshit, Vishwas and Vinay – won 2nd Prize of Rs.4000 in the National level project competition, INNOVATIONS 2k18, conducted on 3rd March 2018 at SIES GST, Nerul.</p> <p>9. Fourth year Information Technology students Harshit, Vishwas and Vinay – won 2nd Prize in CSI Hackathon (Technext Pre-event) conducted on 3rd February 2018 at FCRIT, Vashi.</p> <p>10. Mechanical- Third Year Student Mr. Adrian Roy UG Fellowship at Teeside University, UK from 18/06/2018-30/07/2018</p> <p>11. Mechanical- Second Year Student Mr. Ruturaj Chavan was a Semifinalist in Fr. C. Rodrigues Memorial Debate 2018 competition.</p> <p>12. Mechanical Final Year Student Mr. Shreyas A and Mr. Aditya N. won 1st prize at National level TPP, ISTE student chapter, Prakalpa'18, at KJCOE on 16 & 17 March 2018.</p> <p>13. Mechanical Final Year student Mr. Kedar More won 3rd prize at National level TPP, INFINITY 2K18 held at BVCOE during 6th & 7th March 2018.</p> <p>14. EXTC Third Year students Ms. Mansi Bhavsar, Grafy Mathew & Nipun Bhirud secured 1st Rank at the TPP on IOT Based Advance Security System, held at Terna college of Engineering on 13th March 2018.</p> <p>15. EXTC Final Year Students Mr. Ajay Bhaskar, Aditya H., Rohan Jacob & Rehan Shaikh won 3rd prize at the National Level project completion Tantrayyan -2018 for the Title – Movement Based Assistance for Catatonic Patients, which was held at LTCOE on 27th March 2018.</p> <p>16. A team comprising of Rahul Fatani, Tony Bany & Priyanka Jondhale from EXTC Third Year secured 2nd rank in state level project competition "Technovention" organized at FCRIT, Vashi on 23rd March 2018 topic 'Sign Language Translator'</p> <p>17. A team comprising of Madhavi Bhaleghare, Vrushali Salunke, Priyanka Jondhale & Priyanka Sawant from EXTC Third Year secured 3rd rank in state level project competition "Technovention" organized at FCRIT, Vashi on 23rd March 2018 topic EGPG –Electro Gastro Pelvic Graphy.</p>
--	--	---



		<p>Are the students encouraged to research and make presentations that help build innovation and confidence?</p> <p>YES</p> <ol style="list-style-type: none"> 1. 11 students of different branches are selected for UG fellowship (Summer Training) "Centre for TeleInfrastruktur Global Capsule (CTIFGC) – Vishwaniketan" in Universities abroad for Indian Engineering Students for 4 to 5 weeks. 2. Computer Fourth year student Ms.Pranali Kanere won Best Outgoing Award for the A.Y. 2018-19. 3. Mechanical Fourth year students Jovan Menezes, Bhavik Panchal, Shubhankar Das, and Chantelle George won Best Project Award for the Year 2018-19 for the project titled "Development of Autonomous Hexapod Robot for mapping and Navigation". 4. Intra-collegiate Technical Festival 'ETAMAX-2019' was organized in February, 2019. 5. Three day inter collegiate cultural fest FACES-2K18 was organized in September 2018. 6. Industrial visits are organized for final year students to Goa every year and also for 2nd and 3rd year students to industries like Mukund Ltd., Kalwa Substation, MSEB Uran, L&T Pune, Persistant etc. 7. E-newsletter – Rhapsody was published. 8. Established NPTEL (National Programme on Technology Enhanced Learning, funded by MHRD, Govt. of India) local chapter. 9. Registered with National Digital Library – all students and staff enrolled.
		<p>Is the Faculty happy? If not what are the grievances?</p> <p>Yes. Not received any written grievances at Institute level.</p>
		<p>Does the faculty have freedom to express their views directly to the management at all times?</p> <p>Yes</p>



