St. Francis Institute of Technology

(Engineering College)

Staff Induction Manual

Your guide to the organization

Director's Message

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

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

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

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

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

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

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

Br. Melchior Tom
Director

CONTENTS

3. Academic Programs

    3.1   UG Program (Bachelor of Engineering)
    3.2   PG Program (Masters of Engineering)
    3.3   PhD (Technology)

4. Research, Innovation, Development and Entrepreneurship Cell

5. Training and Placement

6. Infrastructure Facilities

    6.1   Computer Centre
    6.2   Language Laboratory
    6.3   Departmental Laboratories
    6.4   The Central Library
    6.5   Departmental Libraries
    6.6   Reprography & Stationery facilities
    6.7   Cafeteria

7. Networking with Professional Institutes

8. Information Exchange with IIT, Bombay & DELNET

9. Industry Linkages

10. Sports, Games and Cultural Activities

11. Service to Society

12. Miscellaneous

    12.1   Attendance and Discipline
    12.2   Prohibition and Prevention of Ragging
    12.3   Mobile Phones in the college premises
    12.4   Anti-national Activities
    12.5   False or Incorrect Information

13. Staff Service Rules

1. General

1.1 About the Society and Institute

St Francis Institute of Technology is run by 'The Society of the Congregation of Franciscan Brothers (CMSF)', an International Society of Religious Brothers founded by Bro. Paulus Moritz in 1901 and registered as a Public Charitable Trust. Besides Higher and Technical Educational Institutions, the Society realizes it's charism by running Orphanages, Boys Homes, Homes for street children, Academic Institutions, Vocational Training Institutes, Schools etc all over India and even abroad. The Franciscan Brothers, with Head Quarters in Mumbai, serve in 10 countries across the globe.

St. Francis Institute of Technology (SFIT) was established in 1999-2000 to fulfill a long felt public need of the locality for a professional educational institution of Engineering. SFIT is set over 5 acres of sprawling greenery, situated in one of the best suburbs in Mumbai, Borivli (West) and comprises more than one lakh, twenty five thousand square feet of ground+7 floors structure, fully equipped with the state–of-the–art technical infrastructure facilities. The Institute has also embarked on an up-gradation and expansion of academic programs and infrastructure in the quest of continual improvement and growth of excellence for which an additional block (G+11) is under construction, nearing completion.

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

1.2 The Institute's Patron & College Anthem

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

1.3 Our Vision

UG Program

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

PG Program

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

1.4 Our Mission

UG Program

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

PG Program

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

1.5 Minority Status

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

1.6 Approval and Affiliation

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

1.7 NBA Accreditation

All the 3 UG programs namely, Computer Engineering, Information Technology and Electronics & Telecommunication Engineering have been accredited by the National Board of Accreditation. The validity period is from 28/08/2012 to 27/08/2014. The college has registered for Re-accreditation and the process is on.

1.8 Our Quality Policy

"To be the most preferred Institute of Engineering & Technology equipped with state-of-the-art facilities, to develop technically qualified techno-entrepreneurial class of value based global industry leaders, imparting comprehensive technical education, through highly competent and dedicated staff, ensuring continual improvement of QMS processes, meeting ISO 9001-2008 statutory & regulatory requirements."

1.9 ISO 9001:2008 Certification

SFIT has been certified by DNV/RvA for conforming to the Quality Management System Standard ISO: 2008 for providing of Under Graduate Courses in Engineering/Technology. The certification is valid till 24/06/2016.

2.0 Organization Structure

2.1 Governing Body

Governing Body is the Board of Trustees of the 'Society of St. Francis Industrial Training Institute' that established 'St. Francis Institute of Technology' (Engineering College) in 1999 and is registered under the Societies Registration Act, 1860 under Registration No. BOM. 417/73 G.B.B.S.D and the Bombay Public Trust Act, 1950 under Registration No. 3393.

2.2 Executive Committee

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

2.3 Director

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

2.4 Deputy Director

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

2.5 Administrator

The Administrator is appointed by the President/Chairman of the Society to assist the Director in administrative matters of the institute. He reports to the Director.

2.6 Principal

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

2.7 Governing Council

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

2.8 Local Managing Committee

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

2.8 Academic Advisory Council

The Academic Advisory Council is the body with Director as the Chairman, Principal, Academic   Advisor,   Professors   from   reputed   Engineering/Technology institutes, industry representatives and Heads of Departments (HODs) as members, all appointed by the Director, to advise on academic processes, the teaching/ learning activities, especially about quality improvement, faculty development, PG programs   and establishment of research culture in the Institute etc.

