ST FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH (PGDM)

MANDATORY DISCLOSURE FOR THE ACADEMIC YEAR 2021-22

1) Name of the Institution : **St. Francis Institute of Management & Research (PGDM)**
   Address : Gate no-5, Mt. Poinsur, S.V.P. Road, Borivali (W) Mumbai- 400 103
   Telephone : 022 28917096 Ext. No. 147, 146, 145
   Mobile : 7400071626
   E- Mail : pgdm@sfimar.org

2) Name of the Trust : **Society of the Congregation of Franciscan Brothers**
   Address : Mt. Poinsur, S.V.P. Road, Borivali (W) Mumbai- 400 103
   Telephone : 022 28917089/ 28958503
   Mobile : 9869371717
   Email : info@sfimar.org

3) Name of the Director : **Prof. Dr. Sulbha Raorane**
   Address : Gate no-5, Mt. Poinsur, S.V.P. Road, Borivali (W) Mumbai- 400 103
   Telephone : 022 28917096 Ext. No. 147, 146, 145
   Mobile : 9619551840
   E- Mail : sulbha@sfimar.org

4)

Governance	
▪ Members of the Board of Governors (BoG) and their brief background	Details Linked
▪ Members of Board of Studies (BoS)	Details Linked
▪ Frequently of the Governing Board Meeting and Academic Advisory Body	▸ Board of Governors (BoG) – Quarterly ▸ Board of Studies (BoS) - Once a year
▪ Organizational chart and processes	Chart Attached

	▪ Nature and Extent of involvement of Faculty and students in academic affairs/improvements	Faculty members are encouraged to attend Faculty Development Programmes. Training, Seminars, Workshops and International Conferences. MDP Programmes and Eminent Speakers' Series, MOOCs, Swayam online courses, ARPIT, conducted at the Institute and Various other External Opportunities to enhance their knowledge. The Institute also encourages Faculty members to get consultancy assignments and participate in entrepreneurship ventures through its industry-academia network. SFIMAR-PGDM Faculty are provided with supervisory support for their research papers to be published in National and International journals. Faculty are also actively involved in Academic affairs in giving their valuable inputs by being a member in different committees of the Institute such as CDC Committee, IDEA, RDC, BOS, AAC, PAC, IQAC etc. Students are also encouraged to participate in various competitions conducted by the Inter-Collegiate and Intra Collegiate. For betterment of tomorrow students are given a platform to be the coordinators and lead coordinators in various programmes or activities conducted by the Institute and to be a member in some of the Institute committees. Faculty member's also take remedial session for weak students to bridge their Academic performance Gap.
	▪ Mechanisms/Norms and procedure for democratic /good Governance	St. Francis Institute of Management and Research (PGDM) is established under by the Society of Congregation of Franciscan Brothers for the purpose of meeting the higher education needs. The Society of the Congregation of Franciscan Brothers which was established and is conducting the Post Graduation Diploma in Management Educational services through the responsible Board of Governors whose Chairman is the Superior General of the Congregation. The Institute function through Administrative Head who is appointed by the Chairman of the BoG and who is also BoG member of the Institute and Director-Head of the Institution. They

		govern through a mechanism laid down by AICTE, followed by Internal Quality Assurance Cell (IQAC) and ISO norms which caters to democratic functioning and efficient Governance.
	▪ Student feedback on Institutional Governance/Faculty performance	Feedback / Evaluation of teachers by students are conducted online after the end of each class test / semester. The feedback / evaluation contains items on faculty's teaching effectiveness, pedagogy, coverage of syllabus, Innovation in teaching, etc. Additionally, a Murmuring box is provided near Director's office in which students can freely voice their opinions anonymously if they wish on any matter. Feedbacks are taken both from Internal as well External stakeholders at the end of Semester.
	▪ Grievance Redressal mechanism for Faculty, staff and students	Details Attached
	▪ Establishment of Anti Ragging Committee	Details Attached
	▪ Establishment of Online Grievance Redressal Mechanism	Details Attached
	▪ Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University	-
	▪ Establishment of Internal Complaint Committee (ICC)	Details Attached
	▪ Establishment of Committee for SC/ST	-
	▪ Internal Quality Assurance Cell	-

5	**Programmes**	

▪ Name of Programmes approved by AICTE: **Post Graduate Diploma in Management**

▪ Name of Programmes Accredited by NBA: Awaited visit

▪ Status of Accreditation of the Courses:

▪ Total Number of Courses: One

  ▪ **Post Graduate Diploma in Management (General Management**

▪ **Programme Details:**

Name	Number of Seats	Duration	Fee
PGDM	120	2 years	298800/- (Ist year)

