Annual Quality Assurance Report

Report for the AY 2017-18

Submitted by

St. Francis Institute of Management & Research

Mt. Poinsur, SVP Road, Borivali-West, Mumbai- 400103, Maharashtra

Submitted to

National Assessment and Accreditation Council, Bangalore

St. Francis Institute of Management & Research

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report (AQAR-2017-18)

Part – A

1. Details of the Institution

1.1 Name of the Institution	St. Francis Institute of Management and Research
1.2 Address Line 1	Gate no. 5, Mount Poinsur,
Address Line 2	S.V.P. Road, Borivali (W)
City/Town	Mumbai
State	Maharashtra
Pin Code	400103
Institution e-mail address	info@sfimar.org
Contact Nos.	022-28958403, 022-28929156, 022-28917096
Name of the Head of the Institution:	Dr .S.S. Mohanty

Tel. No. with STD Code:	022- 28929156
Mobile:	9987225321
Name of the IQAC Co-ordinator:	Dr. Vaishali Kulkarni
Mobile:	9167254199
IQAC e-mail address:	iqac@sfimar.org

1.3 NAAC Track ID *(For ex. MHCOGN 18879)* **MHCOGN23885**

1.4 NAAC Executive Committee No. & Date: **EC(SC)/13/A&A/15.1**

(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:	www.sfimar.org
Web-link of the AQAR:	http://sfimar.org/documents/SFIMAR-IQAR.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	3.01	2016	5 Yrs
2	2nd Cycle	N/A	N/A	N/A	N/A
3	3rd Cycle	N/A	N/A	N/A	N/A
4	4th Cycle	N/A	N/A	N/A	N/A

1.7 Date of Establishment of IQAC : DD/MM/YYYY 2nd May 2015

1.8 AQAR for the year *(for example 2010-11)* 2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR ____ 06-11-17
ii. AQAR_____N/A _____ _____ (DD/MM/YYYY)
iii. AQAR_____N/A _____ _____ (DD/MM/YYYY)
iv. AQAR_____ N/A _____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College Yes [√] No [ ]

Constituent College Yes [ ] No [ ]

Autonomous college of UGC Yes [ ] No [ ]

Regulatory Agency approved Institution Yes [√] No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [√] Men [ ] Women [ ]

Urban [√] Rural [ ] Tribal [ ]

Financial Status Grant-in-aid [ ] UGC 2(f) [√] UGC 12B [√]

Grant-in-aid + Self Financing [ ] Totally Self-financing [√]

1.11 Type of Faculty/Programme

Arts [ ] Science [ ] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [√]

Others (Specify) [ ]

1.12 Name of the Affiliating University *(for the Colleges)* University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc – N/A

Autonomy by State/Central Govt. / University [ ]

University with Potential for Excellence [ ] UGC-CPE [ ]

DST Star Scheme [ ] UGC-CE [ ]

UGC-Special Assistance Programme [ ] DST-FIST [ ]

UGC-Innovative PG programmes [ ] Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers	09
2.2 No. of Administrative/Technical staff	04
2.3 No. of students	04
2.4 No. of Management representatives	03
2.5 No. of Alumni	03
2. 6 No. of any other stakeholder and community representatives	04
2.7 No. of Employers/ Industrialists	02
2.8 No. of other External Experts	02
2.9 Total No. of members	31
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No. 04 Faculty 04

Non-Teaching Staff Students 04 Alumni 04 Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No √

If yes, mention the amount N/A

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. 16 International 01 National 01 State ☐ Institution Level 14

Research, Data Analytics, Personality Grooming, Digital marketing, Project Management, NISM, Mock stock , Entrepreneurship, Mindfulness etc

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Implemented *'Live Project Policy'* to streamline the live and flexi-hour project activities.
2. Implemented ' Online Exam Policy' to streamline and monitor computer based exam activities.
3. Mentoring process revised to increase employability of students .
4. Implemented Research procedure to monitor research activities
5. Introduced new form for Customer Property maintenance.
6. Implementation of URKUND – Anti Plagiarism software in the Library for Winter project
7. Development of Dspace – KMS (Knowledge Management System)
8. Initiated Smart Class Room formation
9. Internet lease line increased from 16 mbps to 62 MBPS .
10. Interactive session of faculty and staff members with Gov. council member Bro Mathew to enhance participative management and. Working transparency
11. Consultancy project implementation .
12. Implementation of Alumni Feedback on Google drive to get maximum responses from alumni.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
▶ Collaboration with corporate and educational Institutes at National and International level	➢ Signed MOU with Binary University, Malaysia ➢ Signed MOU with DCM for digital Marketing Workshop ➢ Signed MOU With Tata Institute For Social

	Sciences (TISS)
▶ To develop and implement innovative pedagogy in MMS /PGDM and Part time Courses.	➢ Monitoring of Project based pedagogy for MMS and PGDM students . ➢ Implementation and monitoring of role plays and Group discussions.
▶ To inculcate social values in students by involving them in at least four ISR (Institute Social Responsibility)activities per year.	SFIMAR Conducted the following activities for the AY 2017-18: ➢ General Public Awareness About Security – Jagruti Mumbaikar ➢ Awareness On Segregation Of Dry And Wet Waste ➢ Blood Donation ➢ Datri Stem Cell Research Initiative ➢ Donors' Registry ➢ Visit To Shantidaan Ashram
▶ To ensure 100 % placements of students as per the Institute Placement Policy.	➢ Summer Placement of 2016-2018 Batch : 100% ➢ Final Placement of 2015-2017 Batch : 100%
▶ To instill an entrepreneurial spirit among the students by conducting minimum four activities every year on entrepreneurial ideas and	➢ SFIMAR conducted following activities to develop an entrepreneurial spirit among the students: ➢ Business Model Canvas Preparation

development.	➢ Business Plan Preparation and Presentation ➢ A Guest lecture by Mr.Nirav Mehta on Entrepreneurship ➢ PRERNA Club coordinators put up a stall for selling refreshments during Exuberance -2018 ➢ Video Screening to develop entrepreneurial spirit and also to throw light upon issues like social entrepreneurship and women entrepreneurship ➢ Knowing entrepreneur in you – A Questionnaire activity ➢ Idea generation through News paper activity ➢ ***One Minute Pitch*** to the investor using online evaluation system. ➢ **The budding entrepreneur award 2018**
▶ To develop competency of faculty and staff through minimum two FDPs per year and by conducting outbound training .	Following training programmes and workshops were conducted to develop competency of faculty and staff members: ➢ FDP /SDP on Regression Analysis by Dr. Gordhan Saini-TISS ➢ FDP/SDP on Factor Analysis by Dr. G. Ramesh-SFIMAR ➢ FDP by Dr. Thomas Mathew, Ex- Director and Gov. Council Member SFIMAR
▶ Continuous quality improvement by monitoring every activity in the Institute through the IQAC.	Monitoring of IQAC clauses through Internal audits, various meetings, stakeholders' feedback, Institute's development plan , departmental calendar & budget

▶ To upgrade the IT Infrastructure of the Institute	Upgradation of IT Infrastructure through: ➢ Up gradation of Internet Lease line from 16Mbps to 62 Mbps on Fiber Ratio 1:1 which will increase the Speed and Performance Accessibility of Internet across Campus. ➢ Initiative taken for having Smart Class Room Projector Presentation in Class Room by having interactive presentation and demo by using Software. ➢ Initiative taken for implementation of Latest Audio System and collar Mic in Computer Lab's. ➢ Procurement of New Desktop for Lab (Core i3 or Core i5 Processor, 4GB RAM and 500GB Hard Disk). ➢ Installation of Ubuntu Software for Dspace Library System. ➢ Installation of ERP System for Library – (Visitor – Foot Print (Students Visiting in Lab) and 1 Desktop specially installed with ERP System (OPAC and Dynamic Report for students to search the books available in library). ➢ New Students Attendance Report generated into ERP System for sending mail to Parents. ➢ Implemented Assignment Module wherein assignment can to attached to be download and upload by Students and marks can be given directly by Faculty Members into ERP System.

▶ To develop the skill set of the students through various training programmes and project work.	➢ SFIMAR Conducted following training and workshops for the development of skill set of students: ➢ Appearance & Body Language ➢ Business Communication ➢ English Language ➢ Training from Overseas Through Video Conferencing ➢ Advertising and Branding ➢ Aptitude Test ➢ Personal Interviews ➢ Choice of Specialization & Career ➢ Personality Transformation ➢ Specialization wise Technical Sessions ➢ <u>Certification programmes Conducted:</u> o BSE Certification in Capital Market o Project Management o TISS: Youth Leadership & People Skills o Digital Marketing o Equity Trading and Investments o French Language o HRMS Automation o Certification in Alternative Investment Industry (CAII)

	○ Business Analytics ○ Entrepreneurship Development ○ MS – Excel
▶ To conduct Extension activities through Dept. of Lifelong Learning and extension –Mumbai university	➢ "**Following activities were Conducted by SFIMAR DLLE Cell:** ➢ Health Camp – by Wochardt Hospital ➢ SOCH: Helping people in despair(A Talk about depression and suicidal prevention) ➢ Street play-Change Your Thoughts ➢ Career Guidance Workshop for DLLE Students
▶ To Upgrade LIRC (Library and Information Resource Center)	➢ Subscription of National & International Journals (1 + 2) ○ Finance India ○ Journal of Investment Management ○ MIT Sloan Management Review ➢ Test installation of Dspace version 6.1 (Desktop) ➢ Institutional Knowledge Repository on DSPACE with contribution from various departments and taxonomy building for the same (In-process). ➢ Plagiarism test and guidance to Students for Winter Projects (No. of plagiarism tests handled 1300 +) ➢ Access to Capitaline database (data for past 15

	years) ➢ Library reading and services sessions(weekly) conducted for MMS Sem -I: Film Screening, Business & GK Quiz, Opinion Writing for News articles, training on databases - Capitaline Db training and assignment given for better understanding of the same, Hands on experience on How to locate document in library, Newspaper and Magazine reading sessions, Lecture on Plagiarism and demo of Urkund software used by the institute, Video screening of Introduction to Leadership from NDL ➢ 7. Monitoring of Library usage using ERP from Sep 2017. ➢ 8. SFIMAR Research Review E-Journal Exchange with B-Schools in India and Foreign Universities & B-Schools ➢ 9. Membership of CII (Confederation of Indian Industry)

* *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes [√] No [ ]

Management [√] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

AQAR was placed in the meeting of statutory body dated 08/09/2018. The Governing body members (SFIMAR) .SFIMAR Executive council members reviewed and discussed the AQAR 2017-2018.