	STAFF DEVELOPMENT	<p>Is the faculty assessment being done regularly? If so what model is being adopted?</p> <ol style="list-style-type: none"> 1. Policy in place for sponsorship of faculty for higher education from the inception of the institute. 2. Faculty assessment is done using UGC model annually (API score). 3. Academic assessment (course audit) for all faculty is carried through well developed format, faculty fill the form with justification, HOD certify. Three member committee including one external member carry out academic audit of Department as well as course audit of faculty.
		<p>Is academic audit done? If not what process is being adopted to improve teaching learning and innovation?</p> <p>Yes, Academic audit of each department is carried out through well defined forms by the DQAC (Department Quality Assurance Cell) which contains two senior faculty from the department and one external expert.</p> <p>IQAC (Institute Quality Assurance Cell) which consists of three members, visits the department and randomly check the audit carried out of DQAC. IQAC is headed by Dean Academics.</p> <p>Structure and mechanism of academic audit is approved by Governing Council.</p>
		<p>Have any publications happened in international journals of repute? Pls mention.</p> <p>No. of publications in International journals: 13 during 2018-19</p>
		<p>Have any contributions been made in national journals of repute? Pls mention.</p> <p>No. of publications in National journals : 0 during 2018-19</p>
		<p>Have any of the works been cited by others? Please mention.</p> <p>Many faculty publications have citations. Total no. of scopus citations is 348 and web of science citations is 14.</p>
		<p>Has the faculty been exposed to new technologies and pedagogies?</p> <p>Faculty are encouraged and sponsored for different Faculty Development Programmes (FDPs) and Short Term Training Programmes (STTPs).</p> <p>Faculties are asked to prepare roadmaps for next five years wherein thrust is given on attending refresher courses, projects to be carried out in their domain areas, building innovative laboratory set-up and conducting experiments using same for students.</p>
		<p>Is the faculty encouraged to innovate?</p> <p>YES.</p>



	ON GOING GROWTH	<p>Is any on-going institutional development project happening? Please mention</p> <ol style="list-style-type: none"> 1. Placement model is in place to track placement activities. 2. Academic Audit : Structure and Mechanism is developed and effectively implemented. <p>Academic Management System is fully in use along with students portal, wherein students can check their attendance and academic performance through their login.</p> <p>Library management software is developed based on open source platform, which is also under use.</p> <p>Learning management system is developed and being implemented from current academic year based on MOODLE platform.</p>
		<p>Is there any plan for immediate future? If so what? What financial provisions are being made for the same?</p> <ul style="list-style-type: none"> • NBA accreditation for three programs viz. Mechanical, Electrical and Electronics & Telecommunication Engineering is in place and submitted SAR for NBA accreditation for Computer Engineering and Information Technology. • May apply for NAAC also after NBA process completed. • May apply for permanent affiliation to the University of Mumbai.
	FINANCIAL HEALTH	<p>Is the College meeting all its recurring financial liabilities from the fees? Is there any deficit? If so, what measures do you have in mind? Is there any surplus accruing to the society from operational revenues? Is reasonable rent being charged?</p> <p>Yes. Meeting all expenses from revenues. No deficit.</p>
		<p>Are accounting processes being followed as per norms? Is there any final authority in the Institute that owns up to it? If no, how is accountability ensured?</p> <p>Yes, as per the decisions taken by the management from time to time.</p>
		<p>What is your placement rate? What is the highest and lowest package received?</p> <p>For the A.Y. 2018-19 a total 77% of the students are placed out of total eligible students for placement. (Highest package is 12 lakhs per annum and Lowest is 2.4 lakhs per annum)</p>



	SWOT	<p>Are there any major strength that can be enhanced? Laboratory Developments, Class room facilities(Teaching aides)</p> <p>Are there any weaknesses that need to be addressed?</p> <ol style="list-style-type: none"> 1. Laboratory infrastructure needs to be enhanced based on current technologies. 2. Faculty capabilities needs to be enhanced by providing proper training. 3. Class room to be enabled with smart technologies. 4. At least one centre of excellence can be established per department in next 8-10 years. <p>Do you see any growth opportunity that you should explore?</p> <ol style="list-style-type: none"> 1. Approval for Increase in intake in Mechanical Engineering (60-120) received. 2. Planning for Increase in intake in Computer Engineering after NBA accreditation. <p>Do you see any threat or competition that can affect you?</p> <p>More number of engineering Institutes and increase in intake capacity will be a threat.</p> <p>Higher education is evolving faster and technologies requirements of industry are changing faster. Institutes are supposed to align with the changes as per industry requirements.</p> <p>This can be overcome by providing quality education to generate practising engineers. It is possible only when good faculty are inducted in some of the department and retained.</p>
		<p>Is there any litigation that could affect the college as a whole?</p> <p>No.</p>
	INFLECTION	<p>Do you have any major event or happening that should mark your college as extraordinary, during the year? Any best practices that others would emulate?</p> <ol style="list-style-type: none"> 1. Felicitation of Rank holders. 2. Regular Alumni meet. 3. Alumni's invited regularly for expert lectures. 4. Industry Advisory boards established in each department and regular meetings started. 5. Academic audit structure and mechanism. 6. Sponsorship policy for higher education and internship for faculty. 7. Internship policy for students in India and abroad.