- **Placement Facilities**

- **Campus Placement in last three years with minimum salary, maximum salary and average salary**

Academic Years	2020-21	2019-20	2018-19
Maximum	7.80	10.00	6.50
Average	4.25	4.31	3.76
Minimum	2.64	2.00	2.00

6

- **Faculty**

Branch wise list Faculty members	Permanent Faculty	Adjunct Faculty	Permanent Faculty: Student Ratio
	7	0	1:18
Number of Faculty employed and left during the last three years	**2020-21**	**2019-20**	**2018-19**
No. of faculty employed	7	21	25
No. of faculty left	0	04	3

7

Profile of Vice Chancellor/Director/Principal/Faculty

Prof. Dr. Sulbha Raorane
I/C Director-PGDM
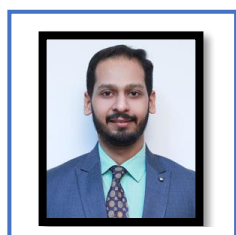
Profile of Faculty

Dr. Simeon Simon
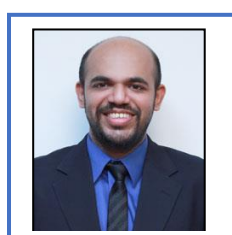Associate Professor-
Marketing

Dr. Ritesh Kumar
Assistant Professor -
HR

Dr. Namrata Acharya
Assistant Professor -
Finance

Mr. Jackson John
Assistant Professor-
Marketing

Mr. Paul Alukal
Assistant Professor -
HR

Mr. Akhilesh Yadav
Assistant Professor -
Finance

8. Fee	
▪ Details of fee, as approved by State Fee Committee, for the Institution	NA
▪ Time schedule for payment of fee for the entire Programme	One Year
▪ No. of Fee waivers granted with amount and name of students	Ms. Kavita Attarde - Rs. 92500/-
▪ Number of scholarships offered by the Institution, duration and amount	NA
▪ Criteria for fee waivers/scholarship	NA
▪ Estimated cost of Boarding and Lodging in Hostels	Boys- Rs. 6,000/- per month Girls- Rs. 5500/- per month

9	**Admission**			
	Number of seats sanctioned with the year of approval	**No. of sanctioned seats -** 60 Start from 2012		
		No. of sanctioned seats - 120 **From A.Y. –** 2020-21		
	Number of Students admitted under various categories each year in the last three years			
	Years: Seats:	**2020-21**	**2019-20**	**2018-19**
		62	60	60
	Minority	-	-	-
	Institutional Seats	-	-	-
	CAP	-	-	-
	J&K	-	-	-
	Open	-	-	-
	Number of applications received during last two years for admission under Management Quota and number admitted	-	-	-

10	▪ **Admission Procedure –** PGDM Admission Selection is done on the base of MBA Entrance test (MH-CET/ATMA /CAT/XAT/GMAT/CMAT/MAT) and performance basis that i.e. Essay Writing, Personality Factor Test (PF), Personal Interview, and overall academic and other curriculum activities.	
	Mention the admission test being followed, name and address of the Test Agency and its URL (website)	‣ MH-CET – www.mahacet.org ‣ ATMA – www.atmaaims.com ‣ CAT – www.iimcat.ac.in ‣ XAT – www.xatonline.in ‣ GMAT – www.gmac.com ‣ CMAT – www.nta.ac.in ‣ MAT - mat.aima.in
	Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test)	NA
	▪ **Calendar for admission against Management/vacant seats:**	
	Last date of request for applications	
	Last date of submission of applications	As per AICTE academic calendar
	Dates for announcing final results	

	Release of admission list (main list and waiting list shall be announced on the same day)	
	Date for acceptance by the candidate (time given shall in no case be less than 15 days)	
	Last date for closing of admission	
	Starting of Academic Session	As per AICTE academic calendar
	The policy of refund of the Fee, in case of withdrawal, shall be clearly notified	Please refer PGDM Brochure – Page No. 23 https://www.sfimar.org/pgdm-e-brochure.

11	**Criteria and Weightages for Admission -** Please refer PGDM Brochure – Page No. 22 & 23 ▪ https://www.sfimar.org/pgdm-e-brochure.

