



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH (SFIMAR)
Name of the head of the Institution	Dr. D. Henry Babu
Designation	Director
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02228929156
Mobile no.	9136121195
Registered Email	info@sfimar.org
Alternate Email	iqac@sfimar.org
Address	Gate no. 5, Mount Poinsur, S.V.P. Road, Borivali (W)
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400103

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr. Vaishali Kulkarni
Phone no/Alternate Phone no.	02228929156
Mobile no.	7506269256
Registered Email	iqac@sfimar.org
Alternate Email	smita@sfimar.org

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.sfimar.org/documents/AOAR%20%20FINAL%202017--18%20for%20NAAC.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sfimar.org

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.01	2016	17-Mar-2016	16-Mar-2021

6. Date of Establishment of IQAC	02-May-2015
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7. Internal Quality Assurance System		
Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Feedback from all the	01-Apr-2019	600

stakeholders was collected, analysed and communicated with all the stakeholders for further improvements.	1	
International Tie-up with Ottawa University	02-Feb-2021 1	360
Centralized well defined Student Skill Development program (SSDP) based on Industry requirement to pave Industry	01-Oct-2018 60	360
External ISO 9001- 2015 audit.	22-Jun-2019 1	600
Internal ISO 9001- 2015 audit.	21-May-2019 5	600
Internal ISO 9001- 2015 audit.	10-Dec-2018 5	600
Internet line lease increased from 62 mbps to 100 mbps	08-Apr-2019 1	600
Academic audit	21-May-2019 3	600
Ottawa University, USA- International MOU	07-Oct-2018 1095	600
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Installation of Ubuntu Software Dspace (Knowledge Management) Library System for Students. 2. Five new certificate courses were introduced a. Finance - Analysis of Financial Statements b. HR Written Correspondence c. Marketing IT - Digital Marketing d. Operations - Data Analytics e. MMS 1 IT Skills for Managers 3. Conducted Alumni Connect for Ist year students to guide them on the Choice of specialization. 4. Successful installation of Dspace version 6.1 for implementation of centralized institutional repository. 5. Conducted Outbound Training for part time course (MMM MFM) students.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Consultancy Assignments	SFIMAR conducted consultancy assignment in the following area: Consultancy on competency assessment of senior management of Bharat Electronics Limited (BEL) Consultancy on competency assessment of senior management of National Thermal Power Corporation Limited (NTPC) Consultancy on assessment building of competency model for Bschooll faculty member (in the process) Consultancy proposal has been put up to Christian Chamber of Commerce Industry (CCCI) Training Development: Monginis Pvt. Ltd. in process
More collaborations and tie-ups with corporate and educational Institutes at National and International level	SFIMAR's tie ups with : - Signed MOU with TISS - Signed MOU with IDF - Non monetary tie up with us for sharing the internships & job opportunities with SFIMAR : 1. Internshala 2. Interntheory 3. Bejobbed Incorporation Pvt Ltd 4. Swadhi Solutions 5. Opportune Technologies SS&C Globe Op 6. Engaging minds 99 7. Ace Performance consultants
NBA Accreditation	Initiated NBA accreditation process
KMS Implementation	SFIMAR initiated knowledge management system implementation activity to develop centralized knowledge repository at Institutional level using DSPACE 6.1 software.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Name of Statutory Body</td> <td style="width: 50%; text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing Council</td> <td style="text-align: center;">08-Sep-2018</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Council	08-Sep-2018
Name of Statutory Body	Meeting Date				
Governing Council	08-Sep-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	22-Jun-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	11-Jan-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>SFIMAR has fully functional ERP system well in place consisting of following modules: ERP Educamp is intranet/internetbased web application which helps students, faculty administrative staff to use the data for accessing relevant reports and handle day to day processes. List of Modules: 1. Master Updation Module 2. Students Enquiry and Registration. 3. Fee Collection Module 4. Exam Module 5. Feedback Module 6. HR - Employee Registration Module 7. Employee Leave/ Attendance Module 8. Students Attendance Module 9. Library Module 10. SMS Module 11. Assignment 12. Time Table Features in Campus ERP System</p> <p>STUDENT LOGIN - Through this login, Students can see the Library Books, Timetable, Assignments, Exam/Test Results etc. They also can submit feedback, check Campus News, College activity calendar, Download Notices etc. Moreover, they can get updates on Training and Placement Activities and Alerts for Fees, Library Book dues etc.</p> <p>PARENTS LOGIN - Through this login, parents can see the details of Fee, Library Books, Timetable, Assignments, Exam/Test Results etc. Also, they can</p>				

check Campus News, College activity calendar, Download notice and can get updates on Training and Placement Activities, student's attendance and discipline etc. EMPLOYEE LOGIN - Through this login employee can manage and check timetable, assign students assignments, manage student exam/test marks, manage leaves and other HR activities etc. Along with ERP implementation, SFIMAR has Knowledge management system implemented through DSPACE 6.0. as knowledge repository of the Institute. Also the Institute has Student portal and Alumni Portal for placement activities and Tally software for accounting and finance function. SFIMAR also has biometric attendance system. The Institute makes use of Google drive, Google calendar, Google classrooms and other online software for exam activities.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institute has the well planned mechanism and framework for curriculum delivery and documentation. All the activities related to curriculum delivery and documentation are well documented as procedures and policies. Also the forms and formats are prepared, monitored and documented. The curriculum delivery is monitored periodically and necessary actions are taken for further improvements. The curriculum delivery and documentation includes following activities: • Identification and description of purposes that link to the Institute's mission • Preparation of session plan • Specification of the learning expectations and course objectives and pedagogy to be used • Definition of Evaluation parameters and plan • Monitoring the extent to which expectations and objectives are met. • Identification of gaps and taking necessary actions to pave the gap. • Documenting each and every activity related to curriculum delivery under ISO 9001-2015 framework. This process is systematically followed across all programmes, thus providing a transparent decision-making and performance measurement process, in a continual effort to enhance student learning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Basic Excel Training	Nil	13/06/2019	2	employability	learning to Perform complex, large calculations, huge volume data

