



YEARLY STATUS REPORT - 2021-2022

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 Harish Kumar S Purohit**
- Designation **Director**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02228929156**
- Mobile no **9136121195**
- Registered e-mail **info@sfimar.org**
- Alternate e-mail **iqac@sfimar.org**
- Address **Gate no. 5, Mount Poinsur, S.V.P.
Road, Borivali (W), Mumbai
400103, Maharashtra**
- 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. **02228929156**
- 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-2020-21.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 2	A+	3.35	2022	26/04/2022	25/04/2027

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
Institutional 1	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

[View File](#)

IQAC

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)

Institute Accredited with A+ Grade by NAAC in its second cycle in April 2022.

Institute is recertified with ISO 9001:2015 QMS for the period 2022 - 2025.

IQAC organised a Webinar on Intellectual Property Rights on 15th January 2022.

Designing the Bridge course so that students can smoothly transition from the generalized/core courses to specialization financial courses without any hurdles. Students from diverse educational backgrounds were taught an overview of the finance specialization concepts and the practical implications from the placement's perspective to enhance their employability skills by faculty members.

Alumni engagement - sampark and Mumbai chapter

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
Implementation of Audio and Camera setup in the classrooms and tutorial rooms to facilitate hybrid mode of learning,	Achieved
Increase in online activities for collaborations and functional MOUs.	Achieved
Implementation of online Study Abroad Programme	Achieved
Organizing online FDP, SDP and MDP for upskilling faculty and staff members and other stakeholders.	Achieved
Launch Alumni Portal and App	Achieved
Organize Bridge Course for the students to make them job ready	Achieved
Organize class audit to examine the effectiveness of the classroom and teaching learning process for hybrid mode of learning.	Achieved
Preparation for Cycle 2 of NAAC Accreditation	Achieved
Procurement of examination software	Achieved
Revise the admission form for the MMS Programme	Achieved
Organize 'Project Xcellence' - Project Presentation Competition for all the programmes - MMS, MFM and MMM in association with SFIMAR PGDM.	Achieved
Participation of faculty papers in subject evaluation of University Assessment as paper setters and examiners.	Achieved

OPAC- Online Public Access Catalogue on Koha Mobile app	Achieved
Training through Video Tutorials for Koha and Library Brochure for LIRC users	Achieved
Organize a Webinar on Intellectual Property Rights	Achieved
Setup an Interactive Digital Kiosk in Library	Achieved
Subscription to Business and Legal Databases for LIRC users	Achieved
Organize knowledge and skill oriented webinars for MMS aspirants	Achieved
Revisions in the Placement Policy	Achieved
Organize online alumni connect and Virtual mentoring by alumni	Achieved
Upgradation of the internet leased lines	Achieved
Upgradation of the desktops and laptops in the classrooms, and labs.	Achieved
Training for new batch, new faculty/staff members and visiting faculty for using MS Teams and ERP system	Achieved
Recertification for ISO 9001:2015 QMS	Achieved
Preparation for the MMS Programme accreditation by NBA	Achieved

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	18/07/2023

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr Harish Kumar S Purohit
• Designation	Director
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Name	Date of meeting(s)
Governing Council	18/07/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	31/01/2023

15. Multidisciplinary / interdisciplinary

The Institute offers MMS Program in five specialisations: Finance, HR, Marketing, Operations, and IT. The MMS Programme follows the University of Mumbai syllabus and the curriculum - CBCS allows 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 activities 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, which are 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 Incubator centre that encourages students to incubate innovative and pathbreaking ideas and prepare business plans based on empirical studies. The Institute has a solid connection with Alumni from multidisciplinary backgrounds who are involved in the Institute's academic and placement activities.

