



St. Francis Institute of Management and Research

Minutes of IQAC Meeting

Date: 8 April 2017

Time: 10.30 am

Venue: MDP Room, First Floor, SFIMAR Campus.

The Agenda:

1. Periodic updates on :

- Curricular Aspects
- Teaching- Learning and Evaluation
- Research, Consultancy and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management
- Innovations and Best Practices
- Customer feedback

2. Discussion on improvement strategies for academic and non-academic activities to achieve SFIMAR's Vision and Mission.

The meeting started with a review of the IQAC-II 2016-17 Action Taken Report.

IQAC Steering Committee Members- 2016-2017

Sr. No.	Category	Members
1	Chairperson	Dr S.S. Mohanty, Director SFIMAR- Present
2	Administrative Officers	Mr Louis Vaz- Administrator - Present Ms Sangeeta Varma- CMC Manager - Present
3	Faculty & Staff Members	Dr G. Ramesh- MMS- Program Head - Present Dr. Sulbha Raorane- PGDM Program Head - Present Dr. Natika Poddar- PartTime Program Head - Present

		<p>Mr Vaibhav Kulkarni- NAAC Steering Committee Member -- Present</p> <p>Ms Sanchayita Banerjee- NAAC Steering Committee Member -- Present</p> <p>Mr Pushkar Parulekar - NAAC Steering Committee Member -- Present</p> <p>Mr Jackson John- NAAC Steering Committee Member - Present</p> <p>Ms Papinder Kaur Nagi – SFIMAR Librarian - Present</p> <p>Ms Vasudha Rao – Sr. Faculty, IT Dept. Absent</p> <p>Mr Prakash Lalwani – Incharge IT Dept. - Present</p>
4	Members from Management	Bro. Alphonse Nesamony, Chairman, SFIMAR - Present
5	Two Nominees from local society, students and alumni	<p>Bro. Mathew Thekkemury - Present</p> <p>Bro. K.C. Joseph- Registrar, SFIMAR - Present</p> <p>Mr Sandesh Dhawale- Alumni Representative - Present</p> <p>Mr Anand Vayda - Alumni Representative - Present</p> <p>Mr Aditya Warang- Student Representative MMS-II Mkt - Present</p> <p>Ms Stephina Thomas- Student Representative MMS-II FIN - Present</p> <p>Ms Pamela D'Souza- Parent Representative- Absent</p> <p>Ms Mercy D'Sa- Parent Representative- Present</p>
6	Two nominees from employers/ industrialists/stakeholders	<p>Mr Ashok Patil, Corporate Representative - Present</p> <p>Ms Blawita Rodrigues- Accounts Officer, SFIMAR - Present</p>
7	IQAC Coordinator	Ms. Vaishali Kulkarni - Present

The Major points discussed during the IQAC Meeting were as follows:

Following initiatives were taken by the IQAC during Jan 2017-April 2017. The initiatives documents are well maintained in the ISO system.

- Formed and implemented activities for the Board of Studies (BOS) for PGDM Course.
- Installed smoke detectors on the campus.
- Hostel accommodation form redesigned.
- Replaced Canteen vendor.
- Initiated Canteen Feedback
- Redesigned LIRC feedback form for staff and students separately
- ERP team formation for speedy implementation of ERP system
- Implementation of Alumni Feedback
- French Language Training
- Formation of MMS Admin and General Admin departments separately.
- Restructuring of various admin committees for effective operations
- Well-designed Orientation Programme to incorporate industry needs

IQAC coordinator Ms Vaishali Kulkarni briefed about the Customer feedback schedule for AY 2016-2017. All the feedbacks have been collected and analyzed. The action was taken to report to be prepared for the same.

Part-time Programme head mentioned that to improve the skill set of the part-time Programme students the department conducted the following activities:

- Increase in number of guest Lectures - 5 Guest lectures conducted in Semester I and 3 In semester II
- More involvement of students in extracurricular activities (Exuberance, Get together, annual day etc).

- MMM workshop in association with Chairperson, Board of Studies -Marketing, the University of Mumbai for Strategic Marketing Management and Integrated Marketing Communication Subject. (U.A. 2016-17).

The IQAC coordinator mentioned that to develop the skillset of faculty members an FDP was conducted for research methodology by Dr Vidya Naik.

CMC in charge stated that SFIMAR has organized award for entrepreneur and corporate excellence 2017 during SAMPARK Alumni meet – 2017.

Director Dr S S Mohanty mentioned that SFIMAR organized International Women's day on 8th Mar 2017.

The IQAC coordinator mentioned that Institute's development plan and SWOT analysis is reviewed, and updates are made in the area of internal and external issues of the Institute.

Minutes Prepared by: Prof. Vaishali Kulkarni- IQAC coordinator



Approved by: Dr S S Mohanty - Director

Director

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