



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

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

2. Institutional Status																			
Affiliated / Constituent		Affiliated																	
Type of Institution		Co-education																	
Location		Urban																	
Financial Status		Self financed																	
Name of the IQAC co-ordinator/Director		Ms. Vaishali Kulkarni																	
Phone no/Alternate Phone no.		02228929156																	
Mobile no.		7506269256																	
Registered Email		iqac@sfimar.org																	
Alternate Email		smita@sfimar.org																	
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.sfimar.org">http://www.sfimar.org</a>																	
4. Whether Academic Calendar prepared during the year		Yes																	
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://www.sfimar.org">http://www.sfimar.org</a>																	
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> <td>3.01</td> <td>2016</td> <td>17-Mar-2016</td> <td>16-Mar-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	A	3.01	2016	17-Mar-2016	16-Mar-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	A	3.01	2016	17-Mar-2016	16-Mar-2021														
6. Date of Establishment of IQAC		02-May-2015																	
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries															
No Data Entered/Not Applicable!!!																			
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

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

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

• Initiation of Incubation centre • Implementation of ERP software • Staff Pantry with Microwave oven Facility • Sick Room for students • Renovation of SFIMAR Gymnasium • Introduced new feedback forms for Parents, Employees, Guest Lecturers • Introduced Research Award for faculty members • Online Attendance for 1st , 2nd and 3rd year through Google drive and ERP • Workshop on Financial Management subject • Prakalpa 2015 Best project competition • Formal Induction of First year students

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
DLLE entrepreneurship activity for students to overcome risk averse nature and provide them with a platform to set up their very own temporary retail outlet.	23 October, 2015
Management Development Program (MDP) on	9 and 10 Oct. 2015

the topic "Entrepreneur in You" for all the aspiring Entrepreneurs from the Industry, as well as students.	
Inauguration of SFIMAR Entrepreneurship & Business Incubation Zone (SFIMAR-ebiz).	Achieved
To motivate students to become entrepreneurs by conducting seminars and Workshop and other entrepreneurship development activities.	Achieved
No Files Uploaded !!!	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Council	18-Jul-2015

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2016
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Date of Submission	29-Jan-2016
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	SFIMAR has fully functional ERP system well in place consisting of following modules: ERP Educamp is intranet/internetbased web application which helps students, faculty and administrative staff to use the data for accessing relevant reports and handle day to day processes. List of Modules: 1. Master Updation Module 2. Students Enquiry and Registration. 3. Fee Collection Module 4. Exam Module 5. Feedback Module 6. HR - Employee Registration Module 7. Employee Leave/ Attendance Module 8. Students Attendance Module 9. Library Module 10. SMS Module 11. Assignment 12. Time Table
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Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

Arising from the Vision and Mission statement, the Institute has developed its Strategic Plan which is approved by the Governing Council of the Institute. Its revised Strategic Development Plan for the year August 2014 to July 2024 contains a summary of accomplishments since inception, as well as a road-map for its new initiatives. The Institute engages in ongoing, integrated and research-based planning and evaluation processes that incorporate a systematic review of its mission, goals and outcomes, result in continuing improvement in institutional quality and demonstrate that the Institute is effectively accomplishing its mission. These strategic planning efforts have produced a set of principles to operationalize the Institute's Mission and has resulted in streamlining of administrative efforts, all oriented to greater Institutional Effectiveness. The Institute's strategic directions outline how it will achieve its Mission. Some of the broad strategic directions that form the basis for SFIMAR's priorities and actions are summarized below:-

- To create a dynamic and safe learning environment committed to excellence in value-based management education.
- Ensure that policies are in place to provide fairness and transparency of process;
- Offer programmes that meet the emerging needs of industry and provide employment opportunities for a broad range of students;
- Recruit and retain faculty who have a passion for and commitment to teaching and learning;
- Incorporate international learning experiences in the curriculum, to foster an understanding of diversity and global workplaces.
- Encourage Research and Entrepreneurship Development.
- Capacity-building to achieve its Mission, by engaging students, employees, alumni, community members and organizations in the governance and growth of the Institute;
- Ensure that technology and information systems are updated continuously in order to improve performance and governance and are adequate to support its Mission;
- Act responsibly by committing to environmental integrity, sustainable development and future societal needs.

