



ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH
Approved by AICTE, DTE, and Affiliated to the University of Mumbai
ISO 9001-2015 Certified & NAAC Accredited
With an A+ Grade in the Second Cycle
MMS Programme Accredited by NBA

16.06.2025

Academic Year: July 2025 to June 2026

Event Calendar Applicable from July 2025 to June 2026

All faculty and staff coordinators are required to book their respective events in the Google calendar to avoid overlapping dates. Coordinators are not authorized to change the dates or months of scheduled activities without prior approval, unless unavoidable circumstances necessitate it.

List of Contents

Sr. No	Name of the Event	Date/ Month	Name of the Coordinator	Name of the Member
1	Orientation and Induction Programme- MMS	AUGUST, 2025	Ms. Sanchayita Banerjee	Director, Dr. G. Ramesh, Dr. Natika Poddar Dr. Anand Upadhyay, Ms. Bloswita Rodrigues, Ms. Sonal Dalvi, Mr. Pravin Khot.
2	Project Excellence Competition *	Aug. 2025	Dr. Sandeep Kudtarkar	Dr. Anand Upadhyay Mr. Sreeraj Nair, Ms. Navika Pednekar, Ms. Elvira Mendonca.
3	Speaker/ Leadership Talk* (1 day)	October 2025	Ms. Sonali Shiralkar,	Dr. Ganga Warriar, Ms. Preeti Kaushik, Ms. Selma Baptista.

4	Alumni Connect (1), (2), (3) & (4) 1 st and 2 nd Year Students	Alumni Connect (1) 13 or 27 Sept.2025 (2 nd year) Alumni Connect (2) 13 December 2025(2 nd year) Alumni Connect (3) (1 st year) 24 January 2026	Mr. Sreeraj Nair	Ms. Navika Pednekar, Ms. Elvira Mendonca, Ms. Shakuntala Poojary, Mr Stanley Santmayor.
5	MDP Corporate	December 2025	Dr. Sampat Pillai,	Dr. G.Ramesh, Ms Rosie Murray Mr Stanley Santmayor, Mr Sylvester D'Mello, Ms. Shakuntala Poojary.
6	Exuberance (one day)*	Jan.2026	Ms. Jinal Lathia, Dr. Sanchayita Banerjee Dr Anand Upadhyay.	Dr. Simmi Prasad, Ms. Rosie Murray, Ms. Rakhi Pitkar, Ms. Swati Anavatti, Ms. Deepa Prajapati, Mr. Zeeshan Haider, Mr. Pravin Khot, Ms. Chhaya Salian, Ms Riddhi.
7	Admission Co-ordinator	Jan- March 2026	Ms. Rosie Murray Ms. Jinal Lathia,	Director, Dr. G. Ramesh, Dr. Sandip Kudtarkar, Ms. Rakhi Pitkar, Ms Preeti Kaushik. Ms. Blawita Rodrigues, Ms. Sonal Dalvi, Ms. Sailee Deshpande Mr. Ratheesh Nunes.
8	Pathh 2026*	March-June 2026	Dr. Sanchayita Dr Anand Upadhyay	Dr. Sandeep Kudtarkar, Dr. Kiran Karande, Ms.Jinal Lathia Mr. Pravin Khot, Ms. Bharati Bhosle, Ms. Chhaya Salian.

