YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	St. Francis Institute of Management and Research
• Name of the Head of the institution	Dr D Henry Babu
• Designation	Director
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02228958403
• Mobile no	9136121195
• Registered e-mail	info@sfimar.org
• Alternate e-mail	iqac@sfimar.org
• Address	ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH (SFIMAR) Gate No.5, Mt. Poinsur, S.V.P Road, Borivali (W), Mumbai 400 103. MH, India
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400103
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education

• Location	**Urban**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Dr Smita Jesudasan**
• Phone No.	**02228929156**
• Alternate phone No.	**02228958403**
• Mobile	**7506269256**
• IQAC e-mail address	**iqac@sfimar.org**
• Alternate Email address	**smita@sfimar.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	**https://sfimar.org/documents/AQAR -2019-20.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**https://sfimar.org/mms-academic-calendar.html**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.01**	**2016**	**17/03/2016**	**16/03/2021**

6.Date of Establishment of IQAC	**02/05/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Minor Research Project	WRC, ICSSR	2021, 12 months	50000
Institutional	6 Days Workshop on Research Methodology	WRC, ICSSR	2021, 6 days	40000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Implementation of Library Management System using open source software Koha. Access of Online Public Access Catalogue (OPAC) through web and mobile app.

2. Implementation of Online Exam through Google Auto Proctoring System for all the Programmes i.e. MMS, MFM and MMM.

3. Incorporated Course outcomes and Course Outcomes-Program Outcomes mapping in the Session plan for the Three Years MMM and MFM

Programme	
4. Introduced certification programs of 30 hours (20 hours interaction+10 hours Project certification) such as Banking & Insurance for Finance, Basics of Stock Markets, Data Analytics for Marketing and Operations, Personal Growth Laboratory (PGL) for HR specialization for the MMS programme	
5. Online Training imparted to students through Students Skills Development Programmes (SSDP) to enhance their life skills and employability skills	

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

Plan of Action	Achievements/Outcomes
Conducting online classes for all programmes through Microsoft Teams	Achieved
Conducting online examinations for all programmes through Google Auto Proctoring System	Achieved
Empower the students with knowledge of Research Methodology and MS Excel through sessions on Microsoft Teams	Achieved
Organize 'Prakalapa' - Intercollegiate Project Presentation Competition via online mode	Achieved
Conducting Degree Distribution Ceremony through online mode for all programmes	Achieved
Promotional activities for admission to all programmes by hosting series of webinars and e-management games	Achieved
Training and Monitoring of New Web based ERP System	Achieved
Integration of Fee collection module in the ERP System	Achieved

Implementation of Assignment Module in Online Microsoft Team	Achieved
Implementation of Audio and Camera Setup for conducting of Online Lectures in Class Rooms for hybrid model of learning	Achieved
Implementation of Library Management System using open source software Koha. Access of Online Public Access Catalogue (OPAC) through web and mobile app (MyLoft).	Achieved
Designing LIRC Brochure and tutorials for Koha LMS.	Achieved
Subscription of ACE Knowledge Research Portal for company financials and Mutual Funds data, Pearson and Cengage publisher E books.	Achieved
Designing Students Skills Development Programmes for enhancing employability skills through online mode.	Achieved
Subscription to Aptitude Test Portal for practicing tests online.	Achieved
Organize online Mentoring sessions by Alumni for via Zoom & WhatsApp Video Calls.	Achieved
Formation of 'Covid Care Committee' and guiding students by providing essential information about the precautions to taken during the pandemic.	Achieved
Survey to know the well being of the students and their family members during the Covid-19 pandemic.	Achieved

Sharing of motivational video's, images and messages with students through WhatsApp to boost their morale.	Achieved
Mentor - Mentee interactions to be conducted regularly focusing on the mental health and overall well being of the students and Counselling sessions to be held online by external experts	Achieved
Implementation of Covid -19 protocols in the SFIMAR campus adhering to the guidelines/regulations received from time to time	Achieved
Conduct of Institutional Social Responsibility Activities such as ration distribution, providing monetary support to students/staff members suffering from critical illness	Achieved

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	25/06/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/02/2022

15.Multidisciplinary / interdisciplinary

The Institute offers MMS Program in five specializations: Finance HR Marketing Operations and IT The MMS Programme follows the University of Mumbai syllabus, and the curriculum - CBCS allowing students to choose electives that are inter/ multidisciplinary. Also, the

Institute offers technology-related value-added certifications to all its students. The highly qualified faculty team at SFIMAR have a blend of industry and academic experience. The Institute has the best, state-of-the-art infrastructure that provides a conducive environment for learning. The Institute's e-resources are accessible remotely through the MyLoft App and the DSpace, the Institutional Repository. To develop a sense of social responsibility in the students, the Institute organises activites through its ISR – Abhimaan Club, DLLE, Green Club and CWDC. The Institute has successfully undertaken and completed Consultancy in multidisciplinary areas.. The Institute's faculty members have published Research Papers in the multidisciplinary ABDC category, Scopus and UGC Care listed Journals. To strengthen the global outlook and collaborations, the Institute has academic tie-ups with national and international Institutions of excellence. To name a few, SFIMAR has signed a MOU with Binary University, Malaysia and Ottawa University, USA. The Institute has signed an MOU with SS&C GlobeOp for the certification program on 'CAII'. For the holistic development of the students, the Institute conducts personality development courses like skill development courses on Data Analytics, Data Visualization, etc. The activities are conducted in collaboration with Industry experts through Guest Lectures, Live Projects, Internships, etc. The Institute has an Incubation centre where it encourages students to incubate innovative and path-breaking ideas and prepare Business plans based on empirical studies. The Institute has a very strong connection with Alumni from multidisciplinary backgrounds who are involved in Institute's academic and placement activities.

16.Academic bank of credits (ABC):

The Institute has implemented Academic bank of credits to : To promote student-centric education Focus on learner-friendly teaching approaches Implement an inter-disciplinary approach Allow students to learn the best courses of their interest Enable students to learn at their own pace

17.Skill development:

SFIMAR has specifically designed the Student Skill Development Programme incorporating a meticulous and structured approach to training its students to make them fit, flexible and adaptable for industry and society. In addition, the overall development of the students is monitored; activities that lead to enhancing student's employability are organized and build them up to discharge their societal responsibility. The CMC Department designs a training calendar with inputs from the corporates/industry, alumni, faculty,

and students. The training calendar includes the thrust areas of building the students' competency levels concerning Knowledge, Skills, and Attitude to enhance their employability skills. Weekly sessions are organized as per the slots allocated in the respective programme timetable. The training programs are scheduled throughout the year with the help of industry personnel, management experts, and alumni to promote skill development. Some of the SSDPs include Excel Training, Resume Writing, Body Language, Report Writing, Email Writing, Verbal and Non-Verbal Communication, GD etiquette and Assessment, Mock GD, and PIs. These sessions were conducted through online mode via Zoom and MS Teams platforms. Certification Programmes and Workshops are organized to bridge the industry-academia gap in collaboration with Corporations and in-house faculty members. Certification programmes have been organised for Data Visualisation, IT Skills for Management, CAII, etc through online mode.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Indian Knowledge System has been integrated in the following ways at SFIMAR - 1. Indian Culture has been promoted through the celebration of Indian festivals and commemorative days such as Dandiya, Christmas, Onam in virtual mode, Independence Day and Republic Day adhering to COVID-19 protocols. 2. Values and Ethics based on the Indian Knowledge System have been imparted to students through case studies, digital storytelling, speaker series, guest lectures in virtual mode, etc. 3. Mindfulness Centre, Malay Club have organised student activities in online mode to promote Indian culture. 4. DLLE, Abhimaan Club, Green Club and CWDC have organised extension and outreach activities in hybrid/ online mode following COVID-19 protocols based on Indian Culture.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institute has adopted the OBE framework as guided by NAAC and NBA accreditation guidelines. The Institute has well-defined Programme Educational Objectives, Program Outcomes and Course Outcomes . SFIMAR has also mapped its Mission statements with PEOs and PEO with POS to achieve its Vision. Program Educational Objective (PEO) Statements 1. To impart knowledge of basic and advanced concepts of Business Management and application of their tools and techniques for local and global business practices. 2. To equip the students with techno-managerial skills and entrepreneurial skills to progress as business leaders and entrepreneurs. 3. To instill students on socially acceptable values and business ethics for developing responsible citizens. Programme Outcomes Sr. No

Programme Outcomes PO1 Apply knowledge of management theories and practices to solve business problems. PO2 Foster Analytical and critical thinking abilities for data-based decision making. PO3 Ability to develop Value based Leadership ability. PO4 Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business. PO5 Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment. PO6 Demonstrate proficiency in the use of modern technology for business applications, research and communication process. PO7 Develop competencies and experiential learning to function effectively and as entrepreneurs. Consistency of PEOs with the Mission: SFIMAR has well-defined the assessment tools and processes which are used to gather the data upon which the evaluation of each of the Program Outcomes is based indicating the frequency with which these processes are carried out. Also, the assessment processes that demonstrate the degree to which the Program Outcomes are attained and document the attainment levels are defined and evaluated for MMS programme. Every course in the curriculum is mapped to Program Outcome. The attainment level of each course helps in the evaluation of attainment of each Program Outcome. The average attainment level of all courses mapped to a Program Outcome is calculated to determine the attainment of Program Outcome through courses. Student Feedback on course delivery is obtained. The feedback is discussed by the Director with concerned faculty to identify areas of improvement if any. Types of feedback obtained: • Course assessment Survey (every course) • Program Exit Survey (at the end of the Program)

20.Distance education/online education:

The e-resources like online journals, online books, online cases and online Industry databases are accessed remotely by the faculty and students. The online journals and databases, subscribed, are accessed by logging on to MyLOFT web/mobile app. MyLOFT platform provides remote access to various subscribed E-resources of the library. Due to the COVID-19 pandemic, classes were conducted online mode through the MS Teams and ZOOM platforms. The workshops and certification courses for the students were also conducted through online mode.

Extended Profile

1.Programme

1.1   **146**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **405**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **92**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **155**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **17**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **17**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	146

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	405

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	92

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	155

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	17

File Description	Documents
Data Template	View File

3.2	17
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	201.17
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	305
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institute has well-structured Outcome-Based Education (OBE) processes for implementing and delivering the curriculum to make the students socially committed, employable, research and entrepreneurship-oriented. At the start of every academic year, all the Programme Heads, prepare their academic calendars and timetable, including lecture hours, topics to be taught, and other co-curricular activities to be organized. The Director discusses, reviews, and approves the academic calendars and allotment of subjects. The timetable and other relevant documents are displayed on the department notice boards. The institute prepares a detailed Academic Calendar that specifies the semester/trimester duration, curriculum to be taught by a faculty, the time of each session, and the commencement of examinations. Furthermore, the institute regularly receives circulars, letters, and emails from the university regarding the modifications in the curriculum

The faculty members are provided with a consolidated 'Academic

Kit' with all the necessary documents required for teaching. Faculty members prepare their Session Plans and Course Materials accordingly. Programme Outcomes (PO), Course Outcomes (CO), and syllabi, weightage of internal and external examinations are communicated through the Session plans, brochure and the website. In addition, the faculty members maintain a course file in tune with the attainment of course outcomes.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.sfimar.org/mms-about.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is designed in-line with the quality objectives of the institute monitored by the IQAC Cell.The Academic Calendar for all the programmes is prepared before the commencement of the academic year by referring to the academic calendar released by the University of Mumbai .The Academic Calendar outlines commencement & end of semester, Mid-Term Exam Dates, Internships, Field Visits, International study tours to be organized, End-Term Examination Dates, etc. Each Faculty Member evaluates the student continuously through the semester adopting various methods as indicated in the approved session plan. The Session plan includes Project-Based learning, Assignments, Presentations, Class-Tests/Viva-Voce, Mid-Term Examination. In addition, faculty also motivates students to participate in extra-curricular and co-curricular activities contributing to their overall personality development.

For the MMS & Three-Years Master Degree in Management (MFM/MMM) programme, each course/subject has two evaluation components which are internal assessment & semester-end exams. Each course is for 100 marks, of which 40 marks are for internal assessment & 60 marks are for written examination conducted at the end of the semesters. End-Term Examination has 60% Weightage for University-affiliated programmes. The examination consists of subjective and objective- type questions and is as per the curriculum and syllabus. The average pass percentage is set at 50% for all courses. Passing in each internal assessment and End-term is 50% separately.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sfimar.org/iqac.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

217

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates cross-cutting issues relevant to Gender, Environment, Sustainability, Human Values, and Professional Ethics into the curriculum in many ways. The institute prioritizes the courses related to these issues prescribed by the university, such as Business Ethics and Environment Management,etc.

The MMS Syllabus also offers organizational behaviour course in its semester one addressing behaviour, lifestyle, and culture. The institute also offers value-added courses like Soft Skill Development,Pre-placement Training, Verbal and Logical Skills, etc. In addition, different clubs of the institute engagein various activities related to these cross-cutting issues.

Gender Sensitivity: The College Women Development Centre (CWDC) of the Institute provides training in Yoga, Self-Defence Skills in

association with Maharashtra Police, Prevention of Sexual
Harassment Sessions, etc.Thus, the institute guarantees equal
opportunities for all the students without considering their
gender in Students.

