



## St. Francis Institute of Management and Research

### Minutes of IQAC Meeting

**Date:** 19 November 2019

**Time:** 11.30 am

**Venue:** MDP Room, First Floor, SFIMAR Campus.

#### **The Agenda:**

1. Planning and preparing for upcoming events and students' involvement
2. Updating departmental procedures and formats
3. NBA progress

#### **Members present:**

1. Bro. Alphonse Nesamony
2. Dr D Henry- Director
3. Dr. Vaishali Kulkarni-IQAC Coordinator
4. Mr. Prakash Lalwani- IT In charge
5. Dr G Ramesh- program Head MMS
6. Dr. Sulbha Raorane- program Head PGDM
7. Dr Natika Poddar – Head Part-time programme
8. Ms Papinder Nagi- Librarian
9. Mr Harren Naronha- Student Representative
10. Ms Vinisha Pinto – Student Representative

#### **Discussion & Actions :**

Director D Henry mentioned that the programme heads and concerned event coordinators ensure the events are planned and being executed as per the event calendar. He also mentioned that student's involvement in the events to be assessed and encouraged.

The IQAC coordinator mentioned that all the dept. procedures to be updated as the internal ISO audit is in process. She also stated that all the departments were told to upgrade their procedures and forms and formats as per the internal audit reports and dept changes if any. All the updated procedures to upload on DSPACE for reference.

All the department heads submitted the regular NBA updates. Bro. Alphonse Nesamony stated that the documentation process should start for the peer team visit. He also mentioned that there should be a linkage between NBA, NAAC and ISO documentation.

**Minutes Prepared by: Dr Vaishali Kulkarni- IQAC coordinator**

  
**Approved by: Dr D Henry Babu, Director**

*Director*

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