9	Luminance* – Annual Day	Mar/Apr-2026	Dr. Natika Poddar	Dr. Smita Jesudasan, Dr. Simmi Prasad, Ms. Rakhi Pitkar, Dr. Sandeep Kudtarkar, Dr Thangavel, Mr. Pravin Khot, Mr. Zeeshan Haider, Ms. Sonal Dalvi, Ms Swati A, Ms Deepa Prajapati, Ms Riddhi.
10	Sampark - Alumni Meet*	January 2026	Mr. Sreeraj Nair, Dr. Sampat Pillai.	Dr. Kiran Karande, Dr. V. Thangavel, Ms. Navika Pednekar, Ms. Elvira Mendonca, Ms. Shakuntala Poojary.
11	MDP Religious People*	May / June 2026	Mr. Stanley Santamayor	Dr V.Thangavel, Bro. Albin Tete, Ms. Chhaya Salian, Ms Blswita Rodrigues, Mr Subhash Karas.
12	Degree Distribution Ceremony*	As per the University notification	Dr. G. Ramesh, Dr. Simmi Prasad	Dr.Natika Poddar Dr.Sańchayita Banerjee Dr. Sandeep Kudtarkar, Ms. Jinal Lathia, Sylvester D'Mello, Mr. Zeeshan Haider, Ms. Blswita Rodrigues, Ms. Sonal Dalvi, Mr. Ratheesh Nunes, Ms Swati A, Ms Deepa Prajapati, Ms Riddhi.
13	FDP* (Internal)	May- June 2026	Dr. Kiran Karande, Ms. Rakhi Pitkar.	Dr. Ganga Warriar, Mr. Paul Alukal, Ms. Selma Baptista.
14	Staff Development Programme*	May- June 2026	Mr. Abhishek Vengurlekar, Ms Sabina.	Ms. Sabina Rodrigues, Mr. Abraham B V.
15	International Study Tour	Oct 2025	Director. Dr G Ramesh.	Dr. Natika Poddar, Dr. Smita Jesudasan.

Recurring Activities to be undertaken throughout the year				
16	Institution's Innovation Council (IIC) and National Level Business Plan Competition	Throughout the year, as per the Calendar of MIC (Ministry of Education's Innovation Cell)	Ms. Rosie Murray (Convener), Dr. G. Ramesh (President), Dr. Smita Jesudasan (Vice President).	Mr. Stanley Santmayor, Ms. Jinal Lathia (Startup Coordinator) Sonali Shiralkar, Dr Kiran K.
17	E-News Letter (Jharokha)* - Quarterly	Throughout the year	Dr.Sampat Pillai Dr.Sandeep K	Ms. Rosie Murray, Ms. Sonali Shiralkar, Mr. Paul Alukal New Faculty Ms. Chhaya Salian.
18	Local IV (3D/ 2N)	Jan/Feb 2026	Ms. Jinal Lathia, Ms Rakhi Pitkar.	Dr Ganga Warriar, Dr Kiran K, Mr. Abhishek Vengurlekar.
19	Outbound Training	Nov 2025	Dr. Natika Poddar and Dr Kiran K.	Mr. Stanley Santmayor, Ms. Preeti Kaushik, Mr. Mayank Dedhia,
20	Finatics Forum	One activity in each semester	Ms. Jinal Lathia.	Dr. Kiran, Ms Rakhi P.
21	Nirmiti Forum	One activity in each semester	Ms. Preeti Kaushik	Dr Simmi Prasad
22	Renaissance Forum	One activity in each semester	Ms. Sonali Shiralkar	Mr Paul Alukal
23	Prerna club (Entrepreneurship) along with IIC	One activity in each semester	Ms. Rosie Murray	Mr. Sylvester D'Mello Ms. Jinal Lathia
24	Sports Club – (Sports Day)	One activity in each semester	Dr. Sandeep Kudtarkar.	Mr. Abhishek Vengurlekar, Mr. Zeeshan Haider.
25	Malay Club	One activity in each semester	Ms Sonali Shiralkar	Dr.Natika Poddar Ms Rakhi Pitkar Ms Bharati Bhosle
26	Abhimaan Club	One activity in each semester	Dr. Kiran Karande	Dr. G. Ramesh, Mr. Mayank Dedhia, Ms Chhaya Kamble.