16.Academic bank of credits (ABC):

Academic Bank of Credits - 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 to industry and society. In addition, the overall development of the students is monitored; activities that enhance students' employability are organised and build them up to discharge their societal responsibility. The CMC Department designs a training calendar with inputs from the corporates/industry, alums, faculty, and students. The training calendar includes building the students' competency levels concerning Knowledge, Skills, and Attitude to enhance their employability skills. Weekly sessions are organised per the slots allocated in the programme timetable. The training programs are scheduled throughout the year with the help of industry personnel, management experts, and alums to promote skill development. 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 online via Zoom and MS Teams platforms. Certification Programmes and Workshops are organised 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 by celebrating 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. The Mindfulness Centre and Malay Club have organised student activities online 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, guided by NAAC and NBA accreditation guidelines. It has well-defined Programme Educational Objectives, Program Outcomes, and Course Outcomes. SFIMAR has also mapped its Mission statements with PEOs and PEOs with POS to achieve its Vision. Program Educational Objective (PEO) Statements

1. To impart knowledge of basic and advanced concepts of Business Management and the application of their tools and techniques for local and global business practices.
2. To equip the students with techno-managerial and entrepreneurial skills to progress as business leaders and entrepreneurs.
3. To teach students socially acceptable values and business ethics to develop responsible citizens.

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, analyse and communicate global, economic, legal, and ethical aspects of business.
- PO5 Ability to lead themselves and others in achieving organisational goals, contributing effectively to a team environment.
- PO6 Demonstrate proficiency in modern technology for business applications, research and communication processes.
- PO7 Develop competencies and experiential learning to function effectively as entrepreneurs.

Consistency of PEOs with the Mission: SFIMAR has well-defined the assessment tools and processes 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 the MMS program. 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 Director discusses the feedback 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 the MyLOFT web/mobile app. MyLOFT platform provides remote access to various library subscribed E-resources. Due to the COVID-19 pandemic, classes were conducted online through the MS Teams and ZOOM platforms. The workshops and certification courses for the students were also conducted online.

Extended Profile

1.Programme

1.1	104
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	387
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	172
Number of outgoing/ final year students during the year	

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 Number of sanctioned posts during the year	17
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	11
4.2 Total expenditure excluding salary during the year (INR in lakhs)	237.11
4.3 Total number of computers on campus for academic purposes	305
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	
<p>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</p>	

on the department notice boards. The institute prepares a detailed Academic Calendar that specifies the semester/trimester duration, the 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 website. In addition, the faculty members maintain a course file in tune with attaining 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 the start & end of the 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. The faculty also motivates students to participate in extracurricular 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 & 60marks are for written examinations conducted at the end of thesemester. End-Term Examination has 60% Weightage for University affiliatedprogrammes. The examination consists of subjective andobjective-type questions and is as per the curriculum andsyllabus. The average pass percentage is set at 50% for all.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)

6

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

244

File Description	Documents
Any additional information	View File
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. Cross-Cutting Business Issues are

explained through courses like Project Management, International Business, Organizational Behaviour, etc. The institute also offers value-added courses like Soft Skill Development-placement Training, Verbal and Logical Skills, etc. In addition, different clubs of the institute engage in various activities related to these cross-cutting issues.

Gender Sensitivity: The College Women Development Cell (CWDC) of the Institute organises awareness sessions on 'Prevention of Sexual Harassment at the Workplace' and sensitisation programmes by celebrating International Women's Day, talk by renowned women of substance on 'gender sensitivity' and organising virtual elocution competition among the students to engage them on the theme of women's day.

Human Values: The 'Abhimaan Club' organises blood donation camps, celebrates the festival of Christmas with underprivileged children, grooming the wards of Prem Sangh on Public Speaking. MMS students participate in DLLE Activities of Poster competitions and undertake sessions on adult education. Students also get credit points for participating in these activities. **Environment and Sustainability:** The green club undertakes a tree plantation drive, visit to Maharashtra Nature Park for celebrating world environment day, and participates in sessions on the 'Save Soil Campaign' and 'Vruksh Sanjeevani Abhiyaan' for the environment cleanliness drive.