Following areas were suggested as an action plan for the Academic year 2018-19 :

1. Revision of IQAC committee for the Year 2018-19

2. Introduce and adapt new pedagogies for MMS,PGDM and Part Time Programme
3. Implement project based teaching learning .
4. Enhancement of Consultancy work .
5. Improve digitalization in academics and nonacademic area.
6. Enhance Collaboration with corporate and educational Institutes at National and International level

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3	0	3	0
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	3	0	3	0

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	1
Annual	

1.3 Feedback from stakeholders* Alumni [√] Parents [√] Employers [√] Students [√]

(On all aspects)

Mode of feedback : Online [√] Manual [ ] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure** **(Pl refer Annex : 1)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1. The course syllabi for MMS has been re-designed by the Mumbai University to make it more Industry and Application oriented.
2. The Institute also provides additional certificate courses to make students prepare for Industry.
3. Prepared a plan for additional course capsule.
4. **Syllabus was revised in BOS for A.Y. 17-18 and as per new syllabus following new subjects were introduced –**

- Business Data Analytics- Tri 5
- Marketing Research & Analytics- Tri5
- Personal Effectiveness and Corporate communications- Tri 1
- HR automation-Tri 4
- Tri 5 one specialization subject was introduced.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL (Applied for the Research Centre Under Mumbai University. Status: In process)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	19	2	2	NIL

2.2 No. of permanent faculty with Ph.D.

8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	0			2				6	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

30	39	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		5	
Presented papers	2	16	
Resource Persons			2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. 3 Months Summer Internship for MMS and PGDM students
2. Moderation policy formation and implementation for PGDM/MMS and Part Time Programme
3. Out bound training for MMS and PGDM students.
4. Implementation and Monitoring of Project based pedagogy for all the subjects.
5. Initiated a process of Preparation of course file

2.7 Total No. of actual teaching days during this academic year: 227

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

1. Conducted Online examination using ERP (Midterm/Class tests and Final Examination)
2. Implemented and monitored moderation policy for MMS/PGDM and Part Time.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1. At University Level: 3 Faculty Members
2. At Institution Level : 15

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division								
		O Grade	A + Grade	A Grade	B+ Grade	B Grade	C Grade	D Grade	E Grade	Pass %
MMS	121									Re-exam Result Awaited
PGDM	60	0	10	28	0	15	7	0	0	88.33
MMM MFM	11 22	1 0	0 0	0 3	0 0	1 0	5 6	2 3	1 5	90.90 78

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC Monitors and Evaluates the Teaching & Learning processes through following mechanisms:

1. Preparation and monitoring of session plans

2. Continuous Internal evaluation
3. Introducing new pedagogies in IDEA (**Innovation & Development for Excellence in Academics)Committee Meetings**
4. Periodical Review of new pedagogies and existing pedagogies.
5. Periodic feedback from students
6. Arranging Special tutorial classes/lectures for weak students
7. Feedback from parents, Corporate and Alumni
8. Review of Teaching learning mechanisms in Academic Council Meetings
9. Conducting meetings with the Student Development Committee

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	NIL
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	24
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27			
Technical Staff	3			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. Review of faculty members' research work and PhD work at their Research & Development Committee meetings.
2. At least bi-annually, research related workshops are conducted to update knowledge in various areas of research.
3. The Institute also encourages collaborative research work with faculty members of other Institutes/ Universities.
4. The Institute also encourages cross-functional researches.
5. Seed money of Rs 3 lacs can be availed by faculty members for research.
6. Rs 15,000 per faculty member is allocated to attend seminars and conferences for paper presentations.
7. The best projects during Summer Internship are awarded at Summer Xcellence. They are published in SPANDAN – A students' research journal. The Institute has applied for ISSN no. for the journal.
8. The Institute encourages students to undertake research. It conducts Anveshi – A students' research paper presentation conference. The faculty members are also encouraged to publish papers with students as co-authors.
9. Approximately 2% of the total budget of the Institute has been earmarked for Research and Development activities
10. The Institute conducts International Level Paper Presentation Conference for academicians and industry – Pathh. It also has a bi-annual research journal – SFIMAR Research Review.
11. The Institute awards the Best Researcher (faculty member) every year.

12. The Institute provides optimum resources and infrastructure for research activities including exhaustive library, e-journals database and research related software and hardware.

13. The Institute has applied for a research centre of University of Mumbai

14. The Institute promotes consultancy related research projects from industry for faculty members and students

3.2 Details regarding major projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	3	
Outlay in Rs. Lakhs	0	0	90000	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	6	
Non-Peer Review Journals		3	
e-Journals		5	
Conference proceedings		9	

3.5 Details on Impact factor of publications:

Range [ ] Average [ ] h-index [2] Nos. in SCOPUS [2]

Scopus listed -

Scopus Evaluated -1

Peer Reviewed - 9

E-journal & International - 5

International Journal- 03

National journals - 9

Conference proceedings-9

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations- NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects	2018	University of Mumbai	900000	36000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			900000	36000

3.7 No. of books published i) With ISBN No. 17 Chapters in Edited Books

ii) Without ISBN No. 0

3.8 No. of University Departments receiving funds from - NIL

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy 0 CPE 0 DBT Star Scheme 0

INSPIRE 0 CE 0 Any Other (specify) 0

3.10 Revenue generated through consultancy Rs. 100000

3.11 No. of conferences organized by the Institution :

Level	International	National	State	University	College
Number	1	1			
Sponsoring agencies	0	0	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International [ ] National [ ] Any other [ ]

3.14 No. of linkages created during this year [114]

3.15 Total budget for research for current year in lakhs:

From Funding agency [ ] From Management of University/College [3.96]

Total [ ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
		3				2

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

0

0

3.19 No. of Ph.D. awarded by faculty from the Institution : N/A

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) NIL

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events: NIL N/A

University level State level

National level International level

3.22 No. of students participated in NCC events: NIL N/A

University level State level

National level International level

3.23 No. of Awards won in NSS: NIL N/A

University level State level

National level International level

3.24 No. of Awards won in NCC: NIL N/A

University level State level National level International level

3.25 No. of Extension activities organized

University forum	2	College forum	4		
NCC		NSS		Any other	

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. General Public Awareness About Security – Jagruti Mumbaikar
2. Awareness On Segregation Of Dry And Wet Waste
3. Blood Donation
4. Datri Stem Cell Research Initiative
5. Donors' Registry
6. Visit To Shantidaan Ashram
7. Health Camp – by Wochardt Hospital
8. SOCH: Helping people in despair(A Talk about depression and suicidal prevention)
9. Street play-Change Your Thoughts
10. Career Guidance Workshop for DLLE Students

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12060Sq.mts	NIL		12060Sq.mts
Class rooms	12	NIL		12
Laboratories(computer Labs)	5			5
Seminar Halls	3			3
No. of important equipment's purchased (≥ 1-0 lakh) during the current year. ICT equipment, Air conditioners, Furniture				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library:

The entire campus is Wi-Fi enabled. All the laptops of students and faculty are Wi-Fi enabled. Orientation is given on use of WIFI facilities, network and laptops to all students during induction. A dedicated IT team is supporting the network, computers and the equipment.

SFIMAR LIRC has become a member of **INFLIBNET N-LIST Consortia**, through which it can access about **6000 peer reviewed e-journals and over 97000 E-Books** from reputed publishers and institutions. **The Institute's Library has 5 subscribed online databases which** provide access to Industry/ Company/statistical information.. All e-Journals and databases are available for students and staff through wi-fi facility and through SFIMAR's Digital Library .

OPAC (Online Public Access	The Online Public Access Catalogue (OPAC) has been provided to the

Catalogue)	students, faculty and library staff. The OPAC is accessible from 19 computers in the Library premises. The Web OPAC is also available on our College website. Users can remotely search the list of books with their own key words. The OPAC is accessed by all the users and through library home page or given URL. **http://www.sfimar.org/erp-login.html**
Electronic Resource Management package for e-journals & Company Database	The e-journals and database are accessed through the websites of the publisher individually. Library has subscribed Databases, e-journals package to motivate the researchers, students, and faculty. Presently library has the following e-journals databases. **1. J-Gate** **2. ProQuest online Journals database and** **3. Capitaline (Company Information Database)** **4. Legal Pundit** 5. **N-List** 6. **BLOC – Business Line On Campus**
Federated searching tools to search articles in multiple databases	The online journals and database, we subscribe, are accessed by logging on to their websites. However, we use meta search engines, which acts as a federated search engine, in catering the information.
Library Website	The Library's presence on our College website (www.sfimar.org) is sufficiently covered as one of the main menus. Following Library features are covered in the website 1. About LIRC a. Library Timing (Working Hours) b. LIRC Team c. LIRC Advisory Committee 2. LIRC Resources (Collection) a. Online Catalogue (Web OPAC) b. DSpace: Institutional Repository c. Online Databases 3. LIRC Services a. LIRC Rules and Regulations 4. List of useful resources Websites: Free and Open Sources of Information 5. Gallery
In-house/remote access to e-	The e-resources like online journals and online database are accessed

publications	remotely by the faculty. The access to such e-resources, as well as CDROMs and DVDs, has been given to the students and faculty in the Library through NAS (**http://192.168.2.243/dspace**)
Library automation	The Library is fully automated with SLIM21 software, ERP and all supporting latest technology. The following three prominent sections are automated which are the thrust areas for computerization. **Library House Keeping Operations** The technical section is fully computerized which comprises of Acquisition, Cataloguing, Indexing, Abstracting, Serial Control, and Stock Verification modules. **Circulation Desk** The charging (Issue) and discharging (Return) of documents at circulation desk is also computerized. **Online Public Access Catalogue (OPAC)** Ten computers are dedicated exclusively for OPAC wherein the students and teachers retrieve the bibliographic details of the documents to locate the books. However, the OPAC is also accessible from 19 computers in the Library premises. For the remote users, the Web OPAC is also available onto our College website.
Total number of computers for public access	19 PC's are in library and 250 PC's_are available in the campus (Computer Laboratory) and all the resources made available to easy access to the user's community on intranet.
Total numbers of printers for public access	02 Printers and 02 Scanners (Canon MP258 & HP DeskJet F4288 All in One)
Internet band width/ speed 2mbps 10 mbps 1 gb (GB)	Internet bandwidth of 16MBPS 1:1 fiber optics leased line is available.
Institutional Repository	User's community can access the Institutional Repository using **http://192.168.2.243/dspace**. In this Institutional repository users can access Syllabus, Question Papers , Articles Year book, some important video lectures and e-books etc.
Content management system for e-learning	The Library is planning to have content management system to deliver e-learning tools and source.(In the process of implementing Moodle)
Participation in Resource sharing networks/consortia (like Inflibnet)	SFIMAR Library has membership with 1. **DELNET**, New Delhi 2. **Tata Institute of Social Sciences**, SDTM Library, Mumbai

	3. **N-List:** National Library and Information Services Infrastructure for Scholarly Content. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The authorized users from colleges can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre. NLIST programme, providing seamless access to the **e-resources (6000+ e-journals and 135000+ e-books)** **4. National Digital Library (NDL)** Membership for Faculty, Staff & Students. NDL has been designed to benefit all kinds of users like students (of all levels), teachers, researchers, librarians, library users, professionals, differently abled users and all other lifelong learners. 5. **Urkund Plagiarism Software**, an INFLIBNET initiative to check plagiarism procured free of charge.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	353	73989	428	1,38,853	781	2,12,842
Reference Books	68	22013	127	1,62,806	195	1,84,819
e-Books	97000+		38010		135000+	
Journals	56	58000	56	68709	56	1,26709
e-Journals	14660	292418	551	10582	15211	303000
Digital Database	5	81050	2	13450	7	94500
CD & Video	39		56		95	
Others (specify)	14	60000	2	296	16	60296

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others

Existing	347	243	62MBPS		6	1	8	
Added								
Total	347	243	62MBPS		6	1	8	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. ERP Fee Module implemented.
2. Training Programme on ERP conducted for students
3. Training Programme on ERP conducted for faculty and staff for academic and Administrative modules
4. Training Programme for new video conferencing system was conducted for faculty and staff members.
5. Training programme for advance MS-Excel conducted for Administrative staff.
6. Implementation of on line examination through ERP
7. ERP access to parents to monitor the progress of the ward to track attendance and Marks.
8. Conducted a training Programme on SMART Classroom .