27	Mindfulness Club	One activity in each semester	Mr. Mayank Dedhia	Dr Ganga Warriar, Mr. Pravin Khot.
28	Green Club	One activity in each semester	Ms. Sanchayita Banerjee	Bro. Albin Tete, Mr. Stanley Santmayor, Ms. Sailee Deshpande, Mr. Anthony Fernandes.
29	Photography Club	One activity in each semester	Mr. Stanley Santmayor	Ms. Preeti Kaushik
30	Christmas Celebrations*	Dec 2025	Mr Stanley Santmayor	Mr Paul Alukal, Ms. Rosie Murray, Dr. V. Thangavel, Ms Sabina, Mr. Ratheesh Nunes, Ms. Sailee Deshpande, Mr. Abhishek Vengurlekar.
31	Independence Day and Republic Day.	15 Aug 2025/ 26 Jan 2026	Mr. B.V. Abraham, Mr. Anthony Fernandes.	Dr Ganga Warriar, Ms. Shakuntala Poojary, Mr. Abhishek Vengurlekar, Mr. Madasami.
32	Dandiya	Oct 2025	Dr. Natika Poddar	Ms. Bharati Bhosle, Ms Sonal Dalvi.
33	Onam	Sep 2025	Mr. Sreeraj Nair	Mr. Paul Alukal, Mr. Ratheesh Nunes.
34	Commemorative Days (refer to annexure 1)	Throughout the Year	Ms. Sonali Shiralkar, Ms. Sonal Dalvi.	Ms. Bharati Bhosle.
35	Birthday Celebration	End of Every Month	Dr Sampat Pillai	Mr. Abhishek Vengurlekar Mr. Subhash Karas.
36	Staff Picnic	End of May/ June	Ms. Sailee Deshpande	Mr. Abhishek Vengurlekar Ms Navika Pednekar
37	Anveshi	Feb/ Mar- 2026	Ms Sonali Shiralkar and Dr. Simmi Prasad	Dr.Ganga Warriar Ms Bharti Bhosle.
38	SRR		Dr. V. Thangavel	Director, Dr. G. Ramesh, Dr. Simmi Prasad, Dr. Sandeep Kudtarkar, Ms Selma Baptista.

39	SPANDAN	End of the A.Y.	Mr Rakhi Pitkar	Dr.Anand Upadhyay Mr. Mayank Dedhia, Ms. Sailee Deshpande, Ms. Chhaya Salian.
40	Summer Projects for MMS 1	May and June 2026	Dr. Anand Upadhyay	Mr Sreeraj Nair, Ms. Bharati Bhosle, Mr. Ratheesh Nunes.
41	Winter / Final Projects MMS II	Start Nov 2025 End May 2026	Dr. Anand Upadhyay, Ms Preeti Kaushik.	Ms. Selma Baptista, Mr. Ratheesh Nunes.
42	NBA, IQAC and AQAR- NAAC		Dr. Smita Jesudasan Dr.Sanchayita Banerjee	Dr.Sandeep K Mr Paul Alukal, Dr Ganga Warriar, Dr Anand Upadhyay, Ms. Bloswita Rodrigues, Ms Bharti Bhosle, Ms. Chhaya Salian, Ms Riddhi.
43	ISO	Annually	Dr. Simmi Prasad Ms.Rakhi Pitkar	Mr.Stanley S Ms. Selma Baptista.
44	NIRF		Dr Smita Jesudasan, Dr. Sampat Pillai	Mr Abhishek V, Ms Bharti.
45	RDC	Monthly (1 st Tuesday)	Ms. Rosie Murray Mr.Mayank Dedhia	All Faculty Members
46	IDEA	Monthly (2nd Tuesday)	Dr. Simmi Prasad Ms.Preeti Kaushik	All Faculty Members
47	Mentoring Review Committee	Twice a year	Mr. Paul Alukal	Mentors and Facilitators
48	International Collaboration Core Committee		Dr. Smita Jesudasan	Chairman, Registrar, Director, Dr. G. Ramesh.
49	Examination and Attendance Committee		Dr. Sanchayita Bannerjee (Co-ordinator) Dr. Anand Upadhyay (Secretary)	Chairman, Director, Registrar, Dr. G. Ramesh Dr.Natika Poddar Ms. Bloswita Rodrigues, Ms. Sailee D,