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

11

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

322

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
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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

154

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

68

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), extensively using e-platforms and resources, and presenting papers in Seminars and Workshops. They are further encouraged to do research by being given financial support, cash awards, medals and merit certificates, and other recognition. These students are chosen on a priority basis to represent the college at National and state 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 by the teachers concerned. The other remedial measures taken by the institute are mentioned below. In addition, peer-assisted learning (PAL) is also adopted, wherein 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 various clubs' activities to increase their involvement in academic and co-curricular activities. Group assignments and multiple projects are given to slow learners. Personal counselling/Mentoring and motivation are provided to slow learners by their respective mentors. Focused one-on-one interactions are held with parents to actively involve them in the learning process of their wards.

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
387	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 methods, and ICT-enabled teaching-learning during the academic year 2021-22.

MMS Programme.

Case study discussions, presentations, project-based learning, and management games are methods faculty members use in the teaching-learning process. Online Project work taken up by the students usually relates to real-world problems or/and functional area concepts. Co-curricular Forums Like Fanatics, Nirmity, and Renaissance conduct various subject-specialization-based online activities in Finance, Marketing, and HR domains. 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 exercises, and roleplay to better their course/elective. The institute has implemented Smart Classroom to enhance the teaching-learning experience and implemented a Systems Lab for IT students. As a result, they are given practical exposure to various Software like MS Access, MS Project, MS-Visio, and Online Resources like Google AdWords, Web Designing, etc. Online Lecturing was facilitated using the MS Teams application. Online exams were executed using Google's Auto Proctoring System, and online meetings and discussions were conducted using the 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**

17

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	No File Uploaded

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**

12

File Description	Documents
Any additional information	No File Uploaded
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

130

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.

Master of Management Studies (MMS)

Sr No.	Evaluation	Weightage (40%)	Evaluation component	Duration
1	Midterm	10%	Concept Testing	1 hour
2	Project Based Learning/ RolePlay/ Presentations/Experiential learning/ Testing	15%	Group activity	1 hour
3	Viva	5%	Concept Testing	1 hour
4	Attendance and class participation	5%	Managerial skills	Throughout Semester
5	Assignment	5%	Knowledge Testing	Throughout Semester
			Minimum 1 Assignment	

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 accessible on the day of examination for the paper. Incase of any problem in the question paper faculty needs to 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 The Total Direct assessment attained is given a weightage of 80 % and 20 % is attained from indirect assessments.

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

170

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)

0.40

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

4

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

transferknowledge.

Live projects Live projects enable students to work in real-time situations. Refract Consulting Pvt. Ltd. and Yomar Infotech Pvt.Ltd.provided live projects opportunities to our students.

Speaker Series Online Speaker Series was scheduled for knowledge transfer by Senior Industry Professionals.

Alumni Connect Senior Alumni connected online with students to share their experiences, and conducted Mock PI to enhance their employability skills.

MyLOFT MyLOFT web and mobile app training session for SFIMAR faculty/staff and students were organised. 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

6

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

3

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

9

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. Kala Sadhana Arts and Charitable Centre was set up to provide free comuter and tailoring classes to the underpriveliged children.

Department of Lifelong Learning and Education (DLLE), University of Mumbai: SFIMAR actively participates in DLLE activities tocreates social awareness and commitment among students towards society.The activities conducted online amid the COVID 19 pandemic were poster making competition to raise awareness.

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 sustainabilty 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 organized guest lectures on prevention of sexual harassment at the workplace and celebrated International Women'sDay 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

15

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	
300	
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	
11	
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	
8	

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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 the overall development of the students.

IT Infrastructure and Facilities

SFIMAR has implemented WIFI for students on both the Internet and Intranet with ease of access to 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, and 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 PhD 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 and is ideal for hosting larger cultural activities & functions. The seminar hall has a seating capacity of up to 350 persons .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sfimar.org/campus-tour/index.html

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 and 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 is also 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 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, and 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	No File Uploaded
Paste link for additional information	https://sfimar.org/infrastructure.html
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)**

14.36

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, called the Learning and Information Resource Centre (LIRC), is equipped with physical and digital resources, accessible through ILMS and My Loft App.