					processing, formulas and techniques
Certificate in Alternate Investment Industry (CAII)	Nil	06/07/2018	2	employability	Learning about Private equity or venture capital, hedge funds, real property, commodities, and tangible assets
Good Service Tax	Nil	06/07/2018	5	employability	Technical
Financial Modelling	Nil	08/10/2018	10	employability	Study of Financial statements, understanding of income Statement. Book of Accounts. Profit Loss Statement. Learning of financial forecasting techniques.
French Language	Nil	02/07/2018	10	employability	Communication
Cambridge English Certification	Nil	10/08/2018	15	employability	Communication
Graphics Training	Nil	14/06/2019	8	employability	Technical
Advance Excel Training	Nil	28/07/2018	2	employability	learning to Perform complex, large calculations, huge volume data processing, formulas and techniques
NISM Certification on Equity and Stock Trading	Nil	20/01/2019	2	employability	Analysis
Youth leadership	Nil	06/10/2018	8	employability	Social

and People Skill (YLPS)					
Project Management	Nil	21/09/2018	4	employability	Project Management
IOT Workshop	Nil	12/11/2018	3	employability	Technical

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MMS	Finance, Marketing, HR, Operations, IT	02/07/2018
PGDM	Finance, Marketing, HR, Operations, IT	02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	180	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
RIO24 UN International Certification programme	01/04/2019	29
IT Skills for Managers	02/01/2019	121
Written Correspondence for HR	02/01/2019	121
Analysis of Financial Statements	02/01/2019	121
Youth leadership and People Skill (YLPS)	02/01/2019	121
IOT Workshop	02/01/2019	121
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MMS	Finance, Marketing, HR, Operations, IT	121
PGDM	Finance, Marketing, HR, Operations, IT	60

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

SFIMAR has total 21 types of feedbacks taken as per the specified frequency. All the feedback 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. In the beginning of the year, the feedback schedule is prepared along with the date/month of feedback to be taken and responsible department/person to conduct the feedback. The feedback procedure is well defined in Top Management procedure under ISO 9001-2015. The feedback schedule is shared with all the departments and management. The SFIMAR Feedback system is well documented in ISO 9001-2015 QMS. All the feedbacks are taken using Google Forms and SFIMAR ERP system. Sr. No. Type of Feedback 1 Faculty Members' feedback from students- (DEC/APRIL) 2 Institute's feedback from students (APRIL) 3 Institute's Feedback from employees 4 Institute Feedback from Parents 5 Institute Feedback from Society 6 Corporate feedback 7 Guest lecture feedback 8 MDP-FDP Feedback 9 Resource Person's feedback 10 Library Feedback from staff 11 Library Feedback from students 12 Canteen Feedback - faculty staff 13 Peer Review 14 Program Exit Survey 15 Employee Exit Survey 16 Alumni Feedback 17 SSDP feedback 18 Certification course's feedback 19 Outbound training feedback 20 Training workshop/ programme feedback 21 Self appraisal (Performance Appraisal) Kindly visit www.sfimar.org for feedback analysis

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDM	General Management	60	99	60

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	Nil	181	Nil	24	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
24	24	11	17	1	Nil

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

SFIMAR ensures extensive mentoring and 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. Mentors encourage their mentees to register for the Massive Open Online Courses (MOOC) on platforms like EdX, SWAYAM, Coursera, NPTEL etc. Mentors also guide their mentees by involving them in activities such as: 1. Peer to Peer learning 2. Inter intra Collegiate Co-curricular and Extra-curricular activities. 3. Career Management Centre's placement activities. Moreover, weak students are given importance by the respective mentors. Their progress is monitored by the mentors who stay in constant touch with the mentee to ensure that they are making improvements in their weak areas.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
181	24	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	Nil	1	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	CMA Dr. Natika Poddar	Associate Professor	Young Academician 2018- CEGR
2018	CMA Dr. Natika Poddar	Associate Professor	Teaching Excellence Award 2018- MTRES
2019	Ms. Sanchayita Banerjee	Assistant Professor	Best Research Paper Award 2019 at IBS

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MMS	NIL	Sem I	01/12/2018	28/01/2019
MMS	NIL	Sem II	13/04/2019	14/06/2019
MMS	NIL	Sem III	20/10/2018	02/03/2019
MMS	NIL	Sem IV	08/04/2019	09/07/2019
PGDM	NIL	Tri I IV	28/09/2018	28/11/2018
PGDM	NIL	Tri II V	21/12/2018	15/02/2019
PGDM	NIL	Tri III VI	29/03/2019	15/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

MMS: Apart from class participation, attendance behaviour, class test/mid-term test, we introduced (a) viva to enhance the conceptual understanding of the subject and (b) Project Based Learning pedagogy with the objective of enabling the students to have an experiential learning throughout the Semester with an evaluation of the project report submitted and presentation. Continuous Internal Assessment 40 Weightage Projects/Presentation • 15 Marks - Minimum 1 Per Subject • Presentation is evaluated by faculty/Industry panel • Reports on Learnings from the Project is submitted by the Faculty Members Mid-Term • 10 Marks - Minimum 1 Per Subject • Class Test are also conducted by faculty members. • Tests are conducted either through online or offline mode.

