



**St. Francis Institute of Management and Research  
(SFIMAR)**

**Minutes of IQAC Meeting**

**Date: 12<sup>th</sup> March 2021**

**Time: 12.30 pm**

**Venue: MDP Room – SFIMAR Campus**

**The Agenda:**

1. Readiness of the website for NAAC accreditation – Cycle 2

**Members present:**

1. Bro. Alphonse Nesamony
2. Dr. D. Henry
3. Dr. G. Ramesh
4. Dr. Smita Jesudasan
5. Ms. Vasudha Rao
6. Mr. Jackson John
7. Ms. Sanchayita Banerjee
8. Dr. Ritesh Kumar
9. Dr. Sasmita Singh
10. Mr. Prakash Lalwani

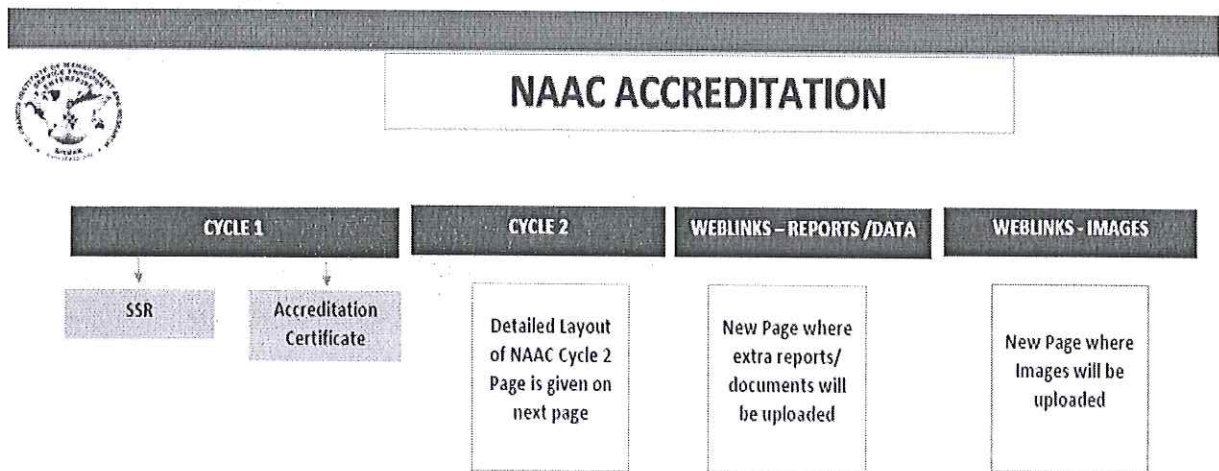
**Discussion and Actions**

Dr. Smita Jesudasan mentioned in the meeting that the IIQA for cycle 2 of NAAC Accreditation was submitted on 11<sup>th</sup> March 2021. She also informed that the review of NAAC SSR Criterion wise is in progress. Dr. D. Henry Babu stated that the Institute website should be made ready for the NAAC Accreditation.