	<p>What is your outreach to the poor and the disadvantaged? Please elaborate what is done on campus and what off campus?</p> <p>Agnel Social Cell organized various programmes in 2018-19:</p> <ol style="list-style-type: none">1) Cleanliness Drive.2) Free Health Check-up3) Visit to Ashram at Asangaon.4) Felicitation of Utility Staff (e.g. Peons, Security)5) Raddi Day.6) Street Play on Organ Donation. <p>In process of establishing NSS.</p>
--	---



Dr. S. M. Khot
Principal - FCRIT, Vashi





**b) Summary and Minutes of Audit
conducted by IQAC for all
department (2018-19)**

Fr C Rodrigues Institute of Technology
Internal Quality Assurance Cell (IQAC)

The summary of the minutes of the IQAC meetings held in the year 2018 -2019 across all the departments during 16/07/2019– 24/07/2019 is as follows

- 1) Major research grant motivation is required
- 2) Quality of IA question paper should emphasize on reducing “Remembering level”
- 3) All students going for internship should submit a report on the training program
- 4) Record on corrective action on student feedback and other feedback is needed
- 5) Copy of reports and photographs of activities conducted in the department has to be recorded.



Dr. S. M. Khot
(Chairman)

FR. C. RODRIGUES INSTITUTE OF TECHNOLOGY, VASHI
DEPARTMENT OF COMPUTER ENGINEERING
MINUTES OF IQAC

16/07/2019

The Minutes of the Institute Quality Assurance Cell (IQAC) audit held in Lab-410 on Tuesday, 16th July, 2019 at 09:30 hrs.

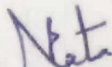
Members Present :

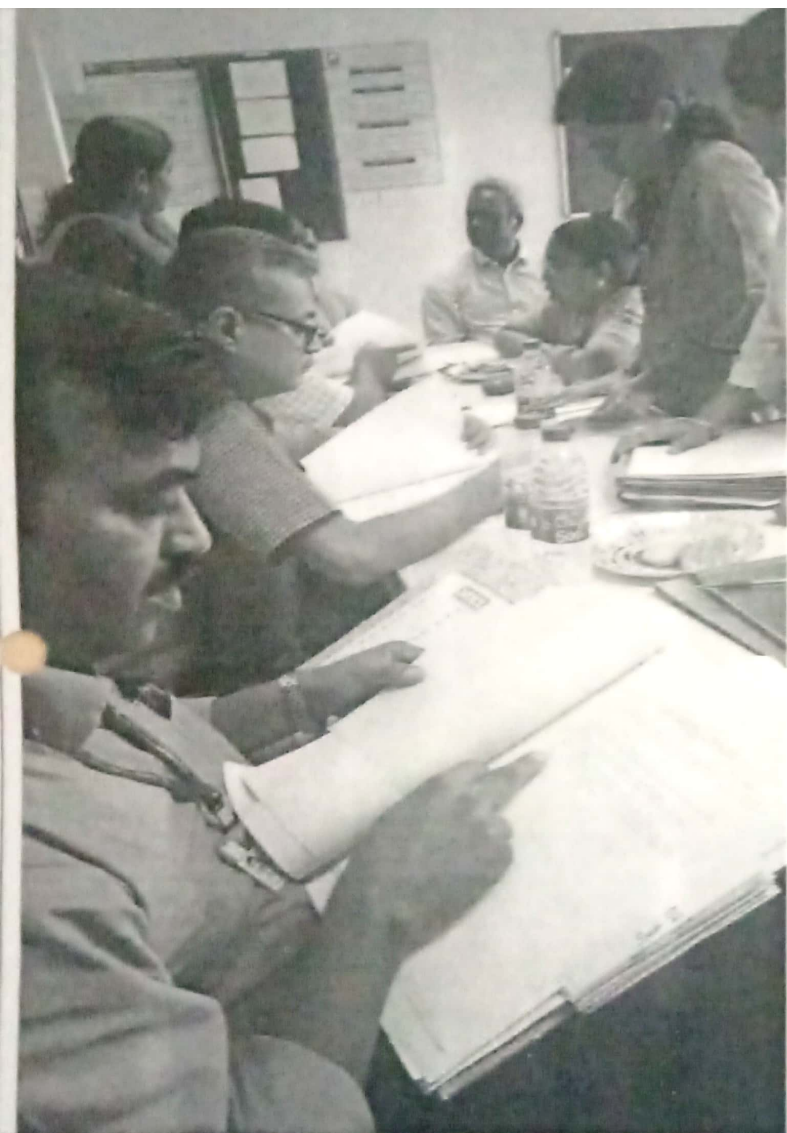
- **Experts :**
Dr. S.M.Khot, Dr. Milind Shah, Dr. Nilaj Deshmukh, Dr. Sushil Thale
- **Internal Faculty :**
Dr. Lata Ragha (HOD) & All the department faculty