Assignment/Viva MMS: Apart from class participation, attendance behaviour, class test/mid-term test, we introduced (a) viva to enhance the conceptual understanding of the subject and (b) Project Based Learning pedagogy with the objective of enabling the students to have an experiential learning throughout the Semester with an evaluation of the project report submitted and presentation. Continuous Internal Assessment 40 Weightage Projects/Presentation • 15 Marks - Minimum 1 Per Subject • Presentation is evaluated by faculty/Industry panel • Reports on Learnings from the Project is submitted by the Faculty Members Mid-Term • 10 Marks - Minimum 1 Per Subject • Class Test are also conducted by faculty members. • Tests are conducted either through online or offline mode. Assignment/Viva • Each Carries 5 Marks • Assignment are given per subject could include reading assignments, case study solving etc. • Viva is conducted twice during the semester per subject by the faculty member to assess the conceptual knowledge of the students. Class Participation/ Attendance • Alotted 5 Marks • Class participation Marks are based on the discussion and participation of the student during regular lectures. • 75 attendance is mandatory as per University of Mumbai Part Time Examination Committee Frames the Guidelines. Continuous Internal Evaluation is of 40 Mks as follows: Presentation :10 mks Assignment : 5mks Midterm Test:20 Mks Attendance/overall:5 mks Examination policy for PGDM course was designed to meet the following objectives: i. To monitor systematically the student's progress in class, industry and field-work through continuous evaluation in place of the conventional evaluation system. ii. Students are evaluated continuously through assignments, case studies, role plays, project work, management games, class participation, and term paper in addition to the examination at the end of each trimester. iii. The purpose of this Policy and the associated procedures is to achieve coordinated and consistent examination practices across SFIMAR - PGDM. The evaluation of courses shall be done on the basis of continuous Evaluation in the form of assignments, presentations, field study reports etc carrying 50 weightage and Trimester End examinations carrying

weightage of 50. The programme adopts continuous assessment and evaluation to keep on engaging the student and trying to raise the bar from different approaches. To ensure quality of assessment, the various pedagogies adopted are discussed with the Functional Facilitator and the Programme Head.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

MMS The Academic Calendar is prepared well in advance, around 5 months before the commencement of the Academic Year. The Terminal examination is conducted Semester wise during the specific months as mentioned below For Semester I (Aug to Dec) - Examination is conducted in the Second/Third week of December For Semester II(Jan to Apr) - Examination is conducted in the Third week of April For Semester III(Jul to Oct) - Examination is conducted in the Fourth week of Oct For Semester IV(Dec to Apr)- Examination is conducted in the First week of April Part Time Well planned pre-commencement of Academic calendar is made. Exam Timetable displayed 1 month in advance so that students can avail leave since the course is meant for Working Executives. PGDM At the beginning of every academic year, an academic calendar is prepared which includes tentative dates of curricular and co-curricular activities to be organized during the year. The Institute's activities are carried out with respect to the academic calendar. • Academic calendar Trimester I - (02nd July 2018 to 29th Sept 2018) Sr. No. Particulars From To Remarks 1 Preparatory Sessions on MS Excel/ Language/Training/Mathematics June 3rd/4th week 2018 01 Week 2 Induction of PGDM I 2017 - 2018 Batch July 1st week 2018 3 Commencement of Classes Next day of Induction 12th Sept 2018 09/10 Weeks 4 Mid Term Class Test 2nd Week, Aug 2018 As per schedule by Faculty 5 Trimester I End Exam 21st Sep 2018 29th Sept 2018 08 days

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.sfimar.org/IOAC.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	PGDM	General Management	60	60	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.sfimar.org/IOAC.html>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor	Nill	University of	0.89	0.89

Projects

Mumbai

[View File](#)**3.2 – Innovation Ecosystem**

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Business Model Canvas Preparation workshop	MMS, PGDM	02/02/2019
Business Plan Preparation And Presentation workshop	MMS, PGDM	12/02/2019
A workshop on Innovation By Sean Andrade On Entrepreneurship	MMS, PGDM	03/03/2019
Video Screening To Develop Entrepreneurial Spirit And Also To Throw Light Upon Issues Like Social Entrepreneurship And Women Entrepreneurship	MMS, PGDM	23/01/2019
Idea Generation Through News Paper Activity workshop	MMS, PGDM	27/01/2019
One Minute Pitch To The Investor Using Online Evaluation System	MMS, PGDM	24/03/2019
Entrepreneurship Awareness Drive In Association with E-Cell IIT Kharagpur	MMS, PGDM	23/10/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
SAFETY AWARDS	SFIMAR	BCCI OFFICE	16/10/2018	Institute
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
SFIMAREbiz	Nil	SFIMAR	Pixeltech Security Pvt.Ltd.	Student start-up. Area of Business: Electronics and communication	Nil
SFIMAREbiz	Nil	SFIMAR	T and P Enterprises	Electronics and AI services	Nil

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Management	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Management	22	Nil

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Management	13

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Impact of Fashion Interest, Materialism and Internet Addiction on E-Compulsive Buying Behavior among the Consumers of Apparels in Mumbai	Dr. Vinita Bhatia	Journal of Global Fashion Marketing	2018	Nil	Assistant Professor-SFIMAR	Nil
Impact on MA on the pre-post financial performance of Indian	Dr. Natika Poddar	Theoretical Economic Papers	2018	Nil	Associate Professor-SFIMAR	Nil

Acquirer Companies					
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Microfinance-a tool for empowering role of women (1)	Dr. Natika	Nill	2018	6	11	Associate Professor-SFIMAR
Impact of Investment in Information Technology on performance of Banks and National Economy (2)	Dr. Smita	Nill	2018	2	4	Associate Professor-SFIMAR
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	7	5	Nill	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
PEC	DLLE	3	125
Health Checkup Camp	Wockhardt Hospitals	3	300
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Brarat	SFIMAR in accordance with University of Mumbai	Swachh Brarat abhiyaan initiative	3	300

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Study Abroad Program on Business/Servant Leadership	2 MMS Students: Ms Gayatri Naik and Sean Rodrigues	Nil	30
Summer internships with Mapro	3 MMS students participated MKT, 1 PGDM students participated MKT	Nil	Nil
Summer internships with Bejobbed Incorporation	10 MMS students participated HR/MKT, 3 PGDM students participated HR/MKT	Nil	Nil
Finance Technical Training- Financial Modelling Session	67 MMS second year Finance students, Financial Modelling Session : 60 PGDM second year Finance students eligible for the training	Nil	10