2.9 Screening Committee

The Screening Committee is the body having the Director as the Chairman with Principal, Academic Advisor, HODs and one or two representatives from reputed Engineering/Technology institutes, appointed by the Director to discuss and decide the cases of eligible teaching faculty members for upward movement for higher Academic Grade Pay in their existing Pay Band as per the guidelines laid down by the institute.

2.10   Staff Selection Committee

Staff Selection Committee is constituted to recommend the selection of right candidates for teaching/non-teaching staff, with requisite qualification and experience, as prescribed by AICTE/University of Mumbai.

The Staff Selection Committee is constituted as follows:-

- Chairman/Vice Chairman of the Society
- Director of the Institute
- Two Executive Committee members
- One General Expert (in the field of education)
- Two/Three Subject Experts (depending upon the post selected – Asst. Professor/Professor)
- Principal

2.11 Academic Advisor

The Academic Advisor is appointed by the Director to advise on academic matters of the institute for improvement of the academic systems and overall improvement of teaching and learning processes. He reports to the Director.

2.12 Director PG programs (M.E. & PhD)

The Director of the P.G Programs (ME & PhD) is appointed by the Director and is expected to contribute to the fulfillment of the vision of the PG Program, institute a strategic agenda for the same and suggest timely and appropriate programs to inspire the highest standards of PG research and teaching within the college. He may provide overall directions for the PG programme and its stewards (Dean, HOD's, Coordinators, Faculty, etc.). He reports to the Director.

2.13 Dean M.E. Program

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

2.14 Heads of Departments (HODs) /FE Coordinator

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

2.15 Dean Student Affairs

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

2.16 Head - Training and Placement (TPO)

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

2.17 College Librarian

The College Librarian is overall responsible for the Central Library (Learning and Information Resource Centre) and is expected to establish and maintain a system for orderly procurement, storage, issue of books/e-materials and reading material to ensure usage and benefit to SFIT students and staff members. She/he reports to the Director.

2.18 Examination Cell

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

2.19 Central Office Administration

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

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

2.20 Accounts

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

2.21 College Committees

As per legal/statutory requirements as well as for the smooth running of the various activities in the college, a number of committees are constituted, consisting of staff members, headed by a senior staff member as convener of each committee. The following committees are constituted at present in the college. The members

and the conveners keep changing and a suitable circular to the effect is issued by the Director/Principal as and when required.

1) Attendance Committee
2) Cultural Committee
3) Examination Committee
4) Grievance Redressal Committee - Statutory
5) Library Committee
6) Literary Committee
7) R & D Commitee
8) Social Responsibility Committee
9) Sports Committee
10) Time Table Committee
11) Training & Placement Committee
12) Unfair Means, Discipline & Prohibition & Prevention of Ragging Committee
13) Website Committee
14) E-Cell Committee
15) Alumni Committee
16) Women's Development Cell (Sexual harassment of women at work place) – Statutory

3. Academic Programmes

3.1 At Undergraduate Level

We offer 4-year full time, B. E. Degree courses in *Computer Engineering, Information Technology & Electronics and Telecommunication Engineering* branches with an intake of 120 seats in each. All the programs are approved by AICTE and affiliated to the University of Mumbai and NBA accredited. The validity period is from 28/08/2012 to 27/08/2014. The college has registered for Re-accreditation and the process is on. From the academic year 2015-2016 onwards, the college has been granted Permanent Affiliation for all the 3 UG courses.

3.2 At Postgraduate Level

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

3.3 PhD (Technology) programme

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

year 2015-2016 onwards, the Electronics and Telecommunication Engineering branch has been granted affiliation for period of 5 years and the Computer Engineering branch for a period of 2 years, for the PhD programmes.

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

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

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

The broad objectives of R&D Centre are –

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

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

SFIT Robocon team has been participating regularly in the prestigious International **Robotics competition** being one of the only five colleges from the University Mumbai till now. The SFIT 'Robocon' team displayed their finest performance ever in the 2013 competition, finishing with a total of 140 points (previous best being 90 points)

SFIT Entrepreneurship Cell (E-Cell):-

a) E-Cell has been imparting entrepreneurship education to SFIT students on on-going basis, by conducting the following activities:

- Lecture series on 'Entrepreneurship and Business Plan Generation'.
- Workshops on 'Start-up for students having start-ups and those having an entrepreneurial mindset.'
- Curriculum based training on 'Student Employment and Entrepreneurship Development'.

b) E-Cell is providing active support by offering advice, mentoring and networking with 'Start-ups' founded by SFIT Alumni as well as current students.

