



St. Francis Institute of Management and Research

IQAC Meeting Minutes

Date: 11 November 2018

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.

Serial No.	Category	Name of the participant	Present/Absent
1	Chairperson	Dr G Ramesh I/C Director SFIMAR	Present
2	IQAC Coordinator	Dr. Ms. Vaishali Kulkarni	Present
3	Administrative Officers/executives	Ms Bloswita Rodrigues	Present
4		Mr Nilesh M.	Present
5		Mr Sabu V.	Absent
		Mr Stephen Moras	Present

6	Members from the Management	Bro. Alphonse Nesamony, Chairman SFIMAR	Present
7		Bro. Xavier Munda- Registrar SFIMAR	Present
8		Bro. Mathew Thekkemury- Asst. Superior General, CMSF	Present
9	Teachers/Dept. Heads	Dr G. Ramesh	Present
10		Dr Sulbha Raorane	Present
11		Dr Natika Poddar	Present
12		Ms. Sanchayita Banerjee	Absent
13		Mr Pushkar Parulekar	Present
14		Mr Jackson John	Present
15		Ms Sangeeta Varma- CMC Incharge	Present
16		Ms Papinder Kaur- Librarian	Present
17		Mr Prakash Lalwani, -IT Incharge	Present
18	Nominees from local society	Ms Reena George	Present
19		Ms Mabel R. Serrao	Absent
20		Mr Raghavendra Rao	Absent
21		Ms Nayna K. Gimonkar	Present
22	Nominees from employers/ Industrialists/ Stakeholders	Mr Arpit Agrawal Director - Play Home Edutainment Pvt. Ltd.	Present
23		Mr. Vilas Kulkarni, GM HR & IR at Arkema	Present
24	External experts	Ms Bhuvaneshwari V. Freelance Trainer, Instructor & Facilitator for English	Present

		Language ■ Soft Skills ■ Business Communication	
25		Mr Abhishek Salecha, Co-Founder Forevision	Present
26	Alumni Members	Ms Sheril D'Souza Freelance Trainer	Present
27		Ms Priyanka Chauhan	Absent
28		Mr Ritesh Gulrajani	Present
29		Mr Dilpesh Jain	Absent
30	Student Members	Devavrat Ghag- MMS A I	Present
31		Vinisha Lobo – MMS B I	Present
32		Akanksha Shetye – PGDM I	Present

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

Curricular Aspects:

I/C Director Dr G Ramesh mentioned that MMS, PGDM and Part-time classes are started as per the academic calendar. New pedagogies have been discussed in the IDEA meeting for the academic year 2018-19 and faculty members are implementing innovative pedagogies in their teaching-learning. CMC in Incharge, Ms Sangeeta Varma mentioned that the SSDP programme, i.e. student's development programme is chalked out fully and a centralized training calendar is ready and implementation for the same has started. The training programmes have been designed as per the corporate need.

Summer project evaluation and presentations are completed as per the academic calendar. Also, the Summer excellence programme is organized.

Teaching- Learning and Evaluation

MMS, PGDM and Part-time program heads mentioned that Exam schedules are prepared and exams are scheduled in December for MMS and Part-time programme. PGDM trimester 1 and 3 examinations are conducted. Mr Vilas Kulkarni mentioned that students should be given more project-based assignments. Students would learn better if the applications would be introduced in the

teaching and learning process. To which I C director, Dr G Ramesh mentioned that SFIMAR has already started project-based learning as a pedagogy approach for its students. The updates/ progress regarding the same is discussed in the IDEA meetings, which are conducted monthly.

Research, Consultancy and Extension

Chairman Bro Alphonse Nesamony mentioned that faculty members are encouraged to write research papers in reputed research journals. He also mentioned that currently, eight faculty members are completing their PhD programme. Two faculty members are in process of PhD award from Mumbai and Nagpur University.

SFIMAR announced its Best researcher award Ay 2018-19. Prof. Shilpa Peswani and DR Natika Poddar are nominated for the award.

Dr G Ramesh mentioned that SFIMAR conducted a Blood Donation camp in association with Borivali Blood bank to inculcate social value among students.

Infrastructure and Learning Resources

IT in charge Mr Prakash Lalwani shared IT infrastructure development:

- Implementation of Smart Class Room Projector Presentation in Class Room for taking interactive lectures and presentation by using Software.
- Implementation of the Latest Audio System and Collar Mic in Computer Lab.
- Procurement of New Desktop for Lab (Core i3 or Core i5 Processor, 4GB RAM and 500GB Hard Disk).
- Installation of Ubuntu Software Dspace (Knowledge Management) Library System for Students.
- Implementation of ERP System – Fee Collection Module – Part-Time – MFM / MMM Batch (2018-2019).
- New Students Attendance Report generated into ERP System for sending mail to Parents.
- Implemented Assignment Module wherein assignment can be downloaded and uploaded by Students and marks can be given directly by Faculty Members in the ERP System.

Library Incharge, Ms Papinder Nagi shared Library development details as:

- Successful installation of Dspace version 6.1 for Desktop. (IT and Library)
- Completion of Institutional Knowledge Repository on DSPACE with contribution from various departments and taxonomy building for the same.
- Procured E-ISSN for Spandan: The Pulse of SFIMAR (2581-8139).
- Research on National Academic Depository Services (Digital Certificate), Liaise with NSDL and organize training for MMS/PGDM/Part-time Program Head and Admin. Documentation for the signing of the agreement of PGDM with NAD. Training and registering MMS/Part-time students on the NAD website

Management initiatives towards infrastructure development are as follows:

- Facilitated International Summer Internship for MMS & PGDM at the University of Ottawa, USA for Batch 2018-20
- Initiated Hydroponic Cropping at the campus
- Received a Research grant from Mumbai University for three research projects.
- Knowledge sharing initiative
- Energy Saving change management project: SFIMAR & SFIT
- Up-gradation of IT infrastructure in terms of the smart classroom, Internet lease line and procurement of hardware & software.
- Designed for Additional certification courses

Student Support and Progression:

CMC in-charge mentioned that the CMC department has taken student progression initiatives regarding:

- Centralized well defined Student Skill Development Program (SSDP) based on Industry requirement & HR feedback for IInd & Ist Year.
- Conducted Alumni Connect for Ist year students to guide them on the Choice of specialization.
- Introduced Students Input on the selection process by placed students
- Introduced Voluntary Leadership Award for Alumni contribution towards placements and mentoring.

Prof. Sanchayita Banerjee mentioned that students have participated in many intercollegiate competitions and won prizes at the state and national level.

Student representatives Devavrat Ghag and Vinisha Lobo mentioned that they have benefitted from the certificate programmes conducted by the Institute and also from Alumni connect. They also mentioned that now they are working on Exuberance – an intercollegiate festival organized by SFIMAR.

Ms Reena George mentioned that getting SMS on parent's mobile regarding students' attendance is a very good initiative taken by the Institute.

Customer feedback

IQAC Coordinator mentioned that Verbal and written feedback about the canteen and corporate (Summer placement) initiated and in progress. Faculty feedback would be taken at the end of the semester.

Prepared by: Vaishali Kulkarni –IQAC Coordinator

Approved by: Dr G Ramesh – I/C Director