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Summer Internship 18-19	ACG Worldwide	02/05/2019	30/06/2019	1

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GlobeOp Financial Services (India) Pvt. Ltd.	14/08/2019	Training and Recruitment	90
Internshala	21/06/2019	Summer internships and Live project	180
Univibe Network	22/10/2019	For Alumni website building and maintenance	180
IDF	31/01/2019	Training to underprivileged children	400
Ottawa University	07/10/2018	Enhance Research and Educational Processes	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5804873	8162353

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Campus ERP	Fully	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	380	188468	371	144362	751	332830
Reference Books	99	130974	35	54141	134	185115
e-Books	137010	5750	2000	5900	139010	11650
Journals	59	96747	57	53048	116	149795

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	374	5	62	0	1	1	8	100	0
Added	27	5	38	0	1	1	0	100	0
Total	401	10	100	0	2	2	8	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
D-Space (Intranet)	http://192.168.1.6:8080/jspui

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1200000	1645234	4400000	3046629

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institute has well defined procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc under ISO 9001-2015. ISO 9001-2015 covers all the departmental activities in the form of procedures, policies, risk management, objective monitoring and implementation process. SFIMAR implements and maintains its physical and support facilities through following process: ? Determination of the inputs required and the outputs expected from these processes ? Determination of the sequence and interaction of these processes ? Determination of an applied the criteria and methods (including monitoring, measurements and related performance indicators) ? Determination of the resources needed and ensure their availability ? Assignment of the responsibilities and authorities for these processes ? Identification of the risks and opportunities as determined in accordance with the requirements ?

Identification of Changes needed to ensure the processes achieve their intended results. Output: ? Preparation/modification of Procedures with Input , Output and KPI ? Preparation and monitoring of objectives The Institute has well maintained the procedures, forms and formats and Policy book at central place : DSPACE KMS for ready reference for all the stake holders. All the departmental procedures are audited three times a year .

<http://www.sfimar.org>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Minority scholarship for the student pursuing higher education from the Govt. of Maharashtra	7	175000
b) International	Nil	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Mind Power Session	21/06/2019	30	-

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Mock-CET-2019	21	Nil	1	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Axis Bank Ltd.	17	6	Accenture	1	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	Nil	0	0	0	0
2019	Nil	0	0	0	0
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GMAT	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Malay Club-Best out of Waste-Plastic Bottles	PG	20
Anveshi	PG	10
Malay Club-Christmas Carnival	PG	12
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Research Paper Competition	National	Nil	1	0000	Natasha Quadros
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College Development Committee (CDC) The CDC meets to review and suggest reformative steps required for curricular, co-curricular and extracurricular activities to strengthen the programme. This committee operates at the college level to discuss all developmental activities. The CDC discusses overall

teaching programmes or annual calendar of the college, recommends to the management about introducing new academic courses and the creation of additional teaching and administrative posts make specific recommendations to the management to foster academic collaborations to strengthen teaching and research, make recommendations regarding the students' and employees' welfare activities in the college or Institution etc. There is one student member in this committee. Grievance Redressal Committee (GRC) The grievance redressal committee has been constituted to deal with the grievances of students/faculty/ stakeholders to provide a mechanism for redressal of grievances. It is a 9 member committee with Director as the Chairperson and at least 2 student members (one from MMS and one from PGDM). The individual concerned with any grievance shall apply with all possible facts, documentation and submit it to the Director's office and to the contact person in the concerned department. The GRC will investigate into the matter and shall try to resolve it at the earliest. Bro. Xavier Munda, Registrar has been appointed as Incharge of Registry established for the purpose of these regulations to whom an aggrieved student or person can make representation for redressal of grievance. SFIMAR Anti-Ragging Committee Students are advised that ragging in any form is strictly prohibited. As per Maharashtra Act No. XXXVIII of 1999, ragging is an offence and any person indulging in or found guilty of ragging shall be liable to be prosecuted and be dismissed from the institution. Minimum 2 students from each course are made members of the committee as student representative. College Women Development Cell The Institute has constituted the College Women Development Cell (CWDC) to deal with complaints/cases of sexual harassment in particular in relation to the college/Institution provided that if any such complaint is in relation to the Management/Principal/Member of the College Women Development Cell (CWDC), the same shall be dealt with by the WDC of the University. The CWDC will seek the participation of both male and female students in cell activities, for the prevention of Sexual harassment of women. This committee has 2 student representatives. Student Development Committee (SDC) Student Development Committee (SDC) inspires a more profound and creative student experience at SFIMAR by infusing academic endeavors with valuable shared experience, insight and knowledge, through a shared agenda for success, so that students can enhance their personal capacity by utilizing their intelligence, skills, emotional strength, behavior and traits in a sustainable manner for desired economic and social outcome. The committee facilitates programmes, services and experiences that help SFIMAR students participate in defining their holistic management education experience, which will lead them to serve society as academically sound, critically reflective, socially and ethically responsible leaders. The committee has 2 student members from each class of first year and 1 member from each

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

SFIMAR has duly formed and registered alumni association. It was registered in 2008 and named as "SFIMAR ALUMNI ASSOCIATION (SAA)". It has defined objectives as below: a. To keep a roster of all Alumni of college and their relevant data. b. Maintaining the updated and current information of all Alumni. c. To encourage, foster and promote close relations among the alumni themselves, by arranging Alumni Chapters, Alumni Meet and various programs. d. To promote a sustained sense of belonging to the Alma Mater among the Alumni, by being in regular contact with them. e. To provide and disseminate information regarding their Alma Mater, its graduates, faculty and students to the Alumni. f. To guide and motivate Alumni by recognizing their outstanding achievement in a professional discipline or in Business and to honour their accomplishments in their respective professional fields or leadership in Business Entrepreneurship

by awarding them "SFIMAR Ratna Award". SFIMAR has introduced 'Distinguished Alumni Award' for their contribution of services in the holistic development of their alma mater. g. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day. h. The Alumni Association achieves these objectives by regular meetings, staging an annual programme of events and reunions Alumni Connect programs with the current batch students by making them a part of various Advisory meetings.