To name a few, the following start-ups have been founded by SFIT Alumni.

- Big Books (Rahul Maskara 2003)
- Think Out Loud (Gaurav Karkhanis2003)
- Iris Technologies (Sandeep Kute 2003)
- Pro Launchpad (Gaurav Bhosale 2003)
- Monsoon Dance (Shruti Anand, 2003)
- The Grapevine (Jeet Mehta, 2015)
- Bloomin Salon (Chris Jose 2012, Aneesha Jose 2015)
- Styledge (Naomi Leon, AaqylChagla 2015)
- WEQ Corporation (2015)
- Servesy (SurajDubey, 2015)

The following start-ups have been founded by SFIT current students.

- Cakemperos (Yash Gokhale, Sania Furtado, 2016)
- Fullondesi (Suresh Paikrao, 2016)
- Royal Nesher (Jessline 2016)

5. Training and Placement

SFIT has two full-time Training and Placement Officers to train and prepare the students to get best of placement in the best IT industries and others. Some of our top recruiters are Accenture, TCS, Infosys, Capgemini, L&D Infotech, Tech Mahindra, IBM, Oracle, MAQ Software, KPIT Cummins, Atos Origin, I Gate, Patni besides others. Around 90 - 95% of our eligible students get placed every year. Number of students opting out of campus placement for higher studies and entrepreneurship are on the increase, which is a good sign.

6. Infrastructure Facilities

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

6.1 Computer Centre

The College has a fully equipped Computer Centre with Wi-Fi connectivity and 80 computers loaded with latest software, both for the use of the staff and students.

6.2 Language laboratory

Today we live in a digital world blessed with a number of new learning techniques like the Virtual Classroom, Remote Learning system, Interactive Multimedia, etc. In today's competitive world, communication has become language plus soft skills. Thus, acquiring communication skills has become a prime requirement. Given this fact, we have taken special care to make sure these needs of our students are well catered to. This is where the Language Lab plays a vital role. Our well-equipped Language Lab with 25 PCs, individual handsets, speakers and all necessary accessories, has the 'Orell – multimedia Language Lab system' to hone the communication competence of our students.

The internationally accepted multilingual Orell Language Lab software guarantees an effective mode of communication to improve the communication skills of our students using technology at its best. The software provides an interactive teacher console where

the lessons and sessions for students are specifically designed. These lessons work at both audio and visual levels and help the students learn at their own pace. With proper guidance from qualified and able facilitators, students get maximum benefits of the software giving them a realistic and practical experience of Group Discussions and Interviews with correct phonetics and pronunciation, reading, writing and listening skills.

6.3 Departmental Laboratories

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

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

6.4 The Central Library

The Central Library has been maintained since the inception of the SFIT. It is geared towards meeting the academic and research needs of the faculty, non-teaching and student community and hence is also known as Learning and Information Resource Centre. Ours is an automated library system which makes optimum use of the barcode technology to provide access and retrieval of books, project reports and CDs. The catalogue of the library – WebOPAC is accessible to valid library users, facilitating them to identify and search books and place reservations online.

- ➢ **E-Resources**
  The Central Library provides web-based access to over 2000 e-books and 3 e-journal packages (providing access to over 2000 e-journals) as per the following details:

- • **Books:** McGraw-Hill Access Engineering: http://accessengineeringlibrary.com ASTM Digital Library Online Version: http://www.astm.org

- **Journals**: To download the list of all journals to which the LIRC has electronic access, visit the Library homepage. Access is provided to the following e-journals:
  IEEE-ASPP Package: http://ieeexplore.ieee.org (145 e-journals)

  Elsevier Science Direct: http://www.sciencedirect.com (275 e-journals)

  Springer: http://www.springerlink.com (149 e-journals)

  The library also subscribes to JET, which facilitates access to 30602 Indexed and free full text of 1700 journals.

➢ **Inter-Library Loan**
  The LIRC offers inter-library loan services to its users for the books not available with it by procuring them from other libraries through DELNET.

  We are also a member of IIT Library, Bombay.

  Users need to apply to the Librarian in a prescribed form (available with the LIRC) for availing the above services

➢ **Memberships:**
  Students can avail library memberships by filling out/submitting an application form in a prescribed format. The pre-requisites are three stamp-size photos and one passport-size photo. Books are issued to students for 7 days.

  - Scholar's cards (extra library cards) are given to top three rankers per branch for semesters 1 to 7.
  - Active users of the Library are given one extra card to motivate their reading habit and appreciate their extensive use of the library's resources.