Audit started with Part-A of the audit form which consists of course files checking. Following are the overall suggestions given by IQAC committee :

- **Mapping COs with POs and PSOs** need to be re-looked.
- In lecture plan various **methodologies for teaching** should be introduced.
- **Quality of UT question papers** should emphasize on reducing “**Remembering**” level.
- All the **course files** should have HOD's and domain co-ordinator's **signatures** wherever necessary.
- **Students performance evaluation methods, analysis of assessment results and corrective measures:** After assessment process, action plan for next cycle in terms of level change etc. to be highlighted.
- **In Faculty Performance Appraisal**, the remarks should also include the “area” that needs to be improved by the faculty.
- All students going for **internships** should submit a brief report on the training program.
- **Faculty professional society membership:** Faculty should be encouraged to become a member of societies other than ISTE (CSI).
- Apart from Minor Research Grants, **summary of softwares** developed and its commercial evaluation should be added.
- **Stock verification** and equipment working report should be prepared and maintained as part of **Upkeeping of laboratory resources**.
- **Remedial measures to improve academic performance of weak students:** Rubrics to be followed.
- Apart from the above suggestions related to NBA files and Course files, few common suggestions that need to be followed are regarding signing the documents by authority and to maintain the common data in one file.

Finally Dr. Lata Ragha thanked the IQAC members for their valuable suggestions.


Dr. Lata Ragha
(HOD)



IQAC Team Audit of Computer Engineering Department conducted on 15/07/2019

FR. C. RODRIGUES INSTITUTE OF TECHNOLOGY, VASHI

Department of Mechanical Engineering

Institute Quality Assurance Cell (IQAC)

Minutes of meeting held on 16th July 2019 at 9.30 am in Theory of Machines lab

Members Present:

Members of IQAC- Dr. Nilaj Deshmukh, Dr. Millind S., Dr. Christu N., Dr. Sushil T., Faculty Members of mechanical engineering department.

Agenda for the meeting was as follows:

- Department Audit
- Feedback from NBA Committee
- Corrective actions to improve teaching learning process and R&D activities

The suggestion given by IQAC team are as follows:

- The changes made by faculty member in teaching plan should be hand written and not typed.
- Proofs of Innovative teaching learning methodologies can be maintained.
- Notes should be uploaded separately on MOODLE.
- If gap is identified in given subject it should be communicated with University.
- A separate file should be maintained for faculty motivation, Achievements and student motivation as well as course assessment summery sheet, students feedback and summary sheet of faculty appraisal.
- The remark given by previous DQAC\IQAC team is implemented partially and a necessary action has to be taken for implementation of remaining suggestion.
- A summary has to be prepared for placement activity as per SAR report and proof should be maintained for pay package.
- Institute level based activity such as Etamax, Faces can be added in involvement of student's in skill based activity.
- Faculty members those who do not have any professional society membership, have to take membership of professional societies and file to be updated.
- Lab assistant required to upgrade their skill.
- Maintenance and expenditure can be summarized for department.