				Mr. Prakash Lalwani, Mr. Madaswami.
50	Faculty Meeting	Monthly (3 rd Tuesday)	Mr Stanley Santmayor Dr.Kiran Karande	All Faculty members
51	Departmental Meetings	Monthly (4 th Tuesday)	Department Coordinators	Concerned Staff, IT, Library, CMC.
<i>The following cells must meet twice a year.</i>				
52	Canteen Monitoring		Dr Sampat Pillai	Registrar, Dr. Sandeep Kudtarkar, Ms. Navika Pednekar, Mr. Anthony Fernandes, Mr. B. V. Abraham, Mr Abhishek Vengulekar.
53	Campus Cleanliness and Hygiene		Dr Sandeep Kudtarkar, Dr. Sampat Pillai, Mr. Anthony Fernandes.	Mr Sreeraj Nair, Ms. Sailee Deshpande, Mr. Abraham B.V. Mr Pravin Khot.
Statutory Committees				
54	Anti-Ragging Committee		Director, Ms Bloswita.	Dr G Ramesh, Dr Kiran.
55	CWDC		Dr. Simmi Prasad	
56	Internal Complaint Committee		Dr. Smita Jesudasan	
57	Grievance Redressal Committee - Student (Offline and Online)		Ms Rosie Murray	
58	Grievance Redressal Committee (Faculty/Staff)		Ms. Sanchayita Banerjee	
59	Student Development Committee		Ms. Sanchayita Banerjee	Mr. Sreeraj Nair, Ms. Shakunthala.
60	Inter-Collegiate Student Competitions		Ms Preeti Kaushik	Ms.Jinal Lathia

61	Facilitators for the Academic Year 2025-26			Dr. Anand Upadhyay - IT Dr. Sandeep Kudtarkar - OP Prof. Jinal Lathia – Fin A Prof. Stanley S – Fin B Dr. Simmi Prasad - Mktg Mr. Paul Alukal - HR Ms. Rosie Murray – Div-A (sem-1) Ms Rakhi Pitkar – Div-B (sem-1) Ms. Sonali Shiralkar - Div-C (sem-1)
62	HOD and Examination In - charge		Dr.G.Ramesh	
63	Academic Coordinator		Dr. Natika Poddar	
64	Examination Coordinator		Dr. Sanchayita Bannerjee	
65	Institute Website		Dr. Sampat Pillai, Mr. Prakash Lalwani.	Dr. G. Ramesh, Dr. Anand Upadhyay, Ms. Rosie Murray (Language and Grammar Check), Mr Pravin Khot, Mr Zeeshan Haider.
66	Social Media Team		Ms. Jinal Lathia, Mr Prakash Lalwani.	Ms Sonali Shiralkar
67	Membership and Association with Professional Bodies		Ms Selma Baptista	
68	General Hospitality, Event Materials, Food, and Logistics Team		Dr. Sampat Pillai	Registrar, Mr. Abhishek Vengurlekar, Mr. B.V. Abraham, Mr. Subhash Karas, Mr. Anthony Fernandes, Mr Ratheesh, Mr Madaswamy
69	Internal Finance Committee		Mr. B. V. Abraham	Director, Chairman, Registrar, Ms. Sabina Rodrigues, Ms Blowsita Rodrigues,

				Ms. Sailee Deshpande.
70	Technical Support		Mr. Prakash Lalwani	IT team, Mr. Anthony Fernandes, Mr. Madaswami.
71	Dspace Repository		Ms Selma Baptista	Ms Bharati Bhosle
72	Institute's Fee waiver/concession /scholarship committee		Chairman	Registrar, Director, HOD - MMS Academic Coordinator, Programme Associate.
73	Academic Council		Mr. Paul Alukal (Member Secretary)	Director, Dr. G. Ramesh, Dr. Smita Jesudasan, Dr. Natika Poddar, Dr. Simmi Prasad, Ms. Rosie Murray.
74	Governing Body		Director	Chairman, Registrar, Dr. G. Ramesh, Dr. Smita Jesudasan Dr. Sampat Pillai (Special Invitee).
75	Placement Advisory Council	12/7/2025	Mr. Sreeraj Nair	Chairman, Registrar, Director, Dr. G. Ramesh, Mr. Sylvester D'Mello, Ms. Navika Pednekar, Ms. Elvira Mendonca, Ms. Shakuntala Poojary.
76	Placement Review Committee	Monthly	Mr. Sreeraj Nair	Chairman, Registrar, Director, Dr. G. Ramesh, Mr. Stanley Santmayor Mr. Sylvester D'Mello, Ms. Navika Pednekar, Ms. Shakuntala Poojary, Ms. Elvira Mendonca.
77	College Development Committee		Director (Secretary)	Chairman, Registrar, Dr. G. Ramesh, Dr. V. Thangavel, Dr. Smita Jesudasan, Dr. Natika Poddar,