Name of the Software

Nature of automation

Version

Year of Automation

Koha

Partially

May 2021

Campus ERP

Partially

June 2016

OPAC (Online Public Access Catalogue):

The web OPAC is accessible on/off campus through the SFIMAR website library tab, mobile app (google play store-St. Francis

Library) and Kiosk in the LIRC circulation area. Users can also search and reserve the list of books remotely. The OPAC can be accessed by all users and through the library home page for Koha or URL. <http://sfimarlibrary.firstray.in/> For Campus ERP <https://192.168.1.3> .

The remote login access software, My Loft (My Library on fingertips) web/mobile app at SFIMAR LIRC serves as the effective tool for accessing e-resources for the user community of faculty members, staff, researchers, and students. The access to e-resources such as CDs and DVDs, have been given to the students and faculty, staff in the library through network access storages (NAS-CD server) <http://192.168.1.1> and DSpace.

The SFIMAR library is partially automated with the Koha Library management system from May 2021 onwards. The following facilities are automated which are the essential areas from computerization. SFIMAR library equipped with online Library Operation systems for circulation, plagiarism checking, online public access catalog, reservation facilities, library footprint of in-out user entry systems and MyLoft remote access facilities for online citation of research information and various databases.

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)**12.87**

File Description	Documents
Any additional information	View File
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****44**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

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 earphones and 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 Administrator with 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	View File

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)**

23.03

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 Details

Type

Frequency

Website

AMC

Yearly or as per need

Desktop

INHOUSE

Yearly or as per need (Inhouse Technical Support)

Laptop

INHOUSE

Yearly or as per need (Inhouse Technical Support)

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	
97	
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	
3	
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

131

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

131

File Description	Documents
Any additional information	View File
Number of students benefitted 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

131

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	View File

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

9

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 various managerial and leadership roles to develop the skill set required for a future manager. The institute organises different events and

activities through clubs and forums. Student coordinators take the initiative to conduct those programs under the guidance of faculty members. The institute organises programmes and events in online/hybrid mode, like Induction, Graduation Day, Speaker Series, Pathh (International Research Paper Competition for teachers), Anveshi (Intercollegiate Research Paper Presentation competition for students), Christmas celebrations, Dandiya night and many more, where students play a vital role in the execution part of the event. Student placement leaders, who voluntarily nominate/elect, play an active role in the activities of the placements department and alums interactions. Many committees are formed to support students in their holistic development. Student members are part of committees like the 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 every student can 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 join two or more events and two clubs on a first-come-first-join basis. After completing an activity, a closing meeting is often held so that students can discuss and learn and identify 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

8

File Description	Documents
Report of the event	No File Uploaded
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 (AGM) of the SAA are conducted every year. The Alumni Association achieves its objectives through regular meetings, holding annual programmes of events, reunions and Alumni Connect programs with the current batch students. This is facilitated by making them a part of various advisory meetings and by giving them a knowledge-sharing platform. The placement department of SFIMAR and faculty members are in regular touch with the institute's alumni through social media, email & phone.

Contribution of SFIMAR Alumni Association (SAA) to the institution

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

1. Alumni Association Meetings are 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 Senior. 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. Placement assistance by sharing 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

The governance at St. Francis Institute of Management & Research (SFIMAR) is deeply aligned with its vision of becoming an internationally recognized seat of learning and its mission of creating value-based industrial leaders. The institution's governance structure emphasizes transparency, participative decision-making, and a commitment to academic excellence, ethical leadership, and social responsibility. SFIMAR's governing body, ensures that the strategic direction is in line with the institution's mission. This includes fostering innovation through

initiatives like Outcome-Based Education (OBE), promoting industry collaboration for skill development, and emphasizing social responsibility programs.