- Students feedback has to be taken for lecture series and records to be maintained.
- In the minutes of students counselling report, information can be added about any student recommended to the professional counsellor.
- Document about faculty achievement should be available at one place.
- An action report has to be prepared by department on feedback given by parent during parent teacher interaction.
- Semester wise improvement in the performance of weak students from remedial class analysis to be prepared.
- Institute level activities can be reflected in students participation in co-curricular and extracurricular activities.
- Reports of STTP organised by department have to be collected.
- As per the lab maintenance report, appropriate actions to be taken and summary of lab expenditure to be documented properly (Consumables, servicing, repair cost)
- On PTI form Date has to be mentioned.
- Industrial visits have to be mapped with POs.

The meeting ended at 1.00 pm.



Dr. Nilaj Deshmukh

HOD

Agnel Charities'

Fr. C. Rodrigues Institute of Technology, Vashi

Department of Electronics & Telecommunication Engineering

IQAC Team Audit Report (for 2018-19)

Date of Audit: 17/7/2019

Audit conducted by:

1. Dr. Bindu S., H.O.D. , Electrical Engg Department, FCRIT, Vashi
2. Dr. Lata Ragha, H.O.D. , Computer Engg Department, FCRIT, Vashi
3. Dr. H. K. Chavan, H.O.D. , IT Department, FCRIT, Vashi

Following were the remarks by the audit team:

1. Any modification in course plan as compared to previous year can be mentioned in Appraisal form by faculty under "course teaching plan and execution".
2. Marking in the course audit (particularly for reference teaching material) should be as per the rubric provided. Mention all reference details in course plan
3. All COs should be mapped to multiple POs.
4. Each faculty should maintain remedial impact Analysis in their course file. Attach summary of all subjects in Remedial coaching file.
5. Mention % marks for EE, ME and BE in rubric for evaluation.
6. All faculty should know the goal setting and level fixing.
7. Keep proofs for "motivation to students".
8. Maintain year wise list of faculty for UG, PG and first year in Faculty Profile file.
9. Prepare a summary of motivation to faculty.
10. Maintain file for summary of Performance Appraisal.
11. Mention % utilization of Labs in Lab time table.
12. Attach summary sheet of faculty publication year wise (both for department and individual faculty) in faculty publication file. All publications for each faculty should be available.
13. Mention % budget utilization for each head in budget file.
14. Improvement in skill upgradation of non-teaching staff required.
15. Maintain a copy of invitation and thank you letter for visiting/expert lecture.
16. Attach copy of report and photographs in Industrial Visit file.
17. Make year wise summary of faculty achievements. Mention research grants, MODROB, Ph.D., prizes etc.
18. Record of corrective action on student feedback and other feedbacks is needed.

SE 17-7-19

Dr. Milind Shah

Professor & Head, EXTC Dept.

Agnel Charities'

Fr. C. Rodrigues Institute of Technology, Vashi
Department of Electronics & Telecommunication Engineering

DQAC Team Audit Report (for SH 2018-19)

Date of Audit: 20/06/19

Audit conducted by:

1. Dr. S. S. Rathod, H.O.D. , EXTC Department, SPIT, Mumbai
2. Dr. Milind Shah, H.O.D. , EXTC Department, FCRI, Vashi
3. Dr. R.P.C.C. Iyer, Professor, EXTC Department, FCRI, Vashi
4. Mrs. Sadhana Pai, Associate Professor, EXTC Department, FCRI, Vashi
5. Mrs. Megha Kohlekar, Associate Professor, EXTC Department, FCRI, Vashi

Following were the remarks by the audit team:

1. Faculty participation in STTP/FDP need improvement.
2. Except the points mentioned below all other suggestions of previous audit are implemented.
 - a. Summary of mentoring reports needs to be done.
 - b. PO attainment for Industrial visit is required.
 - c. PSOs should be added in program exit survey.
 - d. Action taken on feedback is required.

