



St Francis Institute of Management and Research

IQAC

Annual Action Taken Report for the Academic Year 2021 - 22

Sr No.	Date of the Meeting	Action Areas	Action Taken
1	26 October 2021	Monitoring of Quality Objectives for the Academic Year 2020 – 21	The objectives of the Institute have been achieved for the Academic Year 2020 - 21.
2	26 October 2021	Performance Improvement for the Academic Year 2020 – 21.	The performance improvements outlined for the Academic Year 2020 – 21. have been achieved.
3	26 October 2021	Stakeholder Feedback Analysis for the academic year 2020 – 21	Action Taken Reports were prepared for the Stakeholder Feedback Analysis.
3	26 October 2021	Plan of Action and Initiatives for the Academic Year 2021-22	<ul style="list-style-type: none"> • The SSR was successfully submitted on 8 October 2021, and Data Validation and Verification (DVV) clarifications were in December 2021. Files were updated till 2021-22 and reviews of the files for the NAAC Peer Team Visit were conducted. The arrangements were made for the NAAC Peer Team Visit on 21 and 22 April 2022. • The ISO 9001:2015 external audit was conducted on 21 June 2022 by DNV for recertification and the certificate was received with validity from 02 July 2022 – 01 July 2025. • A hybrid mode of learning was implemented to facilitate the teaching-learning process.



			<ul style="list-style-type: none"> • The online Study Abroad Program was undertaken with Binary University, Malaysia. • Faculty Development Programs were conducted from 9 to 14 August 2021 on ‘Strategies, Tools and Techniques for Online Teaching and Learning Evaluation’, 31 January to 5 February 2022 on ‘Statistical Tools on Research Methodology’, and 25 June 2022 on ‘Scientific Research Resource’. Staff Development Program was conducted on 20 November 2021 on ‘Awareness about the different UPI payments modes’. • Launched Alumni Portal and App on “SFIMAR Alumni Association Network Simplified (SAANS) - on 31st July 2021. • Bridge courses were conducted on ‘Investment Banking & Financial Management (IBFM)’ from 23 July to 15 October 2022, ‘Digital Marketing’ from 30 July 2022 to 24 November 2022, ‘HR Function’ from 6 August to 29 October 2022, Supply Chain Management from 17 September 2022 to 15 October 2022. • A class audit was conducted to examine the effectiveness of the classroom and teaching-learning process for the hybrid mode of learning on December 03, 2021, by Dr Shilpa Peswani, Mr Prakash Lalwani and the Team. • Examination software was procured in collaboration with St. John College of Engineering & Management for the MMS program and Part-time programs. • The admission form was revised for the MMS program for the academic year 2021-22. • ‘Project Xcellence’, Project Presentation Competition for all the programmes - MMS, MFM,
--	--	--	---



			<p>and MMM in association with SFIMAR PGDM was organized on 13 November 2021.</p> <ul style="list-style-type: none"> • Faculty members were involved in the subject evaluation of University Assessments as paper setters and examiners. • OPAC- Online Public Access Catalogue on Koha Mobile app was implemented in May 2021. • Training through Video Tutorials for Koha and Library brochures for LIRC users was conducted by the LIRC team. • Webinar on Intellectual Property Rights was conducted on 15 January 2022 by IQAC and LIRC team. • Interactive Digital Kiosk was set up in the Library in February 2022. • Subscription to Business and Legal Databases for LIRC users - Manupatra Business and Legal Database in February 2022. • Knowledge and skill-oriented webinars were organized for MMS aspirants on 19 June 2021 on 'Role of MBA program in enhancing capabilities', 26 June 2021 on 'How to Crack MH-CET' and 3 July 2021 on 'Bringing back the momentum: The future of MBA Graduates in the VUCA environment'. • The placement policy was revised in November 2021. • Online alumni connect and Virtual mentoring by alumni was conducted to enhance the employability skills of the students and to make them market ready. • Upgradation of Bandwidth from 155 MBPS to 300 MBPS w.r.t dedicated leased line in the network. • Procurement of 155 Latest Configuration Machines for Labs across Campus
--	--	--	---



