1.1.2 Academic Calendar and CIE

- **IQAC Details**

St. Francis Institute of Management and Research

Approved by AICTE and affiliated to University of Mumbai
(Grade 'A' Accredited by NAAC, An ISO 9001:2015 Certified Institute)

Mt. Poinsur, S.V.P. Road, Borivali (West), Mumbai - 400 103
Tel.: 2891 7089, 2892 9156, 2890 6567 (MMS) / 2891 7096 (PGDM) / 2895 8403 (MMM/MFM)
E-mail : info@sfimar.org   Website : www.sfimar.org

IQAC COMPOSITION

Serial No.	Category	Name of the Participant
1	Chairperson	Dr. D. Henry , Director SFIMAR
2	IQAC Coordinator	Dr. Vaishali Kulkarni
3	Administrative Officers/executives	Ms. Bloswita Rodrigues
4		Mr. Nilesh M.
5		Mr. Sabu V.
6	Members from the Management	Bro. Alphonse Nesamony, Chairman SFIMAR
7		Bro. Xavier Munda- Registrar SFIMAR
8		Bro. Mathew Thekkemury- Asst. Superior General, CMSF
9	Teachers/Dept. Heads	Dr. G. Ramesh
10		Dr. Sulbha Raorane
11		Dr. Natika Poddar
12		Ms. Sanchayita Banerjee
13		Mr. Pushkar Parulekar
14		Mr. Jackson John
15		Ms. Sangeeta Varma- CMC Incharge
16		Ms. Papinder Kaur- Librarian
17		Mr. Prakash Lalwani, -IT Incharge
18	Nominees from local society	Mrs Mafalda Silveria
19		Mr. Manoj Mestry
20		Mrs. Pooja Kadam
21		Mr. Henry Naronha
22	Nominees from employers/ Industrialists/ Stakeholders	Mr Hardik Shah Founder Member-Business Karma LLP
23		Mr. Anuj Nath, CEO Corporate Galaxy
24	External experts	Ms. Bhuvaneshwari V. Freelance Trainer, Instructor & Facilitator for■ English Language ■ Soft Skills ■ Business Communication
25		Mr. Abhishek Salecha , Co Founder Forevision
26	Alumni Members	Mr. Chirag Thakkar
27		Ms. Priyanka Chauhan
28		Mr. Ritesh Gulrajani
29		Mr. Vaibhav shah
30	Student Members	Harren Naronha
31		Vinisha Pinto
32		Vishal Ramina
33		Benita Cardoz

Dr. D. Henry
Director
St. Francis Institute of Management & Research
Mount Poinsur, S. V. P. Road,
Borivali (W), Mumbai – 400 103.

St. Francis institute of Management and Research

Minutes of IQAC Meeting

Date: 25 July 2019   **Time: 11 am**

Venue: MDP Room, First Floor, SFIMAR Campus

The Agenda:

1. Designing of Student Development Programme
2. Designing a research incentive clause to promote research activities of faculty members
3. Purchase of ICT equipment

Members present:

1. Bro. Alphonse Nesamony
2. Dr D Henry- Director
3. Dr Vaishali Kulkarni-IQAC Coordinator
4. Ms Sangeeta Varma- CMC in charge
5. Mr Prakash Lalwani- IT In charge
6. Dr G Ramesh- Program Head MMS
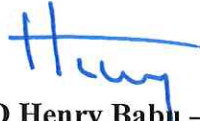7. Dr Sulbha Raorane- Program Head PGDM

Discussion & Actions:

It was decided to identify new areas for the student development training programme and prepare the calendar and communicate with the students.

CMC in charge to prepare a calendar based on the corporate feedback received, feedback from alumni and inputs given by PRC.

To encourage faculty members to write and publish research papers in reputed journals, SFIMAR management is in process of introducing a new research incentive policy for its faculty members. Bro Alphonse Nesamony mentioned that the Director along with the RDC coordinator to design the new research incentive policy which will be effective from AY 2019-20.

It was decided to purchase new desktops for faculty members and the library. Also, the IT department to procure a new antivirus license for better security of IT systems.

Minutes Prepared by Dr Vaishali Kulkarni- IQAC coordinator

Approved by: Dr D Henry Babu – Director

Director
St. Francis Institute of Management & Research
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Borivali (W), Mumbai – 400 103.