SE 17-7-19

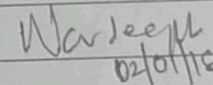
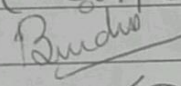
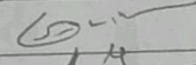
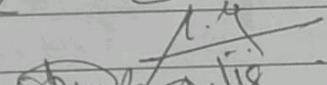
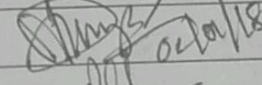

Dr. Milind Shah
Professor & Head, EXTC Dept.

4th DGAC Meeting

02/01/2019

1. Do a Python based remedial course.
2. CIBA - allow students to do internship.
3. Feedback summary. Consider faculty contribution in other areas like accreditation.
4. Congratulated for getting NBA accreditation.

Members Present :-

- ① Dr. N.M. Singh (Head, EED, VJTI) 
- ② Dr. Bindu. S. 
- ③ Dr. Sushil Thale 
- ④ Mahendra Rane 
- ⑤ Divya. M. 
- ⑥ Rashmi Kale. 

20/06/18

5th DGAC Meeting:-

Date: 20/06/2019

Venue: Electrical Computer & Lab

Time: 2:00pm

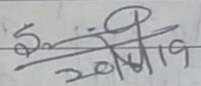
Agenda:-

① Department Academic Audit

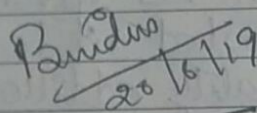
1. Mention the date of VIDYUT in department academic calendar.
2. On assignment tests and other worksheets, HOD should sign with date.
3. Always keep a practice of entering the name of the person and date of preparation of all reports like, AVISHKAR, etc.
4. On assignment tests and other question papers date of exam should be given. Also all students should enter the exam date on their answer books.
5. ~~To improve~~ For ~~more~~ skill development of students during assignment test some good GATE questions or similar questions can be given as optional question. It need not be counted in term work.
6. Every year some quality addition like more no. of books referred, extra tutorial questions given, etc should be done. ~~It is to~~ They should be ~~composable~~ ~~clearing~~ the audit ~~plan and action~~.
7. Action taken on parent's feedback and student's feedback with proof is to be kept.
8. Experience can be shared by those who have completed Ph.D. plan and on previous results and action.
9. Action taken for result analysis to be documented.
10. Alumni can also mentor students for placements and higher studies.
11. For Program Exit Survey - action plan for analysis and improvement to be documented.

12. Action plan and action taken to be documented for PO attainment.
13. Faculty should ^{be motivated} motivate faculty to do research and consultancy.
14. Action plan and action taken to be documented for faculty appraisal.
15. Action plan and action taken on employer's feedback and alumni feedback to be documented.
16. Corrective actions to be taken to reduce the weakness of SWOT analysis done for present NBA visit.

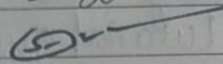
1) Dr. Sincy George, Principal SFIT - External member


20/6/19

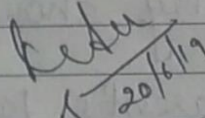
2) Dr. Bindu S


20/6/19

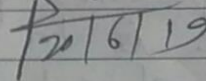
3) Dr. Sushil Thale



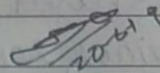
4) Dr. Mini Rajeev


20/6/19

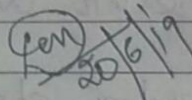
5) Mr. Rajendra


20/6/19

6) Ms. Abhishek


20/6/19

7) Ms. Sreedevi

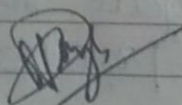

20/6/19

8) Ms. Rashmi

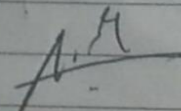


9) Ms. Divya S

10) Ms. Divya M



11) Mr. Mahendra Rane


A.H

Dr. C. Rodrigues Institute of Technology
Dept of Electrical Engineering

Minutes of Meeting (3rd IQAC)

Members Present

1. Dr. Milind Shah, HOD Extc.
2. Dr. Katta Ragha, HOD Computer
3. Dr. Chavan, HOD IT
4. Dr. Nilesh Yelwe, Mechanical
5. Dr. S. M. Khot, Principal
6. Dr. Bindu S., HOD Electrical
7. Dr. Mini R., Prof. Electrical
8. Dr. Sushil Thakre, Prof. Electrical