Department of Lifelong Learning and Extension (DLLE) Activities,
University of Mumbai: MMS Students participate in DLLE Activities
like Online Health Check-Up, Online Poster competitions, Career
Guidance Workshops, etc. Students also get credit points for
participating in these activities.

Environment and Sustainability: The Institute campus is full of
greenery and a conducive environment. The infrastructure is eco-
friendly with environment-friendly devices and equipment.
Knowledge about the environment and its importance is imparted
through various specialized courses such as Business Environment
/Environment Management are offered to the MMS student.

Cross-Cutting Business Issues are explained through courses like
Project Management, InternationalBusiness, Organizational
Behaviour, etc.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

277

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.sfimar.org/feedback.html
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.sfimar.org/feedback.html

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

139

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

92

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Strategies for Advanced Learners Students identified as 'advanced' are 'challenged' with progressive curricular and co-curricular tasks.These tasks include completing online courses (MOOC, NPTEL,

Swayam and Coursera), extensivelyusing e-platforms and e-resources, and presenting papers in Seminars and Workshops. They are furtherencouraged for research by giving them financial support and cash awards, medals and merit certificates,and other recognition. These students are chosen on a priority basis to represent the college at National andState level competitions. They are also selected as peers in Peer-Assisted Learning for slow learners.

Strategies for Slow Learners Slow learners are identified in each subject based on mid-evaluation and given special/remedial classes bythe teachers concerned. The other remedial measures taken by the institute are mentioned below. Inaddition, Peer Assisted Learning (PAL) is also adopted wherein the advanced learners work as peers.Teachers take special/extra lessons to bridge the knowledge gaps of these students.

Slow learners are motivated to engage in activities of various clubs to increase their involvement inacademic and co-curricular activities. Group assignments and multiple projects are given to slow learners.Personal counseling/Mentoring and motivation are provided to slow learners by their respective mentors.Focused one-on-one interactions are held with parents to involve them in the learning process of their wards actively.

File Description	Documents
Paste link for additional information	https://www.sfimar.org/mentoring-counseling.html
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
405	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has created a student-centric learning environment by adopting Outcome-Based Education (OBE), teaching-learning methods, ICT-enabled teaching-learning during A.Y 20-21

MMS Programme

Case study discussions, presentations, project-based learning, Management games are methods used in teaching-learning process by faculty members. Online Project work taken up by the students is usually related to real-world problems or/and functional area concepts.

Co-curricular Forums Like Finatics, Nirmiti, and Renaissance conduct various subject-specialization-based online activities in Finance, Marketing, and HR domain. Group discussions, debates, and Viva/quizzes are conducted regularly by the subject faculty members.

Three Years Master Degree in Management (MFM/MMM) Pedagogy used for participative learning

1. Experience sharing

2. Case Study Method

3. Group Discussion Method

4. Debates

5. Group Assignments

6. Roleplays

7. Book Review Presentation

8. Quiz

9. Online Test/Surprise Test, Online Training

10. Short Film Screening

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sfimar.org/student-development-activities.html

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Adequate modern ICT resources are used as teaching aids for Lecture delivery & imparting knowledge during the pandemic.

Faculty members use PowerPoints, Media Players, Live Streaming videos, various online databases and analytics software, web-enabled projects and assignments, online case-study, simulation exercise, and roleplay to better their course/elective.

The institute has implemented Smart Classroom for enhanced teaching-learning experience and implemented Systems Lab for IT students. As a result, they are given practical exposure to various Software like MS-Access, MS-Project, MS-Visio, Online Resources like Google AdWords, Web Designing, etc.

Online Lecturing was facilitated using the MS-Teams application. Online Exams were executed using Google-Auto Proctoring System, and Online meetings, Discussions were undertaken using ZOOM Web Meeting Application.

E-Resources were made available to the students through the MYLoft app and Campus ERP. Reading Material, Lecture Notes, and Assignments were all submitted using MS-Teams Channels. Students were provided with Technical Support in case of any issue from the Institute remotely to solve network and connectivity issues if any.

ICT Tools like Peardeck, Quizzes, Paddlet, Youtube educational Videos, etc. were extensively used by faculty members

Being an NPTEL Local Chapter, we encourage our students to join courses offered on this platform. Students also registered on various online platforms like Coursera, Udemy, and LinkedIn learning for upskilling themselves during the pandemic year.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

125

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

MMS Programme

Each subject is of 100 Marks with a break up of 40 marks (Internal Assessment) and 60 marks (End Term Assessment).

The method of evaluation for Internal Assessment and its constituents are given below.

Sr No.

Evaluation

Weightage (40%)

Evaluation component

Duration

Frequency

1.

Midterm Class Test

10%

Concept Testing

1 hour

1 per semester

2.

Project Based Learning/ RolePlay/ Presentations/Experiential learning/ Testing

15%

Group activity

Throughout Semester

1 per semester

3.

Viva

5%

Concept Testing

1 hour

2 per semester

4.

Attendance and class participation

5%

Managerial skills

Throughout Semester

Spread across semester

5

Assignment

5%

Knowledge Testing

Throughout Semester

Minimum 1 Assignment

Three-Years Master Degree in Management (MFM/MMM)

Under the Credit Based Grading System for MFM/MMM Semester-End Examinations, every subject shall be divided into two parts:

For Subjects of 100 Marks the Evaluation Criteria is as follows:

- Semester-End Examinations : 60 Marks

- Internal Assessment : 40 Marks

The method of evaluation and constituents for Continuous Internal Assessment is given below

Sr No

Evaluation

Weightage (40%)

Evaluation component

Frequency

1

Midterm Class Test

20%

Online /Offline concept based MCQs, Subjective based

1 hour

2

Presentation/Roleplay/Quiz

10%

Group activity

Throughout the Semester

3

Attendance & overall participation

5%

Managerial skills

Throughout the Semester

4

Assignment

5%

Knowledge Testing

Throughout the Semester

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sfimar.org/mms-about.html

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanisms to deal with the examination related grievances have been laid out in the examination policies of the respective departments. Examination policy of all the programs has a mechanism to handle grievances.

Grievance Redressal system: The examination committee is responsible for smooth conduct of examination as well solving any queries that may arise during or after the examinations.

Master of Management Studies (MMS) & Three Year Master's Degree in Management (MMM/MFM) Examination Policy

During the examinations the subject-faculty should be accessibleon the day of examination forthe paper. Incase of any problem in the question paper faculty needsto clarify it to the students.

After the examinations, the faculty memberis required to collect the answer-sheets from the exam-control roomand update the examination register. The faculty should submit the answer-papers duly assessed to the office as notified by the Exam Chairperson/Programme Head via mail.

Under the Credit-based grading system, a learner has to obtain a minimum of 50% of marks in both internal and external components of the subject separately.

Moderation of answer sheets will be done on select basis. The external moderator must be given an appointment letter with terms and conditions mentioned. 10% of the total answer sheets are evaluated by moderator and not more than 20%. The selection of the answer sheet for moderation are based on the following criteria.

1. Answer-Sheets with score above 75%
2. Answer-Sheets with score between 45% and 50%

The marks given by the moderator are considered as final.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sfimar.org/mms-e-brochure.html

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcomes (POs) and Course Outcomes (COs) have been formulated for all the programs in the Institute. Program Outcomes (POs) represent the graduate attributes formulated as per Washington Accord and adopted by National Board of Accreditation. The Program Outcomes are uploaded on the Institute's website and Institutional Repository, DSpace for reference by the faculty members and students.

Course Outcomes (COs) are statements that describe essential learning that students should achieve and can reliably demonstrate it at the end of a course. The Course (learning) outcomes define the knowledge, skills, and behaviour that a student should be able to demonstrate. The course outcomes for each course are prepared by the faculty member addressing most of the applicable levels of Blooms Taxonomy . They are modified and reframed in accordance with the changes in Curriculum and revised as per the need from time to time.

MMS Programme &Three-Years Master Degree in Management (MFM/MMM) :

University of Mumbai gives Course objectives along with syllabus of each course to be conducted in that semester. Subject faculty members looking at the syllabus, prepare the course outcomes for each subject respectively. The same is then communicated to students during lectures through the respective session plans of their subjects. The syllabus is made available in the library, college intranet as well as in the respective department for students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.sfimar.org/mms-pos-rubrics.html
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Course Outcome is evaluated based on the performance of students in internal assessments, term end and university examination of a course. Internal assessment contributes 40%; term end and university assessment contribute 60% to the total attainment of a CO for the MMS and Part Time Programmes and 50% end term and 50% Internal assessment for the PGDM Program. The Total Direct assessment attained is given a weightage of 80 % and 20 % is attained from indirect assessments.

1. **Master of Management Studies and Three-Years Master Degree in Management (MFM/MMM) Course Outcomes Assessment**

Direct Assessment: Weightage 80%

Assessment for all the subjects is done semester-wise according to the specialization curriculum.

1) The assessment process is divided into two parts

a. Internal Assessment – 40 marks

b. Term End Assessment – 60 Marks

Total=100 Marks

2) There are some subjects for which exams are conducted by the University of Mumbai and hence for those subjects, the Assessment goes as follows:

a. Internal Assessment – 40 marks

b. University Exam Assessment – 60 marks

Total=100 Marks

Forty percent weightage is given for Internal Assessment and sixty percent weightage is given for Term End/University Assessment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sfimar.org/mms-about.html

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

155

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.sfimar.org/result.html

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sfimar.org/feedback.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.90

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

04

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://icssr.org/western-regional-centre

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has created an ecosystem for innovation, including an incubation center and other initiatives to create and transfer knowledge.

Prerna Club

Prerna Club of SFIMAR jointly organized a one-day event of Global Entrepreneurship Summit through online mode with the Global Entrepreneurs Grid of MTC Global on the 12th June 2021 Saturday, as a part of the Entrepreneurial initiative.

Live projects

Live projects enable students to work in real-time

situations.TechQ Konnect Technologies Pvt. Ltd.,Zinglin Media Pvt. Ltd. andMotilal Oswal provided live projects opportunities to our students.

Speaker Series

Online Speaker Series 2020-21 was scheduled on 27th February and 20th March 2021 for knowledge transfer by Senior Industry Professionals.

Alumni Connect

Senior Alumni connected online with students to share their experiences on 25th March 2021.

MyLOFT

MyLOFT web and mobileapp training session by Ms. Sabarmati Bhattacharya for SFIMAR faculty/staff and students were organised on 26th July 2020. The objective of the training was to give access to the virtual library and all the databases to everyone from their home owing Covid 19 pandemic situation.

IDEA Meeting

The Institute conducted a regular monthly meeting of Innovations and Development for Excellence in Academics (IDEA) in online mode. Various online teaching-learning methods were discussed to improve student's learning experience and retention during pandemic times.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sfimar.org/entrepreneurship-and-business-incubation-zone-ebiz.html

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	https://sfimar.org/research-guides.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

09

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute carries out the ethos 'Service through Enterprise' of its Founders- 'Society of the Congregation of Franciscan Brothers' which has strong societal-responsibility dimensions in its agenda.

Abhimaan Club: The objective of the club is to create a sense of responsibility among the students and Induce sensitiveness in them. Every year the club organizes a blood donation camp and other social activities.

Department of Lifelong Learning and Education (DLLE), Mumbai University: SFIMAR actively participates in DLLE activities to promote the values of human development among the students, provides a forum for the exchange of ideas, and creates social awareness and commitment among students towards society.The activities conducted online amid the COVID 19 pandemicincreased awareness towards financial literacy among women, COVID 19 vaccination for women, Govt. schemes available for start ups during the pandemic, etc.

Green Club: The objective of the green club is toempower students to participate and take up meaningful environmental activities. A tree plantation drive was organzied in the campus on 30.12.2021 and an awareness sessions were conducted on the themes of sustainalbilty and climate change.

College Women Development Cell (CWDC): The aim and objective of the CWDC is to prevent sexual harassment in the workplace (on college campuses) and to promote the general well-being of female students, teaching and non-teaching women staff at the Institute. Institute organizedguest lectures on prevention of sexual harassment at the workplace andcelebratedofInternational Women's

Day on 8th March by inviting eminent speakers.

File Description	Documents
Paste link for additional information	https://sfimar.org/extra-curricular-activities.html
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

170

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Classrooms and Learning Facilities

SFIMAR hosts 11 air-conditioned classrooms/tutorial rooms and seminar halls. All the classrooms have high speed internet connectivity of 100 Mbps. Each classroom is equipped with a projector, whiteboard, audio-visual system, and podium facility for a conducive teaching-learning experience. The classrooms are dedicated to all the currently offered programmes. The classrooms are well ventilated, and adequate space is available for class activities and overall development of the students.

IT Infrastructure and Facilities

SFIMAR has implemented WIFI for students on both Internet and Intranet with ease of access to use network resources from any part of the campus.There are 305 computers exclusively for students installed in labs, libraries, and classrooms. In addition, projectors are installed in each classroom and lab, and a web-conferencing solution is installed in the MDP room for online meetings and webinars. Other computing facilities like printers, scanners, headsets, presenters, are also adequately available to students and faculty.

SMART Classroom & Language Lab

The Institute has a smart classroom and language lab facility.

Ph.D. (Research Lab)

The Ph.D. research Lab hosts computers with SPSS, Statcraft, and R Software installed for research activities.