The CDC also plays a significant role in identifying areas for improvement and recommending strategies for institutional growth. The Academic Advisory Council (AAC) focuses on maintaining academic excellence. The Placement Advisory Council (PAC) provides guidance on enhancing student placements. The Internal Quality Assurance Cell (IQAC) plays a crucial role in continuously monitoring and improving the quality of academic and administrative processes.

The institution's governance model supports the development of infrastructure and resources that enhance the learning environment, including smart classrooms, a research lab, and entrepreneurship incubation center. These initiatives ensure that the institution provides a conducive environment for students' holistic growth.

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 observations 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

In the strategic area of Academic Enhancements, SFIMAR implements various initiatives designed to elevate the educational experience and prepare students for successful careers. This multifaceted approach ensures that students are not only academically proficient but also equipped with practical skills and experiences that are highly valued in the job market.

Student's Skill Development Programme (SSDP): This program focuses on honing essential skills such as communication, teamwork, and leadership through interactive activities, enhancing students' employability.

NPTEL/MOOCs Courses: Students gain additional knowledge that complements their core curriculum.

Guest Lectures & Speaker Series: Engaging industry experts and thought leaders for guest lectures provides students with insights into real-world challenges and contemporary practices, bridging the gap between theory and practice.

Live Projects and Case Studies: Students are encouraged to work on live projects and analyse case studies, fostering critical thinking and practical problem-solving skills.

Internships and Final Projects: Summer internships and final projects provide students with hands-on experience in their fields, allowing them to apply theoretical knowledge in real-world scenarios.

Workshops and Certifications: Various workshops and certification courses are organised to enhance specific skills and competencies,

Management Games: These interactive management games foster strategic thinking and decision-making skills, essential for effective management.

Through these diverse initiatives, SFIMAR effectively enhances its academic offerings, ensuring that graduates are socially responsible and ready to meet the demands of the ever-evolving business landscape.

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	No File Uploaded

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 processes, and apex organisational support for the enterprise. The Governing Council governs the Institute's Academic, Administrative, and financial matters. It looks over the Quality of Programmes, Schedules, Academic, Administrative, Faculty recruitment, faculty development, 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 Council guides, regulates, and maintains curriculum, teaching, research, and examinations with respect to the Academic Programmes offered at Campus. Placement Advisory Committee facilitates an industry-academia think-tank that deliberates on institutional supply, industry demand, and 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, Facilitators, Mentors, and Faculty members ensure that all the activities required to attain the Programme are well-managed and executed. Decentralisation, 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/governance.html
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-ups sponsored by the Institute for Faculty and Staff members.
- On-campus nurseis appointed to provide nursing care to faculty/ staff and students.
- Medical Leave & Maternity leave for eligible staffmembers. Faculty members are eligible for Earned Leave atthe time of Retirement. Privilege leave of 30 days in ayear /CL/SL/Extraordinary leave / Study leave to pursue further studies such as PhD or any other course aregiven 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.
- The institution has a multicultural environment in thecampus, the management ensures the celebration of all thefestivals together.
- Sponsorships to attend and present papers in conferencesboth in India as well as abroad.
- Picnic is arranged for faculty and staff members.
- Faculty development programs(FDP) for faculty members onregular Basis.
- Skill development courses are organized for non-teachingstaff to enhance their skills in work environment.
- All the faculty members who upgrade their research workthrough quality publications during the academic year arehonoured by the Institute through an Awards and Researchincentives scheme every year.
- Gifts are given to Faculty and Staff members during

theChristmas festival.

- WFH /Flexible timings /50% on the job was extended duringthe Covid-19 lockdown to Faculty and Staff members
- Faculty members are encouraged to participate in Consultancy and MDP

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

4

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

4

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

6

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 is emailed to the Director for his remarks, and the Chairman further reviews it. Finally, the Director interacts with all the faculty members individually based on components of the appraisal form, recognises the performance, acknowledges their contribution, advises on areas of improvement if necessary, and action follows. The Director interacted with the faculty to discuss the training required by individual faculty members for their area of expertise.