5.4.2 – No. of enrolled Alumni:

222

5.4.3 – Alumni contribution during the year (in Rupees) :

1795000

5.4.4 – Meetings/activities organized by Alumni Association :

SFIMAR shares a close bond with their alumni members and involves them in various institutional activities. 1. Quarterly Meetings of Association members 2. Alumni Chapters 3. Mentoring sessions 4. Guidance by Alumni on Choice of Specialization to 1st year students 5. Guidance by Alumni on Industry Sectors and various profiles to 2nd year students. 6. Alumni assisting as project guides 7. Alumni judging the summer internship projects. 8. Guest Lectures 9. Group Discussion 10. Mock Interviews.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

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. SFIMAR implements and encourages decentralization and participative management through various meetings, forums for faculty/ staff and students . The main objective behind implementing these initiatives is ti maintain transparency in decision making and day to day activities without raising biasness. SFIMAR implements participative management through following meetings involving all the stakeholders in decision making process. Board of Governance - Quarterly Executive committee meetings- Quarterly LMC/CDC (College Development Cell) Meeting- Bi - Annually Faculty Meetings - Monthly Staff meeting (Quarterly) SFIMAR Alumni Association Managing Committee meeting. - BI-An CWDC meeting. - Quarterly Student Development / Student Grievance Committee (Bi-Annually) Academic Advisory Council- Bi annually 11.Placement Advisory Council- Bi-Annually 12.Research Development Committee- Bi-Monthly IDEA (Innovation and development for Excellence in Academics)- monthly Examination and Attendance Committee- Quarterly Mentoring Meeting- Quarterly LIRC meeting - Quarterly Placement Internal Committee - Monthly Branding and Promotion Committee Meeting - Bi-Annually ERP meeting - As per the need Apart from above committees and forums, SFIMAR has well defined organizational structure to implement the academic and non academic activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Implementation Transparent admission process ? Structured approach of conducting GD and PI Implementation of 16 PF test to assess emotional aptitude
Industry Interaction / Collaboration	Signed MOU with TISS Signed MOU with IDF Non monetary tie up with us for sharing the internships job opportunities with SFIMAR : 1. Internshala 2. Intern theory . Be jobbed Incorporation Pvt Ltd 4. Swadhi Solutions 5. Opportune Technologies SSC Globe Op 6. Engaging minds 99 7. Ace Performance consultants
Human Resource Management	? Recruitment of two faculty members in the area of HR and Marketing ? Recruitment of three staff in the administrative office ? Training Programmes for faculty and staff members for skill set development ? Periodic review and updation of Institute's HR policy ? Time to time Provision of infrastructural facilities to faculty and staff members
Library, ICT and Physical Infrastructure / Instrumentation	? Installation of Internet Lease line 50 Mbps on Radio Frequency (RF) Ratio 1:1 which will work as backup link (as redundant) to Primary Internet Lease Line for accessing Internet across Campus. ? Implementation of Smart Class Room Projector Presentation in Class Room for taking interactive lectures and presentation by using Software. ? Completion of Institutional Knowledge Repository on DSPACE with contribution from various departments and taxonomy building for the same. ? Initiated Hydroponic Cropping at the campus ? Initiated Energy Saving change management project : SFIMAR SFIT ? Up gradation of IT infrastructure in terms of smart classroom, Internet lease line and procurement of hardware software. a. Institutional Knowledge Repository implementation on DSpace (6.1 version), taxonomy building and data upload by various departments from 2018-19 onwards. b. Plagiarism test for winter projects of students. c. Procured E-ISSN for SFIMAR Research Review (2581-7450). d. Procured E-ISSN for Spandan: The Pulse of SFIMAR (2581-8139). e. Copyright and Trademark

application processing for Anveshi logo, SFIMAR logo and 'SFIMAR' wordmark (in-process).

Research and Development

? Revised SFIMAR ISO 9001-2015 procedure ? Applied and Received Research grant from Mumbai University for three research projects. ? Installation of Ubuntu Software ? Plagiarism test and guidance to Students / faculty members for Winter Projects and research papers (No. of plagiarism tests handled 1750). ? Procured E-ISSN for SFIMAR Research Review (2581-7450). ? Procured E-ISSN for Spandan: The Pulse of SFIMAR (2581-8139). ? Research on National Academic Depository Services (Digital Certificate), Liaise with NSDL and organize training for MMS/PGDM/Part-time Program Head and Admin. Documentation for signing of the agreement of PGDM with NAD. Training and registering MMS/Part-time students on NAD website

Teaching and Learning

? International Summer Internship for MMS PGDM at University of Ottawa, USA for Batch 2018-20. ? Implemented Assignment Module wherein assignment can be downloaded and uploaded by Students and marks can be given directly by Faculty Members in the ERP System. ? Outbound Training for part time students ? Aptitude test for MMS 2 regularized by incorporating in Time table. ? Examination and Evaluation ? Formation of Exam Policy for MMS and Part Time Programme

Curriculum Development

?Curriculum Development ?Introduced Additional certification courses : ? Finance - Analysis of Financial Statements ? HR- Written Correspondence ? Marketing IT - Digital Marketing ? Operations - Data Analytics ? MMS 1 - IT Skills for Managers ? Conducted and revived Board of Studies (BOS) for Entrepreneurship Management subject. ? Initiated Employability Skill test for students ? Designed and Implemented Centralized well defined Student Skill Development program (SSDP) based on Industry requirement HR feedback for IInd Ist Year.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	E governance practices are

	implemented in planning and development initiatives through SFIMAR KMS system, ERP software and paid social media .
Administration	Institute's administrative activities are smoothly run on e -platforms like ERP , library software, alumni portal, interfaces with statutory portals, MS EXCEL , Tally etc.
Finance and Accounts	Finance and accounting functions are carried out using TALLY software.
Student Admission and Support	Student Admission and Support activities are well maintained through ERP software, online payment gateways, online form filling through website interface.
Examination	Examinations are conducted and evaluation activities are done using ERP software, Proprof software, Google forms