4.6 Amount spent on maintenance in lakhs :

i) ICT	547646.00
ii) Campus Infrastructure and facilities	1272656.00
iii) Equipments	354016
iv) Others	00
Total:	2174318.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Orientation Programme for students about the Student Support Services

2. Meetings of the Students' Development Committee at the institutional level

3. Awareness programme of safety and Security practices at SFIMAR

4.PTA Meetings at the Institutional level

5. Inclusion of student members in the IQAC committee

6. Informing students of the policy on 'substance abuse', Anti- Ragging, Student Grievance

7. Periodic feedback about the facilities and support provided by the Institute

8. Sessions by the IT Department on proper usage of IT facilities in the Campus, including the usage of laptop, Wi-Fi facility and other online resources of the Institute.

9. Sessions by the Library Department on proper usage of library facilities.

10. Inclusion of Helpline session during Induction. Also display of Helpline numbers at various places in the campus.

5.2 Efforts made by the institution for tracking the progression

1. Updating the details of students from day one on the institute ERP system and displaying the attendance once in in a month. Also monitoring the attendance record on a weekly basis by the Programme Heads.
2. Quarterly report generation about students activates
3. Meetings of Student development cell.
4. Continuous Internal evaluation through session plan parameters.
5. Communicating the Continuous Internal Evaluation and Term-End Exam results from time to time.
6. Identification of weaker students and arranging extra classes/mentoring sessions for them.
7. Mentor-Mentee sessions to identify the student progress.
8. Assessing student's progress through Student's Participation by Programme Associates.
9. Mentoring sessions by Alumni to improve students' employability .
10. Additional tutorials and remedial classes for the syudents.
11. Assessment of Summer Internship programme and Winter Projects and elevation of the best projects to the next level.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	482		

(b) No. of students outside the state | 4 |

(c) No. of international students | 0 |

MMS

Men	No	%	Women	No	%
	66	55		54	45

PGDM

Men	No	%	Men	No	%	Women
	29	48		31	52	

MMM/MFM

Men	No	%	Women	No	%
	79	65		43	35

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
MMS						118	0	0	2	0	120
PGDM						57	0	0	3	0	60
MMM/ MFM						121	0	0	0	1	122

MMM Dropout Number: 1

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

PGDM course conducted Mock Entrance test for the admission for MBA aspirants to prepare them for the entrance test.

No. of students beneficiaries | 90 |

SFIMAR conducted Mock placement/ PI for MMS and PGDM students :

No. of students beneficiaries | 80 |

SFIMAR conducted Mock placement/ aptitude MMS and PGDM students :

No. of students beneficiaries | 120 |

5.5 No. of students qualified in these examinations - **NIL**

NET		SET/SLET		GATE			
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

SFIMAR ensures extensive mentoring & coaching for its students. Each student is allotted a Mentor for the informal transmission of knowledge, social capital, and the emotional support perceived by the student as relevant to work, career, or professional development. Extensive Mentoring allows the mentee to explore new ideas with confidence. All mentoring activities and interactions between individual mentors and mentees are recorded in a standard format and monitored.

Counselling is conducted for every student in the campus. SFIMAR has appointed a counsellor whereas all faculty members have 10 students each for mentoring for a span of 2 years.

Students are counselled at CMC for the choice of Specialization in 1st Year and then in 2nd year again for the relevant profile and industry sector by doing their skill set Analysis. Students are free to approach CMC for any further Guidance and support during these 2 years and even later after passing out from the institute.

No. of students benefitted | 421 |

5.7 Details of campus placement

On /Off campus (Till 30th June 2018) placement is in process.			
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	
263	145	124	

5.8 Details of gender sensitization programmes

The Institute conducts advocacy workshops on women self-worth, Personality grooming, Women empowerment, awareness generation and capacity building.

The Women's Development Cell of the Institute takes care of the rights of women both students and staff. The Institute has formulated the College Women Development Cell (CWDC) in accordance with the requirements of the University of Mumbai.

The following Sessions were conducted in the Institute on gender sensitization:

1. Guest lecture on Cyber Crime by Adv. Pankaj Bafna
2. International Women's Day

5.9 Students Activities -

5.9.1 No. of students participated in Sports, Games and other events-

State/ University level 5 National level ☐ International level ☐

No. of students participated in cultural events

State/ University level 6 National level ☐ International level ☐

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level 2 National level International level

No. of Students who won medals /recognition in management Games competitions at Tier -1 B schools, other Bschools and Professional bodies: **49 Students**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	44	2223790.00
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level 1 National level International level

5.12 No. of social initiatives undertaken by the students 6

- General Public Awareness About Security – Jagruti Mumbaikar
- Awareness On Segregation Of Dry And Wet Waste
- Blood Donation
- Datri Stem Cell Research Initiative
- Donors' Registry
- Visit To Shantidaan Ashram
- **5.13 Major grievances of students (if any) redressed :**

There are no major grievances during the year under report.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To flourish as a seat of learning of international standards for developing an entrepreneurial class of value based industrial leaders empowered with techno-managerial competence to sustain innovation for building global business of the future.

MISSION:

To enter the realm of globally successful B-schools by imparting value based education for creating responsible and thoughtful citizens who would lead the world by example and excel through innovation, an entrepreneurial spirit and a humanitarian attitude.

6.2 Does the Institution has a management Information System

YES . SFIMAR has an ERP System with the following modules:

1. Student fees management
2. Students Class Attendance,
3. Placement activities
4. Library
5. Faculty Attendance and Leave management
6. Marks Evaluation and Result generation
7. Students Mentoring
8. Students records for participation in Extra curricular activities
9. Accounting system (Tally)
10. Online Examination
11. Online feedback system

12. E-Learning

SFIMAR has also implemented Knowledge Management system at the Institute level.

6.3 Quality improvement strategies adopted by the institution for each of the following:

8.3.1 Curriculum Development

1. Review of the syllabus by BoS and updating the syllabus.

2.New certificate courses introduced in the area of Digital Marketing and Project Management.

3.Regular reviews regarding Curriculum development in the faculty and IDEA meetings.

4.Course content formulated to match requirements of Corporate .

5.Additional 20 hours course capsule for different specializations to gain knowledge on latest issues in the market.

6.3.2 **Teaching and Learning**

1. Conducted various faculty development programmes for knowledge upgradation .

2. Guest lectures by corporate people and teachers invited from other institutions.

3. Encouraging faculty members and students to carry out Research Projects.

4. E-Learning assignments for students.

5. Project based learning for students. .(Implemented for maximum subjects)

6. Introduced regular role plays and Group discussion sessions for the students.

6.3.3 Examination and Evaluation

1. Evaluation as per the evaluation criteria mentioned in the session plan .
2. Continuous Internal Assessment.
3. Mid-term examination to assess the interim progress of the students.
4. Answer sheet Moderation by the faculty members of other colleges.
5. Periodic reviews regarding Examination activities in the SFIMAR's Attendance and Examination committee Meeting which is conducted on a quarterly basis.
6. Online examination option available for Mid-term as well as for Final examination

6.3.4 Research and Development

1. Promotion policy based on Research publications by the faculty members .

2. Incentives for faculty members for obtaining funding from external agencies for research.

3. Faculty Development Programmes/ Training programmes by the experts on Research Methodology and techniques used in research using latest technology.

4. Periodic review of research activities done by the faculty members in the RDC (Research and Development Committee) meetings which is conducted fortnightly.

5. Two Research Publications – SFIMAR Research Review (For Academicians and Corporate) SPANDAN (For Students)

6. Regular review and updating the Research procedure and Research Policy

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library:

1. Implemented Plagiarism software URKUND (Sweden based Co.) for Summer /Winter projects of the students.
2. Implemented Plagiarism software URKUND (Sweden based Co.) for research work of faculty members.
3. Subscription of National & International Journals (1 + 2)
4. Test installation of Dspace version 6.1 (Desktop)
5. Plagiarism test and guidance to Students for Winter Projects (No. of plagiarism tests handled 1300 +)
6. Access to Capitaline database (data for past 15 years)

2.IT Infrastructure :

1. Up gradation of Internet Lease line from 16Mbps to 62 Mbps on Fiber Ratio 1:1 which will increase the Speed and Performance Accessibility of Internet across Campus.

2. Initiative taken for having Smart Class Room Projector Presentation in Class Room by having interactive presentation and demo by using Software.
3. Initiative taken for implementation of Latest Audio System and collar Mic in Computer Lab's.
4. Procurement of New Desktop for Lab (Core i3 or Core i5 Processor, 4GB RAM and 500GB Hard Disk).
5. Installation of Ubuntu Software for Dspace Library System.
6. Installation of ERP System for Library – (Visitor – Foot Print (Students Visiting in Lab) and 1 Desktop specially installed with ERP System (OPAC and Dynamic Report for students to search the books available in library).
7. New Students Attendance Report generated into ERP System for sending mail to Parents.
8. Implemented Assignment Module wherein assignment can to attached to be download and upload by Students and marks can be given directly by Faculty Members into ERP System.

Physical Infrastructure:

1. New 7 storey building plan under approval
2. Continuous building maintenance work as per the maintenance schedule.
3. Installed additional CCTV ,smoke detectors and Fire alarms in the college building.
4. The Campus has fixed new six LED flood lights for SFIMAR campus (C/po/18.19.03)
5. Installed Shredder machine with 7.5HP for food waste and garden waste for compost plant (A-PO/17-24)
6. 1 AC installed in canteen (Faculty & Staff eating area) & 16 old ACs are replaced from various classrooms (A-PO/17-17)

6.3.6 Human Resource Management

1. Recruitment of faculty members in the area of General Management, HR and Marketing
2. Recruitment of staff in the administrative office
3. Training Programmes for faculty and staff members for skill set development

4. Performance based promotions policy implementation.

5. Periodic review and updation of Institute's HR policy

6. Provision of infrastructural facilities to faculty and staff members.

7. Conducted meetings with TOP Management to share the views and maintain the work transparency.

6.3.7 Faculty and Staff recruitment

1. SFIMAR's selection Recruitment board has external experts from corporate and other educational institutions on its panel.

2. The Institute fulfils the statutory requirements regarding the faculty /staff appointments for better management.

6.3.8 Industry Interaction / Collaboration

1. Signed MOU with Binary University, Malaysia
2. Signed MOU with DCM for digital Marketing Workshop
3. Signed MOU With Tata Institute For Social Sciences (TISS)
4. Tie up and MOU with SS&C GLOBEOP for Finance students for training for MMS and PGDM students for **CAII Certification - *Corporate On Boarding Program***
5. Initiated the process of student Exchange with OTTAWA university, USA

6.3.8 Admission of Students

The institute extensively used online promotion techniques through various social media and networking sites. Additionally, it has also commissioned an exclusive team for capturing the data of the visitors to these sites and the institute's websites using analytics. This has helped in gaining wide publicity and good response from the aspirants.

The Institute's Admission panel consists of industry and education experts for the selection of the students.

The selection process is transparent and based on merit points. The Institute's admission process has three levels namely:

- Entrance exam score
- Group Discussion
- Personal Interview

Institute also conducts Mock CET for MBA aspirants .

The institute reviews the admission process every year and adopts new strategies for improving the image and attracting aspirants to the management courses .

6.4 Welfare schemes for:

Teaching staff:

1. Accommodation, deputation for conferences etc
2. PF, gratuity, medical facilities, children education support
3. Provision of special leaves for study and research
4. Special provision for higher studies and research
5. Special Allowances for Research paper publication at International and National level

Non-Teaching Staff:

1. Accommodation, free transport facility, fee concession for higher studies.
2. PF, gratuity, medical facilities, transportation and children education support

Students:

1. Medical / Hospital services.
2. Reimbursement of expenses incurred for research paper presentations and other co-curricular and extracurricular activities.
3. Scholarship / fee concession for meritorious and economically poor students.