Auditorium and Seminar Hall

SFIMAR's acoustically designed air-conditioned auditorium has a seating capacity of up to 600 persons (212.87 sq. m.) and is ideal for hosting larger cultural activities & functions. The seminar hall has a seating capacity of up to 350 persons (231.1 sq. m.).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.facebook.com/St-Francis-Institute-of-Management-and-Research-SFIMAR-1779142772314508/videos/1517134758630018/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports Facility

A well-laid tarmacked playground is available for outdoor sports activities.

a. Indoor Sports Facility

A dedicated Indoor facility like a chess area, room for playing carom and table tennis is provided by the Institute.

• Table tennis, chess, and carom are available for all students during working days.

• A unique floor chess area with life-size chess sets on the 1st-floor terrace.

b. Outdoor Sports Facility

SFIMAR ground facilities include two badminton courts and one volleyball court, which isalso being used for box cricket. SFIMAR also has a shared and excellently maintained football ground

located in the vicinity of the campus.

Gymnasium

SFIMAR has a well-equipped Fitness Centre measuring 56.10 sq. m. available on the campus with modern equipment.

Auditorium and Seminar Hall – For cultural events

Various inter and intra-collegiate cultural and indoor sports and games, yoga sessions, and celebrations for various occasions are held in SFIMAR's auditorium and seminar hall.

Common Rooms for Boys and Girls

The Common Room for Boys and Girls are gender-specific for the students. These rooms are used for discussions, informal interactions and to relax and revitalize after their busy lecture schedules.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sfimar.org/infrastructure.html

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

8.27

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library at SFIMAR, equipped with physical and digital resources, is accessible through ILMS and MyLOFT app.

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

Koha

Partially

19.11

May 2021

Campus ERP

Partially

2.0

June 2016

Library automation

The Library is partially automated with Koha Library Management System , Enterprise Resource Planning System and various supporting latest technologies like DSpace, Edmodo, MyLoft, People Counting System, and Urkund plagiarism software.The prominent sections that are automated are -

1. **Library House-keeping Operations**
2. **Circulation Desk**
3. **Online Public Access Catalogue (OPAC)**
4. **Library footfall**

OPAC (Online Public Access Catalogue)

The OPAC can be accessed by all the users and through the library home page or URL. http://sfimarlibrary.firstray.in/ - For Koha,mobile app (Google Play store – St Francis library), Kiosk in the LIRC circulation area and https://192.168.1.3 – for Campus ERP till April 2021.

Electronic Resource Management package for e-journals & Company Database

The Library has subscribed to Financial Databases and E-journals package.

In-house/remote access to e-publications

The remote login access software, MyLOFT (My Library On Finger Tips) web/mobile app(https://app.myloft.xyz) at SFIMAR LIRC serves as an effective tool for accessing e-resources anywhere anytime. It facilitates library staff to send notifications to users . Access to E-resources has been given to the students and faculty/staff in the Library through Network Access Storage (NAS - CD Server) (http://192.168.1.9) and Institutional Repository -DSpace,,URL http://192.168.1.6:8080/jspui (IP based).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sfimar.org/library.html

4.2.2 - The institution has subscription for the `A. Any 4 or more of the above`
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

`6.17`

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`35`

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

SFIMAR has implemented Microsoft Teams, Zoom online platform for conducting Online Lectures, webinars, and Guest Lectures, and even procured Cameras, Bluetooth wireless earphonesand Microphones for facilitating hybrid mode of learning during the COVID 19 pandemic.

IT infrastructure is spread over all the academic departments, library, fitness center, hostel, and administrative sections of the institute.These facilities are continuously upgraded to meet the demands generated by stakeholders and interested parties. The up-gradation is in the form of hardware updating, the addition of terminals, addition of bandwidth, buying licensed software's, replacement by high capacity cables (CAT 6 cable for internal LAN and OFC for longer distance), and service provider to keep substitute open, the extension of continuous power supply facility, etc.

All 305 desktop computers are connected to the institute LAN. Whenever needed, the configuration of machines in departments like Information Technology (IT), Labs, Classrooms, and other departments, the addition of bandwidth, buying licensed software, and cabling are upgraded as per AICTE requirements.

Enterprise Resource Planning System is operational for Staff, Students, Faculty, and IT Administratorwith User Logins. ERP introduces a complete decision support system integrating all the institute departments with an interconnected modular approach. The modules are ready to use for various Institute departments and give the user freedom to access the essence of the system with proper inter modular data exchange and data sharing for administrative control

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sfimar.org/computer-centre.html

4.3.2 - Number of Computers

305

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0.87

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Established Systems for Maintenance Dept.

The Maintenance procedure explains the detailed department procedure, the purpose, scope, responsibilities, work environment, and list of records to be maintained. Monitoring is done through Annual Maintenance Contract and Control through periodical vendor valuation/ revaluation. The work environment's scope includes the institute's physical infrastructure, facility management, and outsourced housekeeping and Security services. The Maintenance Dept. has a Preventive Maintenance schedule, prepared month-wise, describing the activities under various AMCs and their frequency for a given year. There are also checklists for House Keeping that include details of washroom cleaning and general cleaning schedules month-wise and date-wise.

Established Systems for LIRC

The library procedure explains the detailed functioning of the library, including the purpose, scope, responsibilities, work environment, references, definitions, abbreviations in use, list of records to be maintained, and retention period of the documents. The book collection is kept relevant and current by the annual stock verification process, which involves barcode scanning, vacuum cleaning, and arranging books on shelves. The staff weeds books not in use for more than five years and, on faculty, suggestions replaced with new editions.

Established Systems for IT Labs

The table depicts the schemes for maintaining some significant facilities in the campus either by an AMC or by some external

agency on-demand basis -

Facility in the campus

Type

Frequency of maintenance

Website

AMC

Yearly or as per need

Desktop

AMC

Yearly or as per need

Laptop

AMC

Yearly or as per need

Printer

AMC

Yearly

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year

87

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://sfimar.org/student-development-activities.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

99

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

99

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

99

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	*View File*
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	*View File*

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	*View File*
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	*View File*

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

SFIMAR motivates students to take up various managerial and leadership roles to develop the skill set required for a future manager. Institute organizes various events and activities through

clubs and forums. Student coordinatorstake the initiative to conduct those programs under the guidance of faculty members. Institute organizedmany programmes and events online/physical modelike Induction, Graduation Day, Speaker Series, Pathh (International Research Paper Competition for teachers), Anveshi (Intercollegiate Research Paper Presentation competition for students), Christmas celebration, Dandiya night and many more, where students play a vital role in the execution part of the event. Student placement leaders, who voluntarily nominate/elected,play an active role in theactivities of the placements department and alumni interactions.Many committees are formed to support students in their holistic development. Student members are part of committees like Hygiene and Cleanliness Committee, College Women Development Cell, Student Development Committee, Grievance Redressal Committee, Anti-Ragging Committee, etc. The institute follows a fair system so that every student gets a chance to coordinate events and activities. After starting regular lectures (in the first month of joining college) students are given the notification of choosing and joining co-curricular and extra-curricular activities. Students can become a part of 2 or more events and 2 clubs on a first-come-first-join basis. After completing an activity, many times, a closing meeting is held so that students can discuss and learn from their mistakes and identify the opportunities for improvement.

File Description	Documents
Paste link for additional information	https://sfimar.org/co-curricular-activities.html
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

25

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the institution, 'SFIMAR ALUMNI ASSOCIATION (SAA) was registered in 2008. Two Managing Committee meetings and one Annual General Meeting of SAA are conducted every year.The Alumni Association achieves its objectives through regular meetings, holding annual events, reunions, and Alumni Connect programs with the current batch of students.SFIMAR is in regular touch with its alumni through social media, email and phone.

Contribution of SFIMAR Alumni Association (SAA) to the institution

Inspite of the COVID affected period, Institute organized various activities in hybrid mode where alumni tookpart in the holistic development of their alma mater -

1. Alumni Association Meetings regularly conducted at SFIMAR
2. Career Guidance/ Mentoring sessions by alumni for 1st & 2nd year students
3. As Project-Guides during summer internships
4. As Judges in Events & Competitions
5. Guest Lectures by senior alumni having expertise in a specific domain
6. Group Discussions are conducted by alumni with a corporate perspective
7. Mock Interviews by sr. alumni covering HR and technical rounds & giving feedback for improvement.
8. Alumni act as Motivators as they sponsor awards for students

9. Alumni as Trainers for technical & soft skills training
10. Placements assistance bysharing opportunities for live projects, internships & Placement
11. Guidance in infrastructural development of the institute

File Description	Documents
Paste link for additional information	https://alumni.sfimar.org/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

SFIMAR is guided by its vision to impart value-based education that transforms students into global business leaders. SFIMAR, through continual improvement in its services through a student-centric approach, pedagogy innovations, rigorous selection, development, and up-gradation of its faculty meeting the regulatory and statutory requirements.

In consultation with the Chairman and the College Development Committee members, the Director governs and implements quality standards of academic activities.A strategic roadmap is designed for SFIMAR with short, medium, and long-term time horizons of achieving and maintaining sustainable growth and development.

To enhance SFIMAR's position among peer groups and industry, various activities like collaborations, consulting and advisory, Faculty exchange, networking, media relationship, and several other initiatives are proposed in the plan. Various initiatives are proposed to improve the quality of management education, its delivery mechanism, and outcomes.Some other Highlights of the Road

Map are as follows: -

- Enhancement of research and consultancy
- Implementing E-Governance using ERP
- Strengthening the alumni network
- SFIMAR Entrepreneurship and Business Incubation Zone ("SFIMARebiz")
- Web up-gradation and redesigning
- Online feedback system
- Faculty Development and Professional development activities
- Quality standards and accreditation

The management of St. Francis Institute believes in the participative and democratic decision-making process. This approach of managing the Institute has been instrumental in promoting teamwork and developing a high level of ownership amongst the stakeholders.

File Description	Documents
Paste link for additional information	https://sfimar.org/governance.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The participative Management and Decentralized approach have always been practiced in adopting and implementing Quality Management Systems (QMS) within the Campus.The academic audit is undertaken for MMS, and 3 Years Master Degree Programmes and supporting departments. SFIMAR has a dedicated team of trained internal auditors for ISO 9001-2015 Standard. The Internal Audit is conducted at the end of each semester (December and May). The ISO DNV auditors drive the external audit in June every year. The overall Audit process is monitored by an ISO coordinator appointed by top management. The ISO coordinator plans the Internal Quality Audit Schedule, conducted Half-Yearly with the appointed trained internal auditors and process owners.

The auditors are a mix of faculty and staff members. Process owners are the auditees who face the audit and are responsible for implementing the procedures and SOP related to the ISO standard of the area/function/department they are handling. In addition, they

all conduct the Internal Quality Audit and document the respective departments' findings.

After each audit (internal and external), the audit observation sheets are prepared with:

- Category of Finding
- Analysis of Basic Cause of Non-conformity (NC),
- Corrective Action to Eliminate the cause of NC
- Deadline for Implementation
- SFIMAR's Internal Auditor Verification/ Closing Observations/ NC and date of closure

File Description	Documents
Paste link for additional information	https://sfimar.org/naac/images/6.1.2b-Decentralization-Flowchart.png
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Development and Deployment – Career Management Centre (Training & Placements)

To bridge the industry-academia gap SFIMAR had the below-mentioned action plan -

1.Training students on Soft Skills

2.Training students on Technical Skills and Certifications as per the industry requirement

3.Tie-ups with corporate for training and recruitment -'Corporate Onboarding Programme.'

4.Tie-ups with HR consultancies on a non-monetary basis 5.Rigorous Alumni Involvement

The Career Management Centre (CMC) has very meticulously implemented the action plan as below:

1.Training on Soft Skills: CMC conducts"Students Skills Development Program (SSDP) in association with corporate, alumni, faculty members, and CMCstaff through online mode.

2.Training on Technical Skills and Certifications: As per the industry requirement, the Institute conducts various certifications and technical skill programs, e.g., Financial Modelling, Advance Excel, Digital Marketing, HRMS, Project Management, etc.

3.Tie-ups with corporate for training and recruitment: SFIMAR has associated with its largest recruiter SSandC Globeop. Senior representatives from the organization train students of finance specialization of 2nd year on technical aspects of various job profilesthrough a certificate course -. Certificate in Alternate Investment Industry. They recruit from the participants of this certification program.

4.Tie-ups with recruiting consultancies: SFIMAR has a tie-up with recruiting consultancies that give a mileage to CMC in getting leads for the placement.

5.Rigorous Alumni Involvement – SFIMAR has a strong alumni network, and they are closely associated with their alma mater. CMC Dept. arranges various networking programs with the current students viz. Alumni connect, mentoring, knowledge sharing sessions, mock interviews, group discussions, etc.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://sfimar.org/document/strategic-plan.pdf
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body of SFIMAR believes in participative management practices, supports democratic decision-making process, and apex organizational support for the enterprise.

The Governing Council governs the Institute's Academic, Administrative, and financial matters. It looks over Quality of Programmes, Schedules, Academic, Administrative, Faculty recruitment, FacultyDevelopment, Research and Consultancy, Students Academic Performance, Industry-Institute Interaction, Placement, etc.

The College Development Committee (CDC) meets to review and suggest reformative steps required for curricular, co-curricular, and extracurricular activities to strengthen the Programme.

The Academic Advisory Committee is responsible for guiding, regulating, and maintaining curriculum, teaching, research, and examinations w.r.t the Academic Programmes offered at Campus.

