



St Francis Institute of Management and Research

Minutes of IQAC Meeting

Date: 26.10.2021

Time: 4.30 pm

Venue: MDP Room – SFIMAR Campus

The Agenda:

- Monitoring of Quality objectives for the Academic year 2020-21
- Performance improvement for the Academic year 2020-21
- Stakeholder Feedback Analysis for the academic year 2020 - 21
- Plan of action and Initiative for the Academic year 2021 – 22
- NAAC Accreditation
- NBA Accreditation
- Course Outcome-Programme Outcome Attainment for the Academic Year 2020 - 21
- Any additional points with the permission of the chair

Members Present

1. Bro. Alphonse Nesamony
2. Dr. G. Ramesh
3. Dr. Sulbha Raorane
4. Dr. Natika Poddar
5. Dr. Smita Jesudasan
6. Ms. Vasudha Rao
7. Ms. Sanchayita Banerjee
8. Mr. Jackson John



9. Ms. Papinder Kaur
10. Ms. Sasmita Singh
11. Dr. Ritesh Kumar
12. Ms. Blawita Rodrigues
13. Ms. Surekha Kurne
14. Ms. Sangeeta Varma
15. Mr. Prakash Lalwani
16. Mr Mayur Achari
17. Ms Leanne Pereira
18. Ms Shweta Kamble
19. Ms Sowmya Devadiga

Discussion and Actions

The meeting commenced with the Peace prayer. Dr. G Ramesh, Officiating Director – SFIMAR, welcomed the members to the IQAC meeting for the Academic year 2021-22. The previous MOM and the ATR were approved in the meeting.

Monitoring of Quality objectives for the Academic year 2020-21

Dr. Smita Jesudasan – IQAC Coordinator presented the quality objectives of the Institute and the monitoring status for the Academic Year 2020-21. She also stated that the ISO External Audit for the Institute was conducted on 28th June 2021. Bro. Alphonse Nesamony – Chairman, SFIMAR, and Dr. G. Ramesh – Officiating Director, SFIMAR congratulated Dr. Dipaali Pulekar – ISO coordinator and team on the successful completion of the audit.

Performance improvement for the Academic year 2020-21

Dr. Smita Jesudasan presented the performance improvements made during the Academic Year 2020-21.



Performance Improvement	Status
Conducting online classes for all programmes through Microsoft Teams	Achieved
Conducting online examinations for all programmes through Google Auto Proctoring System	Achieved
Empower the students with knowledge of Research Methodology and MS Excel through sessions on Microsoft Teams	Achieved
Organize 'Prakalapa' - Intercollegiate Project Presentation Competition via online mode	Achieved
Conducting Degree Distribution Ceremony through online mode for all programmes	Achieved
Promotional activities for admission to all programmes by hosting a series of webinars and e-management games	Achieved
Training and Monitoring of New Web-based ERP System	Achieved
Integration of Fee collection module in the ERP System	Achieved
Implementation of Assignment Module in Online Microsoft Team	Achieved
Implementation of Audio and Camera Setup for conducting Online Lectures in Classrooms for a hybrid model of learning	Achieved
Implementation of Library Management System using open source software Koha. Access of Online Public Access Catalogue (OPAC) through web and mobile app (MyLoft).	Achieved
Designing LIRC Brochure and tutorials for Koha LMS.	Achieved
Subscription of ACE Knowledge Research Portal for company financials and Mutual Funds data, Pearson and Cengage publisher Ebooks.	Achieved
Designing Students Skills Development Programmes for enhancing employability skills through online mode.	Achieved



Performance Improvement	Status
Subscription to Aptitude Test Portal for practicing tests online.	Achieved
Organize online Mentoring sessions by Alumni via Zoom & WhatsApp Video Calls.	Achieved
Formation of the Covid Care Committee and guiding students by providing essential information about the precautions to be taken during the pandemic.	Achieved
Survey to know the well-being of the students and their family members during the Covid-19 pandemic.	Achieved
Sharing motivational videos, images, and messages with students through WhatsApp to boost their morale.	Achieved
Mentor-Mentee interactions to be conducted regularly focusing on the mental health and overall wellbeing of the students and Counselling sessions to be held online by external experts	Achieved
Implementation of Covid -19 protocols in the SFIMAR campus adhering to the guidelines/regulations received from time to time	Achieved
Conduct Institutional Social Responsibility Activities such as ration distribution, providing monetary support to students/staff members suffering from critical illness	Achieved

Stakeholder Feedback Analysis for the academic year 2020 – 21

The feedback was collected from parents, students of the MMS, MMM, and MFM programmes, alumni, and the corporate. The feedback was also collected for the LIRC Department. The analysis of the feedback from parents had student mentoring with the highest rating of 4.05 and placement assistance with a rating of 3.78 on a 5-point scale. The analysis of the student's feedback of the Institute had an overall rating of 3.83 from the MMS students and 4 from the MMM/MFM students. The Learning and Information Resource Centre (SFIMAR Library) was given an average rating of 4.46 by faculty and staff and 4.09 by students for the Academic Year 2020-21. Ms.