Appraisal Discussion also focuses on: -

1. Training programs that the faculty needs for improvement
2. Development of interpersonal relationships
3. Motivating faculty members to present national and international research papers.

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. The President of the Society of the Congregation of Missionary Brothers of St. Francis Assisi authorises these members. There were no objections in the internal audit for the financial years 2021-22. They have certified that SFIMAR has maintained the books of accounts and that all accounts connected are in proper order.

Auditor Natvarlal Vepari & Company does an external financial audit 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 for the financial year 2021-22 is available with the Institute. The Institute has complied with all the necessary audit and accounting standards, and there is no unqualified audit opinion or significant audit objections.

File Description	Documents
Paste link for additional information	https://sfimar.org/document/audited-financial-statement-2021-2022.pdf
Upload any additional information	No File Uploaded

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)

3.28

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
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

Mobilisation of funds

Being a self-financed Institute, fees taken from the students as per the recommendations of the Fee Regulatory Authority are the main source of funding for the Institute. The institute offers full-time MMS courses. During COVID-19 times, the courses saw a delay in admissions. However, institutes' sound long-term financial planning meant the resources were sufficient to care for their employees and other stakeholders during the pandemic. Other minor funding sources are the international research conference PATHH, Eminent Speaker Series, re-examination fees, sale of application forms, and FDPs conducted by the institute.

Optimal utilisation of resources

Optimal utilisation 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 spent money on online connectivity-related things for the smooth conduct of online classes and examinations. Since most of the offline events and physical presence of employees and students were restricted to campus due to the pandemic, the 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/document/audited-financial-statement-2021-2022.pdf
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 organised 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 building the students' competency levels concerning Knowledge, Skills, and Attitude to enhance their employability skills. Weekly sessions were organised online via Zoom Platform or MS Teams, as per the slots allocated in the programme 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 organised online via the Zoom Platform and MS Teams in collaboration with corporations and in-house faculty members to bridge the industry-academia gap.

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

Internal Quality Audit is an important element in the Institute's strategy for assuring the quality of learning provided to students and the standards of programmes. It is an explicit provision of Institute's quality assurance strategy that the Institute and its departments take responsibility for assuring quality of their teaching, and service. The Internal Quality audit is conducted twice a year based on structured procedures of defining, verifying, measuring and confirming the performance of academic practices and procedures against planned/standard procedures.

File Description	Documents
Paste link for additional information	https://sfimar.org/igac.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/1td2MyjGwTjwz6YcqHzv9s61hoQXIlyMa/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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 is appointed 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 also offered during the mentoring sessions, wherein, if required, a lady mentor is assigned to address issues of a

ladystudent.

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 Harassment of Women at the Workplace.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1Gc2rcDX1KXTi8EnAjhBkP97ydis4kBg/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/1Gc2rcDX1KXTi8EnAjhBkP97ydis4kBg/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

A. 4 or All 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:

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	No File Uploaded
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
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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
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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).

St. Francis Institute of Management and Research is a Christian Religious Minority Institution that promotes inclusivity and unity among its diverse students, staff, and faculty. With a compulsory dress code for students, the Institute instils professionalism and a sense of belongingness, fostering equality and togetherness through student engagement in clubs and activities. Malay Club organised the Art of Origami Paper Making Competition on 12.04.2022 and Wall Hanging Making Competition on 1.09.2021 to encourage them to think outside the box.

SFIMAR celebrates various religious and cultural festivals like Dandiya through virtual mode on 16.10.2021, and Christmas on 22.12.2021, involving faculty members, students, staff, and management. Community engagement includes initiatives like a blood donation camp by the Abhimaan Club and the inauguration of Kala Sadhana Arts and Charitable Centre on 18.11.2021 which provides free computer education for underprivileged children, tailoring classes for women. etc. Social issues related to girl child, adult education, and mass population were addressed by CWDC and DLLE engaging students through poster making on 25.07.2022, and elocution competition on 24.01.2022 and 8.03.2022. Sensitisation programmes on prevention of sexual harassment of women at the workplace and celebration of International Womens Day by CWDC were organised on 8.03.2022 and National Girl Child Day on 24.01.2022.