Placement Advisory Committee facilitates an industry-academia think-tank that deliberates on institutional supply, industry demand, employment trends concerning specific management fields.

The Director oversees the academic and administrative matters of the Institute. The faculty members and non-teaching staff report to the respective Departmental Heads, Programme Heads, and Director. Specific administrative issues, such as Campus Management, Maintenance, and interaction with all statutory bodies on non-academic matters, are handled by the Registrar of the Institute.

The delegation of power and Decentralization flows from the Director of the Institute to the Programme Heads, Departmental Heads, and all other heads of the committees. The Programme Head, Academic CoOrdinator, the Facilitators, Mentors, and Faculty members ensure that all the activities required for the attainment of the Programme are well-managed and executed.Decentralization, delegation of power, and a collaborative decision-making approach are also improved with faculty participation in the various committees.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://sfimar.org/document/Organization-Chart.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination   **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- **Group Accident Policy for Faculty and Staff Members.**
- **Yearly Medical Check-up Sponsored by Institute for Faculty and Staff members.**
- **On-campus Nurse is appointed for Faculty, Staff members, and also for students.**
- **Medical Leave & Maternity leave for eligible staff members. Faculty members are eligible for Earned Leave at the time of Retirement. Privilege leave of 30 days in a year /CL/SL/Extra ordinary leave / Study leave to pursue further studies such as Ph.D or any other course are given to Confirmed Faculty and staff members. Compensatory off facility to Staff members.**
- **Gym is also accessible for the staff.**
- **Tea / Coffee facility twice a day.**
- **Medical center tie-up with Karuna Hospital.**

- **Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.**
- **Sponsorships to attend and present papers in conferences both in India as well as abroad.**
- **Picnic is arranged for faculty and staff members.**
- **Faculty development programs(FDP) for faculty members on regular Basis.**
- **Skill development courses are organized for non- teaching staff to enhance their skills in work environment.**
- **All the faculty members who upgrade their research work through quality publications during the academic year are honored by the Institute through Awards and Research incentives scheme every year.**
- **Gifts are given to Faculty and Staff members during the Christmas festival.**
- **WFH /Flexible timings /50% on the job was extended during Pandemic Covid-19 lockdown to Faculty and Staff members.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

03

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by

the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Each faculty member completes the self-performance appraisal form at the end of each academic year. Subject Feedback is taken from the students based on teaching, support, and cooperation. Also, peer review and departmental reviews are considered for faculty performance evaluation. The appraisal form considers the teaching part, coordination with other departments, involvement in extracurricular and co-curricular activities, analysis of results, research work done, etc., to cover each type of performance. The appraisal form was emailed to the Director for his remarks, and then it is further reviewed by the Chairman. Finally, the Director interacts with all the faculty members individually through online modebased on components of the appraisal form, recognizes the performance, acknowledges their contribution, advises on areas of improvement if necessary, and action follows.

The Director interacted withthe faculty through online modeto discuss the training required by individual faculty members for their area of expertise. Appraisal Discussion also focuses on: -

1.Training programs that the faculty need for the improvement of their shortcomings

2.Development of interpersonal relationships

3.Motivating faculty members to present national and international research papers.

4.Image-building and competency visibility. 5.Improvement in teaching guidance, etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

An internal financial audit is done by members of the Trust or external members every year. These members are authorized by the President of the Society of the Congregation of Missionary Brothers of St. Francis Assisi. There were no objections in the internal audit for the financial years 2020-21. The Society of Congregation of Franciscan certified that SFIMAR has maintained the books of accounts and all accounts connected therewith in proper order.

An external financial audit is done by auditor Natvarlal Vepari & Company once every financial year. There were no major objections from the auditor. The compliance report is given by the auditor once a year after the end of the financial year in March. Latest Auditor's report dated October 14th, 2021 for the financial year 2020-21 is available with the Institute. The Institute has complied with all the necessary audit and accounting standards and there is no unqualified audit opinion and no significant audit objections.

The dates of the financial audit are as follows:

Financial Year

Internal Audit

External Audit

2020-21

17th May 2021 to 23rd May 2021

10th September 2021 to 9th October 2021

The detailed audit report is uploaded on the website of the institute.

File Description	Documents
Paste link for additional information	https://www.sfimar.org/audit-report.html
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

7.28

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of funds

Being a self-financed Institute fees taken from the students as per the recommendations of the Fee Regulatory Authority is the main source of funding for the Institute. Institute has full-time MMS and PGDM courses. During Covid 19 times, both these courses saw a delay in admissions, however, institutes' sound long-term financial planning meant that the resources were sufficient to take care of their employees and other stakeholders during the pandemic.

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Other minor sources of funding are the international research conference PATHH, Eminent Speaker Series, re-examination fees, sale of application forms, and FDPs conducted by the institute.

Optimal utilization of resources

Optimal utilization is ensured through earmarked budgets, careful spending, and accountability for all expenditures incurred. During the period April 2020 to December 2021 since the majority of things happened online institutes spend money on online connectivity-related things for the smooth conduct of online classes and examinations.

Since the majority of the offline events and physical presence of employees and students were restricted to campus due to the pandemic institute saved on financial resources. However, management ensured institute infrastructure was in place once the offline events resumed by maintaining and upgrading wherever required.

File Description	Documents
Paste link for additional information	https://www.sfimar.org/audit-report.html
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Practice 1 – Student Skill Development Programme (SSDP) through online mode

SFIMAR has specifically designed the Student Skill Development Programme incorporating a meticulous and structured approach to training its students to make them fit, flexible and adaptable for industry and society. In addition, the overall development of the students is monitored; activities that lead to enhancing student's employability are organized and build them up to discharge their societal responsibility.

The CMC Department designs a training calendar with inputs from the corporates/industry, alumni, faculty, and students. The training calendar includes the thrust areas of building the students' competency levels concerning Knowledge, Skills, and Attitude to enhance their employability skills. Weekly sessions were organized through online mode via Zoom Platform or MS Teamsas per the slots allocated in theprogramme timetable. The training programs are scheduled throughout the year with the help of industry personnel, management experts, and alumni to promote skill development.

Practice 2: Workshops and Certification programmes through online

mode

Certification Programmes and Workshops were organized through online mode via the Zoom Platform and MS Teams to bridge the industry-academia gap in collaboration with Corporates and in-house faculty members.

1. MS Excel - Basic and Advanced

2. Basics of Stock Market

3. Data Visualisation using Tableau

4. Financial Modelling Workshop in association with ForeVision

5. Certification Course in Alternative Investment Industry (CAII) in association with SS&C GlobeOp

6. Banking and Insurance

7. Personal Growth Laboratory

8. Data Analytics using Tableau

File Description	Documents
Paste link for additional information	https://sfimar.org/student-development-activities.html
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institutional Review 1 – Feedback from Academic Advisory Council and Placement Advisory Council

The Institute has a vision of establishing international standards and develop value-based leaders. It seeks to provide opportunities for the students, faculty and staff members to gain international exposure. Many initiatives have been implemented by the Institute to facilitate International Connect.This is achieved through

organizing international conferences, international study tours and industrial visits, increasing institutional collaboration through MoU's and by participating in international academic events, inviting international faculty members and thought leaders for guest lectures, promoting collaborations and joint research between faculty members of various institutes and universities.

Activities to facilitate International Exposure

1.Eminent Speaker Series organized by SFIMAR

Mr Nikolas Lehrke -Managing Director and co-owner of IMM Maschinenbau GmbH, Riederich, Germany delivered a lecture on the theme 'Business Culture withing European Union' through Zoom to the Management students on 20.03.2021.

2.'PATHH' – Annual International Conference for faculty organized by SFIMAR

Paper Presentation on the topic 'Using Social Network Analysis to Examine the Influence of Covid19 on Health Insurance Marketing and Consumer Trends on Twitter' at PATHH 2021 on 26.06.2021 by MrNishant Jain,Doctoral Student- MU Data Science & Informatics,University of Missouri-Columbia, USA andDr Natika Poddar, AssociateProfessor – Finance, SFIMAR.

3.Guest Lecture for the MMS First Year Students organized by SFIMAR

Mr Michael Brown,Certified Professional Coach, Canada delivered a Guest Lecture on the topic 'Upskilling for Youths-Promising Future for Management Students in Academic and Career' through Zoomon24.09.2021.

File Description	Documents
Paste link for additional information	https://sfimar.org/iqac.html
Upload any additional information	[View File](#)

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality

A. All of the above

initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1ysScJ60mE16xtHaGdVkT-pmYqg9v1z7u/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SFIMAR ensures and believes in providing equal opportunity for all.Equal gender leadership roles and representation in all student activities is ensured by -

1.Appointing two Class Representatives (one boy and one girl).

2.Boys and Girls, both are considered as Committee Members of Students' Clubs

Specific facilities provided for women

1. Safety and security: The Institute has made all the necessary provisions for women's safety and security, like installing CCTV cameras across the campus, security checks at the Institute's entrance. Also, various Committees like Internal Complaints Committee, Anti-ragging Committee, Student Grievances Redressal Committee, College Women Development Cell are constituted, responsible for ascertaining gender equity, safety, and grievance redressal.

2. Common Rooms: The Institute has a separate girls' common room equipped with the requisite facilities for hygiene and safety. In addition, the college has installed Bell A50- a vending machine consisting of sanitary napkins for ladies' staff and girl students in the washroom.

3. Counseling

A certified counselor isappointed specially for students. At the time of admissions, appropriate counseling is done for students (and parents if necessary) to make them aware of the facilities available for their wards. Counseling sessions were held online and alsooffered during the mentoring sessions, wherein, if required, a lady mentor is assigned to address issues of a lady student.

4. Activities of DLLE and CWDC: Awareness Sessions and Sensitization Programmes were conducted by DLLE and CWDC through online mode on Gender Equity, Women Empowerment and Prevention of Sexual Harassmentof Women at the Workplace.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1Hx7al3n2D-Xliz9w0qi96G5TA-chxAmf/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/12EwZ10VTIu03N7BeTGHZR5Geh_K6sDzG/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The waste generated on the campus mainly comes from the canteen (biodegradable), used / wastepaper, and e-waste from computers and other electronic devices.

Vermicomposting is used to treat biodegradable waste, for which a vermicompost pit is designed and implemented on the campus. Wastepaper is also shredded and added into the vermicompost pit. Disposal of e-waste is an annual activity outsourced to an external vendor/agency. The agency is authorized to collect and dispose of the e-waste. Annually, 30 – 50kg of e-waste is disposed of approximately.

Liquid waste is treated through the municipal drainage system. Since the institute has no wet labs, it does not generate hazardous, radioactive material or biomedical waste. The Institute has had a biomedical managed by Cannon Hygiene for the past few years. The 'Feminine Hygiene Care' ensures that all feminine hygiene waste will be collected and disposed of in a legally accepted manner with the aid of the feminine hygiene care service units. The service also ensures that the waste deposited will be sanitized with the help of the advanced sanitizer made from natural substances and active in both liquid and vapor phases.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available **A. Any 4 or all of the above**
in the Institution: Rain water harvesting

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SFIMAR honors and celebrates various religious and cultural festivals such as Onam, Dandiya, and Christmas, with participation from faculty,students, staff, and management. Some of these activities were celebrated through virtual mode between April 2020 to December 2021. The virtual Dandiya event was celebrated on 16th

October 2021. Christmas celebrations were carried out on 22nd December 2021 for faculty and staff members and also for underprivileged children on 23rd December 2021 following the Covid-19 protocols.

Even during the Covid 19 pandemic, SFIMAR's ISR Club – 'Abhimaan' conducted a blood donation drive on 18th November 2021. The cultural club – ' MALAY' arranged " The Art of Photo Frame Making competition " on 24th April 2021 and "Art of Wall Hanging Making competition " on 1st September 2021. Both these were organized through online mode.

Institute ensures equitable treatment to all the stakeholders through committees such as the Anti-ragging committee, Internal Complaints Committee, SC/ST Welfare Committee, Grievance Redressal Committee, College Women Development Cell, and College Development Committee.

All faculty and staff members are governed by an inclusive human resource policy which is uploaded on the website for better transparency.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SFIMAR has the following Cells and Committees, through which it encourages and engages students in activities that promote good citizenship, service orientation, and holistic development.

1. The Life Long Learning and Extension Cell (LLLE)- SFIMAR DLLE Team organized an online training program of DLLE with the University of Mumbai on 24th March 2021 for the academic year 2020-21.

2. The College Women Development Cell (CWDC) – There was Guest Lecture arranged by CWDC to observe international women's day, for the MMS students and others on Thursday (11/03/2021) via Zoom. The topic was "Gender Implications on COVID-19 pandemic"

3. Institutional Social Responsibility Club (ABHIMAAN) - Blood Donation Camp was organized by Abhimaan Club in association with Dr. Babasaheb Ambedkar Hospital on 18th November 2021 in Assembly Hall, SFIMAR

4. Green club- SFIMAR Green Club organized a plantation drive on the campus, maintaining the COVID appropriate behavior on 30th December 2021.

5. Hygiene and Cleanliness Committee - Standard Operating Procedure for COVID appropriate behavior in Colleges as per the circular of the University of Mumbai dated 13th October 2021 was designed and displayed at various parts of campus for COVID appropriate behavior by students and other stakeholders.