The vision, goals and the quality policy of the Institute are transmitted to the students by the efforts of the Faculty by means of curriculum and through the student orientation programmes. They are displayed at strategic locations within the premises and are also communicated to the students and other stakeholders through the official website of the Institute at [www.sfimar.org](http://www.sfimar.org), the Institute brochure and newspapers published every year at the time of admission, during the time of Induction/Orientation and counselling and also through various meetings with the students and staff.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate in Alternate Investment Industry (CAII)	Nil	28/11/2015	Nil	Focus on employability	Learning about Private equity or venture capital, hedge funds, real property, commodities, and tangible

**1.2 – Academic Flexibility**

## 1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MMS	Finance, Marketing, HR, IT, Operations	01/07/2015
PGDM	Finance, Marketing, HR, Operations, IT	01/07/2015

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

	Certificate	Diploma Course
Number of Students	51	Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Goal Setting	01/09/2015	84
Financial Aptitude Test	07/09/2015	77
General Aptitude Test	08/09/2015	84
Nielsen Preparatory Test - Marketing (mentoring session)	03/10/2015	51
Financial Workshop on balance sheet reading and equity	12/10/2015	77
Guidance on Job Profiles and Industry Sector	24/10/2015	151
Training on Personal Interview	05/12/2015	151
SWAPS	30/10/2015	77
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## 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
PGDM	All	22
MMS	All	120
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

### Feedback Obtained

At the end of every semester in case of MMS (Full Time/ Part Time) and trimester in case of PGDM an online student feedback is taken by the Institute. Since the current academic year, this has been increased to twice in each semester of MMS and trimester of PGDM programmes. Students also give feedback related to guest lectures and other academic and non-academic events. The feedback is shared with the Faculty members during their appraisal process to improve the teaching learning process. MMS (Full Time/ Part Time) are Mumbai University affiliated courses. PGDM which is an autonomous course is upgraded regularly depending on the requirements of the students and the industry. In PGDM, concepts such as sectorial specialization are used to have customized curriculum as per the requirement of all the stakeholders concerned. Sectorial specializations are used within functional specialization to provide more insights to the student in their area of interest.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDM	HR, Marketing, Finance, IT, Operation	60	70	22

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	Nil	178	Nil	24	Nil

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Number of smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
24	24	10	17	Nil	Nil
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No file uploaded.					

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
178	24	1:7

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	24	Nil	Nil	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Dr. Subhransu Mohanty	Director	Best Educational Quality Enhancement Team President Award 2014-National Centre for Quality Management, Mumbai
2015	Dr G Ramesh	Associate Professor	Rashtriya Gaurav Award Post Graduate Recognized Teaching Faculty-India International Friendship Society, New Delhi. University of Mumbai
2015	Dr.Natika Poddar	Assistant Professor	Post Graduate Recognized Teaching Faculty-University of Mumbai
2015	Dr.Natika Poddar	Assistant Professor	Research Paper Presentation-Sterling Institute of Management and Research, Navi Mumbai in



			association with JJTU, Rajasthan
2015	Dr.Sulbha Raorane	Assistant Professor	Post Graduate Recognized Teaching Faculty-University of Mumbai
2015	Dr.Smita Jesudasan	Assistant Professor	Best Paper Award- Nirma University, Ahmedabad.
2015	Dr.Smita Jesudasan	Assistant Professor	9 th Best Educational Quality Enhancement Team President Award 2014-National Centre for Quality Management, Mumbai
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MMS	Nill	1	23/12/2015	04/02/2016
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The objectives are framed course-wise and are achieved through fulfilling specific outcome-based attributes which are appended below: a) Business Management knowledge b) Communication c) Critical Thinking d) Analytical ability Problem solving e) Research-based approach f) Project Management g) Usage of modern tools techniques h) Life-long Learning i) Value-based education and Social Responsibility j) Entrepreneurship development k) Leadership l) Decision-making ability In all the above areas a student-centric outcome-based approach is followed which is quantified and measurable. By monitoring the session plan for the purpose of ensuring fulfillment of the above mentioned attributes and to avoid deviations in the sessions. University examination results: The examination scores of the individual and the consolidated results are analyzed and tabulated. Internal Assessment: For MMS and Part time, Evaluation is divided into two components for each Subject i.e. Continuous Internal Evaluation (CIE) carrying weight of 40 and Term end Examination carrying weight of 60. The students are internally assessed by the Subject's Faculty members through internal assessment conducted per semester and other assignments on their curriculum understanding. The general understanding and behavior of students is also analyzed through mentorship initiatives. For the PGDM Programme, Evaluation is divided into two components for each Subject i.e. Continuous Internal Evaluation (CIE) carrying weight of 50 and Trimester End Theory/ Practical Examination carrying weight of 50. The Faculty member has the prerogative of deciding on the method and frequency of CIE which may consist of a combination of Periodical Class tests, Lab assignments, Presentations, Assignments, Viva-Voce and Mid-term Class Test. The methods are only illustrative.