Papinder Kaur reported that the remote access through MyLOFT (implemented in 2020) was appreciated by students and faculty with ratings of 4.34 and 4.05 respectively.

Ms. Sangeeta Varma stated that the feedback from the alumni and the corporate was analyzed. The analysis of the alumni feedback reported that the curriculum of MMS/MMM/MFM programmes had helped them in their jobs concerning a better understanding of people, improvement in self-confidence and personality, and functional know-how. For the corporate feedback, the students were counselled based on the feedback.

Plan of Action for the Academic Year 2021 – 22

Dr. Smita Jesudasan presented the areas identified for Improvement for the Academic Year 2020 – 21.

Sr. No	Areas Identified in 2020 – 21
1.	Preparation for Cycle 2 of NAAC Accreditation
2.	Recertification for ISO 9001:2015 QMS
3.	Implementation of Audio and Camera setup in the classrooms and tutorial rooms to facilitate a hybrid mode of learning
4.	Increase in online activities for collaborations and functional MOUs
5.	Implementation of online Study Abroad Programme
6.	Organizing online FDP, SDP, and MDP for upskilling faculty and staff members and other stakeholders.
7.	Launch Alumni Portal and App
8.	Organize Bridge Course for the students to make them job ready
9.	Organize class audit to examine the effectiveness of the classroom and teaching-learning process for the hybrid mode of learning.
10.	Procurement of examination software
11.	Revise the admission form for the MMS Programme



Sr. No	Areas Identified in 2020 – 21
12.	Organize 'Project Xcellence' - Project Presentation Competition for all the programmes - MMS, MFM, and MMM in association with SFIMAR PGDM
13.	Participation of faculty papers in the subject evaluation of University Assessment as paper setters and examiners.
14.	OPAC- Online Public Access Catalogue on Koha Mobile app
15.	Training through Video Tutorials for Koha and Library Brochure for LIRC users
16.	Organize a Webinar on Intellectual Property Rights
17.	Setup an Interactive Digital Kiosk in Library
18.	Subscription to Business and Legal Databases for LIRC users
19.	Organize knowledge and skill-oriented webinars for MMS aspirants
20.	Revisions in the Placement Policy
21.	Organize online alumni connect and Virtual mentoring by alumni
22.	Upgradation of the internet leased lines
23.	Upgradation of the desktops and laptops in the classrooms, and labs
24.	Training for the new batch, new faculty/staff members, and visiting faculty for using MS Teams and ERP system
25.	Organize Institutional Social Responsibility Activities

NAAC Accreditation

Dr. Smita Jesudasan stated that the NAAC SSR for cycle 2 Accreditation was submitted on 8th October 2021. She also stated that an email was received from NAAC that the Student Satisfaction process had started.

Dr. G Ramesh appreciated the efforts of the faculty and staff members in the submission of NAAC SSR for cycle 2 during the COVID-19 pandemic. Bro. Alphonse Nesamony stated that although the files were updated for the assessment period, they also had to be updated for the academic years 2020 – 21 and 2021 – 22.



NBA Accreditation

Dr. Smita Jesudasan stated an email was sent to NBA regarding the follow-up on the NBA expert team visit that got cancelled due to the COVID-19 pandemic. Dr. G Ramesh stated that the file updating had to be done for the two years 2020 – 21 and 2021 – 22.

Course Outcome-Programme Outcome Attainment

Dr. Smita Jesudasan stated that the Course Outcomes attainment had to be done for semester 2 (MMS Batch 2020 – 22) of the academic year 2020 – 21. She also stated the attainment of the course outcomes for Semesters 3 and 4 of the MMS Batch 2019-21 and Semester 1 of the MMS Batch 2020-22 was done. Dr. G Ramesh stated that actions taken to bridge the gap had to be prepared. The exit survey and the course assessment surveys were undertaken, and the feedback was analysed in the meeting.

Dr. Smita Jesudasan proposed the Vote of Thanks.

Prepared by  Dr Smita Jesudasan, IQAC Coordinator

Approved by  Dr. G Ramesh, Officiating Director