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Ms. Shilpa Peswani	MBA Pedagogy for 21st Century Business School	Indian Management Conclave 2018	12785
2018	Dr. Natika Poddar	Conference	IBS School	2500
2018	Col. Venkatraman	Conference and paper presentation	SJIM Bengaluru	10000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Quantitative and Qualitative Data Analysis Using 'R' and Atlas Ti	NA	03/12/2018	08/12/2018	8	Nil

2018	NA	Ms-Acess	22/04/2019	10/05/2019	Nil	12
2018	Understanding Strategic Marketing through Simulation	NA	11/10/2018	13/12/2019	16	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
BFSI Sector-MHRD, Govt of India and Sydenham Faculty Development Centre	3	04/05/2019	13/05/2019	10
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	7	15	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Provision of special leaves for study and research,23. PF, gratuity linked with life insurance in the event of death, medical facilities, children education support ,Special Allowances for Research paper publication at International and National level1. Faculty members are encouraged to pursue their PhD which add value to their qualification and future promotions,1. Faculty members to get consultancy assignments through industry-academia network which increases</p>	<p>Gratuity linked life insurance policy in the event of death is offered to the confirmed staff. PF facilities are available as applicable,29. For the welfare of staff a tie-up is made with Karuna Hospital,35. Awards and Certificates are given for best performance,36. Group accident insurance policy for all.11. Accommodation, duty related free transport facility and reimbursement of T.A and refreshment etc.,14. Opportunities are given to the staff to go with the students for national</p>	<p>Providing admission related counselling and career counselling support to the students,2. Briefing the candidates about the vision of the institute and inducting them to the college through orientation programme,3. Providing admission facilitation center,7. Providing each students Mentors and Counselling facility,9. Conducting placement and library orientation sessions to the students throughout the academic year in order to update the present scenario, Students Accident</p>

their learning experience and also increase their monetary benefits,32. Qualified teachers are engaged as PhD guides at SFIMAR thus they can spend quality time in in depth research guidance and benefit from the related emoluments,Teachers are provided Faculty Development Programme in the emerging areas time to time,They also voluntarily prefer to go for short time sponsored courses, research paper presentation etc.,1. Teachers are given opportunity to work with NGO's and other organizations to enhance themselves in the institutional social responsibilities.45. Group accident insurance policy for all the Teachers,42. Research Award for the best research papers,35. Supervisory and editing support for their research papers to be published in national and international journals.

and international tour, industrial visit, field visits and exposure programme,15. Staff are fully involved in Institute Social Responsibility, Green Club etc. for common good.

Insurance Policy is made every year.19. Students are given leadership opportunity to conduct events, functions and club activities.18. Giving maximum exposure to participate in College and Intercollegiate programme to develop the students' skill set.11. Medical / Sick room facility is available in the campus.10. Students Accident Insurance Policy is made every year.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is done by members of the Trust every year. These members are authorised by the President of Society of the Congregation of Missionary Brothers of St Francis Assisi. External audit is done by auditor Natvarlal Vepari Company. It is done once in six months. Last audit was done in July 2019. There were no major objections from the auditor. The compliance report is given by the auditor once in year after the end of the financial year in March. The Institute has complied with all the necessary audit and accounting standards and there is no unqualified audit opinion and no significant audit deficiencies.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

6.5 – Internal Quality Assurance System

6.5.1 – 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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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.

6.5.3 – Development programmes for support staff (at least three)

- o Ms-Access training for staff members by Prof. Satyendra Kalia
- o ERP Module Training
- o Microsoft 360 training to IT staff

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Implementation of Knowledge management system
2. Project based learning
3. Well designed , centrally designed student development training programme

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Conducted Alumni	Nil	Nil	Nil	Nil

	Connect for 1st year students to guide them on the Choice of specialization .				
2018	International Summer Internship for MMS PGDM at University of Ottawa, USA for Batch 2018-20	Nil	Nil	Nil	Nil
2018	Initiated Hydroponic Cropping at the campus	Nil	Nil	Nil	Nil
2018	Knowledge sharing initiative	Nil	Nil	Nil	Nil
2018	Energy Saving change management project : SFIMAR SFIT	Nil	Nil	Nil	Nil
2018	Up gradation of IT infrastructure in terms of smart classroom, Internet lease line and procurement of hardware software.	Nil	Nil	Nil	Nil
2018	Additional certification courses	Nil	Nil	Nil	Nil
2018	Installation of Internet Lease line 50 Mbps on Radio Frequency (RF) Ratio	Nil	Nil	Nil	Nil

	1:1 which will work as backup link (as redundant) to Primary Internet Lease Line for accessing Internet across Campus.				
2018	Implementation of Smart Classroom Projector Presentation in Classroom for taking interactive lectures and presentation by using Software.	Nil	Nil	Nil	Nil
2018	Successful installation of Dspace version 6.1 for Desktop. (IT and Library)	Nil	Nil	Nil	Nil

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Female Health-A talk by Dr. Sarika Tendulkar	05/04/2019	05/04/2019	180	185

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources SFIMAR has identified 1. Implementation of RMMM Plan and EHS Audit 2. Nurturing a culture EHS Awareness at SFIMAR SFIMAR implements

RMMM plan through: ? Identifying potential risks through well defined Risk Monitoring Management System ? Preventive maintenance schedule ? Feedback System ? Audit (Total 3 audits) ? Environmental Audit ? Monitoring Mechanisms (Checklist and building Inspection) ? Training programmes on safety and security measures • Legal Compliance - maintaining safety, health and environmental standards