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

The Academic Calendar is prepared by the individual Programme Heads of the MMS, PGDM and Part-time programmes in consultation with the faculty members and the Director. The same Academic Calendar is published in the Institute's prospectus and website before the beginning of the academic session every year. It provides a yearly plan for the students, teachers and parents. Each department functions according to the session plan prepared at the department level. A copy of the teaching plan is submitted to the Program head and Director for their suggestions and approval. A Timetable is prepared semester wise for MMS and Part-time Programmes and trimester wise for PGDM Programme and is displayed on the notice board. The Institute follows the ISO Standard Guidelines in preparing academic calendar, teaching/session plan as well as their evaluation and monitoring.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.sfimar.org>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	MMS	Nil	120	118	98
Nil	PGDM	General	22	22	100

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<http://www.sfimar.org>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
MDP - Entrepreneur in You	MMS. PGDM	09/10/2015
Idea Generation Business Plan Writing workshop	MMS. PGDM	02/01/2016

Big Data, Data Analytics Cloud Computing	MMS. PGDM	04/05/2016
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### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	SFIMAREbiz	SFIMAR	Nill	Nill	Nill
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Faculty	11	00
International	Faculty	1	00
<a href="#">View File</a>			

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

Department	Number of Publication
Management	6
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
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#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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No Data Entered/Not Applicable !!!

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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	3	11	Nil

[View File](#)

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Prevention of Child Abuse Workshop	DLLE	2	12

[View File](#)

#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Udaan	Recognition	1	Nil

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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
DLLE	St. Francis SSC School	Prevention of Child Abuse Workshop	2	12

[View File](#)

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
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No Data Entered/Not Applicable !!!

[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant
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details

**No Data Entered/Not Applicable !!!**

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Personal Branding	14/05/2016	Self-Development	9
CAII Certification Course and placement	14/08/2015	Training and Recruitment	30
No file uploaded.			

#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3600000	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
No file uploaded.	

##### **4.2 – Library as a Learning Resource**

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Campus ERP	Fully	2.6	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	353	73989	428	138853	781	212842
Reference Books	68	22013	127	126806	195	148819
e-Books	97000	Nill	38010	Nill	135010	Nill
Journals	56	58000	56	68709	112	126709
e-Journals	14660	292418	551	10528	15211	302946
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

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

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	363	264	8	0	6	1	8	0	0
Added	20	0	0	0	0	0	0	0	0
Total	383	264	8	0	6	1	8	0	0

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

8 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
D-Space Intranet	<a href="https://www.sfimar.org">https://www.sfimar.org</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
<b>No Data Entered/Not Applicable !!!</b>			

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

Policies for the day-to-day functioning of the Institute are monitored under ISO9001: 2008 framework. All the action plans and policies are adapted in the form of procedures, job responsibilities, forms and formats under ISO 9001: 2008 framework .All Policies are monitored by the Director along with the Faculty Facilitators on a regular basis. The Governing Council meets at least 4 times in a year to review and approve the budget, operational details, quality of programmes, schedules and other academic, administrative and financial matters, Faculty recruiting, Faculty development, students academic performance, placement, infrastructure and contribution to community etc. In the beginning of the year every department defines departmental objectives for the audit period. These objectives along with the procedure are audited by the internal and external auditors. After each audit review, the procedures and forms / formats are upgraded, if required. The Institute has included the feedback system from all the stakeholders in the ISO procedures to improve the quality of academics and non-academic areas. Internal and external audit review reports are discussed in the MRM (Management Review Meeting) with Management and Staff members for deciding the corrective actions and effective measures

for observations and non-compliance.