➢ **Book Bank**:
  Under the Book Bank Facility, a maximum of two books are given to students for a period of one semester upon payment of nominal charges.

  The detailed information is made available on the Institute's website as follows:

  http://www.sfitengg.org/library.php

6.5 Department Libraries

Keeping in mind the need for advanced technical and research activity specific to each programme, along with continuing education, departments have developed separate department libraries, in addition to the Central Library. The department libraries are

upgraded every academic year to include changes in the syllabus in the engineering/technological field.

6.6 Reprography & Stationery facilities

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

6.7 Cafeteria

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

7. Networking with Professional Institutes

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

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

8. Information Exchange with IIT, Bombay & DELNET

The Institute has excellent relationship with IIT, Bombay. Eminent professors from this prestigious institution, in addition to being resource persons in various seminars and conferences, are an important part of our Governing Council, Academic Council and Selection Panel for teaching faculty. Because of excellent infrastructure facilities and faculty support, our Institute is regularly selected as one of the Examination Centres for conducting Joint Entrance Examination (JEE) & Graduate Aptitude Test (GATE) for admission to the IITs as well as 'Remote Centre (RC) for conducting their training programmes. This year even IIT, Kharaghpur has selected SFIT as a Remote Centre for hosting their 2-weeks main workshop on 'Analog Electronics' in the month of June 2013. The Institute has Institutional Annual Membership for DELNET (Developing Library Network) offering benefits such as,

- • Inter-Library loan & document delivery services to its member libraries.
- • Service as a referral centre that provides reference facilities to participating libraries.
- • Access to Union Catalogues and other databases

9. Industry Linkages

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

SFIT is accredited by Tata Consultancy Services, Infosys and Cap Gemini for placement of our students. The College has also signed MOU with Infosys for student training programme and with Wipro Technologies for faculty training programme.

10. Sports, Games and Cultural Activities

10 .1 SFIT believes in the overall growth and development of each student. For this purpose students are encouraged to participate in outdoor and indoor games and activities like debates, quizzes, drama, singing, etc. Excellent facilities are provided in the campus for outdoor games like football, volleyball, basketball, badminton etc. as well as for indoor games like table tennis, caroms, etc.

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

10.3 'Synergy' is an event for bringing together and synchronize all 'St. Francis Institutions' in Borivli who are all working for a common cause namely for the uplift of the poor and underprivileged. It is hosted by each institute in the campus by turn. Beginning from the year 2014, Annual Day of each institute is also planned to be held along with Synergy event.

11. Service to Society

SFIT NSS UNIT and SFIT SRC (Social Responsibility Cell) have been formed with the objective of inculcating and developing social sensitivity, moral values and professional ethics in SFIT students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute. A full-time Coordinator is appointed to look after the activities of NSS Unit and SRC.

Some of the activities conducted so far are,

- Clean-up Drive in the college campus, Borivili railway station and Juhu beach.
- Training for the Housekeeping Staff of SFIT
- Clothes Donation Drive
- Food Donation Drive
- Book Donation Drive
- Blood Donation Campaign
- Go Green Campaign
- Adoption of Shanti Daan, a home for the destitutes
- Free Medical Check-up
- Visit to the homes for the aged
- Computer Literacy program for Senior Citizens

12. Miscellaneous

12.1 Attendance and Discipline

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

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

There will be an examination at the end of each semester. The examinations at the end of semesters I, II, VII and VIII are conducted by the University. The examinations at the end of semesters III, IV, V and VI are conducted by the College on behalf of the University according to the University Rules.

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

12.2 Prohibition and Prevention of Ragging

As per the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal No. 887 of 2009 dated 08-05-2009 to prohibit, prevent

and eliminate the scourge of ragging, as well as subsequent notifications issued by AICTE, University of Mumbai, State Government/Directorate of Technical Education and Central Government, ragging is strictly prohibited. Further, the All India Council for Technical Education (AICTE) has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No.37-3/Legal/AICTE/2009 dated 01/07/2009 available on AICTE web-portal.

12. 3 Mobile Phones banned in the College Premises

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

12.4 Anti-national Activities

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

12.5 False or Incorrect Information

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

13. Staff Service Rules

The Staff Service Rules titled **"SFIT Staff Service Rules, 2011"** (Amended as on 1st October ,2014) are applicable to all the members of the staff, teaching and non-teaching, as the case may be and all are expected to abide by these rules. The Rules are posted on the College Website (www.sfitengg.org) and can be referred to with protected pass word, which can be obtained from the administration office.

THE END