			<ul style="list-style-type: none"> The training was undertaken by the new batch, new faculty/staff members, and visiting faculty for using MS Teams and ERP system by the IT Team. Institutional Social Responsibility Activities were conducted – Blood Donation Camp and Inauguration of Kala Sadhana Arts and Charitable Centre on 18.11.2021, Celebration of Christmas for the underprivileged children on 23.12.2021 by Abhimaan Club. Sessions were conducted to increase awareness towards financial literacy among women, COVID-19 vaccination for women, Govt. schemes available for start-ups during the pandemic, etc by the extension forum – DLLE.
4	26 October 2021	NBA and NAAC Accreditation	<ul style="list-style-type: none"> The accreditation files were updated for the academic year 2021-22.
5	26 October 2021	Course Outcome- Programme Outcome Attainment	<ul style="list-style-type: none"> The levels of CO and PO attainment were calculated, and actions taken to bridge the gap were prepared.
6	27 November 2021	Curricular Aspects	<ul style="list-style-type: none"> Workshops and certification programmes such as MOOCs such as were conducted for the MMS students to enhance their analytical and practical application skills to make them corporate-ready.
7	27 November 2021	Teaching Learning and Evaluation	<ul style="list-style-type: none"> Faculty members have used ICT tools in the teaching-learning process and submitted reports along with monitoring the Session plan
8	27 November 2021	Research Innovation and Extension	<ul style="list-style-type: none"> Dr Natika Poddar also received a research grant from ICSSR on the topic “Statistical Tools on Research Methodology for Rs 40000. Abhimaan Club conducted a Blood Donation Camp on 18th November 2021 in collaboration with BDDBA General Municipal Hospital.



			<ul style="list-style-type: none"> Abhimaan Club organised a workshop on the 'Art of Public Speaking' for the inmates of Prem Sangh on 26th February 2022. DLLE organised a poster-making competition on the theme 'Mass Population – A boon or bane?' on 25th July 2022, Adult education classes for the lower income groups and Swachh Bharat Abhiyaan in the vicinity of SFIMAR campus.
9	27 November 2021	Infrastructure and Learning Resources	<ul style="list-style-type: none"> The Library is partially automated with Koha Library Management System and various supporting latest technologies like DSpace, MyLoft, People Counting System, LIRC Interactive Digital Display, and Urkund plagiarism software. Procurement of Camera, Audio Setup, Zoom Licenses, and Wireless Earphones with Mic for Hybrid Learning Initiatives.
10	27 November 2021	Student Support and Progression	<ul style="list-style-type: none"> 121 students were placed from the MMS Batch 2020 – 22 with a median salary of Rs 5 lakhs. An alumni meet 'SAMPARK' was organized by the Career Management Centre on 11th June 2022 wherein SFIMAR Rathna Awards were presented to Mr Krunal Patel for Corporate Excellence, Mr Santosh Rodrigues for entrepreneurial excellence and Distinguished Alumni Award was presented to Ms Priyanka Parab and Mr Hardik Shah. Mock GD and PI were conducted by the alumni members for improving the students' success rate in placements.
11	27 November 2021	Governance Leadership and Management	<ul style="list-style-type: none"> FDP was organized on the theme 'Statistical Tools on Research Methodology' from 31 January to 05 February 2022.