<http://www.sfimar.org>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	EBC SCHOLARSHIP	4	324000
b) International	Nil	Nil	Nil

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Training on Personal Interview (Mock) (Soft skills)	05/12/2015	161	Alumni Members Corporate
ALUMNI CONNECT- 1 Guidance on Job Profiles and Industry Sector (Soft skills)	24/10/2015	161	Alumni
Financial Workshop on balance sheet reading and equity (ICT/computing skills)	12/10/2015	77	Mr. Rishi Chaurasia - Director Online Vikalp Education
Nielsen Preparatory Test - Marketing (mentoring session) (Soft skills)	03/10/2015	51	Alumni
General Aptitude Test (Soft skills)	08/09/2015	84	Mr. Rishi Chaurasia - Director Online Vikalp Education
Financial Aptitude Test (Soft skills)	07/09/2015	77	Mr. Rishi Chaurasia - Director Online Vikalp Education
Goal Setting (Soft skills)	01/09/2015	84	Mr. Sunil Dutt - HR Consultant

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Guidance on choice of specialization, Skill set requirement and an overview of Job profiles shared by Recruiters.	Nil	141	Nil	Nil
2015	Guidance by senior alumni on the Choice of Specialisation & query handling.	Nil	85	Nil	Nil
2016	Career Guidance on post MBA Job Profiles for all the specializations in detail, skill set required and an overview on the selection process of regular companies. -	Nil	119	Nil	Nil
2016	Guidance by senior alumni on overview of Job profiles shared by companies and selection process	Nil	92	Nil	Nil
2015	Individual Counselling & Guidance by Training & Placement	Nil	3	Nil	Nil



officer to the confused students and assisting them to choose the right specialization and handling their queries and doubts for 1st year students

No file uploaded.

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

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
CampHire	38	1	Adonta mobility solutions pvt ltd (Moojic).	25	1
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Day (Luminance)-	Institution level	40

Cultural Programme		
Exuberance (Annual Inter-collegiate Fest)	Institution level	19
Dandiya (Dance and Dressing Competition)	Institution level	13
Malay club-Fine Art Competition	Institution level	9
Malay Club- Performing Art Competition	Institution level	5
Freshers Day (Cultural Programme)	Institution level	49
No file uploaded.		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	Business Simulation Game	National	Nil	1	Nil	Mr. Dalston, Ms. Shruti, Mr. Aditya W
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institute has well-structured Student Council constituted as per the guidelines of the University. The student representatives for Student Council are selected as per the recommendations given by the Programme Heads in consultation with the Director. The selection of students' representatives is based on their performance, attendance and overall involvement in various co-curricular and extra-curricular activities. Structure : Chairman and Director of the Institute, Faculty Member, President- Student, Secretary- Student and total six Student members representing MMS, PGDM and PART-TIME. This Council is funded by the Institute. SFIMAR has the following committees where students are active committee members: ? Anti-ragging committee ? CWDC (College Women Development Cell). ? Canteen Vigilance Committee ? Student Council ? Placement Committee Council

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

SFIMAR has a registered SFIMAR Alumni Association (SAA). It conducts one Annual General Meeting and bi-annual Managing Committee Meetings of SAA. The Institute has a Career Management Centre which actively networks with alumni. The Institute has also started 'Alumni Connect' Event since 2014, through which the Alumni play an important role in mentoring and guiding our current students. SFIMAR's alumni are a valuable source of information for improving the quality of education in the Institute. They know what skills are needed for a line of work and offer guidance about the requirement of a profession that should be

taken into consideration in order to update the courses of study. Alumni also help students find internships and jobs, provide references or letters of recommendation to prospective employers. They are able to give our students an idea of what to expect during a recruitment process, interview questions, interview etiquette, tips on adapting to the organization culture etc. For our current students, such get-togethers give them an opportunity to work with the Alumni Association. They get a chance to participate in alumni event-planning, network with former students and get a jump-start on job-hunting by contacting alumni. The Institute also invites accomplished alumni in industry, to conduct lectures and workshops on topics in their area of expertise. The Alumni are also provided access to SFIMAR library and computer resources. SFIMAR networks with its former faculty members by inviting them for guest lectures and for conducting workshops in their specialized areas. SFIMAR collaborates with its former faculty members by appointing them as visiting and adjunct faculty members. SFIMAR provides temporary accommodation, library, computer and auditorium facilities to these former faculty members. The Institute also conducts Exit Interview for outgoing faculty members to take suggestions for institutional improvement.