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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
St. Francis Institute of Management & Research
Mount Poinsur, S. V. P. Road,
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Minutes of IQAC Meeting

Date: 7 March 2020   **Time: 11.00 am**

Venue: MDP Room, First Floor, SFIMAR Campus.

The Agenda:

1. Implementation of Online platforms for teaching-learning and administrative work.
2. Update on club/forum activities

Members present:

1. Bro. Alphonse Nesamony
2. Dr D Henry- Director
3. Dr. Vaishali Kulkarni-IQAC Coordinator
4. Mr Prakash Lalwani- IT Incharge
5. Dr G Ramesh- program Head MMS
6. Dr. Sulbha Raorane- program Head PGDM
7. Dr Natika Poddar – Head Part-time programme
8. Ms. Bloswita R.-MMS Admin
9. Ms Surekha K- PGDM Admin Representative

Discussion & Actions:

Director mentioned that the Institute is planning to implement online platforms for:

- Teaching-learning

- Institute promotion

- Administrative activities

IT in charge mentioned that he has got quotations from 3 -4 vendors for online platforms installation. He also mentioned that SFIMAR has a licence for Microsoft 360 and Microsoft Teams could be implemented.

Director mentioned that the demo sessions to be conducted for all the faculty/ staff members to evaluate the online packages for installation.

Director D Henry mentioned that clubs and forum activities were organized as per the event calendar. Malay club, green club activities and HR summit were organized.

Minutes Prepared by: Dr Vaishali Kulkarni- IQAC Coordinator

Approved by: Dr D Henry Babu - Director

Director
St. Francis Institute of Management & Research
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St. Francis institute of Management and Research

Minutes of IQAC Meeting

Date: 12 May 2020

Time: 11.00 am

Mode: Online through Zoom

The Agenda:
1. Stakeholders' Feedback
2. Conduct of exams and completing evaluation using online mode

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. Mr Harren Naronha- Student Representative
9. Ms Vinisha Pinto – Student Representative
10. Mr Vishal Ramina – Student Representative
11. Ms. Benita Cardoz- Student Representative

Discussion & Actions:

The IQAC Coordinator mentioned that the feedback procedure has started and a total of 15 feedbacks would be taken and analyzed. Canteen feedback forms to be modified and float for the action.

In the AY 2019-20 student exit survey and course satisfaction survey was conducted. The same is analyzed and the action taken report is to be prepared.

MMS programme Head mentioned that the Institute is waiting for the UGC circular regarding exam patten and evaluation norms during the COVID 19 pandemic.

Minutes Prepared by: Dr Vaishali Kulkarni- IQAC coordinator

Approved by: Dr D Henry Babu - Director

Director
St. Francis Institute of Management & Research
Mount Poinsur, S. V. P. Road,
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Academic Year 2019-20

1. MyLOFT (My Library on Finger Tips)

The implementation of MyLOFT (My Library on Finger Tips) remote login access at SFIMAR LIRC is a working model for providing the users with convenient and efficient interfaces to access e-resources by keeping pace with the changing technology. MyLOFT is a Mobile/Web app that allows patrons to discover-access-organize-share digital content of their personal and professional interests seamlessly across mobile and web platforms including access to their libraries subscribed e-Resources anywhere and anytime. MyLOFT serves as an effective tool for accessing e-resources for the user community of faculty/staff members, researchers and postgraduate students. It also serves the library by providing cost-effective acquisition and retrieval of licensed resources through remote access. This helps to maintain a feasible financial allocation of collection, services and personnel of the library. The app was enabled for 200 users in April 2020, and currently hosts access to around 385 users. The features appreciated by users is clean reading with no clutter, the facility to highlight text for reading later or summarizing, an audio feature that helps in multi-tasking. Real-time sync of research in mobile and web app helps the user to access resources anywhere anytime. It facilitates library staff to send notifications to users. Various usage reports from daily to monthly can be generated viz. Resource-wise report, user category wise and individual user wise which helps in the decision-making process, necessary measures to promote usage or discontinuation of a database/service. Best user incentives can be provided to promote research.