12)	▪ Information of Infrastructure and Other Resources Available		
	▪ Number of Class Rooms and size of each	**Total Number – 2** S-204 S-205 T-301 A T - 304	**Size** 111.92 114.06 116 108.9
	▪ Number of Tutorial rooms and size of each	**Total Number – 2** S-202 S-203	**Size** 55.53 55.48
	▪ Number of Laboratories and size of each	-	-
	▪ Number of Drawing Halls with capacity of each	-	-
	▪ Number of Computer Centers with capacity of each	**Total Number – 2** F-105 F-109	114.82 55.32
	▪ Central Examination Facility, Number of rooms and capacity of each	S 201	55.02
	▪ Barrier Free Built Environment for disabled and elderly persons	YES	
	▪ Occupancy Certificate	YES	
	▪ Fire and Safety Certificate	YES	
	▪ Hostel Facilities	YES	
	▪ **Library**		
	Number of Library books/ Titles/ Journals available (program-wise)	Total books: 14521 PGDM: 2081 Print Journals: National: 35 International: 10	
	List of online National/ International Journals subscribed	National: 1257 International:22131	
	E- Library facilities	Yes	
	▪ **Laboratory and Workshop**		
	List of Major Equipment/Facilities in each Laboratory/ Workshop	NA	
	List of Experimental Setup in each Laboratory/ Workshop	NA	
	▪ **Computing Facilities**		
	Internet Bandwidth	100 mbps 1:1 (Fibre Optic)	
	Number and configuration of System	370	
	Total number of systems connected by LAN	370	
	Total number of systems connected by WAN	370	

	Major software packages available	• Coral Draw • Ms Office 13 • Office 365 • Tally 9.0 • ERP Campus wide • Windows server R2 (2012) • Windows 8.1 • Windows 10 pro
	Special purpose facilities available	• ERP • Digital Mktg • Digital Library • D-Space • R- Programming • Tableau • Basic & Adv. Excel • Capitaline • J-Gate • N-list • Proquest
	Innovation Cell	-
	Social Media Cell	-
	Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments	: Yes
	List of facilities available	
	Games and Sports Facilities	Details Attached
	Extra-Curricular Activities	Pathh, Sampark- Alumni Meet, Malay Club, Abhimaan Club, Exuberance, Anveshi, Green club, Annual Day, Graduation ceremony
	Soft Skill Development Facilities	French Language Training, English Communication - Cambridge English Certification, Personality Development with Management Games, Excel Training, Graphic Training, Spoken English, Vedic Math's, How to improve your Non-Verbal Gestures, Self-Belief, Identifying Strength & Weakness, GD Etiquettes & Assessment, Career Counselling, Youth leadership and People Skill (YLPS), Yoga & Mind Power
	Teaching Learning Process	

Curricular and syllabus for each of the Programmes as approved by PGDM Board of Studies (Bos)	Approved Syllabus in the BoS
Academic Calendar of the AICTE	As per AICTE notification
Academic Timetable with the name of the Faculty members handling the Course	Details Linked Attached
Teaching Load of each Faculty	Minimum 13 hours per week
Internal Continuous Evaluation System and place	Details Linked Attached
Student's assessment of Faculty, System in place	Feedback / Evaluation of teachers by students are conducted online by students after the end of each trimester. The feedback / evaluation contains items on faculty's teaching effectiveness. Additionally, a Murmuring box is provided near Director's office in which students can freely voice their opinions anonymously if they wish on any matter.
For each Post Graduate Courses give the following	
Title of the Course	Post Graduate Diploma in Management (General Management)
Curricular	Please refer PGDM Brochure – Page No. 13 https://www.sfimar.org/pgdm-e-brochure.
Laboratory facilities exclusive to the Post Graduate Course	NA
Special Purpose	
Software, all design tools in case	
Academic Calendar and framework	Please refer PGDM Brochure – Page No. 24 https://www.sfimar.org/pgdm-e-brochure.html.

13)	Enrollment of students in the last 3 years		
	2020-21	**2019-20**	**2018-19**
	62	60	60

14 . List of Research Projects/ Consultancy Works	
Number of Projects carried out, funding agency, Grant received	NA
Publications (if any) out of research in last three years out of master's projects	https://docs.google.com/spreadsheets/d/1fFAME6o4Nsc0XSEqEiTmIUhJxwrT7L83/edit?rtpof=true#gid=1828926240
Industry Linkage	Yes
MoUs with Industries (minimum 3)	▸ GlobeOp Financial Services (India) Pvt. Ltd. ▸ Bejobbed Incorporation Pvt. Ltd. ▸ 3. Forevision ▸ NEN-Wadhwani Entrepreneur's

15) LoA and subsequent EoA till the current Academic Year   : Certificate Attached

16) Accounted audited statement for the last three years   : Updated on website

17) Best Practices adopted, if any

    ▸ : Entrepreneurship Certification Program with Wadhwani Foundation.
    ▸ Panel discussion with international speaker was organized on topic 'Agri entrepreneurship and farm innovation'
    ▸ NPTEL Certification