St. Francis Institute of Management and Research

Minutes of IQAC Meeting

Date: 1 October 2016　　　　　　　　　　　　　　**Time:** 3.30 pm

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- Admistrator-Absent 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
		Mr Vaibhav Kulkarni- NAAC Steering Committee Member -- Present
		Ms Sanchayita Banerjee- NAAC Steering Committee Member-- Present
		Mr Pushkar Parulekar - NAAC Steering Committee Member -- Present
		Mr Jackson John- NAAC Steering Committee Member -- Present
		Ms Papinder Kaur Nagi -- SFIMAR Librarian -- Present
		Ms Vasudha Rao -- Sr. Faculty, IT Dept. -- Present
		Mr Prakash Lalwani -- Incharge IT Dept. -- Present
4	Members from Management	Bro. Alphonse Nesamony, Chairman, SFIMAR- Present
5	Two Nominees from local society, students and alumni	Bro. Mathew Thekkemury-- Present
		Bro. K.C. Joseph- Registrar, SFIMAR- absent
		Mr Sandesh Dhawale- Alumni Representative -- Present
		Mr Anand Vayda - Alumni Representative - -- Present
		Mr Aditya Warang- Student Representative MMS-II Mkt -- Present
		Ms Stephina Thomas- Student Representative MMS-II FIN -- Present
		Ms Pamela D'Souza- Parent Representative- Absent
		Ms Mercy D'Sa- Parent Representative- Absent
6	Two nominees from employers/ industrialists/stakeholders	Mr Ashok Patil, Corporate Representative -- Present

		Ms Bloswita Rodrigues - Accounts Officer, SFIMAR - Absent
7	IQAC coordinator	Ms. Vaishali Kulkarrni – Present

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

The Major points discussed during the IQAC Meeting 1st Oct 2016 were as follows:

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

- Initiation of Incubation centre

- Implementation of ERP software

- Staff Pantry with Microwave oven Facility was provided for staff on the ground floor.

- Renovation of SFIMAR Gymnasium was done

- Introduced new feedback forms for Parents, Employees, Guest Lecturers

- Introduced Research Award for faculty members

Part-time Head Dr Natika Poddar mentioned that this year they have implemented:

- Online Attendance for1st, 2nd and 3rd year through Google drive and ERP

- Conducted Workshop on Financial Management subject

- Conducted Prakalpa 2015 Best project competition for MMM and MFM students.

- Formal Induction of First-year students was done successfully.

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. He also mentioned that SFIMAR new building plan is already approved.

Bro. Alphonse Nesamony stated that SFIMAR is continuously monitoring and upgrading the academic, teaching-learning practices through IDEA meetings, faculty meetings and Research meetings.

MMS Programme head Dr G Ramesh stated that SFIMAR :

- Introduced Mentor-Mentee interaction every week by incorporating in the Academic Time Table.

- Integrated the GD (General and Specialization) in the Time Table schedule to understand the acceptance level by students and faculty members and also to measure the performance of the students.

- Encouraged Peer teaching by the students by identifying specific subjects and students who have expertise in those subjects.

- Online Attendance for1st, 2nd and 3rd year through Google drive and ERP

LIRC head updated about the LIRC activities planned for the AY 2016-17 as:

- Up-gradation of Network Attached Server (NAS) Storage capacity from 1 terabyte to 2 terabytes.

- Proposed Implementation of an RFID system to monitor the footfalls of the users

- Planning to have one e-books package and about 100 educational films CD's/DVD's to LIRC collection

Director Dr S.S. Mohanty briefed about various training programmes conducted for faculty and staff members in the area of research and quality management.

IQAC coordinator Ms Vaishali Kulkarni briefed about the Customer feedback schedule for AY 2016-2017. She also mentions that as per the suggestion given by the NAAC peer team, the stakeholders' feedback/ suggestions now could be given through the SFIMAR website. She

also mentioned that all the feedbacks for AY 2015-2016 were collected as per the feedback schedule and analyzed. The results were shared with the Director, Chairman and the stakeholders. Appropriate action was taken against the low performing areas. Feedback forms received from the corporate and shared with the students.

Mr Ashok Patil, Corporate representative suggested that more emphasis should be given to live projects.

Mr Sandesh Dhawale, SFIMAR Alumni mentioned that students should be more trained for mock GD and PI. He said he is associated with CMC for training students to improve their conceptual knowledge as well as to prepare them for placement interviews.

Minutes Prepared by: Prof. Vaishali Kulkarni- IQAC coordinator

Approved by: Dr S. S. Mohanty

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