### 2. Use of Online Platforms for Smooth Activity

With the suddenly imposed nation-wide lockdown due to COVID 19 Pandemic, the Institute adopted the usage of various online platforms for the smooth functioning of all institutional activities. Along with regular academic activities the Institute was also very supportive towards students to take care of their mental wellbeing. Many webinars and guest lectures were arranged

for students throughout the lockdown period and it is continuing. Zoom meeting online platform were highly used for webinars, guest lectures for students, conducting examinations, quiz event, management games, training sessions on excel and PowerPoint, grooming and many more. Regular lectures are conducted in Microsoft Teams which has features like uploading materials for students' ready reference, recording lectures, etc. Students staying in remote areas with less internet connectivity can avail these features if they miss out on important sessions. To conduct an online examination Google platform was also used with an auto-proctoring feature to ensure that there is no opportunity for malpractices. The college uses an ERP system for admission work, online exams, feedback mechanism, library activity amp dashboard etc. which again helps as a strong support system. Students and their parents can track everything here, including their attendance, using an ID.

MMS Programme
Institute Feedback AY 2019-20
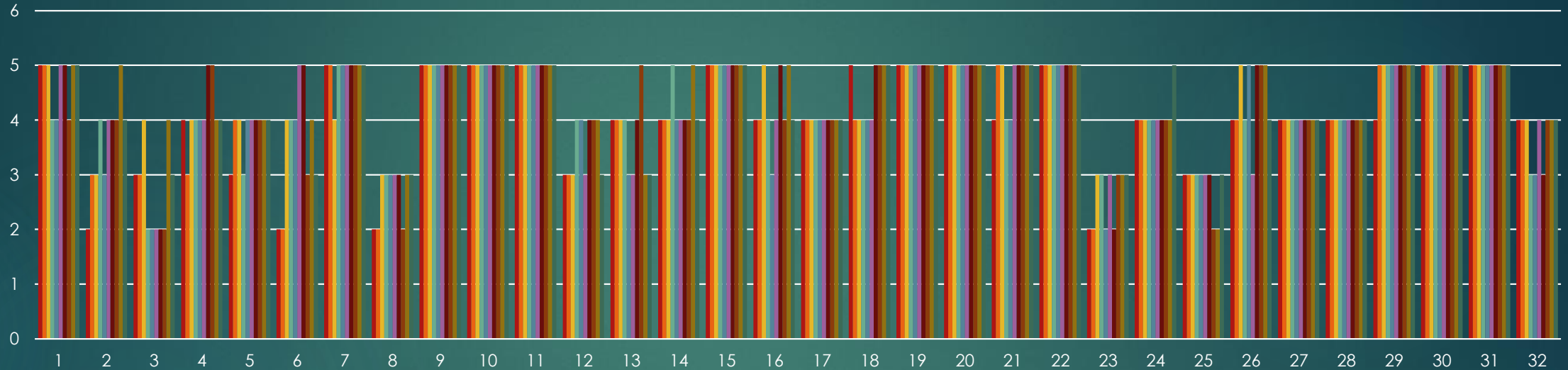

Institute Feedback -
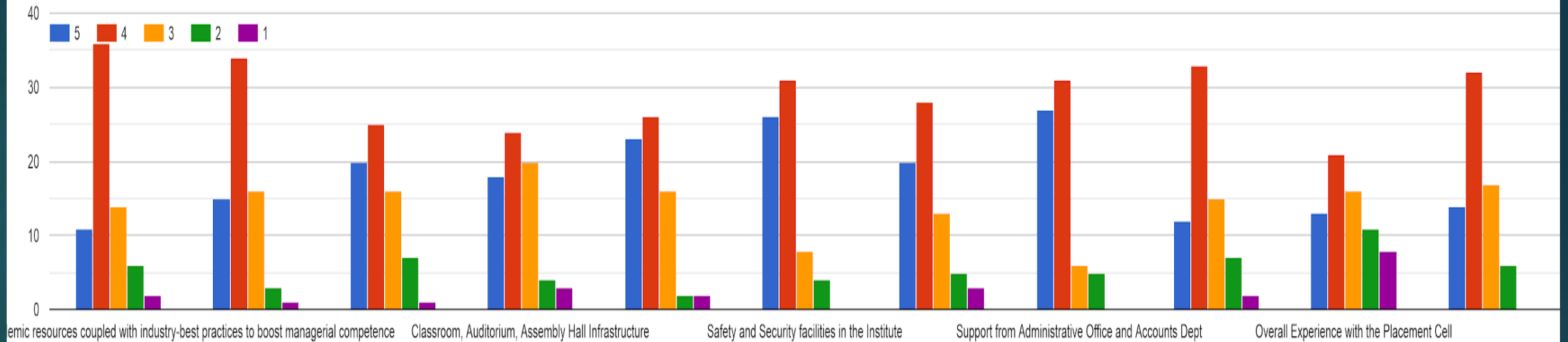
Part Time programme-MMM-MFM Institute Feedback AY 2019-20