5.4.2 – No. of enrolled Alumni:

178

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

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

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

? Vision To flourish as a seat of learning of international standards for developing an entrepreneurial class of value-based industrial leaders empowered with techno-managerial competence to sustain innovation for building global business of the future. ? Mission To enter the realm of globally successful B-schools by imparting value-based education for creating responsible and thoughtful citizens who would lead the world by example and excel through innovation, an entrepreneurial spirit and a humanitarian attitude. ? SFIMAR implements and encourages decentralization and participative management through various meetings, forums for faculty/ staff and students . The main objective behind implementing these initiatives is ti maintain transparency in decision making and day to day activities without raising biasness. SFIMAR implements participative management through following meetings involving all the stakeholders in decision making process. ? Board of Governance - Quarterly ? Executive committee meetings- Quarterly ? LMC ( College Development Cell) Meeting- Bi - Annually ? Faculty Meetings - Monthly ? Staff meeting (Quarterly) ? SFIMAR Alumni Association Managing Committee meeting. - BI-An ? CWDC meeting. - Quarterly ? Student Development / Student Grievance Committee ( Bi-Annually) ? Research Development Committee- Bi-Monthly ? IDEA ( Innovation and

development for Excellence in Academics)- monthly ? Examination and Attendance Committee- Quarterly ? Mentoring Meeting- Quarterly ? LIRC meeting - Quarterly ? Placement Internal Committee - Monthly ? ERP meeting - As per the need Apart from above committees and forums, SFIMAR has well defined organizational structure to implement the academic and non-academic activities.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	? Implementation Transparent admission process ? Structured approach of conducting GD and PI
Industry Interaction / Collaboration	1. Guest lectures 2. Summer Projects 3. Alumni member association 4. Flexi hour projects 5. Corporate Representatives on Institute councils
Human Resource Management	1. Training Programmes for faculty and staff members for skill set development 2. Periodic review and updation of Institute's HR policy 3. Time to time Provision of infrastructural facilities to faculty and staff members
Research and Development	? Research and Development ? In order to promote research and encourage Faculty to get involved in research publications, book publications, presentations of papers in seminars and such research related activities the Institute sanctions leave of absence as 'On Duty' for the above purpose Study Leave for those pursuing their M.Phil programmes doctoral programmes (PhD). ? ? The Institute regularly conducts Faculty Development Programmes for its Faculty members on research methodology, Use of SPSS Software etc. ? RDC on a fortnightly-basis provides guidance to the Faculty members who intend to join Ph.D. and M.Phil programmes. Guidance is provided in selecting recognized universities, research area, scope of the research, etc. ? The Institute has constituted a Research Development Committee to plan and execute different measures necessary to promote research culture among the Faculty. ? ? It accords highest priority to promote and encourage Faculty and students take up cutting-edge research relevant to the industry. ? A Research Development

Value Chain Concept has been promoted for collaborative research among faculty and students. ?? The Institute promotes the publication of the In-House Journal 'SFIMAR Research Review'. ?? The Institute hosts National level research paper competition annually namely "Anveshi" for promoting research among students. Also encourages students to participate in such competitions at intercollegiate level. ?? The Institute also encourages students to participate in research projects competition related societal development like "Munijan" - Annual Research Project Competition organized by University of Mumbai. ? Faculty members allot rural development research projects to students as a part of their curriculum. ?? Students are encouraged to take up empirical research studies during their Summer Internship and Special studies Projects. ?? Students undertake research projects as a part of Replication Model where they are required to work on specific areas for an organization. ? The Institute had organized a Case study writing workshop by Dr. Thomas Mathew, former Director - SFIMAR in 2013. ?? Regular Book Review presentations by Faculty members for building their research capacity. ?? Organized SPSS training for all the Faculty members every year. ?? Organized MS-EXCEL (with Solver) training for students to understand the statistical methods of testing research data. ?? Faculty members are encouraged to attend research seminars conferences.