6. Mindfulness Centre- SFIMAR Mindfulness Centre conducted a 'Happithon Session' on May 22nd, 2021. The speaker was Dr. Devyani Rozario -Academician, Soft Skills Trainer, and Happiness Coach.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1yHq64l0Zr l0YtuobxBvYElCQaHMb2lbp/view?usp=sharing
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following days, events and festivals were celebrated online or offline even during pandemic times with all the protocols set by the local authorities.

Date

National and international days celebrated by SFIMAR

26th January

Republic Day of India

8th March

International Women's Day

21st June

International Yoga Day

15th August

India's Independence Day

Independence Day and Republic Day were celebrated during the Covid 19 pandemic as per the COVID protocol on the campus.

International women's day was celebrated for the female faculty and staff members on 8th March 2021.There was an online Guest Lecture from Prof. Vibhuti Patel arranged by CWDC to observe international women's day, for the PGDM and MMS students and others on Thursday 11th March 2021.

There were online sessions by Yoga expert Mr. Gautam Utekar on 'Yoga and Mind Power' conducted on 21st June 2020 and 2021.

There was virtual Dandiya celebration during Navaratri on 16th October 2021. Dress Code for the event was Gujrati attire. Best dancer, Best Couple, and Best Dress awards were given

There were Christmas celebrations for faculty and staff members on 23rd December 2020 and 22nd December 2021. Also, they were conducted for the underprivileged children on 23rd December 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice 1

"Project X'cellence" Competition

Annual Intra College Competition "Project 'Xcellence" was held through a virtual platform on 13th November 2021. It is the first time a combined event was held for all the 3 programs MMS, PGDM, and Part-time programs namely, MFM & MMM, since it was not possible to hold the same in physical format due to restrictions related to the COVID pandemic.The panelists from Industry were invited to evaluate the project competition.All the panelists gave

positive feedback to the participants and mentioned a few areas of improvement.A total of 28 projects were shortlisted across all the programs listed above. 3 winners were chosen from Finance and marketing specialization each, 2 winners from HR, and 1 each was selected from IT and Operations.

Practice 2

Online Events of Forums and Clubs

During the COVID Pandemic, the students were forced to attend classes in online mode and miss the enrichment that happens by attending the physical mode of campus life. To help them with their personality development using extra-curricular activities, various events were organized by the institute in the online mode.Various activities such as Photos Collage Activity and Art of Wall Hanging Activity by Malay Club; Panel Discussion on"Agri Entrepreneurship and Farm Innovations - The Future Ahead" by Prerna Club were organized in online mode for the students.Students got the experience of event organization and participation even during the lockdown.Students got the opportunity to exhibit the ability to develop innovative ideas.

File Description	Documents
Best practices in the Institutional website	https://sfimar.org/iqac/Best-Practices-2020-21.pdf
Any other relevant information	https://drive.google.com/file/d/1SjHPsytUr6kUYX5MD5R7Qh5719l08o1e/view?usp=sharing

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Vision of the Institute focuses on developing entrepreneurial spirit amongst the students. It also emphasizes on Value-based Education, Interdisciplinary Research, TechnoManagerial Competence, and Sustainable Business Development.

NPTEL Courses – MOOCs as an Initiative to facilitateSustainable Business Development

NPTEL Courses was introduced for the MMS students as an Add-On

programme due to the recommendations arising in the IDEA meetings of the Institute. NPTEL Courses were given dedicated slots in the Timetable of the MMS Programme for Semester 2, Batch 2020-22 of the Academic Year 2020 -21. The practice also continues for the Semester 4, Batch 2020-22 and Semester 2, Batch 2021-23 students for the Academic Year 2021 – 22.

Objectives

1. To enhance blended learning
2. To encourage the students to pursue higher education
3. To encourage students to upskill themselves.

Description

For the Academic Year 2020-21, 38 students had enrolled for the NPTEL Course - 'Business and Sustainable Development' and 26 students for 'Decision making under Uncertainty'. Ms. Vasudha Rao and Dr Simmi Prasad were the facilitators of the courses to clarify the concepts and resolve the doubts. 26 students had successfully completed the NPTEL course of Business and Sustainable Development

Outcomes

1. Inculcates self-learning in students for enhancing their career path
2. Facilitates self-monitoring of their own progress in completing the course and developing their skills.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institute has well-structured Outcome-Based Education (OBE) processes for implementing and delivering the curriculum to make the students socially committed, employable, research and entrepreneurship-oriented.At the start of every academic year, all the Programme Heads, prepare their academic calendars and timetable, including lecture hours, topics to be taught, and other co-curricular activities to be organized. The Director discusses, reviews, and approves the academic calendars and allotment of subjects. The timetable and other relevant documents are displayed on the department notice boards. The institute prepares a detailed Academic Calendar that specifies the semester/trimester duration, curriculum to be taught by a faculty, the time of each session, and the commencement of examinations. Furthermore, the institute regularly receives circulars, letters, and emails from the university regarding the modifications in the curriculum

The faculty members are provided with a consolidated 'Academic Kit' with all the necessary documents required for teaching. Faculty members prepare their Session Plans and Course Materials accordingly. Programme Outcomes (PO), Course Outcomes (CO), and syllabi, weightage of internal and external examinations are communicated through the Session plans, brochure and the website. In addition, the faculty members maintain a course file in tune with the attainment of course outcomes.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://www.sfimar.org/mms-about.html

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is designed in-line with the quality

objectives of the institute monitored by the IQAC Cell.The Academic Calendar for all the programmes is prepared before the commencement of the academic year by referring to the academic calendar released by the University of Mumbai .The Academic Calendar outlines commencement & end of semester, Mid-Term Exam Dates, Internships, Field Visits, International study tours to be organized, End-Term Examination Dates, etc. Each Faculty Member evaluates the student continuously through the semester adopting various methods as indicated in the approved session plan. The Session plan includes Project-Based learning, Assignments, Presentations, Class-Tests/Viva-Voce, Mid-Term Examination. In addition, faculty also motivates students to participate in extra-curricular and co-curricular activities contributing to their overall personality development.

For the MMS & Three-Years Master Degree in Management (MFM/MMM) programme, each course/subject has two evaluation components which are internal assessment & semester-end exams. Each course is for 100 marks, of which 40 marks are for internal assessment & 60 marks are for written examination conducted at the end of the semesters. End-Term Examination has 60% Weightage for University-affiliated programmes. The examination consists of subjective and objective- type questions and is as per the curriculum and syllabus. The average pass percentage is set at 50% for all courses. Passing in each internal assessment and End-term is 50% separately.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sfimar.org/iqac.html

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University | C. Any 2 of the above |

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

5

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

217

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution integrates cross-cutting issues relevant to Gender, Environment, Sustainability, Human Values, and Professional Ethics into the curriculum in many ways. The institute prioritizes the courses related to these issues prescribed by the university, such as Business Ethics and Environment Management,etc.

The MMS Syllabus also offers organizational behaviour course in its semester one addressing behaviour, lifestyle, and culture. The institute also offers value-added courses like Soft Skill Development,Pre-placement Training, Verbal and Logical Skills, etc. In addition, different clubs of the institute engagein various activities related to these cross-cutting issues.

Gender Sensitivity: The College Women Development Centre (CWDC) of the Institute provides training in Yoga, Self-Defence Skills in association with Maharashtra Police, Prevention of Sexual Harassment Sessions, etc.Thus, the institute guarantees equal opportunities for all the students without considering their gender in Students.

Department of Lifelong Learning and Extension (DLLE) Activities, University of Mumbai: MMS Students participate in DLLE Activities like Online Health Check-Up, Online Poster competitions, Career Guidance Workshops, etc. Students also get credit points for participating in these activities.

Environment and Sustainability: The Institute campus is full of greenery and a conducive environment. The infrastructure is eco-friendly with environment-friendly devices and equipment. Knowledge about the environment and its importance is imparted through various specialized courses such as Business Environment /Environment Management are offered to the MMS student.

Cross-Cutting Business Issues are explained through courses like Project Management, InternationalBusiness, Organizational Behaviour, etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

277

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://www.sfimar.org/feedback.html
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.sfimar.org/feedback.html

TEACHING-LEARNING AND EVALUATION
2.1 - Student Enrollment and Profile
2.1.1 - Enrolment Number Number of students admitted during the year
2.1.1.1 - Number of students admitted during the year
139

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

92

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Strategies for Advanced Learners Students identified as 'advanced' are 'challenged' with progressive curricular and co-curricular tasks.These tasks include completing online courses (MOOC, NPTEL, Swayam and Coursera), extensivelyusing e-platforms and e- resources, and presenting papers in Seminars and Workshops. They are furtherencouraged for research by giving them financial support and cash awards, medals and merit certificates,and other recognition. These students are chosen on a priority basis to represent the college at National andState level competitions. They are also selected as peers in Peer-Assisted Learning for slow learners.

Strategies for Slow Learners Slow learners are identified in each subject based on mid-evaluation and given special/remedial classes bythe teachers concerned. The other remedial measures taken by the institute are mentioned below. Inaddition, Peer Assisted Learning (PAL) is also adopted wherein the advanced learners work as peers.Teachers take special/extra lessons to bridge the knowledge gaps of these students.

Slow learners are motivated to engage in activities of various clubs to increase their involvement inacademic and co-curricular activities. Group assignments and multiple projects are given to slow learners.Personal counseling/Mentoring and motivation are provided to slow learners by their respective mentors.Focused one-on-one interactions are held with parents to involve them in the learning process of their wards actively.

File Description	Documents
Paste link for additional information	https://www.sfimar.org/mentoring-counseling.html
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
405	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has created a student-centric learning environment by adopting Outcome-Based Education (OBE), teaching-learning methods, ICT-enabled teaching-learning during A.Y 20-21

MMS Programme

Case study discussions, presentations, project-based learning, Management games are methods used in teaching-learning process by faculty members. Online Project work taken up by the students is usually related to real-world problems or/and functional area concepts.

Co-curricular Forums Like Finatics, Nirmiti, and Renaissance conduct various subject-specialization-based online activities in Finance, Marketing, and HR domain. Group discussions, debates, and Viva/quizzes are conducted regularly by the subject faculty members.

Three Years Master Degree in Management (MFM/MMM) Pedagogy used for participative learning

1. Experience sharing

2. Case Study Method

3. Group Discussion Method

4. Debates

5. Group Assignments

6. Roleplays

7. Book Review Presentation

8. Quiz

9. Online Test/Surprise Test, Online Training

10. Short Film Screening

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sfimar.org/student-development-activities.html

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Adequate modern ICT resources are used as teaching aids for Lecture delivery & imparting knowledge during the pandemic.

Faculty members use PowerPoints, Media Players, Live Streaming videos, various online databases and analytics software, web-enabled projects and assignments, online case-study, simulation exercise, and roleplay to better their course/elective.

The institute has implemented Smart Classroom for enhanced teaching-learning experience and implemented Systems Lab for IT students. As a result, they are given practical exposure to various Software like MS-Access, MS-Project, MS-Visio, Online Resources like Google AdWords, Web Designing, etc.

Online Lecturing was facilitated using the MS-Teams application. Online Exams were executed using Google-Auto Proctoring System, and Online meetings, Discussions were

undertaken using ZOOM Web Meeting Application.

E-Resources were made available to the students through the MYLoft app and Campus ERP. Reading Material, Lecture Notes, and Assignments were all submitted using MS-Teams Channels. Students were provided with Technical Support in case of any issue from the Institute remotely to solve network and connectivity issues if any.

ICT Tools like Peardeck, Quizzes, Paddlet, Youtube educational Videos, etc. were extensively used by faculty members

Being an NPTEL Local Chapter, we encourage our students to join courses offered on this platform. Students also registered on various online platforms like Coursera, Udemy, and LinkedIn learning for upskilling themselves during the pandemic year.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

125

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

MMS Programme

Each subject is of 100 Marks with a break up of40 marks (Internal Assessment) and 60 marks (End Term Assessment).

The method of evaluation for Internal Assessment and its constituents are given below.

Sr No.

Evaluation

Weightage (40%)

Evaluation component

Duration

Frequency

1.

Midterm Class Test

10%

Concept Testing

1 hour

1 per semester

2.

Project Based Learning/ RolePlay/ Presentations/Experiential learning/ Testing

15%

Group activity

Throughout Semester

1 per semester

3.

Viva

5%

Concept Testing

1 hour

2 per semester

4.

Attendance and class participation

5%

Managerial skills

Throughout Semester

Spread across semester

5

Assignment

5%

Knowledge Testing

Throughout Semester

Minimum 1 Assignment

Three-Years Master Degree in Management (MFM/MMM)

Under the Credit Based Grading System for MFM/MMM Semester-End Examinations, every subject shall be divided into two parts:

For Subjects of 100 Marks the Evaluation Criteria is as follows:

- **Semester-End Examinations : 60 Marks**

- **Internal Assessment : 40 Marks**

The method of evaluation and constituents for Continuous Internal Assessment is given below

Sr No

Evaluation

Weightage (40%)

Evaluation component

Frequency

1

Midterm Class Test

20%

Online /Offline concept based MCQs, Subjective based

1 hour

2

Presentation/Roleplay/Quiz

10%

Group activity

Throughout the Semester

3

Attendance & overall participation

5%

Managerial skills

Throughout the Semester

4

Assignment

5%

Knowledge Testing

Throughout the Semester

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.sfimar.org/mms-about.html

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The mechanisms to deal with the examination related grievances have been laid out in the examination policies of the respective departments. Examination policy of all the programs has a mechanism to handle grievances.