Institute Feedback

- Excellent academic resources coupled with industry-best practices to boost managerial competence
- Programme curriculum quality & Overall learning experience
- Industry-Institute Interaction Initiative (Project, Industry Visit, Training and Workshop Conducted by Industry Experts, Certification Programs etc.)
- Classroom Infrastructure
- Encouragement for Co curricular & Extracurricular activities
- Seminar Rooms/Auditoriums in the Institut
- Safety and Security facilities in the Institut
- Common infrastructure facilities (Drinking water, Hygiene, Maintenance etc.
- Support from Administrative Office and Account
- Overall Experience at SFIMAR

PGDM Programme Institute Feedback - 2019-2020
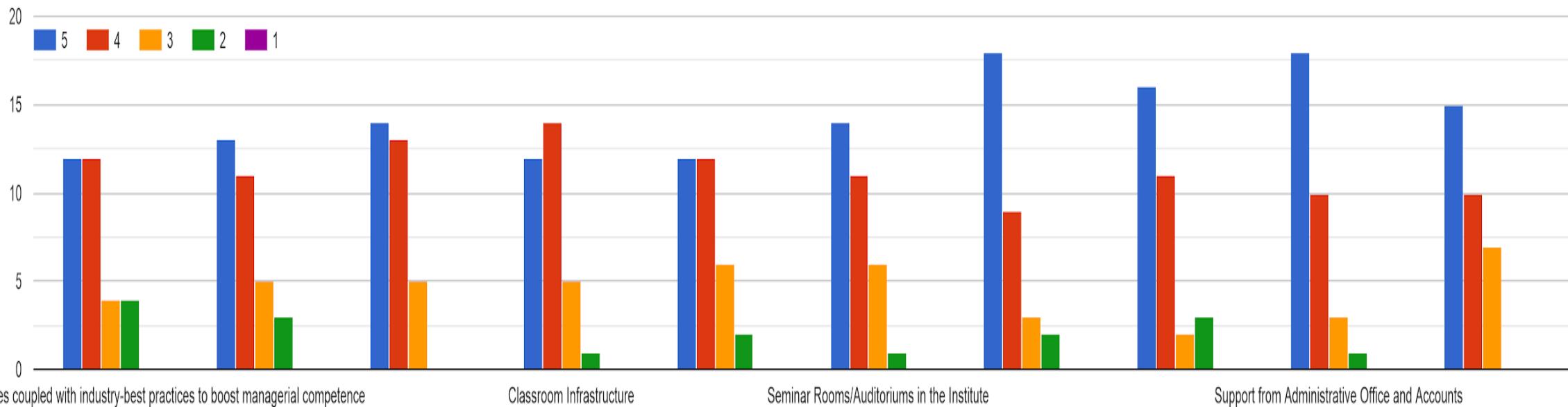
St Francis Institute of Management and Research

IQAC

Annual Action Taken Report for the Academic Year 2019-20

Sr No.	Date of the Meeting	Action Areas	Action Taken
1	25.7.2019	Designing of the student development program	The student skill development program calendar is prepared and approved and communicated to students via email and displayed on the CMC notice board.
2	25.7.2019	Designing research incentive clause to promote research activities of faculty members	The Research Policy is approved and communicated to faculty members through email
3	25.7.2019	Purchase of ICT equipment	The IT department purchased desktops and laptops and SOPHOS antivirus software to enhance the security of the IT systems
4	19.11.2019	Planning and preparing for upcoming events and students' involvement	Events are organized as per the Event Calendar and Facilitators to encourage the students to participate in events and monitor their involvement.
5	19.11.2019	Updating departmental procedures and formats	The departmental procedures are upgraded as per the internal audit report, and uploaded on DSpace
6	19.11.2019	NBA progress	The preparation of files – I and P files in progress for the peer team visit.
7	7.03.2020	Implementation of Online platforms for teaching-	Utilization of Microsoft teams and Zoom in the teaching-learning process and administrative work

		learning and administrative work	
8	7.03.2020	Update on club/forum activities	Activities were organized as per the Event calendar and few could not be organized due to the outbreak of the pandemic Covid-19
9	12.05.2020	Conducting exams and completing evaluation using online mode	Term- End Examinations were conducted through Google based Autoproctor system
10	12.05.2020	Stakeholders' Feedback	The feedback has been analyzed and communicated to the departments for further action and implementation.

Director

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