6.5 Total corpus fund generated

Rs. 71018597/-

6.6 Whether annual financial audit has been done [√] Yes [ ]

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DNV-ISO 9001-2015	Yes	Internal Audit Committee constituted by the Institute
Administrative	Yes	DNV-ISO 9001-2015	Yes	Internal Audit Committee constituted by the Institute

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes- Not Applicable

For PG Programmes Yes [√] No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. Implemented On line examination pattern for MID term, Class tests and Final Examination
2. Marks assessment and mark sheet generation through ERP system
3. Moderation policy designed and implemented .
4. Developed Examination policy for PGDM Course
5. Revision in evaluation criteria for internal /continuous evaluation

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The authority of choosing the electives for all the semesters of MMS in consultation with the students representatives has been given to the Institute.

Additional 20 Hours course capsule was initiated and designed to impart knowledge on latest technologies and corporate issues.

Designed and conducted certification courses in:

1. Certiåcation in Alternative Investment Industry (CAII)
2. BSE Certiåcation Programme in Capital Markets
3. NISM Certiåcate on Equity and Stock Trading
4. Mockstock Workshop on Financial Modeling
5. TISS : Youth Leadership Programme
6. Cambridge English Certiåcation
7. Entrepreneurship Development
8. Equity Trading and Investments
9. GST Workshop Training
10. Project Management
11. HRMS Automation
12. Business Analytics
13. Digital Marketing
14. French Language
15. Graphics Training
16. IOT Workshop
17. MS – Excel

6.11 Activities and support from the Alumni Association

1. Introduced Budding Entrepreneur award sponsored by SFIMAR Alumni
2. Alumni Connect – knowledge sharing platform about various profiles and industry Sectors.
3. Alumni mentoring: Based on Specific job Profiles
4. Alumni Guest lectures – on specific topics relevant to the job profiles

5. As Summer Guide
6. Judges in Summer Excellence Program & Other Events
7. Annual Alumni Meet “SAMPARK”
8. Alumni participation Association Managing Committee meetings
9. Members of Placement Advisory Council meetings
10. Alumni Recognition & Motivation: At Annual Alumni Meet

SFIMAR has a registered Alumni Association and conducts quarterly meetings and one Annual General Meeting in an academic year.

6.12 Activities and support from the Parent – Teacher Association

SFIMAR has strong Parent – Teacher association. SFIMAR has taken initiatives to interact with the parents in the following manner:

1. The parents of MMS and PGDM are the members of IQAC
2. Parents and teachers meetings on a quarterly basis.
3. Parents share their opinions and advice in the process of Institutional development activities.
4. SFIMAR conducts yearly feedback from the parents on :

Infrastructure provided, Placement assistance, encouragement for extra curricular activities of their wards, industry exposure, personality grooming, academic progress and mentoring by the faculty members.

This feedback is analysed and action plan is prepared if any discrepancy is found. Parents are called to the Institute to discuss the issues of their interest.

Students’ attendance and academic progress is shared with the parents on a regular basis via emails, SMS system and ERP system.

1. Support and Assistance in Institutional activities.

   The Institute has maintained a database of all the parents regarding their personal as well as professional information. SFIMAR consults parents in case support is required , in placement assistance , training programmes by parents or in case of event sponsorship .

6.13 Development programmes for support staff

Training Programs on office management, use of computers, interpersonal relations, Team work and Fire fighting training, data analytics, MS- excel, Coral Draw and Photoshop.

6.14 Initiatives taken by the institution to make the campus eco-friendly

SFIMAR's Top level management has identified various safety and security areas to maintain eco freidly environment in the campus are as follows:

Environmental safety :

1. Air emission and ambient air quality
2. Energy conservation
3. Water conservation
4. Hazardous materials management
5. Waste management
6. Formation of Green club
7. Indication for Silence zone area and restriction on vehicle speed limit in campus

Eco friendly Initiatives of SFIMAR.-

The institute implements energy conservation activities through:

1. By using solar panels for the Hostel Building
2. By using LED lights in campus
3. By using Green star electrical and electronic equipment
4. By replacing old Air Conditioners
5. By monitoring water wastage on a daily basis.
6. By controlling AC temperature in Summer and winter season.
7. Majority of the Records are maintained as a soft copy.
8. Most of the forms are shared as soft copy with students/ Alumni and Corporate.
9. Tree plantation in the campus.
10. Use of eco friendly electrical devices in the campus.
11. Conducted awareness programmes by the SFIMAR Green Club to make the campus eco friendly .
12. Well managed Waste disposable system
13. Rain water harvesting

SFIMAR provides efficient drainage and sewage system in the campus. Cleanliness and hygiene is maintained through building-inspection .

Office waste generation and disposal details:

SFIMAR ensures less waste generation and efficient waste disposal through the following ways:

1. Prevention : Less generation of waste initiatives, like paper free offices
2. Preparation for reuse : Use of wet waste as fertilizers for in-campus trees
3. Recycling : Shredding and sending papers for recycling,
4. Disposal:

    - ✓ Disposal of dry and wet waste by segregating them.
    - ✓ Installation of waste shredder for dry biodegradable waste in the campus.
    - ✓ Installation of waste segregation plant and vermi-culture plant.
    - ✓ Disposing medical waste like sanitary pads by using Cannon dustbins specially built for sanitary napkin disposal.
    - ✓ Implementing e-waste scrapping and donating laptops and desktops to sister institutions.

SFIMAR has built dry and wet segregation and composition pit in its campus

E-Waste:

SFIMAR manages its E-waste through following policies:

- **Reduce:** The Institute implements smart purchase options for electronic items. It opts through pre purchase activities to return Cardboard, plastic, and foamed polystyrene or polyurethane packaging materials to its vendors.
- **Reuse :**By Donating laptops and desktops to orphanages/sister institutions.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Budding Entrepreneurship award by Alumni to encourage students to become an entrepreneur.
2. MOUs with Foreign University (Binary University- Malaysia) to initiate student/faculty development activities
3. MOU with premier national institute (TISS) for leadership programme
4. Applied for SFIMAR research centre in Mumbai University.
5. Implementation of Smart class room.
6. 3 Months Summer Internship for PGDM course to enhance industry Institute interaction
7. **SOCH 2017** is the new initiative of the PGDM department by SFIMAR DLLE Group in association with Look within team. This year the theme for SOCH was on the youth and the growing suicides and depression cases. Soch 2017 got a good response from colleges.
8. Screening process of MMS students opted for selection of specialization.
9. Implementation of Knowledge Management System .
10. SFIMAR Research Review E-Journal Exchange with B-Schools in India and Foreign Universities & B-Schools
11. Implementation of URKUND Anti plagiarism software for Summer and Winter projects.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year :

Enhancing the area of Consultancy work:

1. Consultancy Assignments as a part of the Institute's Consultancy initiative were conducted for Right Management Consultants at BEL and NTPC by faculty of St Francis Institute of Management and Research Mumbai
2. **Dates:** 14 days in May / June 2018 for BEL Bengaluru and 12 days in June / July 2018 for NTPC
3. **Location:** Bengaluru, Mumbai, Patna and Lucknow
4. **Participants:** Dr Mohan Mathew, Dr G. Ramesh and Col Venkat
5. **Description:** We were part of a team of five Assessors who conducted Assessments as part of an Assessment Centre for Right Management. In BEL Bengaluru each day's assessment consisted of several activities like a Behavioural Event Interview (BEI), a Case Study, a Role Play and a Team Game. This was followed by a feedback to candidates in the evening and submitting a detailed Assessment report for each candidate. Each Assessor had to interview three or four candidates on every

day and write their reports the same day. Hence this was a highly intense and demanding assignment. At NTPC each AC / DC was spread over two days and included Psychometric assessments as well on the second day like FIRO-B to be conducted on the participants,. The feedback in this case was more detailed than at BEL.

6. **Feedback:** feedback from the Client received through the Consultant was very high and the Consultant has promised us more assignments in the near future. IT was a great learning for the Faculty and we were also the Lead Assessors at Lucknow and Patna.

Enhance Entrepreneurship and Business Incubation footprints:

To enhance entrepreneurship and business incubation , SFIMAR encouraged its students by organising various activates like:

1. Business Model Canvas Preparation
2. Business Plan Preparation and Presentation
3. A Guest lecture by Mr. Nirav Mehta on Entrepreneurship
4. PRERNA Club coordinators put up a stall for selling refreshments during Exuberance -2018
5. Video Screening to develop entrepreneurial spirit and also to throw light upon issues like social entrepreneurship and women entrepreneurship
6. Knowing entrepreneur in you – A Questionnaire activity
7. Idea generation through News paper activity
8. ***One Minute Pitch*** to the investor using online evaluation system.
9. The budding entrepreneur award 2018
10. A well-established incubation Centre in in place and is utilized by SFIMAR Alumni

Enhance Corporate Training and Management Development Programmes :

The MDP on Understanding Strategic Marketing through Simulation was conducted in the SFIMAR Campus on 11th , 12th and 13th of October 2018. The trainer for the simulation was Prof Dr. G Ramesh and the venue for the same was Lab 303

The participants for the MDP ranged from corporate participants to academicians. The entire MDP was conducted from a simulation point of view which was run on computer systems through a

simulated software called Marketplace. The simulation takes the marketing decisions to a higher level. There are more market segments, brand and advertising options, sales outlets and market reports. It includes more resource planning and advanced marketing techniques such as brand promotions and sales force incentives. This gives the participants a real world experience required to thrive in the corporate world.

Enhanced Institute visibility and branding :

1. Branding and promotion initiatives through advertising and newspaper publications.
2. Participation in University BOS, University schemes , Ph. D. Examiners in other Universities, VC Nominees etc.
3. Attending International and National seminars and Conferences by faculty members.
4. Participating in B school surveys, awards and recognition .
    - Faculty Members appointment as LIC Committee Member.

Collaboration with corporate and educational Institutes at National and International level:

1. Signed MOU with Binary University, Malaysia
2. Signed MOU with DCM for digital Marketing Workshop
3. Signed MOU With Tata Institute For Social Sciences (TISS)
4. Designed a Study Abroad Programme, Ottawa University, USA

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1.**Outbound Training for students:**

Conduct

The Primary objective of the program was to give students a learning experience of various soft skills which will be useful in their corporate work life. Activities conducted both outdoor and indoor. Feedback sessions and lessons learnt were discussed at length for each activity. Students were given the opportunity to lead Teams.

Conclusion

The Outbound training gave an opportunity for students to bond together, communicate and work in Teams as well as lead in activities that were based on the concept of learning with fun. The enthusiasm was markedly high and students felt the learning was immense. We have one more Outbound planned for 03 February for Part time students.

Participants: MMS -120 students

PGDM-60 students

2. Implementation of Knowledge Management System

To pave this gap the strategy of differentiation is important and the differentiation is possible only through effective use of knowledge. A need was identified that proper Knowledge Management System would definitely provide the Institute a guiding path towards improving individual as well as organizational performance. It would also help the individual and organization in achieving their vision and formulating their growth strategies

Primary Objective:

1. To implement KMS in the Institute.
2. To create awareness about KMS (Knowledge Management System) in the organization.
3. To monitor the output of KMS on a regular basis.

Innovative usage of technology. (a unique mix of technologies or innovative methods)

SFIMAR has adopted a distinct mix of innovative methods and Technology to achieve above mentioned objectives.

Innovative Methods used for project Implementation are:

1. Research Oriented Approach. The SFIMAR KMS solution is based on the research conducted for 50 B schools across India.
2. Designing a KMS Framework using maturity model development approach
3. D-Space 6.1 An open source Software
4. ERP
5. Tie up with Online data repository like NAD etc.