Grievance Redressal system: The examination committee is responsible for smooth conduct of examination as well solving any queries that may arise during or after the examinations.

Master of Management Studies (MMS) & Three Year Master's Degree in Management (MMM/MFM) Examination Policy

During the examinations the subject-faculty should be accessibleon the day of examination forthe paper. Incase of any problem in the question paper faculty needsto clarify it to the students.

After the examinations, the faculty memberis required to collect the answer-sheets from the exam-control roomand update the examination register. The faculty should submit the answer-papers duly assessed to the office as notified by the Exam Chairperson/Programme Head via mail.

Under the Credit-based grading system, a learner has to obtain a minimum of 50% of marks in both internal and external

components of the subject separately.

Moderation of answer sheets will be done on select basis. The external moderator must be given an appointment letter with terms and conditions mentioned. 10% of the total answer sheets are evaluated by moderator and not more than 20%. The selection of the answer sheet for moderation are based on the following criteria.

1. Answer-Sheets with score above 75%
2. Answer-Sheets with score between 45% and 50%

The marks given by the moderator are considered as final.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.sfimar.org/mms-e-brochure.html

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcomes (POs) and Course Outcomes (COs) have been formulated for all the programs in the Institute. Program Outcomes (POs) represent the graduate attributes formulated as per Washington Accord and adopted by National Board of Accreditation. The Program Outcomes are uploaded on the Institute's website and Institutional Repository, DSpace for reference by the faculty members and students.

Course Outcomes (COs) are statements that describe essential learning that students should achieve and can reliably demonstrate it at the end of a course. The Course (learning) outcomes define the knowledge, skills, and behaviour that a student should be able to demonstrate. The course outcomes for each course are prepared by the faculty member addressing most of the applicable levels of Blooms Taxonomy . They are modified and reframed in accordance with the changes in Curriculum and revised as per the need from time to time.

MMS Programme &Three-Years Master Degree in Management

(MFM/MMM) :

University of Mumbai gives Course objectives along with syllabus of each course to be conducted in that semester. Subject faculty members looking at the syllabus, prepare the course outcomes for each subject respectively. The same is then communicated to students during lectures through the respective session plans of their subjects. The syllabus is made available in the library, college intranet as well as in the respective department for students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.sfimar.org/mms-pos-rubrics.html
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Course Outcome is evaluated based on the performance of students in internal assessments, term end and university examination of a course. Internal assessment contributes 40%; term end and university assessment contribute 60% to the total attainment of a CO for the MMS and Part Time Programmes and 50% end term and 50% Internal assessment for the PGDM Program. The Total Direct assessment attained is given a weightage of 80 % and 20 % is attained from indirect assessments.

1. **Master of Management Studies and Three-Years Master Degree in Management (MFM/MMM) Course Outcomes Assessment**

Direct Assessment: Weightage 80%

Assessment for all the subjects is done semester-wise according to the specialization curriculum.

1) The assessment process is divided into two parts

a. Internal Assessment – 40 marks

b. Term End Assessment – 60 Marks

Total=100 Marks

2) There are some subjects for which exams are conducted by the University of Mumbai and hence for those subjects, the Assessment goes as follows:

a. Internal Assessment – 40 marks

b. University Exam Assessment – 60 marks

Total=100 Marks

Forty percent weightage is given for Internal Assessment and sixty percent weightage is given for Term End/University Assessment.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sfimar.org/mms-about.html

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

155

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://www.sfimar.org/result.html

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sfimar.org/feedback.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.90

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

04

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://icssr.org/western-regional-centre

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has created an ecosystem for innovation, including an incubation center and other initiatives to create and transfer knowledge.

Prerna Club

Prerna Club of SFIMAR jointly organized a one-day event of Global Entrepreneurship Summit through online mode with the Global Entrepreneurs Grid of MTC Global on the 12th June 2021 Saturday, as a part of the Entrepreneurial initiative.

Live projects

Live projects enable students to work in real-time situations.TechQ Konnect Technologies Pvt. Ltd.,Zinglin Media Pvt. Ltd. andMotilal Oswal provided live projects opportunities to our students.

Speaker Series

Online Speaker Series 2020-21 was scheduled on 27th February and 20th March 2021 for knowledge transfer by Senior Industry Professionals.

Alumni Connect

Senior Alumni connected online with students to share their experiences on 25th March 2021.

MyLOFT

MyLOFT web and mobileapp training session by Ms. Sabarmati Bhattacharya for SFIMAR faculty/staff and students were organised on 26th July 2020. The objective of the training was to give access to the virtual library and all the databases to everyone from their home owing Covid 19 pandemic situation.

IDEA Meeting

The Institute conducted a regular monthly meeting of Innovations and Development for Excellence in Academics (IDEA) in online mode. Various online teaching-learning methods were discussed to improve student's learning experience and retention during pandemic times.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sfimar.org/entrepreneurship-and-business-incubation-zone-ebiz.html

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	https://sfimar.org/research-guides.html
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

09

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institute carries out the ethos 'Service through Enterprise' of its Founders- 'Society of the Congregation of

Franciscan Brothers' which has strong societal-responsibility dimensions in its agenda.

Abhimaan Club: The objective of the club is to create a sense of responsibility among the students and Induce sensitiveness in them. Every year the club organizes a blood donation camp and other social activities.

Department of Lifelong Learning and Education (DLLE), Mumbai University: SFIMAR actively participates in DLLE activities to promote the values of human development among the students, provides a forum for the exchange of ideas, and creates social awareness and commitment among students towards society.The activities conducted online amid the COVID 19 pandemicincreased awareness towards financial literacy among women, COVID 19 vaccination for women, Govt. schemes available for start ups during the pandemic, etc.

Green Club: The objective of the green club is toempower students to participate and take up meaningful environmental activities. A tree plantation drive was organzied in the campus on 30.12.2021 and an awareness sessions were conducted on the themes of sustainalbilty and climate change.

College Women Development Cell (CWDC): The aim and objective of the CWDC is to prevent sexual harassment in the workplace (on college campuses) and to promote the general well-being of female students, teaching and non-teaching women staff at the Institute. Institute organizedguest lectures on prevention of sexual harassment at the workplace andcelebratedofInternational Women's Day on 8th March by inviting eminent speakers.

File Description	Documents
Paste link for additional information	https://sfimar.org/extra-curricular-activities.html
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

170

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

15

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

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Classrooms and Learning Facilities

SFIMAR hosts 11 air-conditioned classrooms/tutorial rooms and
seminar halls. All the classrooms have high speed internet
connectivity of 100 Mbps. Each classroom is equipped with a
projector, whiteboard, audio-visual system, and podium facility
for a conducive teaching-learning experience. The classrooms
are dedicated to all the currently offered programmes. The
classrooms are well ventilated, and adequate space is available
for class activities and overall development of the students.


IT Infrastructure and Facilities

SFIMAR has implemented WIFI for students on both Internet and
Intranet with ease of access to use network resources from any
part of the campus.There are 305 computers exclusively for
students installed in labs, libraries, and classrooms. In
addition, projectors are installed in each classroom and lab,
and a web-conferencing solution is installed in the MDP room
for online meetings and webinars. Other computing facilities
like printers, scanners, headsets, presenters, are also
adequately available to students and faculty.


SMART Classroom & Language Lab

The Institute has a smart classroom and language lab facility.


Ph.D. (Research Lab)

The Ph.D. research Lab hosts computers with SPSS, Statcraft,
and R Software installed for research activities.


Auditorium and Seminar Hall

SFIMAR's acoustically designed air-conditioned auditorium has a
seating capacity of up to 600 persons (212.87 sq. m.) and is
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ideal for hosting larger cultural activities & functions. The seminar hall has a seating capacity of up to 350 persons (231.1 sq. m.).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.facebook.com/St-Francis-Institute-of-Management-and-Research-SFIMAR-179142772314508/videos/1517134758630018/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports Facility

A well-laid tarmacked playground is available for outdoor sports activities.

a. Indoor Sports Facility

A dedicated Indoor facility like a chess area, room for playing carom and table tennis is provided by the Institute.

• Table tennis, chess, and carom are available for all students during working days.

• A unique floor chess area with life-size chess sets on the 1st-floor terrace.

b. Outdoor Sports Facility

SFIMAR ground facilities include two badminton courts and one volleyball court, which isalso being used for box cricket. SFIMAR also has a shared and excellently maintained football ground located in the vicinity of the campus.

Gymnasium

SFIMAR has a well-equipped Fitness Centre measuring 56.10 sq. m. available on the campus with modern equipment.

Auditorium and Seminar Hall – For cultural events

Various inter and intra-collegiate cultural and indoor sports and games, yoga sessions, and celebrations for various occasions are held in SFIMAR's auditorium and seminar hall.

Common Rooms for Boys and Girls

The Common Room for Boys and Girls are gender-specific for the students. These rooms are used for discussions, informal interactions and to relax and revitalize after their busy lecture schedules.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sfimar.org/infrastructure.html

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

8.27

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library at SFIMAR, equipped with physical and digital resources, is accessible through ILMS and MyLOFT app.

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

Koha

Partially

19.11

May 2021

Campus ERP

Partially

2.0

June 2016

Library automation

The Library is partially automated with Koha Library Management System , Enterprise Resource Planning System and various supporting latest technologies like DSpace, Edmodo, MyLoft, People Counting System, and Urkund plagiarism software.The prominent sections that are automated are -

1. Library House-keeping Operations
2. Circulation Desk
3. Online Public Access Catalogue (OPAC)
4. Library footfall

OPAC (Online Public Access Catalogue)

The OPAC can be accessed by all the users and through the library home page or URL. http://sfimarlibrary.firstray.in/ - For Koha,mobile app (Google Play store – St Francis library), Kiosk in the LIRC circulation area and https://192.168.1.3 – for Campus ERP till April 2021.

Electronic Resource Management package for e-journals & Company Database

The Library has subscribed to Financial Databases and E-journals package.

In-house/remote access to e-publications

The remote login access software, MyLOFT (My Library On Finger Tips) web/mobile app(https://app.myloft.xyz) at SFIMAR LIRC serves as an effective tool for accessing e-resources anywhere anytime. It facilitates library staff to send notifications to users . Access to E-resources has been given to the students and faculty/staff in the Library through Network Access Storage (NAS - CD Server) (http://192.168.1.9) and Institutional Repository -DSpace,,URL http://192.168.1.6:8080/jspui (IP based).

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sfimar.org/library.html

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.17

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

35

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

SFIMAR has implemented Microsoft Teams, Zoom online platform for conducting Online Lectures, webinars, and Guest Lectures, and even procured Cameras, Bluetooth wireless earphonesand Microphones for facilitating hybrid mode of learning during the COVID 19 pandemic.

IT infrastructure is spread over all the academic departments, library, fitness center, hostel, and administrative sections of the institute.These facilities are continuously upgraded to meet the demands generated by stakeholders and interested parties. The up-gradation is in the form of hardware updating, the addition of terminals, addition of bandwidth, buying licensed software's, replacement by high capacity cables (CAT 6 cable for internal LAN and OFC for longer distance), and service provider to keep substitute open, the extension of continuous power supply facility, etc.

All 305 desktop computers are connected to the institute LAN. Whenever needed, the configuration of machines in departments like Information Technology (IT), Labs, Classrooms, and other departments, the addition of bandwidth, buying licensed software, and cabling are upgraded as per AICTE requirements.

Enterprise Resource Planning System is operational for Staff, Students, Faculty, and IT Administratorwith User Logins. ERP introduces a complete decision support system integrating all the institute departments with an interconnected modular approach. The modules are ready to use for various Institute departments and give the user freedom to access the essence of the system with proper inter modular data exchange and data sharing for administrative control

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sfimar.org/computer-centre.html

4.3.2 - Number of Computers

305

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0.87

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Established Systems for Maintenance Dept.

The Maintenance procedure explains the detailed department procedure, the purpose, scope, responsibilities, work environment, and list of records to be maintained. Monitoring is done through Annual Maintenance Contract and Control through periodical vendor valuation/ revaluation. The work environment's scope includes the institute's physical infrastructure, facility management, and outsourced housekeeping and Security services. The Maintenance Dept. has a Preventive Maintenance schedule, prepared month-wise, describing the activities under various AMCs and their frequency for a given year. There are also checklists for House Keeping that include details of washroom cleaning and general cleaning schedules month-wise and date-wise.

Established Systems for LIRC

The library procedure explains the detailed functioning of the library, including the purpose, scope, responsibilities, work environment, references, definitions, abbreviations in use, list of records to be maintained, and retention period of the documents. The book collection is kept relevant and current by the annual stock verification process, which involves barcode scanning, vacuum cleaning, and arranging books on shelves. The staff weeds books not in use for more than five years and, on faculty, suggestions replaced with new editions.