Examination and Evaluation	Formation of Examination committee
Teaching and Learning	<ul style="list-style-type: none"> <li>• Experiential learning</li> <li>• Project based learning</li> </ul>
Curriculum Development	<p>? Introduced Additional certification courses : ? Finance - Analysis of Financial Statements ? HR- Written Correspondence ? Marketing IT - Business analytics ? Operations - project Management ? MMS 1 - IT Skills for Managers ? Conducted and revived Board of Studies (BOS) for Entrepreneurship Management subject. ? Initiated Employability Skill test for students</p>

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

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

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Dr. Natika Poddar	Paper Presented	IJMRA	1500
2016	Ms. Sanchayita Banerjee	Conference	Durga Devi Saraf	2000
2015	Ms. Renita DSouza	Paper Presented	Associated Asia Research Foundation	1350
2016	Dr. G. Ramesh	Workshop	ASSOCHAM	10000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	? FDP on Cloud computing and Bid	NA	04/05/2016	06/05/2016	22	Nil

	data analytics					
2015	? Management Development Programme- 'Entrepreneur in You'	NA	09/10/2015	10/10/2015	22	Nil
2015	? Campus ERP Training	? Campus ERP Training	07/12/2015	07/12/2015	22	8
2015	? Moodle Training	NA	19/11/2015	19/11/2015	22	Nil
2015	? Training on Online Students Attendance System	? Training on Online Students Attendance System	08/08/2016	08/08/2016	22	8
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
HDVP Workshop	1	22/07/2015	22/07/2015	1
The First Autonomus PGDM BSchool Summit	1	09/10/2015	10/10/2015	2
Business Simulation	1	26/07/2015	26/07/2015	1
Sexual Harassment of Women at Workplace and Related issues	1	03/09/2015	04/09/2015	2
DLLE Training	1	08/12/2015	08/12/2015	1
Infocomm India IT Summit 2015	1	01/09/2015	03/09/2015	3
FDP on Sectoral Learning Issues Challenges	1	27/08/2015	27/08/2015	1
Contemporary Strategies for Teaching Evaluation	1	26/10/2015	31/10/2015	2

Making CSR work- What does a company need to know?	1	20/11/2015	20/11/2015	1
Business Simulation	1	26/07/2015	26/07/2015	1
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
12	8	11	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Accommodation, deputation for conferences etc.</li> <li>• PF, gratuity, medical facilities, children education support</li> <li>• Provision of special leaves for study and research</li> <li>• Special provision for higher studies and research</li> <li>• Special Allowances for Research paper publication at International and National level.</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation, free transport facility, fee concession for higher studies.</li> <li>• PF, gratuity, medical facilities, transportation and children education support.</li> </ul>	<ul style="list-style-type: none"> <li>• Medical / Hospital services.</li> <li>• Reimbursement of expenses incurred for research paper presentations and other co-curricular and extracurricular activities.</li> <li>• Scholarship / fee concession for meritorious and economically poor students.</li> </ul>

**6.4 – Financial Management and Resource Mobilization**

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

<p>Internal audit is done by members of the Trust every year. These members are authorised by the President of Society of the Congregation of Missionary Brothers of St Francis Assisi. External audit is done by auditor Natvarlal Vepari amp Company. It is done once in six months. There were no major objections from the auditor. The compliance report is given by the auditor once in year after the end of the financial year in March. The Institute has complied with all the necessary audit and accounting standards and there is no unqualified audit opinion and no significant audit deficiencies.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Saini and Siani Company	15000	Speaker Series
No file uploaded.		

6.4.3 – Total corpus fund generated

<b>No Data Entered/Not Applicable !!!</b>
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## 6.5 – Internal Quality Assurance System

### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DNV-ISO 9001-2008	Yes	Internal Audit Committee constituted by the Institute
Administrative	Yes	DNV-ISO 9001-2008	Yes	Internal Audit Committee constituted by the Institute

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

SFIMAR has strong Parent - Teacher association. SFIMAR has taken initiatives to interact with the parents in the following manner: 1. The parents of MMS and PGDM are the members of IQAC 2. Parents and teachers meetings on a quarterly basis. 3. Parents share their opinions and advice in the process of Institutional development activities. 4. SFIMAR conducts yearly feedback from the parents on : Infrastructure provided, Placement assistance, encouragement for extra curricular activities of their wards, industry exposure, personality grooming, academic progress and mentoring by the faculty members. This feedback is analysed and action plan is prepared if any discrepancy is found. Parents are called to the Institute to discuss the issues of their interest. Support and Assistance in Institutional activities. The Institute has maintained a database of all the parents regarding their personal as well as professional information. SFIMAR consults parents in case support is required, in placement assistance, training programmes by parents or in case of event sponsorship.