1. Licenses to be obtained from Health dept of BMC.
2. Lodging house License : (Under section 394 of BMC ACT).
3. Eating house License : Under section 394 of BMC ACT.
4. License under Shops and Establishment ACT Under Maharashtra Shops and Establishment act 1948.
5. Medical Examination of Food handlers.
6. Fire Safety measures/Norms : Under BMC Fire dept .
7. Certificate for Inspection of the fire prevention and life safety measures installed in the building by a Fire Services Contractor under Government of Maharashtra licenced Agency: MFS-LA/FO541Kalpesh Fire Services.
8. Fire Policy to cover Fire risk insurance.
9. Medical cover to students, staff and for the Institute by Karuna Hospital, IC Colony, Borivali-West. Mumbai.
10. DTE (Directorate of Technical Education) Norms for Tree plantation. • AICTE (All India Council For Technical Education) mechanism for registration and disposal of grievances of students/faculty/stakeholders on line. Under section 23 of AICTE Act 1987 and regulations made there under. • Periodic Structural Audit report of SFIMAR by a certified chartered engineer. • BMC Display Material for Dry and wet waste management. • Third party Contracts for Canteen , Security and Housekeeping services. • Students Group Insurance scheme. SFIMAR successfully implements tree plantation, Green Yatra campaign, No plastic campaign , Street play to increase Green environment awareness. SFIMAR monitors al green initiatives through SFIMAR GREEN ARMY and Hygine committee.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	2	01/01/2019	Nil	IDF - SLP	CSR, Social aw	69

VOLUNTEER
PROGRAM
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
1.Rule Book for students 2. HR manual for employees	01/06/2018	The student rule book and HR manual are periodically monitored and revised as per the Institutional and statutory requirements . The changes to be made are discussed on a common platform having students and faculty/staff members on board. The rule book and HR manual are approved by the top management and then circulated for communication . The rule book and HR manual is available on Institute's website for ready reference.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Leadership and Soft skill development of Teenagers In association with IDF.	01/01/2019	02/04/2019	23
Mission GREEN Mumbai is a Citizens movement to SAVE TREES, to PLANT TREES for ENVIRONMENT AWARENESS	03/02/2019	03/02/2019	31

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Tree Plantation as an eco-friendly initiative- As a measure of eco-friendly initiative, SFIMAR maintains a lush green campus for reducing the adverse effects of pollution which may cause climatic changes. Regular tree plantation activities are conducted by the Institute on various occasions, including Independence and Republic Day. The following actions were taken by St. Francis Institute of Management Research (SFIMAR), Borivali, during the month of July 2018– •In association with Green Yatra, a Mira Road based NGO, the college team planted 30 plants in the campus (list of plants attached) on 7th July, 2018

•The campus is already quite green and many big trees are there. Hence preference was given more to fruit plants •Another 16 saplings were planted on 27/7/2018 •On 28/7/2018 plants were numbered and measurements were taken by student representatives •An excel sheet is maintained for keeping record of the names of plants with number allotted, height of the plant, plant condition etc.

•Student-wise plants were allotted to take care of the plant growth and development through out the year 2.Solar Panel - SFIMAR has successfully installed solar panels for hostel building to reduce carbon emission and encourage green environment in the campus . 3.Energy saving practices (LED bulbs, energy rated ACs, etc.)-The Institute has installed LED bulbs in the building . Also SFIMAR is encouraging use of energy rated equipments . 4.Paperless administration- D-space and ERP oD-Space - The Library is fully automated with Enterprise Resource Planning System and various supporting latest technologies like Dspace, and Urkund plagiarism software. The following three prominent sections are automated which are the thrust areas for computerization. Library House Keeping Operations, Circulation Desk, Online Public Access Catalogue (OPAC). The OPAC has been facilitated to the students, faculty and staff. The Web OPAC is accessible in/off-campus through SFIMAR website. Users can also search and reserve the list of books remotely. The OPAC can be accessed by all the users, and through library home page or URL.

<https://192.168.1.3> Online exams, attendance and results are shared with stakeholders through ERP. SFIMAR Institutional repository using D-Space 6.1 version is installed on Ubuntu 16.4 LTS desktop version, which is accessible within campus (<http://192.168.1.6:8080/jspui/>). It comprises of SFIMAR policies, procedures, MoUs, Syllabus, Question papers, Teaching Aids, Student project reports, Events photos etc. ERP - ERP Educamp is intranet/internet-based web application which helps students, faculty administrative staff to use the data for accessing relevant reports and handle day to day processes.

5.Waste Segregation Management- SFIMAR has separate systems for wet and dry waste management . The instituyte has waste segregation and management plant in the college premises. The dry waste is processed and used as fertilizers for campus trees

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Alumni Connect- It is a hand holding event of alumni and current 1st2nd year students. Objective: 1. To guide the current 2nd year students on industry trends and preparation for selection process by the senior alumni members based on their experience with the industry. 2. To guide 1st year students on the choice of specialization and skill set relevance. 3. Networking between Students Alumni and Alumni Alumni Methodology • The relevant alumni are identified based on their experience, and invited from various industry sectors for the mentoring purpose. • Alumnus member mentors a small group of students where he/she has expertise. • This activity help students to understand the industry trends and helps them to network with their senior alumni members • This event also benefits alumni members as they also get an opportunity to network with the other alumni members. • Alumni Connect for 1st year students is in the class / and alumni members from each specialization speaks to them and handles all the queries from the students. List of Alumni members participated in Alumni Connect in the Academic Year 2018-19 2018-19 19/10/2018 Mr. Roydon Pinto PGDM 2014-16 Zeta India Key Account Manager Mr. Vaibhav V Shah PGDM 2012-14 BNP Paribas Ltd. Analyst into Collateral management - OTC Derivatives Ms. Darshan Amit Mehta PGDM 2013-15 Lodha Developers BDM Aanchal Jain PGDM 2013-15 Mehta Group HR Mr. AbhijitKhatav MMS 2006-08 Reliance JIO Manager- Retail Mr. Ashwin Patil MMS 2002-04 LKP Securities Pvt. Ltd. Research Analyst Ms. BinnyMathen MMS 2004-06 Crossword Bookstores Ltd. Customer Care Associate Head Human Resources Mr. Macsen Jose MMS 2014-16 Business Excellence