Established Systems for IT Labs

The table depicts the schemes for maintaining some significant facilities in the campus either by an AMC or by some external agency on-demand basis -

Facility in the campus

Type

Frequency of maintenance

Website

AMC

Yearly or as per need

Desktop

AMC

Yearly or as per need

Laptop

AMC

Yearly or as per need

Printer

AMC

Yearly

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

87

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://sfimar.org/student-development-activities.html
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

99

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

99

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

99

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

SFIMAR motivates students to take up various managerial and leadership roles to develop the skill set required for a future

manager. Institute organizes various events and activities through clubs and forums. Student coordinatorstake the initiative to conduct those programs under the guidance of faculty members. Institute organizedmany programmes and events online/physical modelike Induction, Graduation Day, Speaker Series, Pathh (International Research Paper Competition for teachers), Anveshi (Intercollegiate Research Paper Presentation competition for students), Christmas celebration, Dandiya night and many more, where students play a vital role in the execution part of the event. Student placement leaders, who voluntarily nominate/elected,play an active role in theactivities of the placements department and alumni interactions.Many committees are formed to support students in their holistic development. Student members are part of committees like Hygiene and Cleanliness Committee, College Women Development Cell, Student Development Committee, Grievance Redressal Committee, Anti-Ragging Committee, etc. The institute follows a fair system so that every student gets a chance to coordinate events and activities. After starting regular lectures (in the first month of joining college) students are given the notification of choosing and joining co-curricular and extra-curricular activities. Students can become a part of 2 or more events and 2 clubs on a first-come-first-join basis. After completing an activity, many times, a closing meeting is held so that students can discuss and learn from their mistakes and identify the opportunities for improvement.

File Description	Documents
Paste link for additional information	https://sfimar.org/co-curricular-activities.html
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

25

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the institution, 'SFIMAR ALUMNI ASSOCIATION (SAA) was registered in 2008. Two Managing Committee meetings and one Annual General Meeting of SAA are conducted every year.The Alumni Association achieves its objectives through regular meetings, holding annual events, reunions, and Alumni Connect programs with the current batch of students.SFIMAR is in regular touch with its alumni through social media, email and phone.

Contribution of SFIMAR Alumni Association (SAA) to the institution

Inspite of the COVID affected period, Institute organized various activities in hybrid mode where alumni tookpart in the holistic development of their alma mater -

1. Alumni Association Meetings regularly conducted at SFIMAR
2. Career Guidance/ Mentoring sessions by alumni for 1st & 2nd year students
3. As Project-Guides during summer internships
4. As Judges in Events & Competitions
5. Guest Lectures by senior alumni having expertise in a specific domain
6. Group Discussions are conducted by alumni with a corporate perspective
7. Mock Interviews by sr. alumni covering HR and technical rounds & giving feedback for improvement.
8. Alumni act as Motivators as they sponsor awards for

students
9. Alumni as Trainers for technical & soft skills training
10. Placements assistance bysharing opportunities for live projects, internships & Placement
11. Guidance in infrastructural development of the institute

File Description	Documents
Paste link for additional information	https://alumni.sfimar.org/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

SFIMAR is guided by its vision to impart value-based education that transforms students into global business leaders. SFIMAR, through continual improvement in its services through a student-centric approach, pedagogy innovations, rigorous selection, development, and up-gradation of its faculty meeting the regulatory and statutory requirements.

In consultation with the Chairman and the College Development Committee members, the Director governs and implements quality standards of academic activities.A strategic roadmap is designed for SFIMAR with short, medium, and long-term time horizons of achieving and maintaining sustainable growth and development.

To enhance SFIMAR's position among peer groups and industry, various activities like collaborations, consulting and advisory, Faculty exchange, networking, media relationship, and several other initiatives are proposed in the plan. Various

initiatives are proposed to improve the quality of management education, its delivery mechanism, and outcomes.Some other Highlights of the Road Map are as follows: -

- Enhancement of research and consultancy
- Implementing E-Governance using ERP
- Strengthening the alumni network
- SFIMAR Entrepreneurship and Business Incubation Zone ("SFIMARebiz")
- Web up-gradation and redesigning
- Online feedback system
- Faculty Development and Professional development activities
- Quality standards and accreditation

The management of St. Francis Institute believes in the participative and democratic decision-making process. This approach of managing the Institute has been instrumental in promoting teamwork and developing a high level of ownership amongst the stakeholders.

File Description	Documents
Paste link for additional information	https://sfimar.org/governance.html
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The participative Management and Decentralized approach have always been practiced in adopting and implementing Quality Management Systems (QMS) within the Campus.The academic audit is undertaken for MMS, and 3 Years Master Degree Programmes and supporting departments. SFIMAR has a dedicated team of trained internal auditors for ISO 9001-2015 Standard. The Internal Audit is conducted at the end of each semester (December and May). The ISO DNV auditors drive the external audit in June every year. The overall Audit process is monitored by an ISO coordinator appointed by top management. The ISO coordinator plans the Internal Quality Audit Schedule, conducted Half-Yearly with the appointed trained internal auditors and process owners.

The auditors are a mix of faculty and staff members. Process owners are the auditees who face the audit and are responsible for implementing the procedures and SOP related to the ISO standard of the area/function/department they are handling. In addition, they all conduct the Internal Quality Audit and document the respective departments' findings.

After each audit (internal and external), the audit observation sheets are prepared with:

- Category of Finding
- Analysis of Basic Cause of Non-conformity (NC),
- Corrective Action to Eliminate the cause of NC
- Deadline for Implementation
- SFIMAR's Internal Auditor Verification/ Closing Observations/ NC and date of closure

File Description	Documents
Paste link for additional information	https://sfimar.org/naac/images/6.1.2b-Decentralization-Flowchart.png
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Development and Deployment – Career Management Centre (Training & Placements)

To bridge the industry-academia gap SFIMAR had the below-mentioned action plan -

1.Training students on Soft Skills

2.Training students on Technical Skills and Certifications as per the industry requirement

3.Tie-ups with corporate for training and recruitment -'Corporate Onboarding Programme.'

4.Tie-ups with HR consultancies on a non-monetary basis
5.Rigorous Alumni Involvement

The Career Management Centre (CMC) has very meticulously implemented the action plan as below:

1.Training on Soft Skills: CMC conducts"Students Skills Development Program (SSDP) in association with corporate, alumni, faculty members, and CMCstaff through online mode.

2.Training on Technical Skills and Certifications: As per the industry requirement, the Institute conducts various certifications and technical skill programs, e.g., Financial Modelling, Advance Excel, Digital Marketing, HRMS, Project Management, etc.

3.Tie-ups with corporate for training and recruitment: SFIMAR has associated with its largest recruiter SSandC Globeop. Senior representatives from the organization train students of finance specialization of 2nd year on technical aspects of various job profilesthrough a certificate course -. Certificate in Alternate Investment Industry. They recruit from the participants of this certification program.

4.Tie-ups with recruiting consultancies: SFIMAR has a tie-up with recruiting consultancies that give a mileage to CMC in getting leads for the placement.

5.Rigorous Alumni Involvement – SFIMAR has a strong alumni network, and they are closely associated with their alma mater. CMC Dept. arranges various networking programs with the current students viz. Alumni connect, mentoring, knowledge sharing sessions, mock interviews, group discussions, etc.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://sfimar.org/document/strategic-plan.pdf
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body of SFIMAR believes in participative management practices, supports democratic decision-making process, and apex organizational support for the enterprise.

The Governing Council governs the Institute's Academic, Administrative, and financial matters. It looks over Quality of Programmes, Schedules, Academic, Administrative, Faculty recruitment, FacultyDevelopment, Research and Consultancy, Students Academic Performance, Industry-Institute Interaction, Placement, etc.

The College Development Committee (CDC) meets to review and suggest reformative steps required for curricular, co-curricular, and extracurricular activities to strengthen the Programme.

The Academic Advisory Committee is responsible for guiding, regulating, and maintaining curriculum, teaching, research, and examinations w.r.t the Academic Programmes offered at Campus.

Placement Advisory Committee facilitates an industry-academia think-tank that deliberates on institutional supply, industry demand, employment trends concerning specific management fields.

The Director oversees the academic and administrative matters of the Institute. The faculty members and non-teaching staff report to the respective Departmental Heads, Programme Heads, and Director. Specific administrative issues, such as Campus Management, Maintenance, and interaction with all statutory bodies on non-academic matters, are handled by the Registrar of the Institute.

The delegation of power and Decentralization flows from the Director of the Institute to the Programme Heads, Departmental Heads, and all other heads of the committees. The Programme Head, Academic CoOrdinator, the Facilitators, Mentors, and Faculty members ensure that all the activities required for the attainment of the Programme are well-managed and executed.Decentralization, delegation of power, and a collaborative decision-making approach are also improved with faculty participation in the various committees.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://sfimar.org/document/Organization-Chart.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- **Group Accident Policy for Faculty and Staff Members.**
- **Yearly Medical Check-up Sponsored by Institute for Faculty and Staff members.**
- **On-campus Nurse is appointed for Faculty, Staff members, and also for students.**
- **Medical Leave & Maternity leave for eligible staff members. Faculty members are eligible for Earned Leave at the time of Retirement. Privilege leave of 30 days in a year /CL/SL/Extra ordinary leave / Study leave to pursue further studies such as Ph.D or any other course are given to Confirmed Faculty and staff members. Compensatory off facility to Staff members.**
- **Gym is also accessible for the staff.**
- **Tea / Coffee facility twice a day.**
- **Medical center tie-up with Karuna Hospital.**

- **Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together.**
- **Sponsorships to attend and present papers in conferences both in India as well as abroad.**
- **Picnic is arranged for faculty and staff members.**
- **Faculty development programs(FDP) for faculty members on regular Basis.**
- **Skill development courses are organized for non- teaching staff to enhance their skills in work environment.**
- **All the faculty members who upgrade their research work through quality publications during the academic year are honored by the Institute through Awards and Research incentives scheme every year.**
- **Gifts are given to Faculty and Staff members during the Christmas festival.**
- **WFH /Flexible timings /50% on the job was extended during Pandemic Covid-19 lockdown to Faculty and Staff members.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

03

File Description	Documents
Upload any additional information	[View File](#)
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	[View File](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	[View File](#)

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Each faculty member completes the self-performance appraisal form at the end of each academic year. Subject Feedback is taken from the students based on teaching, support, and cooperation. Also, peer review and departmental reviews are considered for faculty performance evaluation. The appraisal form considers the teaching part, coordination with other departments, involvement in extracurricular and co-curricular activities, analysis of results, research work done, etc., to cover each type of performance. The appraisal form was emailed to the Director for his remarks, and then it is further reviewed by the Chairman. Finally, the Director interacts with all the faculty members individually through online modebased on components of the appraisal form, recognizes the performance, acknowledges their contribution, advises on areas of improvement if necessary, and action follows.

The Director interacted withthe faculty through online modeto discuss the training required by individual faculty members for their area of expertise. Appraisal Discussion also focuses on: -

1.Training programs that the faculty need for the improvement of their shortcomings

2.Development of interpersonal relationships

3.Motivating faculty members to present national and international research papers.

4.Image-building and competency visibility. 5.Improvement in teaching guidance, etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

An internal financial audit is done by members of the Trust or external members every year. These members are authorized by the President of the Society of the Congregation of Missionary Brothers of St. Francis Assisi. There were no objections in the internal audit for the financial years 2020-21. The Society of Congregation of Franciscan certified that SFIMAR has maintained the books of accounts and all accounts connected therewith in proper order.

An external financial audit is done by auditor Natvarlal Vepari & Company once every financial year. There were no major objections from the auditor. The compliance report is given by the auditor once a year after the end of the financial year in March. Latest Auditor's report dated October 14th, 2021 for the financial year 2020-21 is available with the Institute. The Institute has complied with all the necessary audit and accounting standards and there is no unqualified audit opinion and no significant audit objections.

The dates of the financial audit are as follows:

Financial Year

Internal Audit

External Audit

2020-21

17th May 2021 to 23rd May 2021

10th September 2021 to 9th October 2021

The detailed audit report is uploaded on the website of the institute.

File Description	Documents
Paste link for additional information	https://www.sfimar.org/audit-report.html
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

7.28

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of funds

Being a self-financed Institute fees taken from the students as per the recommendations of the Fee Regulatory Authority is the main source of funding for the Institute. Institute has full-time MMS and PGDM courses. During Covid 19 times, both these courses saw a delay in admissions, however, institutes' sound long-term financial planning meant that the resources were sufficient to take care of their employees and other stakeholders during the pandemic.

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Other minor sources of funding are the international research conference PATHH, Eminent Speaker Series, re-examination fees, sale of application forms, and FDPs conducted by the institute.

Optimal utilization of resources

Optimal utilization is ensured through earmarked budgets, careful spending, and accountability for all expenditures incurred. During the period April 2020 to December 2021 since the majority of things happened online institutes spend money on online connectivity-related things for the smooth conduct of online classes and examinations.

Since the majority of the offline events and physical presence of employees and students were restricted to campus due to the pandemic institute saved on financial resources. However, management ensured institute infrastructure was in place once the offline events resumed by maintaining and upgrading wherever required.

File Description	Documents
Paste link for additional information	https://www.sfimar.org/audit-report.html
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Practice 1 – Student Skill Development Programme (SSDP) through online mode

SFIMAR has specifically designed the Student Skill Development Programme incorporating a meticulous and structured approach to training its students to make them fit, flexible and adaptable for industry and society. In addition, the overall development of the students is monitored; activities that lead to enhancing

student's employability are organized and build them up to discharge their societal responsibility.