Challenges addressed

1. Unavailability of sufficient data/information
2. Insufficient access methods
3. Improper communication mode
4. Improper information capturing and storage mode
5. Insufficient resource for data sharing
6. No data integration as no common platform
7. Obsolete Data
8. Lack of proper training on data usage and sharing
9. Creating awareness about KMS for Top Management support
10. Acquire support from the academic and non academic staff
11. Developing policies for incentives and rewards.

Significant impact in the following areas to the Institute

Cost Savings / Productivity:

The solution has contributed to monetary as well as non monetary benefits to the Institute in the following manner :

1. One click access to current data and archives of last three years data.
2. Less investment on Hardware, Software, server cost as the KMS provides centralized solution for knowledge repository.
3. Less expenditures on AMCs(Annual Maintenance Contracts) of hardware parts/assemblies.
4. Stationary expenditure is reduced .
5. Reduction in cycle time of Institutional operations.
6. Eliminated delayed operations
7. Timely availability of relevant data
8. Data Redundancy is eliminated
9. Improved Communication

Impact on growth

The Institute could see many opportunities to capture external data. The statutory and regulatory data (Data from AICTE, DTE, UGC, NAAC, NBA etc.,) was captured and used for academic and nonacademic activities.

- **Innovation**

Innovation practices regarding designing of knowledge identification and sharing templates were implemented.

Improving Market Share

There is no direct impact on admissions revenue, but certainly KMS has helped in elevating market reputation by managing stakeholders' feedback system through it. Also it has helped in identifying market oriented risks in advance and preparing the mitigation and contingency plan for managing these risks.

Conclusion

- Knowledge Management System implementation has definitely provided the Institute a guiding path towards improving individual as well as organizational performance.
- It has also helped the individual and organization in achieving their vision and formulating their growth strategies.
- KMS has created awareness about KMS (Knowledge Management System) in the organization. Also the project has identified the challenges faced by the organization in decision making process.
- The solution has provided a monitoring mechanism to measure the output of KMS on a regular basis.

7.4 Contribution to environmental awareness / protection

SFIMAR Green Club conducted following programmes to create awareness about environment safety.

- GO GREEN seminar
- Tree Planation Drive
- GreenYatra rally
- Formation of Green Army

7.5 Whether environmental audit was conducted? **Yes**

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Won Prestigious BCCI Office Safety award 2018 .

8. **Plans of institution for next year**

- Consultancy Assignments
- More collaborations and tie-ups with corporate and educational Institutes at National and International

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexures

1. Feedback Analysis : 2017-18

2. Academic Calendar

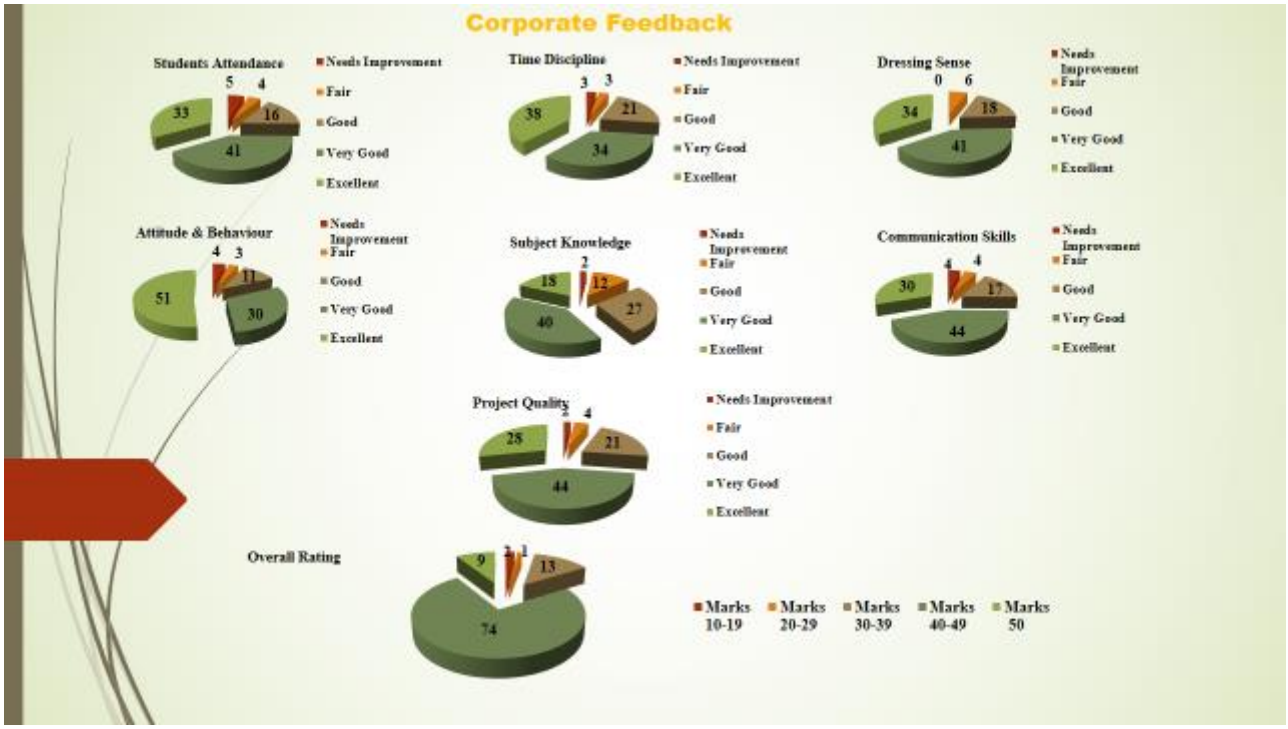
- ✓ MMS
- ✓ PGDM
- ✓ Part Time (MMM & MFM)

Annexure 1: Feedback Analysis : 2017-18

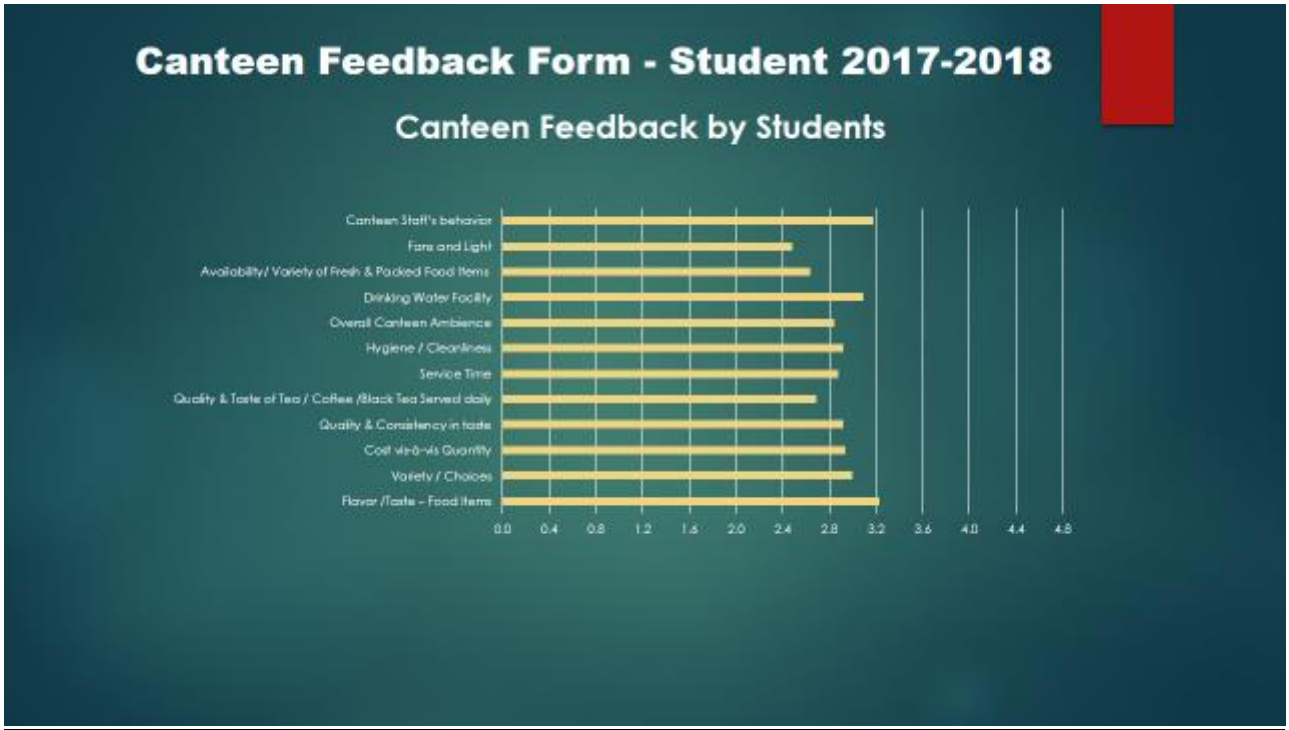
SFIMAR has total 15 types of feedbacks taken as per the specified frequency. All the feedbacks are analysed and action to be taken report is prepared . The Action taken to be taken report is presented in the Management review meeting for the suggestions for the improvement in that particular area.

Sr. No	Feedback Type	About	From
1	Faculty Members	Faculty Members	Students
2	Institute-1	Institute	Students
3	Institute-2	Institute	Employees
4	Institute-3	Institute	Society
5	Institute-4	Institute(Students& Facilities)	Guest Lecturers
5	Institute-5	Institute	Parents
6	Canteen	Canteen Services	Students & Staff
7	Guest Lectures	Guest Lecturer	Students
8	Corporate	Students(Summer Placement)	Corporate
9	LIRC	LIRC Services	Students
10	MDP	MDP Conducted	Participants
11	FDP	FDP Conducted	Participants
12	Resource Person's	Institute	Resource Person
13	LIRC	LIRC Services	Staff
15	Canteen	Canteen Facility	Students & Staff
15	Peer Review	Peer	Faculty members

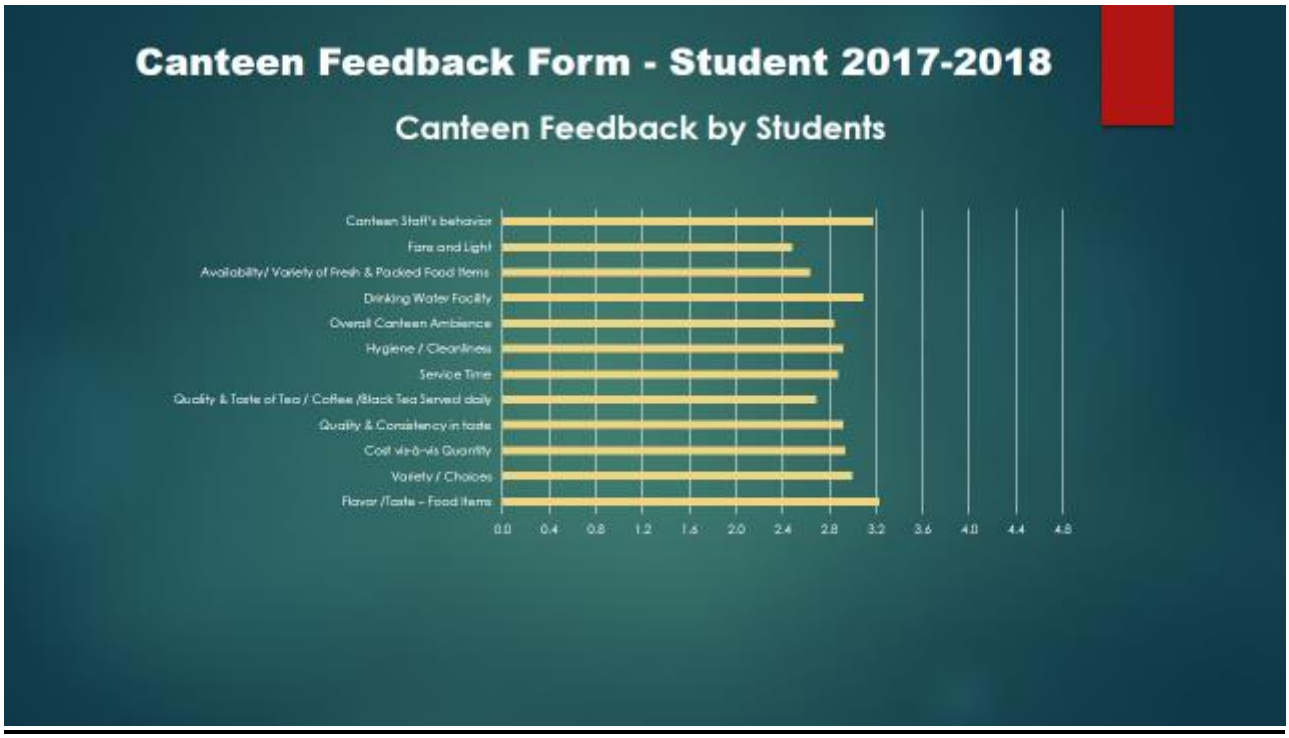
Corporate Feedback:



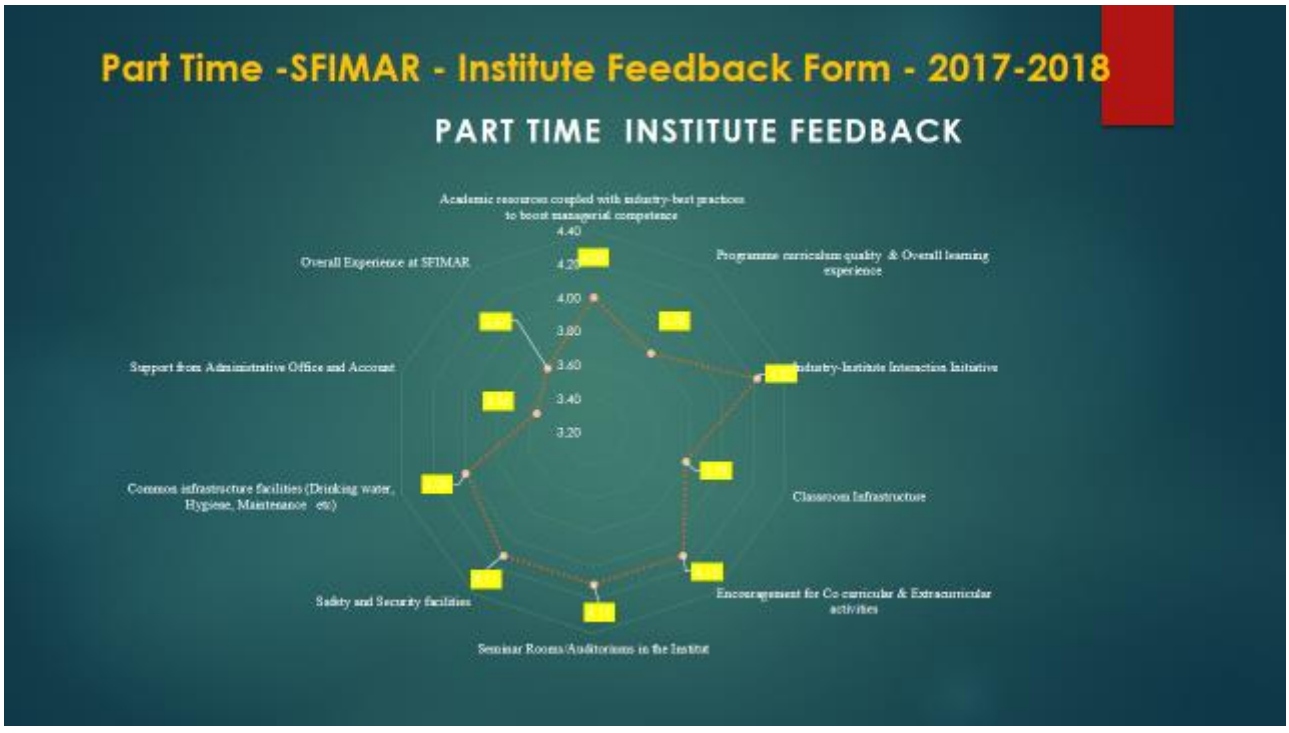
Parents Feedback



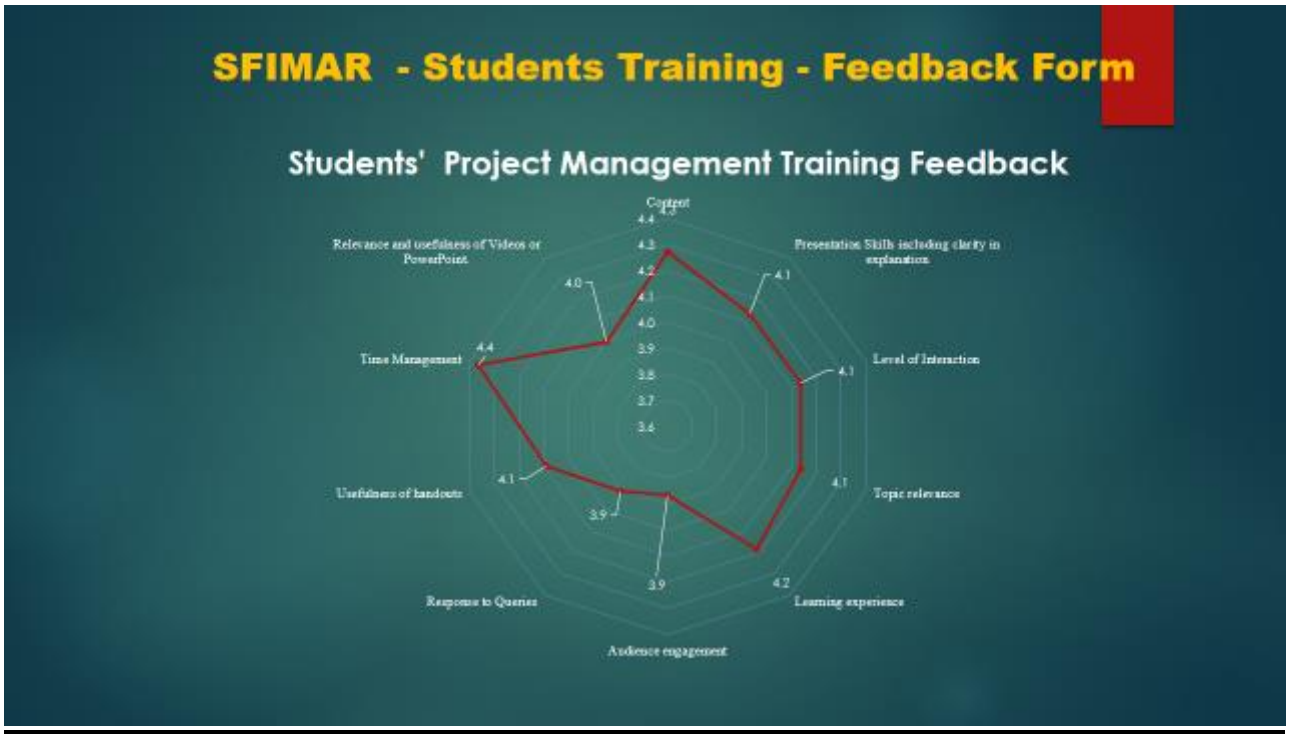
Canteen feedback From Students:



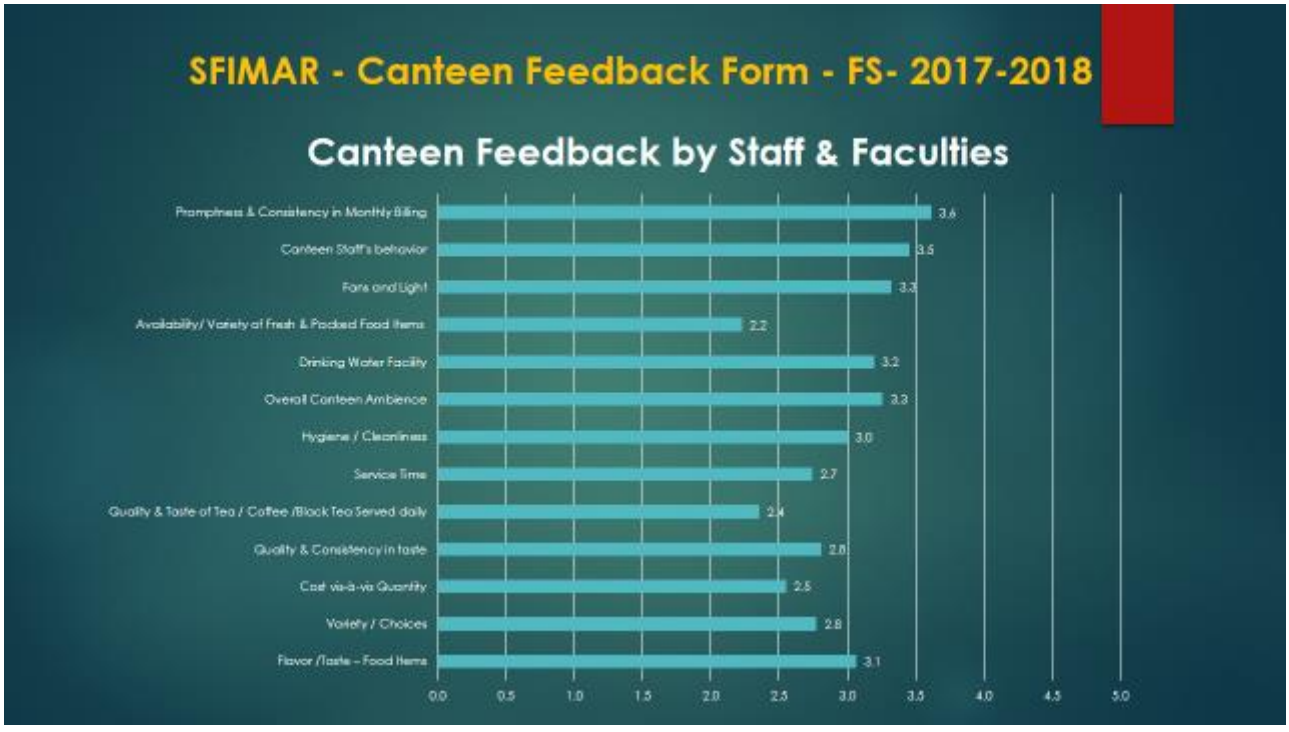
Part Time(MMM/MFM)Institute Feedback



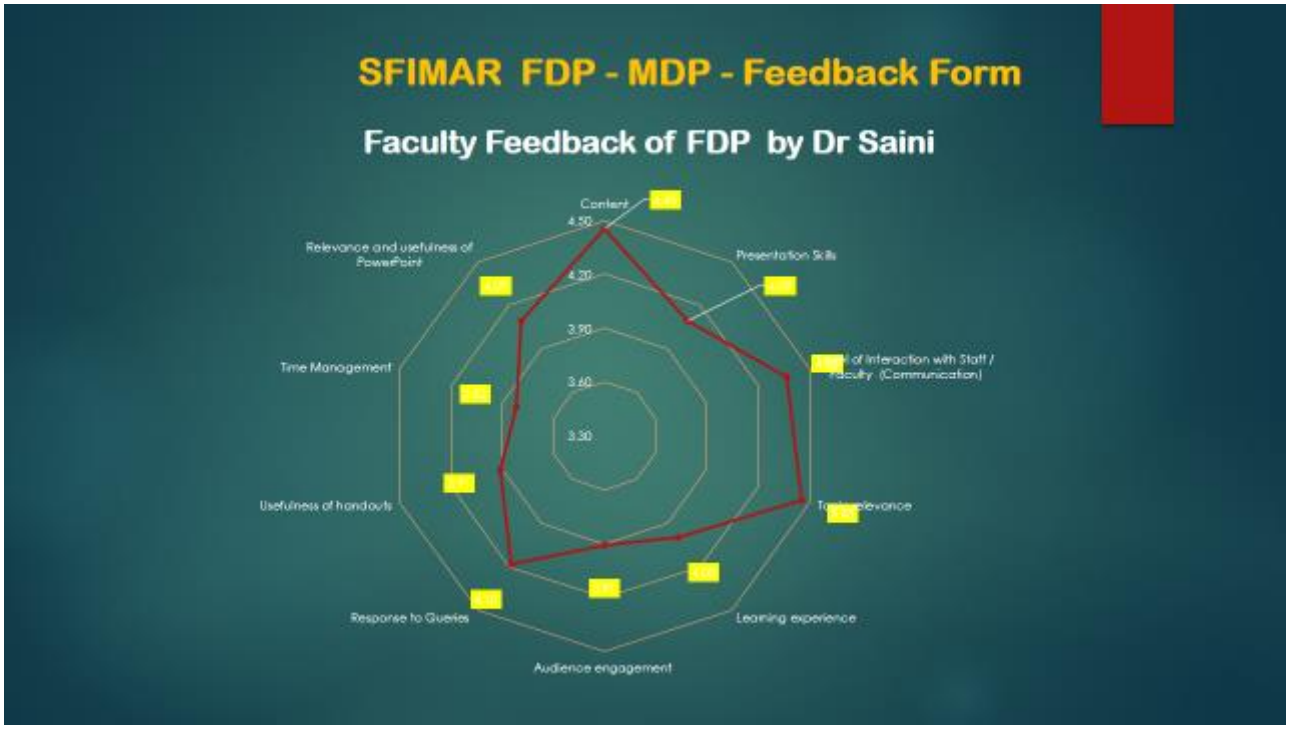
Student Training Feedback



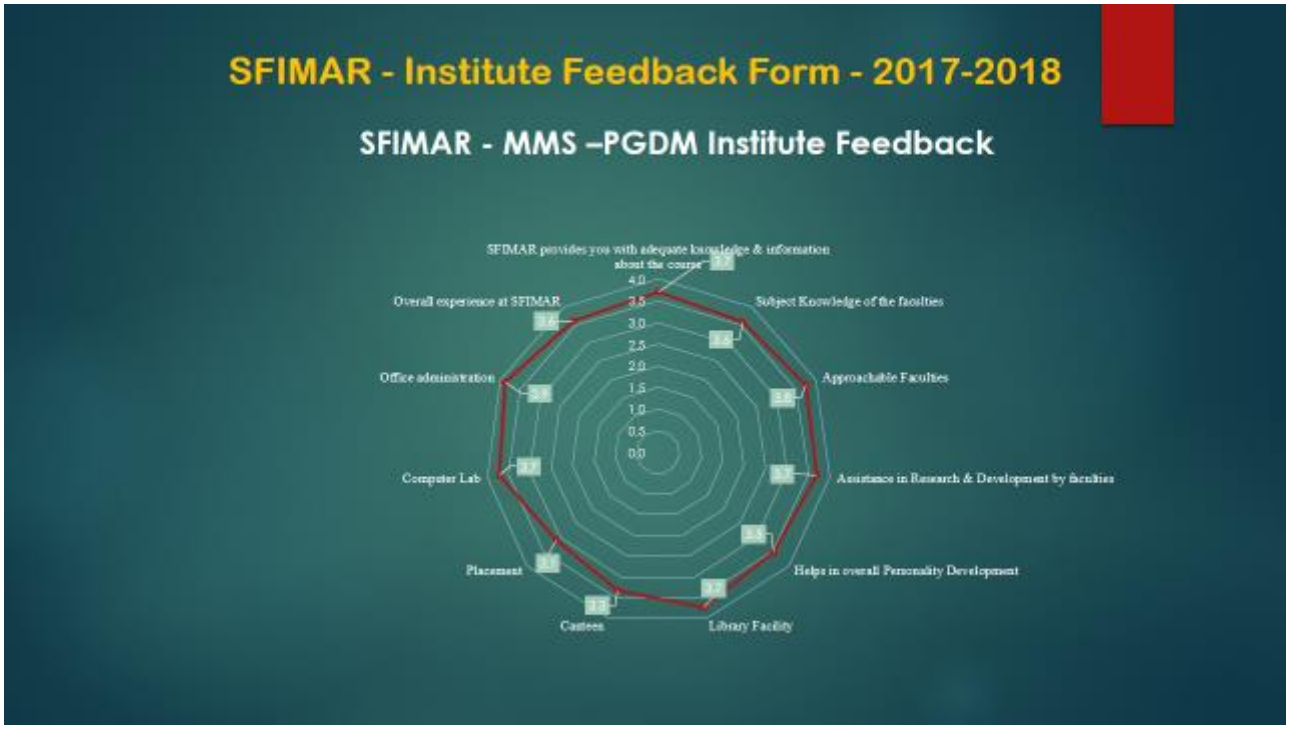
Canteen Feedback From faculty and Staff Members



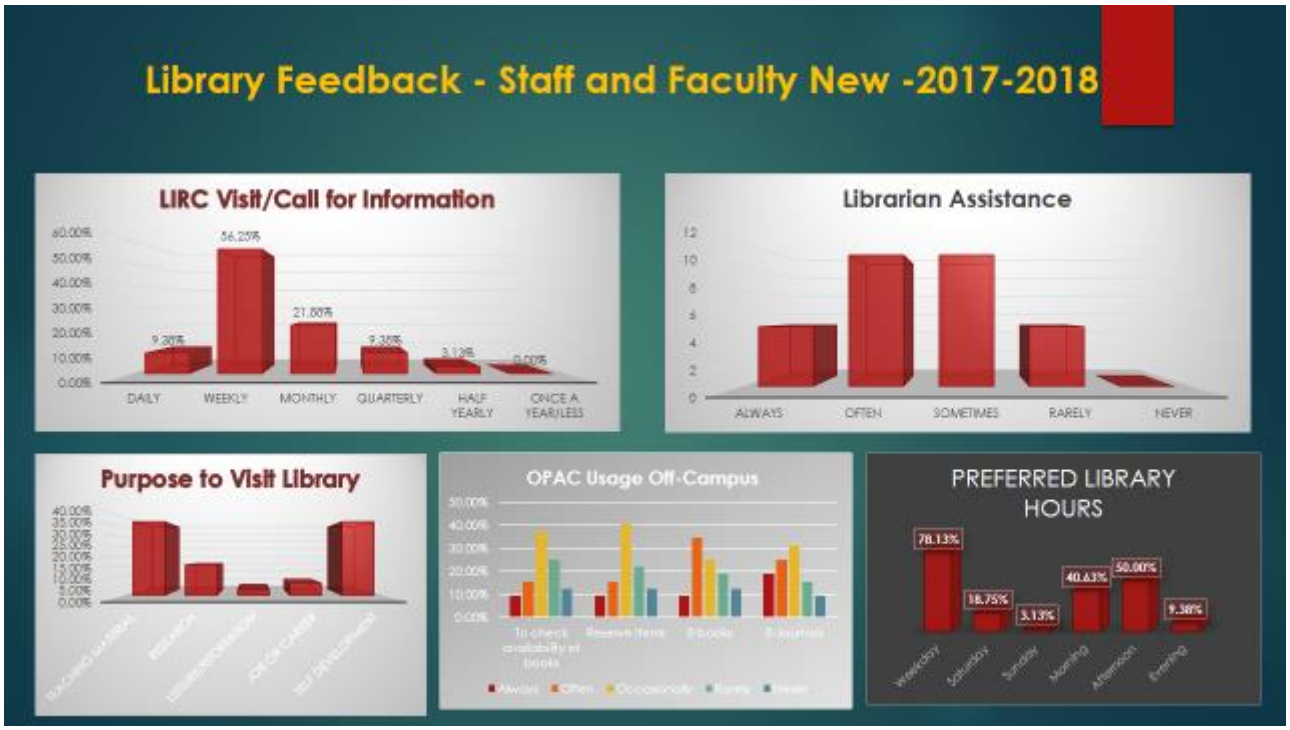
Faculty Feedback of FDP



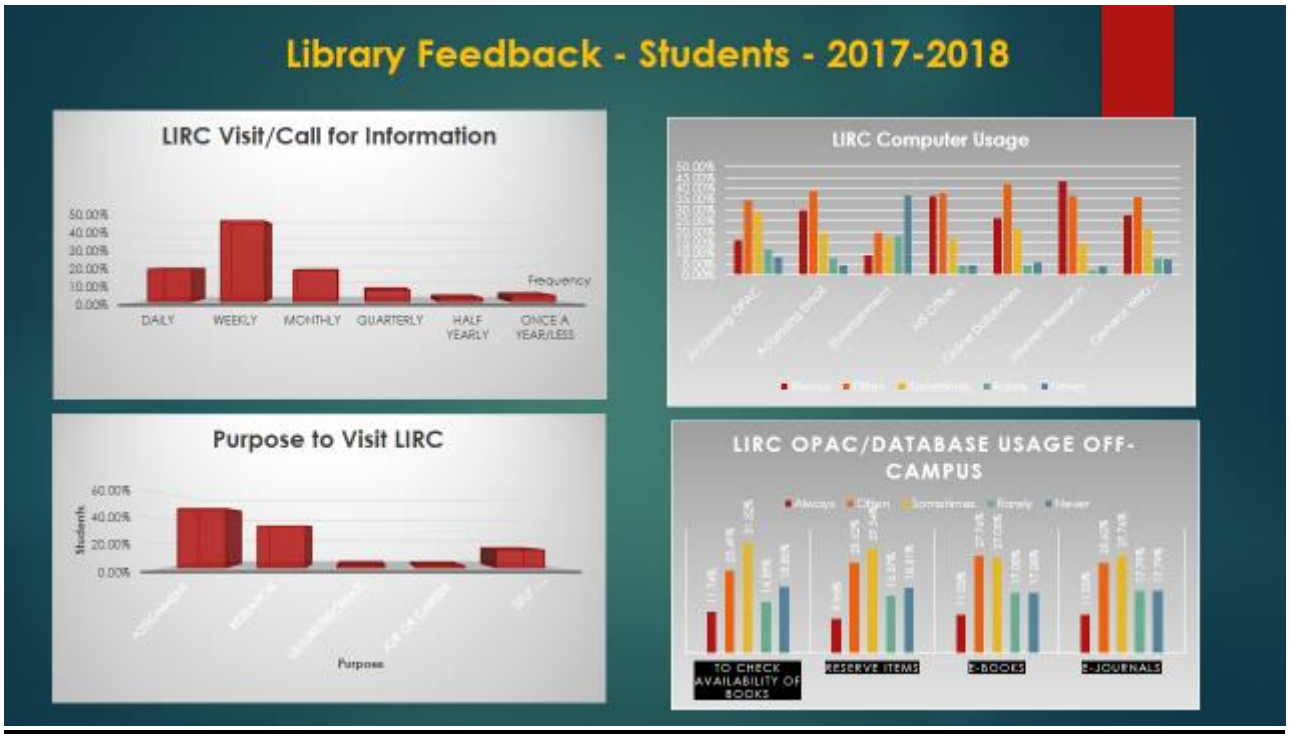
Institute Feedback : MMS and PGDM students



