



St. Francis Institute of Management and Research

Minutes of IQAC Meeting

Date: 21 January 2017

Time: 11.00 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 -Absent</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. - Present</p> <p>Mr Prakash Lalwani – In charge of the 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</p> <p>Ms Pamela D’Souza- Parent Representative - Present</p> <p>Ms Mercy D’Sa- Parent Representative-- Present</p>
6	Two nominees from employers/ industrialists/stakeholders	<p>Mr Ashok Patil, Corporate Representative -Absent</p> <p>Ms Bloswita Rodrigues- Accounts Officer, SFIMAR - Present</p>
7	IQAC coordinator	Ms. Vaishali Kulkarni - Present

At the beginning of the meeting IQAC coordinator Ms Vaishali Kulkarni, gave a brief presentation about NAAC objective and NAAC clause for the IQAC members. She then read the minutes of the 1st IQAC meeting and presented the action taken report for the same.

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

The IQAC coordinator presented the departmental updates in terms of the new initiatives taken during AY 2016-17 namely:

- Initiated activities of Entrepreneurship Incubation Centre
- Initiated and implemented Peer Review
- Mentoring process strengthened
- Designed a new procedure for Research
- Designed and implemented Research Policy
- Designed a new procedure for Inter and Intra Collegiate activities of students
- Introduced new form for RDC: No Objection Form from students
- Introduced two levels of Viva for MMS and PGDM students.
- Development of Online Examination policy
- Implementation of a Video conferencing system for better communication with corporate and other professional bodies.
- Numbering for Admin department files/documents is completed for effective record keeping and retrieval of records.

Above initiatives were taken to smooth line administrative services as well as to develop students skill set.

Chairman, Bro Alphonse Nesamony mentioned that SFIMAR has enhanced its IT as well as Library infrastructure in terms of:

- Up-gradation of Lease line from 8Mbps to 16 Mbps which has increased the performance accessibility of Internet across the institute.
- Complete Installation of Cloud Office 365 (Office 2013) on Staff & Faculty desktop and laptops.
- Procurement of New Desktop for Staff Members (Core i3 Processor, 4GB RAM and 500GB Hard Disk) and New Laptop for Faculty Members (Core i5 Processor, 8GB RAM and 1 TB Hard Disk).

- Installation of ERP Client Setup on New Desktop and Laptop for Staff & Faculty system for accessing ERP Application across campus.
- Implemented Plagiarism software URKUND (Sweden based Co.)
- Pro-quest database access is given off-campus to students & faculty members.
- Training LIRC team on Urkund Plagiarism Software
- Renewal of books through email/phone
- Acquired Membership of Business Line on Campus for faculty and students Membership of National Digital Library for faculty, staff and students
- Acquired Current Awareness Service (CAS)

Director Dr S S Mohanty mentioned about the various innovative pedagogies like simulation and experiential learning has been adopted for both MMS and PGDM programme. He also mentioned that various value-added courses and certifications have been initiated and implemented for students. Namely:

1. CAII Certification - *Corporate On-Boarding Program*

- Training as per the job profiles to the students → Assessment & Certification → selection for Jobs
- Tie up with SS&C GLOBEOP: Since 2014.
- No. of Students trained: 42
- No. of students appeared for Interview: 32
- No. of students Selected: 13

2. HRM Automation Certification: Training by Professional to HR Students

3. Basic and Advanced Excel Certification: Training by professional for all the students

4. Digital Marketing Certification – Training by Professional to Marketing students

Also, the CMS department has planned and arranged the following grooming sessions for students:

GROOMING PROGRAMS


1. Aptitude Test Training
2. Workshop: Appearance, Body language & Communication (ABC)
3. Public Speaking & Elevator Speech
4. Resume Building
5. Workshop on Personal Branding
6. Corporate Communication - Verbal & Non-Verbal
7. Business News Analysis
8. Workshop -"A Date with Self“
9. Mock Interviews
10. Finance Technical Training - Derivatives/ Mutual Fund
11. Careers in Finance, Marketing, HR, IT & Operations
12. Guest talks:
 - ‘Sales as a Career
 - ‘Intercultural Differences Across Countries’-German Business Practices & Entrepreneurship

IQAC coordinator Ms Vaishali Kulkarni briefed about the Customer feedback schedule for A. Y 2016-2017. Feedback about corporate and student feedback is collected and analyzed. Also, guest lecture feedback was collected and analyzed.

Mr Anand Vayda mentioned that students should take entrepreneurship as their career option. Institute should strengthen the activities in the area of entrepreneurship development as it is mentioned in the Institute vision and mission.

Mr Aditya Warang mentioned that SFIMAR has provided an effective platform for students “students development committee” to express their opinions and views.

Minutes Prepared by Prof. Vaishali Kulkarni- IQAC coordinator


Approved by: Dr S. S. Mohanty - Director
Director

St. Francis Institute of Management & Research
Mount Painsur, S. V. P. Road,
Borivali (W), Mumbai – 400 103.