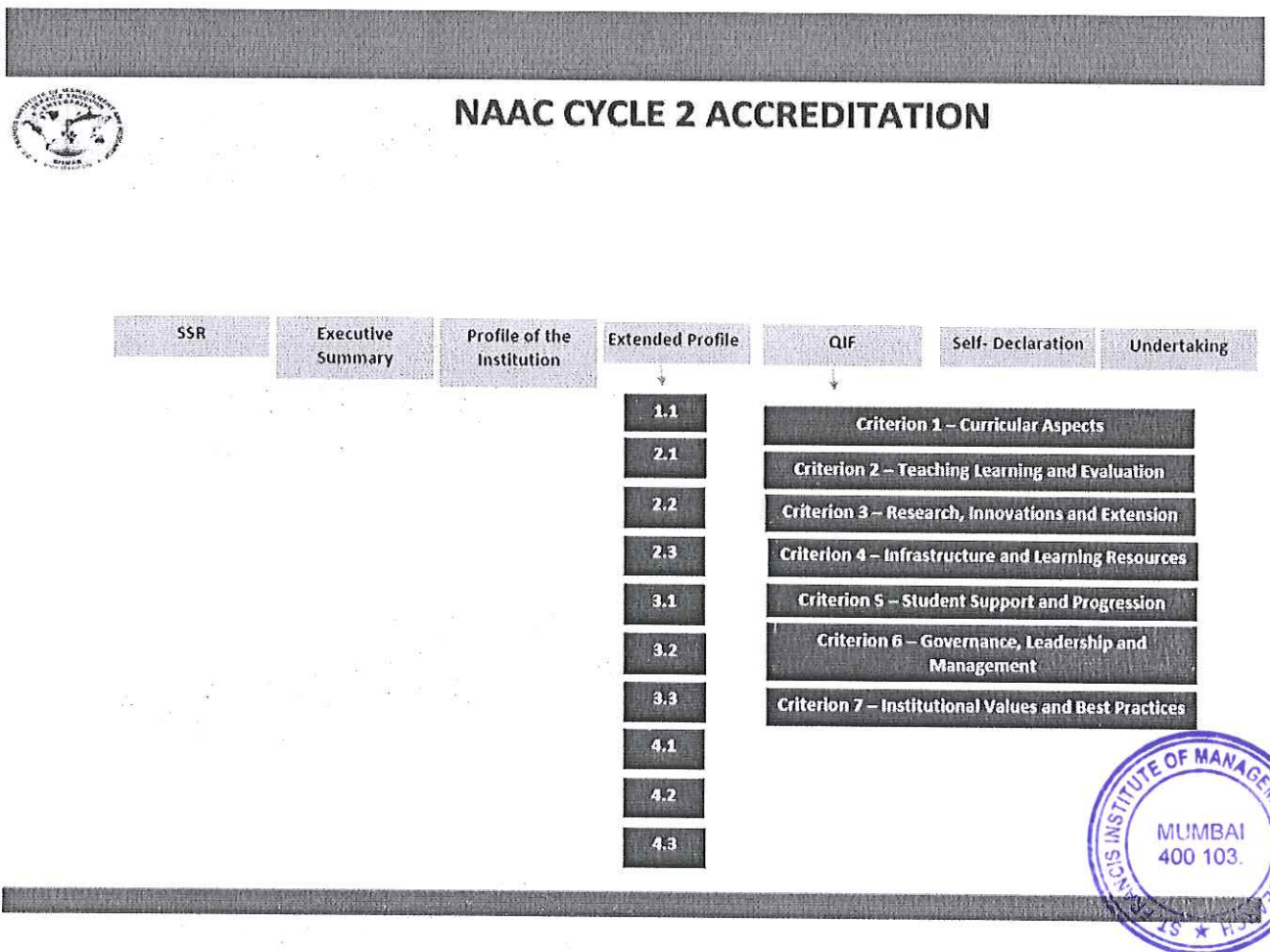
Ms. Vasudha Rao presented the templates that can be used for uploading the documentary evidence for the NAAC SSR on the SFIMAR website.



## Template 1



## Template 2



Mr. Prakash Lalwani is required to design the NAAC web page based on the above templates.

Mr. Prakash Lalwani stated that the NAAC tab can be accessed directly from the homepage of the Institute's website and also from the submenu of the Accreditation tab.

Link

<https://sfimar.org/naac.html>

### Screenshot for accessing NAAC tab on the Insitute website



Dr. D. Henry Babu stated that the metrics writers have to email the supporting documents of the NAAC SSR to the IQAC Coordinator and Mr. Prakash Lalwani – IT Head for uploading on the SFIMAR website. Mr. Prakash Lalwani stated that the documents can be uploaded on the website within 24 hours. Dr. G. Ramesh stated that the weblink coordinators have to



coordinate with the metric writers and the criterion coordinator for the upload of documents on the SFIMAR website concerning the NAAC SSR.

Bro. Alphonse Nesamony stated that the website monitoring committee should gauge the readiness of the website for Cycle 2 NAAC accreditation.

*Smita*

Minutes Prepared by: **Dr. Smita Jesudasan - IQAC Coordinator**

*Henry*

Approved by: **Dr. D Henry Babu - Director**

*Director*  
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