Library Feedback : Faculty members and Staff

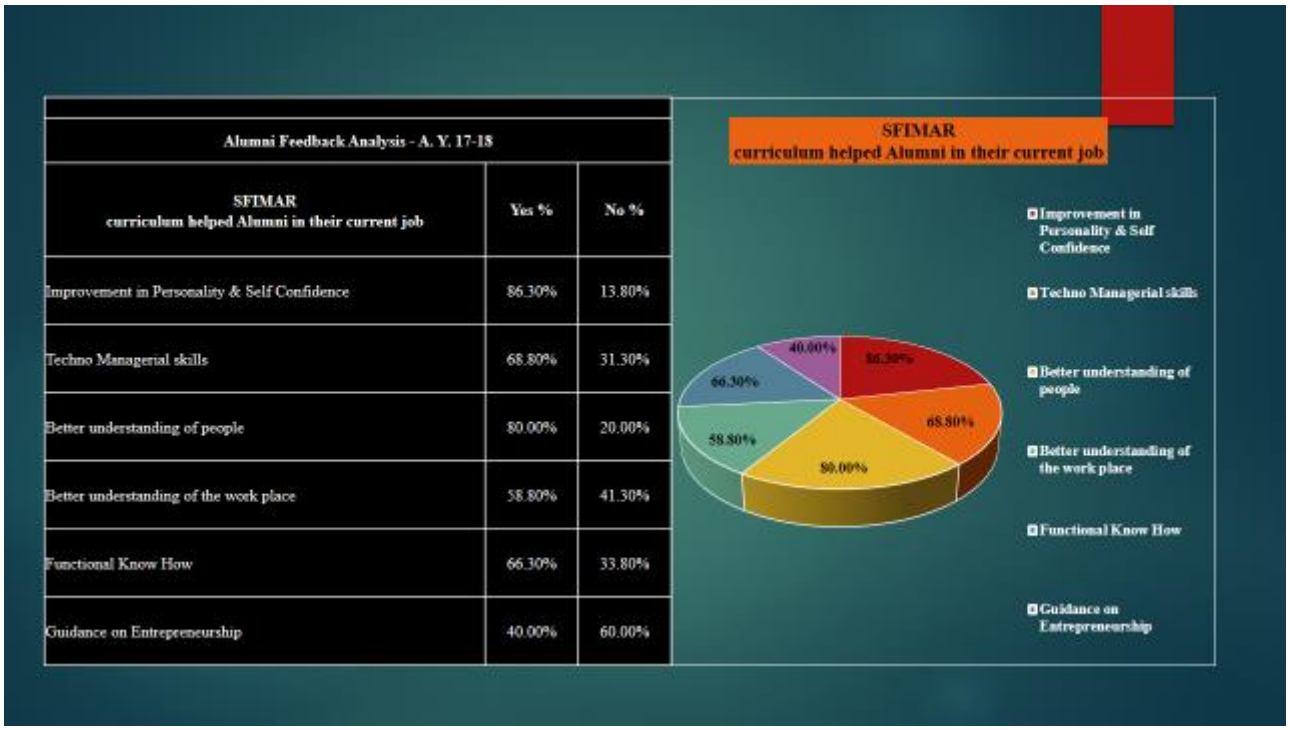


Library Feedback: Students



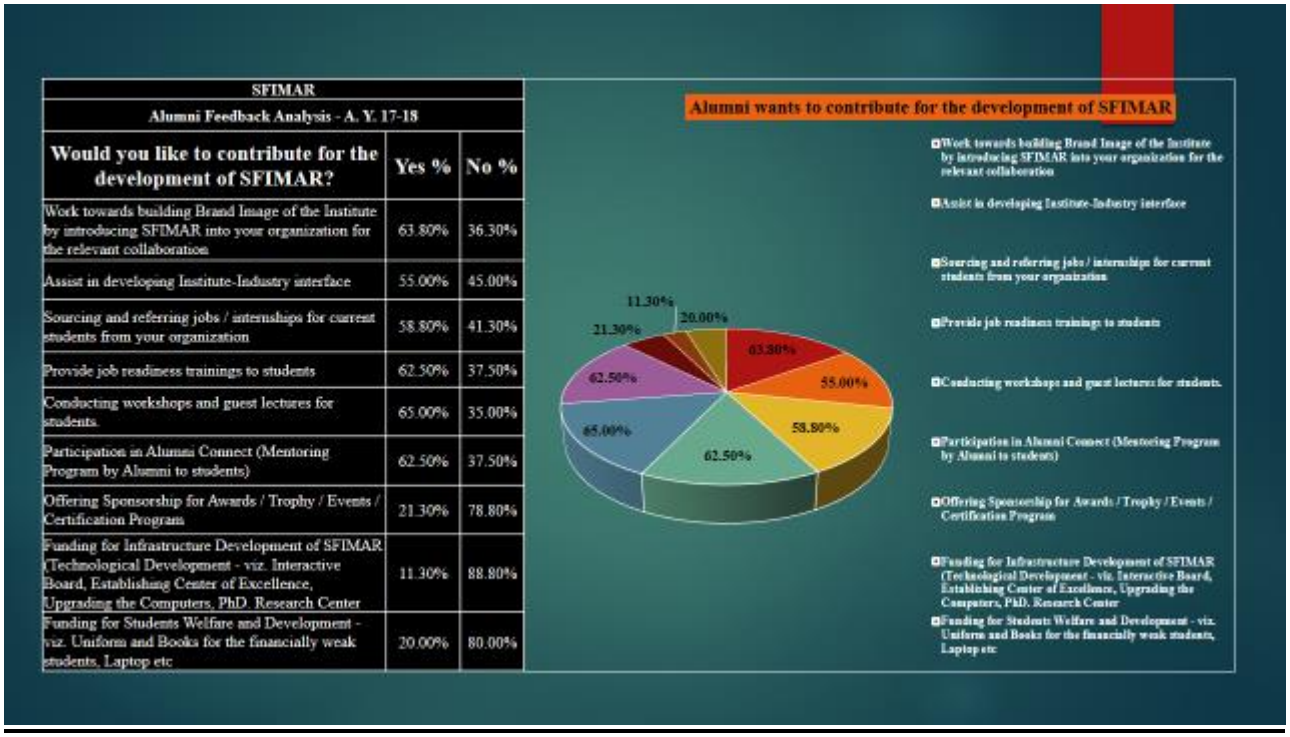
Alumni feedabck

Alumni Feedback Analysis - A. Y. 17-18		
SFIMAR curriculum helped Alumni in their current job	Yes %	No %
Improvement in Personality & Self Confidence	86.30%	13.80%
Techno Managerial skills	68.80%	31.30%
Better understanding of people	80.00%	20.00%
Better understanding of the work place	58.80%	41.30%
Functional Know How	66.30%	33.80%
Guidance on Entrepreneurship	40.00%	60.00%

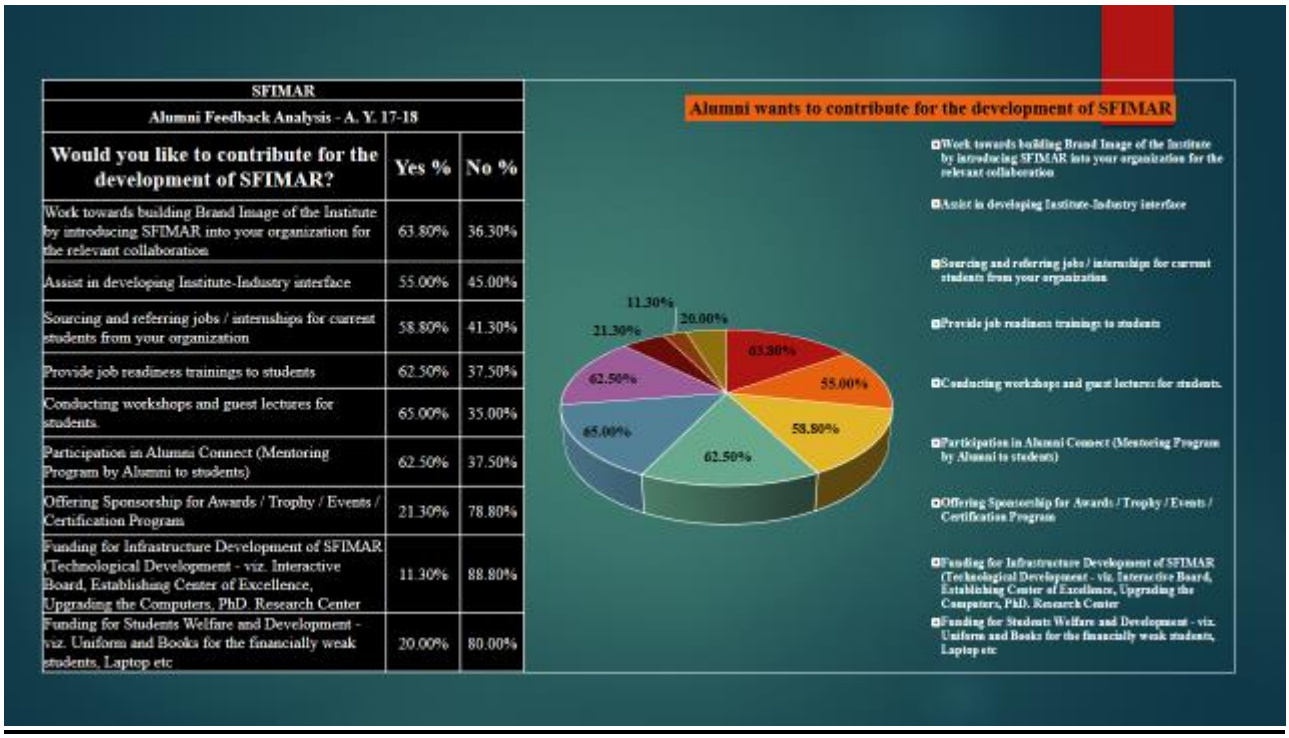


Alumni Feedback

SFIMAR Alumni Feedback Analysis - A. Y. 17-18		
Would you like to contribute for the development of SFIMAR?	Yes %	No %
Work towards building Brand Image of the Institute by introducing SFIMAR into your organization for the relevant collaboration	63.80%	36.30%
Assist in developing Institute-Industry interface	55.00%	45.00%
Sourcing and referring jobs / internships for current students from your organization	58.80%	41.30%
Provide job readiness trainings to students	62.50%	37.50%
Conducting workshops and guest lectures for students.	65.00%	35.00%
Participation in Alumni Connect (Mentoring Program by Alumni to students)	62.50%	37.50%
Offering Sponsorship for Awards / Trophy / Events / Certification Program	21.30%	78.80%
Funding for Infrastructure Development of SFIMAR (Technological Development - viz. Interactive Board, Establishing Center of Excellence, Upgrading the Computers, PhD. Research Center	11.30%	88.80%
Funding for Students Welfare and Development - viz. Uniform and Books for the financially weak students, Laptop etc	20.00%	80.00%



Alumni Feedback



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St. Francis Institute of Management & Research (SFIMAR)

NAAC 'A' Grade Accredited & An ISO 9001:2015 Certified Institute,

Approved By AICTE & Affiliated to University of Mumbai

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