The CMC Department designs a training calendar with inputs from the corporates/industry, alumni, faculty, and students. The training calendar includes the thrust areas of building the students' competency levels concerning Knowledge, Skills, and Attitude to enhance their employability skills. Weekly sessions were organized through online mode via Zoom Platform or MS Teamsas per the slots allocated in theprogramme timetable. The training programs are scheduled throughout the year with the help of industry personnel, management experts, and alumni to promote skill development.

Practice 2: Workshops and Certification programmes through online mode

Certification Programmes and Workshops were organized through online mode via the Zoom Platform and MS Teams to bridge the industry-academia gap in collaboration with Corporates and in-house faculty members.

1. MS Excel - Basic and Advanced

2. Basics of Stock Market

3. Data Visualisation using Tableau

4. Financial Modelling Workshop in association with ForeVision

5. Certification Course in Alternative Investment Industry (CAII) in association with SS&C GlobeOp

6.Banking and Insurance

7. Personal Growth Laboratory

8. Data Analytics using Tableau

File Description	Documents
Paste link for additional information	https://sfimar.org/student-development-activities.html
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institutional Review 1 – Feedback from Academic Advisory Council and Placement Advisory Council

The Institute has a vision of establishing international standards and develop value-based leaders. It seeks to provide opportunities for the students, faculty and staff members to gain international exposure. Many initiatives have been implemented by the Institute to facilitate International Connect.This is achieved through organizing international conferences, international study tours and industrial visits, increasing institutional collaboration through MoU's and by participating in international academic events, inviting international faculty members and thought leaders for guest lectures, promoting collaborations and joint research between faculty members of various institutes and universities.

Activities to facilitate International Exposure

1.Eminent Speaker Series organized by SFIMAR

Mr Nikolas Lehrke -Managing Director and co-owner of IMM Maschinenbau GmbH, Riederich, Germany delivered a lecture on the theme 'Business Culture withing European Union' through Zoom to the Management students on 20.03.2021.

2.'PATHH' – Annual International Conference for faculty organized by SFIMAR

Paper Presentation on the topic 'Using Social Network Analysis to Examine the Influence of Covid19 on Health Insurance Marketing and Consumer Trends on Twitter' at PATHH 2021 on 26.06.2021 by MrNishant Jain,Doctoral Student- MU Data Science & Informatics,University of Missouri-Columbia, USA andDr Natika Poddar, AssociateProfessor – Finance, SFIMAR.

3.Guest Lecture for the MMS First Year Students organized by SFIMAR

Mr Michael Brown,Certified Professional Coach, Canada delivered a Guest Lecture on the topic 'Upskilling for Youths-Promising Future for Management Students in Academic and Career' through Zoomon24.09.2021.

File Description	Documents
Paste link for additional information	https://sfimar.org/iqac.html
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1ysScJ60mE16xtHaGdVkT-pmYqg9v1z7u/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SFIMAR ensures and believes in providing equal opportunity for all. Equal gender leadership roles and representation in all student activities is ensured by -

1. Appointing two Class Representatives (one boy and one girl).

2. Boys and Girls, both are considered as Committee Members of Students' Clubs

Specific facilities provided for women

1. Safety and security: The Institute has made all the necessary provisions for women's safety and security, like installing CCTV cameras across the campus, security checks at the Institute's entrance. Also, various Committees like Internal Complaints Committee, Anti-ragging Committee, Student Grievances Redressal Committee, College Women Development Cell are constituted, responsible for ascertaining gender equity, safety, and grievance redressal.

2. Common Rooms: The Institute has a separate girls' common room equipped with the requisite facilities for hygiene and safety. In addition, the college has installed Bell A50- a vending machine consisting of sanitary napkins for ladies' staff and girl students in the washroom.

3. Counseling

A certified counselor isappointed specially for students. At the time of admissions, appropriate counseling is done for students (and parents if necessary) to make them aware of the facilities available for their wards. Counseling sessions were held online and alsooffered during the mentoring sessions, wherein, if required, a lady mentor is assigned to address issues of a lady student.

4. Activities of DLLE and CWDC: Awareness Sessions and Sensitization Programmes were conducted by DLLE and CWDC through online mode on Gender Equity, Women Empowerment and Prevention of Sexual Harassmentof Women at the Workplace.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1Hx7al3n2D-Xliz9w0qi96G5TA-chxAmf/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/12EwZ10VTIu03N7BeTGHZR5Geh_K6sDzG/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The waste generated on the campus mainly comes from the canteen (biodegradable), used / wastepaper, and e-waste from computers and other electronic devices.

Vermicomposting is used to treat biodegradable waste, for which a vermicompost pit is designed and implemented on the campus. Wastepaper is also shredded and added into the vermicompost pit. Disposal of e-waste is an annual activity outsourced to an external vendor/agency. The agency is authorized to collect and dispose of the e-waste. Annually, 30 – 50kg of e-waste is disposed of approximately.

Liquid waste is treated through the municipal drainage system. Since the institute has no wet labs, it does not generate

hazardous, radioactive material or biomedical waste. The Institute has had a biomedical managed by Cannon Hygiene for the past few years. The 'Feminine Hygiene Care' ensures that all feminine hygiene waste will be collected and disposed of in a legally accepted manner with the aid of the feminine hygiene care service units. The service also ensures that the waste deposited will be sanitized with the help of the advanced sanitizer made from natural substances and active in both liquid and vapor phases.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	<u>View File</u>
Details of the Software procured for providing the assistance	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SFIMAR honors and celebrates various religious and cultural festivals such as Onam, Dandiya, and Christmas, with participation from faculty,students, staff, and management. Some of these activities were celebrated through virtual mode between April 2020 to December 2021. The virtual Dandiya event was celebrated on 16th October 2021. Christmas celebrations were carried out on 22nd December 2021 for faculty and staff members and also for underprivileged children on 23rd December 2021 following the Covid-19 protocols.

Even during the Covid 19 pandemic, SFIMAR's ISR Club – 'Abhimaan' conducted a blood donation drive on 18th November 2021. The cultural club – ' MALAY' arranged " The Art of Photo Frame Making competition " on 24th April 2021 and "Art of Wall Hanging Making competition " on 1st September 2021. Both these were organized through online mode.

Institute ensures equitable treatment to all the stakeholders through committees such as the Anti-ragging committee, Internal Complaints Committee, SC/ST Welfare Committee, Grievance Redressal Committee, College Women Development Cell, and College Development Committee.

All faculty and staff members are governed by an inclusive human resource policy which is uploaded on the website for better transparency.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SFIMAR has the following Cells and Committees, through which it encourages and engages students in activities that promote good citizenship, service orientation, and holistic development.

1. The Life Long Learning and Extension Cell (LLLE)- SFIMAR DLLE Team organized an online training program of DLLE with the University of Mumbai on 24th March 2021 for the academic year 2020-21.
2. The College Women Development Cell (CWDC) – There was Guest Lecture arranged by CWDC to observe international women's day, for the MMS students and others on Thursday (11/03/2021) via Zoom. The topic was "Gender Implications on COVID-19 pandemic"
3. Institutional Social Responsibility Club (ABHIMAAN) - Blood Donation Camp was organized by Abhimaan Club in association with Dr. Babasaheb Ambedkar Hospital on 18th November 2021 in Assembly Hall, SFIMAR
4. Green club- SFIMAR Green Club organized a plantation drive on the campus, maintaining the COVID appropriate behavior on 30th December 2021.
5. Hygiene and Cleanliness Committee - Standard Operating Procedure for COVID appropriate behavior in Colleges as per the circular of the University of Mumbai dated 13th October 2021 was designed and displayed at various parts of campus for COVID appropriate behavior by students and other stakeholders.
6. Mindfulness Centre- SFIMAR Mindfulness Centre conducted a 'Happithon Session' on May 22nd, 2021. The speaker was Dr. Devyani Rozario -Academician, Soft Skills Trainer, and Happiness Coach.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1yHq64l0Zrl0YtuobxBvYElCQaHMb2lbp/view?usp=sharing
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following days, events and festivals were celebrated online or offline even during pandemic times with all the protocols set by the local authorities.

Date

National and international days celebrated by SFIMAR

26th January

Republic Day of India

8th March

International Women's Day

21st June

International Yoga Day

15th August

India's Independence Day

Independence Day and Republic Day were celebrated during the Covid 19 pandemic as per the COVID protocol on the campus.

International women's day was celebrated for the female faculty and staff members on 8th March 2021.There was an online Guest Lecture from Prof. Vibhuti Patel arranged by CWDC to observe international women's day, for the PGDM and MMS students and others on Thursday 11th March 2021.

There were online sessions by Yoga expert Mr. Gautam Utekar on 'Yoga and Mind Power' conducted on 21st June 2020 and 2021.

There was virtual Dandiya celebration during Navaratri on 16th October 2021. Dress Code for the event was Gujrati attire. Best dancer, Best Couple, and Best Dress awards were given

There were Christmas celebrations for faculty and staff members on 23rd December 2020 and 22nd December 2021. Also, they were conducted for the underprivileged children on 23rd December 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice 1

"Project X'cellence" Competition

Annual Intra College Competition "Project 'Xcellence" was held through a virtual platform on 13th November 2021. It is the first time a combined event was held for all the 3 programs MMS, PGDM, and Part-time programs namely, MFM & MMM, since it was not possible to hold the same in physical format due to restrictions related to the COVID pandemic.The panelists from Industry were invited to evaluate the project competition.All the panelists gave positive feedback to the participants and mentioned a few areas of improvement.A total of 28 projects were shortlisted across all the programs listed above. 3 winners were chosen from Finance and marketing specialization each, 2 winners from HR, and 1 each was selected from IT and Operations.

Practice 2

Online Events of Forums and Clubs

During the COVID Pandemic, the students were forced to attend classes in online mode and miss the enrichment that happens by attending the physical mode of campus life. To help them with their personality development using extra-curricular activities, various events were organized by the institute in the online mode.Various activities such as Photos Collage Activity and Art of Wall Hanging Activity by Malay Club; Panel Discussion on"Agri Entrepreneurship and Farm Innovations - The Future Ahead" by Prerna Club were organized in online mode for

the students.Students got the experience of event organization and participation even during the lockdown.Students got the opportunity to exhibit the ability to develop innovative ideas.

File Description	Documents
Best practices in the Institutional website	https://sfimar.org/iqac/Best-Practices-2020-21.pdf
Any other relevant information	https://drive.google.com/file/d/1SjHPsytUr6kUYX5MD5R7Qh5719l08o1e/view?usp=sharing

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The Vision of the Institute focuses on developing entrepreneurial spirit amongst the students. It also emphasizes on Value-based Education, Interdisciplinary Research, TechnoManagerial Competence, and Sustainable Business Development.

NPTEL Courses – MOOCs as an Initiative to facilitateSustainable Business Development

NPTEL Courses was introduced for the MMS students as an Add-On programme due to the recommendations arising in the IDEA meetings of the Institute. NPTEL Courses were given dedicated slots in the Timetable of the MMS Programme for Semester 2, Batch 2020-22 of the Academic Year 2020 -21. The practice also continues for the Semester 4, Batch 2020-22 and Semester 2, Batch 2021-23 students for the Academic Year 2021 – 22.

Objectives

  1. To enhance blended learning
  2. To encourage the students to pursue higher education
  3. To encourage students to upskill themselves.

Description

For the Academic Year 2020-21, 38 students had enrolled for the NPTEL Course - 'Business and Sustainable Development' and 26 students for 'Decision making under Uncertainty'. Ms. Vasudha

Rao and Dr Simmi Prasad were the facilitators of the courses to clarify the concepts and resolve the doubts. 26 students had successfully completed the NPTEL course of Business and Sustainable Development

Outcomes

1. Inculcates self-learning in students for enhancing their career path
2. Facilitates self-monitoring of their own progress in completing the course and developing their skills.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action for the academic year 2021 - 22

1. Implementation of Audio and Camera setup in the classrooms and tutorial rooms to faciliate hybrid mode of learning,

2. Increase in online activities for collaborations and functional MOUs.

3. Implementation of online Study Abroad Programme

4. Organizing online FDP, SDP and MDP for upskilling facutly and staff members and other stakeholders.

5. Launch Alumni Portal and App

6. Organize Bridge Course for the students to make them job ready

7. Organize class audit to examine the effectiveness of the classroom and teaching learning process for hybrid mode of learning.

8.Preparation for Cycle 2 of NAAC Accreditation

9. Procurement of examination software

10 Revise the admission form for the MMS Programme

11. Organize 'Project Xcellence' - Project Presentation Competition for all the programmes - MMS, MFM and MMM in association with SFIMAR PGDM.

12. Participation of faculty papers in subject evaluation of University Assessment as paper setters and examiners.

13.OPAC- Online Public Access Catalogue on Koha Mobile app

14. Training through Video Tutorials for Koha and Library Brochure for LIRC users

15. Organize a Webinar on Intellectual Property Rights

16. Setup an Interactive Digital Kiosk in Library

17. Subscription to Business and Legal Databases for LIRC users

18. Organize knowledge and skill oriented webinars for MMS aspirants

19. Revisions in the Placement Policy

20. Organize online alumni connect andVirtual mentoring by alumni

21. Upgradation of the internet leased lines

22. Upgradation of the desktops and laptops in the classrooms, and labs.

23. Training for new batch, new facutly/staff members and visitng facutly for using MS Teams and ERP system

24. Recertification for ISO 9001:2015 QMS