To ensure equitable treatment, SFIMAR has Anti-ragging Committee, Internal Complaints Committee, SC/ST Welfare Committee, Grievance Redressal Committee, College Women Development, and College Development Committee. SFIMAR maintains an inclusive human resource policy for transparency among faculty and staff members. Its

infrastructure supports these activities, reflecting its commitment to "Enlightening Minds, Defining Leaders."

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 celebrates important national days like Independence Day and Republic Day with activities such as speeches from the invited guests of the armed forces, singing of patriotic songs, and student speeches commemorating the sacrifices of freedom fighters. Every formal function of the college ends with the National Anthem demonstrating the patriotic culture among the students and employees. The Institute organises various activities for the students through DLLE, Abhimaan Club, CWDC, Green Club and the Hygiene and Cleanliness Committee for sensitizing the students and employees to constitutional obligations: values, rights, duties and responsibilities of citizens.

SFIMAR DLLE Team organized a poster making competition on theme 'Mass Population a Boon or Bane' on 25th July 2022. The College Women Development Cell (CWDC) celebrated international women's day on 8th March 2022 and an awareness session on 'Prevention of Sexual Harassment at the Workplace' was undertaken by Adv. Aileen Savina Marques on 8.03.2022. Blood Donation Camp was organized by Abhimaan Club in association with Dr. Babasaheb Ambedkar Hospital on 18th November 2021. The Green Club organized a plantation drive on the campus, maintaining the COVID appropriate protocols on 30th December 2021. Standard Operating Procedures for COVID appropriate protocol in colleges as per the circular of the University of Mumbai dated 13th October 2021 was designed and displayed in various parts of campus to be followed by students and other stakeholders. Through these forums and clubs, SFIMAR aims to instil the values of good citizenship, service, and holistic development among its employees and students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1lbPTdiJicPU9Q-ERwQjM7ylnfx_kIoZ1/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1d00J9rLxkObBAL-IuVwqGwx_ryNTIqXr/view?usp=sharing

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	No File Uploaded

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

SFIMAR celebrates a variety of events and festivals each year. On Independence Day and Republic Day, flag hoisting and unfurling ceremonies and activities like patriotic songs, plays, and speeches honouring freedom fighters are conducted. Motivational talks by Commander V. N. Sharma on Independence Day and Bro. George Vitus CMSF on Republic Day was held.

International Yoga Day was conducted online through the Zoom

platform on 21.06.2021, involving yoga exercises guided by the Yoga Expert, Mr Gautam Utekar. On International Women's Day on 8.03.2022, an awareness session on 'Prevention of Sexual Harassment at the Workplace' was conducted by Adv. Aileen Savina Marques and a virtual elocution competition on the theme, 'Gender Equality for Sustainable Tomorrow' was held. A visit to Maharashtra Nature Park was arranged on 04.06.2022 . to commemorate the National Environment day of 5.06.2022.

Dandiya night with Gujarati attire and fabulous awards for best dancer - were celebrated virtually on 16.10.2021. Christmas was celebrated on the campus on 22.12.2021 exclusively for the faculty and staff members of the SFIMAR family. The event commenced with cake cutting and carol singing, followed by Christmas greetings and messages. Gifts are distributed to faculty and staff members, and the festivities conclude with a joyous lunch. Christmas was also celebrated with the underprivileged children on 23.12.2021 organised by Kala Sadhana Arts and Charitable Centre and Abhimaan Club of SFIMAR.

These events foster unity, appreciation, and cultural vibrancy within SFIMAR's community, highlighting the significance of each commemorative day.