				Dr. Simmi Prasad Dr. Sampat Pillai.
78	Consultancy Committee		Dr. Sampat Pillai	Director, Dr. G. Ramesh, Dr. Sandeep Kudtarkar, Prof.Jinal Lathia, Mr. Sylvester D'Mello, Ms. Rosie Murray, Ms. Navika Pednekar.
79	Branding and Promotion Committee		Ms. Preeti Kaushik	Director, Ms. Sanchayita Banerjee, Mr. Prakash Lalwani, Mr Ratheesh Nunes.
80	DLLE		Ms Preeti Kaushik	Ms Rakhi Pitkar, Mr. Mayank Dedhia Ms Sonali Shiralkar
81	SAA	Meeting 1:26/7/2025 Meeting 2:06/12/2025	Mr. Sreeraj Nair	Chairman, Registrar, Director, Dr. G. Ramesh, Mr.BV Abraham.
82	Teachers Day		Ms. Sailee Deshpande, Ms Shakuntala.	Ms. Sonal Dalvi.
83	NPTEL	July- Dec 2025 Jan- Apr 2026	Dr. Natika Poddar	Dr Kiran K.
84	V Medulife	Throughout the Year	Dr. Smita Jesudasan	Ms. Bloswita Rodrigues, Ms. Sonal Dalvi, And respective Faculty Members.

Note: -

1. IT Institute Level Meeting 4 times a year
2. Library (LIRC) Institute Level Meeting twice a year
3. Research Review Publications: Twice a Year
4. Every faculty member needs to publish at least one paper in "SFIMAR RESEARCH REVIEW" in a year.

Sr.No	Position	Name of Lead Faculty Member	Name of Deputy Faculty Member *
1.	HOD	Dr.G.Ramesh	Dr. Natika Poddar
2.	Examination In-charge	Dr.G.Ramesh	Dr.Sanchayita Bannerjee
3.	Academic Co-ordinator	Dr. Natika Poddar	Prof. Sonali Shiralkar
4.	Examination Co-ordinator	Dr.Sanchayita Bannerjee	Dr. Anand Upadhyay
5.	IQAC Co-ordinator	Dr.Smita J	Dr. Sanchayita Bannerjee
6.	IDEA Co-ordinator	Dr.Simmi Prasad	Ms.Preeti Kaushik
7.	ISO Co-ordinator	Dr.Simmi Prasad	Ms. Rakhi Pitkar
8.	RDC	Prof.Rosie Murray	Mr.Mayank Dedhia
9.	Faculty Mtg	Prof.Stanley S	Dr.Kiran K
10.	Admission Co-ordinator	Prof. Rosie Murray	Ms.Jinal Lathia
11.	Jharokha Co-ordinator	Dr.Sampat Pillai	Dr.Paul Alukal
12.	EPBM Co-ordinator	Dr.Sandeep K	Dr. Sanchayita Banerjee

***Note: Deputy faculty member will function in the absence of the Lead Faculty Member.**

S. Sinha
17/6/2025
Dr. Shalini Sinha
Director

Annexure 1: List of Commemorative Days

1. 20th August: Sadhbhavna Diwas(Harmony Day)
2. 15th October: Vachan Prerna Diwas (Reading Inspiration Day to be conducted by LIRC)
3. Last week of October: Vigilance Awareness Week
4. 10 December: Human Rights Day
5. 12 January: National Youth Day, Birth Anniversary of Swami Vivekananda
6. 25 January: National Voters Day
7. 8 March: International Women's Day (to be conducted by CWDC)
8. 5 June World Environment Day (to be conducted by the Green Club)
9. 21 June: International Day of Yoga