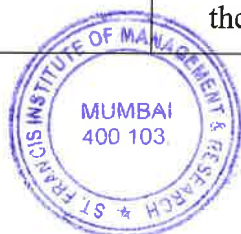
12	27 November 2021	Institutional Values and Practices	<ul style="list-style-type: none"> • Implementation of Sensors in Washrooms as a Part of Energy Conservation. • Installed Diesel Generator of capacity 150 KVA as a part of preventive power back-up.
13	2 February 2022	Preparation for NAAC Peer Team Visit Cycle 2	<ul style="list-style-type: none"> • The Criterion files were updated till 2021-22 for the NAAC Peer Team Visit. • The Criterion files were checked as per the Standard Operating Procedure (SOPs) of Affiliated PG Colleges for HEIs dated 01st January 2021. • Three reviews for all the Criterion files for the NAAC Peer Team Visit were conducted based on the schedule prepared. • The files were also checked for the basic and Extended Profile of the Institute. • A standardised template was prepared for the Presentation of the Criterion by the IQAC team for the Peer Team Visit. • The criterion coordinators presented the criterion during the file reviews. • A standardised template for the list of files was prepared by the IQAC team to keep track of the progress of the file preparation and status. • A dry run was conducted for the Peer Team Visit based on the draft itinerary. • A standardised format was prepared for the labelling of the files. • The budget for the NAAC Peer Team Visit and a List of committees were formed and a schedule for the PTV was prepared for all the faculty and staff members.
14	2 February 2022	AQAR 2020 - 21	<ul style="list-style-type: none"> • AQAR for the year 2020-21 is prepared.



15	May 14 2022	NAAC peer team report Cycle 2	<ul style="list-style-type: none"> • The themes of the Management Development Program to be conducted for the Alumni/Industry were identified from the alumni feedback analysis and MOM of the SFIMAR Alumni Association(SAA) Managing Committee Meeting meeting dated 17 September 2022. The Management Development Program (MDP) was decided to be organized in the academic year 2022-23. • Faculty members were deputed to participate in the Faculty Development Program for Management academicians organized by XLRI, Jamshedpur on 28-29 October 2022. • 16 collaborative activities were undertaken under functional MOUs signed with reputed institutions both at the Domestic and International Levels. • Faculty and Staff members interacted with the alumni during ‘Sampark’, the Annual General Meet of alumni on 11 June 2022. • Students in the second year were briefed about the SFIMAR Alumni Association (SAA) roles and their contribution to sharing knowledge and employment opportunities during the CMC session by Ms Sangeeta Varma and Ms Navika Pednekar. • Institutional Activities/Events are regularly updated on the Alumni portal and social media – Facebook: https://www.facebook.com/groups/SFIMALUMNI/, Instagram: https://www.instagram.com/sfimar_alumni/ by the CMC team. • Action plan prepared for mobilizing financial resources for promoting the activities of Kala Sadhana Arts and Charitable Centre.
----	----------------	----------------------------------	---



			<ul style="list-style-type: none"> • ISR activities through Abhimaan Club are published on the website and social media such as Instagram, Facebook and LinkedIn. • Awareness of indoor and outdoor games and sports events to be generated among students through an orientation programme, admission brochure, website promotion and activities of the sports club in the academic year 2022-23. • Consultancy Assignments on Assessment Centre have been conducted during the academic year 2021-22. • Areas of Expertise of the faculty members to be identified for consultancy specialisation wise by the Consultancy Committee. • Application to be an autonomous institution to be submitted to the University of Mumbai in the next academic year 2022-23. • Theme-based group discussions are to be conducted for the first-year MMS students from the academic year 2022-23. • SSDP calendar planned for the academic year 2022-23 with extended intervention and hands-on training programmes for improving the quality of placements.
16	May 14 2022	Preparedness for National Education Policy 2020	<ul style="list-style-type: none"> • Orientation Programme was planned tentatively for the Academic Year 2022-23 in the month of September. • Webinars on presentation skills and Excel training were planned for the Graduate college students who had aspirations to pursue MBA/ MMS Programme in the academic year 2022-23.



			<ul style="list-style-type: none">• Commemorative Days were included in the SFIMAR Event Calendar for the academic year 2022-23.• Digital storytelling is to be employed as a pedagogical tool by faculty members to develop self-efficacy.
--	--	--	--

Smita

Prepared by : Dr. Smita Jesudasan – IQAC Coordinator

Harish

Approved by: Dr. D. Harish Kumar Purohit – Director