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	View File

7.2 - Best Practices

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

Best Practice 1

1. Title of the Practice - 'Implementing Outcome-Based Education (OBE) at SFIMAR'

2. Objectives of the Practice

- To enhance the quality of teaching and learning by aligning educational activities with clear outcomes.

3.The Context and Practice

The shift towards OBE is driven by the need to deliver education that equips students with specific skills and competencies required by industries and society. The National Board of Accreditation (NBA) requires that educational institutions adopt OBE to ensure graduates meet global standards.

4.Evidence of Success

- Accreditation by NAAC with an 'A+' grade reflects OBE implementation's success.

5.Resources Required

- Faculty Development Programs (FDP): Training faculty on designing course outcomes, teaching methodologies, and assessment tools aligned with OBE.

Best Practice 2

1. Title of the Practice - 'Strengthening Industry-Academia Collaboration for Skill Development'

2.Objectives of the Practice

- To increase students' employability by offering certifications, internships, and real- world projects with industry partners.

3.The Context of the Practice

SFIMAR organises student skill development programs where students are equipped with industry-relevant skills beyond academic knowledge. Collaborations with industry experts provide practical exposure and skill-based learning opportunities, equipping students with competencies required by employers. Industry-driven certifications and live projects help align the curriculum with the job market's needs.

4.Evidence of Success

- The consistent rise in average salaries over the last few years

is a testament to the effectiveness of these collaborations.

5.Resources Required

- Industry Partnerships:

File Description	Documents
Best practices in the Institutional website	https://sfimar.org/igac/Best-Practices-2021-22.pdf
Any other relevant information	Nil

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

SFIMAR demonstrates institutional distinctiveness through its strong commitment to social responsibility, as evidenced by its 'Abhimaan Club' activities and "Service through Enterprise" ethos.

SFIMAR's institutional distinctiveness is reflected in its active engagement with social causes through the Abhimaan Club. The Institute strongly believes in fostering social awareness among students and encouraging participation in various activities related to social issues. The foundation of these efforts is the ethos of "Service through Enterprise," which stems from the guiding principles of its founders, the Society of the Congregation of Franciscan Brothers.

One of the key initiatives is the annual Blood Donation Camp, which raises awareness about the importance of blood donation and brings together students and local residents for a life-saving cause. Another remarkable activity was the establishment of the Kala Sadhana Arts and Charitable Centre, which was launched to support underprivileged children and women. The Centre provides accessible computer, drawing, and painting classes and tailoring courses for women and girls from economically disadvantaged backgrounds.

Through these ongoing initiatives, SFIMAR fosters a sense of responsibility and empathy in its students, making social

responsibility an integral part of its educational experience.?

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 2022-23

1. Preparation of Self Assessment Report of MMS Program for certification by NBA
2. Preparation for Expert Team Visit for NBA Accreditation
3. Subscription to online journals and databases by LIRC
4. Upgradation of bandwidth and desktops in the labs by the IT Department
5. Expand collaborations with Indian/international academic institutions/ companies
6. Focus on project-based learning and experiential learning for curriculum enrichment
7. Encourage student and faculty participation in innovation and entrepreneurship development programs
8. Organize more speaker series to bridge the gap between industry and academics.
9. Organize local and international study tours for practical industry exposure?
10. Plan outbound training programs for all batches of students to enhance team-building and leadership skills?
11. Organize more intercollegiate competitions and social responsibility events.
12. Encourage faculty and students to publish in the academic journals? listed in scopus/ web of science/ ABDC and UGC CARE list

13. Organize faculty/ staff development programs (FDPs) on topics such as outcome-based education and National Education Policy

14. Expand Digital Presence

15. Strengthen the Alumni Connect initiative by organizing more mentoring sessions to guide students on career specialization and professional growth

16. Increase the number of placement opportunities shared with students?

17. Organise management development programmes

18. Increase certifications for all specialisation areas

19. Plan for Autonomy