1. List of faculty is required to be maintained.
2. Mention gap identified in the course file.
3. Course plan:- all columns should be completed.
4. CO-PO mapping - One CO should be strongly mapped to one PO.
5. Below the course plan, we can add additional text books or references can be shown.
6. CO calculations should be known by everyone.
7. Source material of each course to be available in moodle.
8. For identifying weak students, not only IA & CGPT less than 6.75 should be considered. In addition to that mentor's flb is also taken into account.
9. Any discrepancy in syllabus should be informed to university BOS.
10. P3 admission file, SAR-table ~~4.1~~⁴ should be added. 4.1.2 is not required in admission.
11. P36 Internship: include sample report.
12. Faculty motivation, summary to be prepared.
13. Same information repeated in many files.
14. Principal's signature needs to be taken in the appraisal summary form.
15. Signature on utilization is IT file is not there. Write the utilization in % (denominator is 30).
16. Sign on Student's publication summary sheet to be taken by the person who is preparing.

17. Information of students who have actually gone for higher studies with proof to be kept in P-6
18. Summary of skill based activities for students to be included in P-7.
19. Deviation from the plan for 2019 FH to be done. P-39.
20. List defaulters meeting list with comments to be kept in class teacher's file.
21. Sample form for feedback from student on every lecture to be kept in IEC file. P-7 & vidyut file.
22. P-37 mentoring file, mentor's remarks and signature is not there.
23. Analysis of student's achievement to be kept in P-48 (yearwise).
24. Subject ^{wise} result analysis for three years to be done can be collected from appraisal.

Chinn
 H. K. Chinnom
 18/07/19

Nata
 18/07/19
 (Lata Raha)

Letu
 18/7/19
 (Mini R)

Rajini
 Rajini Kale
 18/7/19

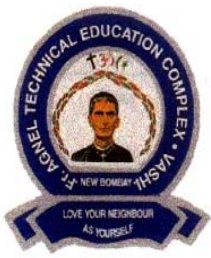
Shri
 18/7/19
 (Ruchi H.)

Divya
 Divya M
 18/07/19

Budhis
 18/7/19
 Dr. Budhis

Sudhan
 Sudhan S. Narai
 18/7/19

Alu



FR. C. RODRIGUES INSTITUTE OF TECHNOLOGY

BASIC SCIENCES AND HUMANITIES DEPARTMENT

Minutes of Institutional quality assurance (IQAC)

Academic year 2018-19

IQAC audit was conducted by Dr.Nilaj Deshmukh, HOD, Mechanical Dept., Dr.Nitesh Yeleve, Dean P.G Studies, Dr.Mini Rajeev, Faculty electrical department on 19th July 2019 in the physics laboratory at 9.30 am.The following suggestions were made by the committee members:-

- Percentage deviation for lesson plan to be calculated exactly as per the deviation from the planned syllabus.
- Reference books should be specified as per the chapter to give proper guidance to students.
- Professional society membership proofs for all the first year engineering cumulative (i.e. including the faculty members teaching first year from other department.)
- Cover page of each experiment should bear rubrics, CO Etc. (Refer to SPA journal for the same.).All the journals should follow this practice from the upcoming academic year.
- Syllabus copy must contain syllabus for practicals.
- Sample question paper should be attached before and after the quality audit. Audit form should have Bloom's taxonomy included. Format for the same can be taken from Mechanical department.
- Admission details:-Sanctioned intake over and above intake should be mentioned.
- All P files also should be signed (attested)
- Result file must have SAR criteria page.
- To identify gap for every subject and to take required measures for the same.
- Budget utilisation percentage to be mentioned in budget file.
- All the feedback forms should have actions taken (especially critical comments) and action plan is to be prepared by HOD.
- In faculty motivation file, proper maintenance of the record with inspection is required.
- Engineering mechanics and BEE laboratory records also to be kept by Humanities.
- R & D consultancy file should contain rejected proposals also.
- Every paper published by faculty member should have conference details written on it.
- All eligible faculty members should take part in minor research projects.
- Visiting faculty details to be maintained in faculty details file.
- PTI invitation to be prepared and acknowledged.
- Certificates of students taking part in extracurricular activity is to be maintained in co and extra-curricular activities file.
- Robotics and other technical skill development by students can be included in student motivation file.

Inspection ended at 11.30 am.