Manager CleanMax Solar Engelbert Gonsalves MMS 2008-10 SAP - HCM Consultant
 Larsen Toubro Infotech Ms. Nishita Trivedi PGDM 2014-16 Analyst Nomura Mr.
 Rohit K. Dave MMS 2005-07 Reliance Retail Ltd. State Manager Ms. Maryline
 Sebastian MMS 2011-14 Samsara Group Manager HR, LD Mr. Noel Dsouza MMS 2009-11
 LT Technology Services Limited Senior HR Executive Ms. Sony Naidu MMS 2007-09
 Accenture Solutions India Pvt. Ltd. Business and Integration Arch Team Lead Mr.
 Rachit Neema PGDM 2012-14 Lubrizol Marketing Specialist 2. Implementation of
 centralized data repository (academic and non-academic) of SFIMAR- SFIMAR has
 successfully implemented a centralized data repository using DSPACE opensource
 software for its academic and administrative work. 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: To implement KMS in the
 Institute as a layered approach. Secondary Objective: ? To create awareness
 about KMS (Knowledge Management System) in the organization. ? To Study the
 challenges faced by the organization in decision making process. ? To study the
 expectations of the organization from knowledge management systems being
 implemented. ? To monitor the output of KMS on a regular basis . ? SFIMAR has
 adopted a distinct mix of innovative methods and Technology to achieve above
 mentioned objectives . ? Innovative Methods used for project Implementation
 are: ? Research Oriented Approach . The SFIMAR KMS solution is based on the
 research conducted for 50 B schools across India. ? Designing a KMS Framework
 using maturity model development approach ? D-Space 6.1 An open source Software
 ? ERP ? Tie up with Online data repository like NAD etc. ? Period of
 Implementation : March 2016 To Dec 2018 (Optimization and Learning
 Organization Framework implementation is in process) ? Initiation in March 2016
 Inclusion in ISO 9001-2015 system. (Well defined Mitigation and Contingency
 Plan with Risk categories and Weightage) ? Achieved Level 1 (Defined), level-2
 (Structured) : December 2016 ? (Monitoring through ISO 9001-2015 Internal
 Audit) ? Achieved Level 2 (Processed), level-3 (Managed) : December 2016 ?
 (Monitoring through ISO 9001-2015 Internal Audit) ? Achieved Level 1 (
 Optimized) : July 2017 ? Monitoring through ISO 9001-2015 External Audit : June
 2017 ? Initiation of developing learning organization framework - July 2017
 onwards..(In Process) ? Monitoring through ISO 9001-2015 External Audit : June
 2018

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.sfimar.org>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Performance of the institution in one area distinctive to its vision-Will focus on 'Techno-managerial Skill' with SSDP data To improve the quality of Placements of MMS PGDM students, SFIMAR has introduced well-defined training/certification programmes: 1 Student Skill Development Programme (SSDP). These trainings are based on the HR feedback received during placement period. Placement staff conscientiously takes the feedback of unsuccessful students for a company and tries to assist them by arranging relevant trainings to make them employable. These trainings then become a part of SSDP programme for the next year students. 2 Certifications: With the changing trends in the industry the recruitment criteria are changing. We take this input from our alumni members, placement advisory board members, and industry representatives visiting campus

and recruiting corporate partners for improving the employability of our students and have a well-defined certification programme for the students from academic year 2018-19.

Provide the weblink of the institution

<http://www.sfimar.org>

8.Future Plans of Actions for Next Academic Year

SFIMAR has planned to implement the action plan for Bridging the Gap between Industry Academia. Education is a very important aspect of our Life. Education not only makes students better citizens of the world by inculcating values and good habits, but it also helps students to be technically sound so that they can compete with the outside world. Teachers play a dominant role in imparting knowledge to the society and so their teaching methods need to be as effective as possible. Industry is more result-oriented and driven, while academia focuses on publications and theoretical knowledge. SFIMAR has planned to take following measures to bridge the Industry academia gap : 1. Alignment of curriculum with industry requirements: It is considered that curriculum is revised regularly and is developed in accordance with what industry needs. Academia can also look at existing pedagogies and see if the same can be improved and made more practical in approach. So far there has been immense reliance on the classroom methodology and a theory-heavy approach, however, the need is to make the entire approach more practical case studies regularly calling guest speakers from different industries and letting students interact with them can prove to be extremely beneficial for everyone. Furthermore, there are a number of fantastic, industry relevant online courses available which can be merged with the syllabus to give students more insights about the industry. 2. Emphasis on skill-based education: The core skill set required by the industry will change fast and newer skills like creative thinking, higher level problem solving, interpersonal skills, innovation, decision making will be in great demand. However, "Skill-based education is somewhat lacking in all the higher education fields in India and management is no different. The focus of management institutes need to shift from theoretical knowledge to skill based education with a more practical and dynamic approach. Workplace exposure through internships, live projects, and corporate interactions: SFIMAR has chalked out a plan for Well-timed and well-deliberated exposure to the industry provides a much-needed experience to the students. They can take the form of internships or part-time projects that students can work on, which provide practical insights about how the industry operates and expose students to the current realities of the workplace. 3. Up-skilling the faculty: Apart from only focusing on the curriculum structure, it is also imperative to provide the right exposure and training to the faculty. It will be great if the faculty can regularly undertake short industrial projects in collaboration with industry experts. This will help ensure that the faculty is in line with the current industrial trends. SFIMAR has planned to encourage faculty members to take up new research/industry projects to upgrade their skills. Also the Institute in its annual management objectives has a provision to implement the training programmes for faculty and monitor its effectiveness.