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

? Campus ERP Training was organized for Faculty Staff Members by Mr. Lalwani in December 2015. ? Training on Online Students Attendance System was conducted for faculty members admin staff by Prof. Vasudha Rao in January August 2015. ? Training on Crisis Management for Staff Students was conducted in the Month of November as a part of Health Safety Measures adopted at SFIMAR. ? ISO Awareness Training in Feb 2016 for all Faculty and Staff Members ? ISO Internal Auditors Training in May 2016

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

? Formation and functional of Incubation centre ? Introduced new feedback forms for Parents, Employees, Guest Lecturers ? Introduced Research Award for faculty members

### 6.5.5 – Internal Quality Assurance System Details

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

### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

No Data Entered/Not Applicable !!!

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women's Day celebration: Debate Competition	08/03/2016	08/03/2016	150	120

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

Percentage of power requirement of the University met by the renewable energy sources

? Installation of solar panel ? Installation of power saving electrical and electronic equipment's in the campus ? A Green Audit of the campus and its facilities is conducted by the Environmental Committee of the Institute every year . ? The audit comprises of representatives from the management, staff, and students. ? The scope of the audit is to monitor, record, and control the consumption of energy (electricity), water and paper consumption. ? Documents of the same are maintained. The committee also maintains record of the 'green cover' in the campus. ? Recommendations of the committee are then used for the betterment of 'green initiatives' of the Institute.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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2016	1	1	01/12/2015	01	Swagat Daya Ashram at Haloli	Importance of Blood Donation	400
2016	1	1	01/12/2015	01	Motivational talk and Blood Donation camp in a association with Bhagwati Hospital	Imbibing social values among students	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
1.Rule Book for students 2. HR manual for employees	01/07/2015	The student rule book and HR manual are periodically monitored and revised as per the Institutional and statutory requirements . The changes to be made are discussed on a common platform having students and faculty/staff members on board. The rule book and HR manual are approved by the top management and then circulated for communication . The rule book and HR manual is available on Institute's website for ready reference.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A session on enhancing self potential and career skills was conducted by Fr Ittoop	12/10/2015	12/10/2015	180
A session for Stress management for faculty members and staff was conducted by Brahmakumari Sister Shreya	08/01/2016	08/01/2016	30

Enhancing Learning Skills by Mr. Hiten Patel	17/08/2015	17/08/2015	180
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

**Waste Management:** SFIMAR has always put great emphasis on waste management and cleanliness in campus. It has floor wise cleaning staff to look at waste management. There are 3 to 4 dustbins kept on each floor to throw the dry waste. In addition to this there are dustbins kept in cabin to dump the dry waste. For wet or liquid stuff there are different dustbins kept on each floor and in the washrooms (both gents and ladies) on each floor to keep the campus clean. Campus includes Canteen area, Dolphin area, and ICAI office area. These parts of the campus are also cleaned on a daily basis. Even canteen kitchen and premises hygiene and cleanliness is observed during internal audits. Washroom's cleanliness is monitored and housekeeping staff is instructed to refill soap dispensers, tissue paper.

The Waste water harvesting system of the Institute is used for watering the green areas of the Institute. ? Instead of presenting bouquets to guests/ visiting Faculty, saplings are presented to create awareness about the environment. To create the awareness about the natural environment informative the ISR club of the Institute namely 'Abhimaan' carries out regular activities on the campus. One such activity is the Switching of all the lights on a particular day and time in support of the global mission to conserve energy and thus protect environment.

Syllabus prescribed by University has a subject - Environment and Management- which is focusing on creating awareness about environmental issues amongst the students. ? For conservation of electricity, each staff room or class room has a central switch for disconnecting the supply of all the connections in that room. It helps in energy conservation. ? The Institute focuses on reduced use of paper. Most of the communication amongst the faculty members happens through institutional e-mail which reduces paper work. ? It also encourages maximum usage, both sides printing as well as reuse of papers as rough sheets. The Institute has well equipped computer and language labs which are used for conducting online aptitude and other related tests due to which, paper work is reduced. ? Students feedback is also taken online through ERP, which is helpful for reducing paper work. a green audit of the campus and its facilities is conducted yearly. The audit is conducted by the 'Environmental Committee' of the Institute which comprises of representatives from the management, staff, and students.

**Green Club Activity:** SFIMAR maintains a lush-green campus and gives students a feeling of staying close to nature. As a part of the initiative taken by Government, SFIMAR regularly does tree plantation in the available space and students are guided to nurture the present and previously planted saplings for their proper health and maintenance. Regular plant measurement is done at certain interval and record is maintained to check plant health. A flower bed is grown and managed in the front area of the campus.

**Energy conservation** Energy saving practices like switching-off lights, fans, air conditioners and computers when not in use. Students are regularly informed of the importance of not wasting electricity. Similarly, there are vigilant security guards who regularly monitor classrooms or areas in the Institute to switch-off any unused lights, fans, air conditioners or computers. CFL bulbs and tube lights are used for lighting purpose wherever possible. Computers with LED or LCD monitors which are more power-efficient are used in all computer labs. No CRT computers which is not power-efficient are used in the Institute.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Replication Model Objective 1. To enhance decision making skills with respect to work execution. 2. To bring a sense of work discipline in the students with a sense of responsibility and accountability 3. To enhance leadership skills 4. To develop application oriented learning within the students using technology.

5. To enhance strategic planning and execution skills and learn to map gap analysis, if any. The Context Sending students out to visit companies for completing their assignments and internship has been followed and practiced by almost all B-Schools in their pedagogy. This model tries to reverse that idea. The replication model replicates a real life corporate scenario on the campus.

The model is based on the working relationship between students and the corporate. Here companies join hands with SFIMAR in getting their work done through the students. The company sends a representative or allocates tasks directly from its head office. The students accomplish these tasks using resources provided by the college and the company. ? Each student is given a job profile and a set of tasks he/she would need to accomplish. ? Each student is paid by the company for the project completed. ? A report on each completed project is made by the students and submitted to the institute. ? The basic idea is the direct exposure and interaction of the students with corporate personnel without any intervention of the institute and understanding the various facets of practical work life. Learning Outcomes (a) Decision Making:

Day to day decision with respect to the execution of the work can be taken confidently. (b) Discipline: Working under real time manager in a real corporate like scenario, would bring about the necessary discipline required at any workplace amongst the students. Signing in and out on time, being at their work desk, following orders and executing tasks on time are some of the examples. (c) Leadership skills: With a healthy work environment and competition there is definitely a scope for emergence of leadership amongst the students. (d) Technical knowhow: Working in a specific replication model, e.g. a banking model, would give the students adequate knowledge with respect To the technicalities involved in a banking job, also job rotation in the model would help students a clear overview of all the relevant job profiles. (e) Strategic planning: Day to day practical assignment given would require planning on part of students. Students working in teams use brainstorming session and strategically plan every assignment given to them. (f) Transformation in Thinking: There is bound to be a change in the way the student would think about his /her career, long term and short term goals once he/she undergoes the process in the replication model. (g) Personality Development: Getting an exposure to the corporate life while studying, and that too on a daily basis for a period as long a year will bring about a distinct change in the students personality, owing to the responsibilities laid upon him and the accountability of his/ her acts in that one year.

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

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

## 7.3 – Institutional Distinctiveness

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

Community Orientation. Various community oriented activities are conducted by the ISR club - 'Abhimaan' of the Institute as follows:- 1. Visit to village Mulgaon in Badlapur District. 2. A Health checkup camp was also organized in the same village by the Institute through the PHC of the village. 3. Regular visits are made to Orphanages, Home for Senior Citizens and Destitutes. 4. A

Cyclathon was organized in association with the Borivali Rotary Club 5. Besides the above, the Institute is one of the active participants of Mumbai University's Department of Lifelong Learning and Extension (DLLE). Under the DLLE programme it has taken up issues such as child abuse, working women's development etc.

Provide the weblink of the institution

<http://www.sfimar.org>

### **8.Future Plans of Actions for Next Academic Year**

? NBA Accreditation SFIMAR has planed to start the process of NBA Accreditation to : Regular evaluation of institutions or programs providing technical training on the basis of norms, standards and guidelines. Development of quality conscious systems which are relevant to the latest market needs, excellent and includes participation by all the stakeholders. Building an education system that matches the aim of growth through competence and contributes to the national economy through societal development. Providing quality benchmarks targeted at the national and global level human capital in every technical education field. ? Executive MBA programme SFIMAR has in process of designing Executive MBA programme for working professionals and students . ? Consultancy SFIMR is in process of acquiring consultancy projects from corporate. SFIMAR has formed a consultancy team as well as a consultancy policy for execution