St. Francis Institute of Management and Research (SFIMAR)

Minutes of IQAC Meeting

Date: 28 November 2020   **Time: 11.00 am**

Venue: Online Mode through Zoom

The Agenda:

1. Welcome by the Director
2. MOM and ATR
3. Online Lectures
4. Guest Lectures and Training Programmes
5. Placements
6. Evaluation of Term End Examination and Internal Assessment
7. Accreditation and Quality Certification
8. Vote of Thanks by the IQAC Coordinator

Members present:

1. Br. Alphonse Nesamony
2. Bro. Xavier Munda
3. Dr. D. Henry
4. Dr. G. Ramesh
5. Dr. Sulbha Raorane
6. Dr. Natika Poddar
7. Dr. Smita Jesudasan
8. Ms. Vasudha Rao
9. Ms. Sanchayita Banerjee
10. Mr. Jackson John
11. Ms. Papinder Nagi
12. Mr. Prakash Lalwani

13. Ms. Sangeeta Varma
14. Ms. Bloswita Rodrigues
15. Mr. Nilesh M.
16. Mrs. Mafalda Silveria
17. Mr. Henry Noronha
18. Mr. Hardik Shah
19. Ms. BhuvaneshwariV
20. Mr. Chirag Thakkar
21. Ms. Priyanka Chauhan
22. Mr. Vaibhav shah
23. Mr. Harren Noronha
24. Mr. Vinisha Pinto
25. Ms. Vishal Ramina
26. Ms. Benita Cardoz

Discussion

The meeting commenced with the Peace prayer. Dr. Henry Babu, Director – SFIMAR, welcomed the members to the IQAC meeting. The previous minutes of meeting were approved in the meeting.

Online Lectures

The online lectures were conducted for the MMS, PGDM, and part-time programmes through the MS Teams platform. MS Priyanka Parab suggested that the camera be switched on during the sessions so that eye contact could be maintained with the audience to gauge their level of understanding. Ms. Bhuvaneshwari also discussed the challenges in conducting online lectures. - technological aspects of online sessions, facilitation process, and audience engagement. Mr. Vaibhav Shah stated that the interaction was limited when he conducted online Ms. Excel training sessions. Mr. Chirag Thakkar suggested that micro-tasks can be given to students during the online sessions to enhance class engagement. He added that additional features of Ms. Teams and visual aids such as video-based case studies could enhance the effectiveness of the sessions.

Dr. Natika Poddar stated that she used online quizzing tools for engaging the students in the online class. Ms. Bhuvaneshwari suggested activities such as Picture Talk, Break Out Rooms, and Video Clippings to facilitate student discussion in online sessions. She also added online tools such as Kahoot, Mentimeter, Quizizz, Flash Cards, Padlet, Digital Story Telling, and Google Apps such as Jam Board and White Board to enhance student engagement. Ms. Venisha Pinto described that few faculty members commenced their lectures after discussing related newspaper articles online. Mr. Chirag Thakkar mentioned that the latest articles could be discussed in class. Ms. Benita Cardoz appreciated the way online presentations were conducted for the Summer Internship Projects. She also cited that the lectures of Prof. Pushkar Parulekar, Mr. Vaibhav Shah were interactive.

Ms. Bhuvaneshwari recommended the use of 'energizers – jolt' to be used in online classes to make them livelier. Mr. Vishal mentioned that practical subjects that employ software training require a hands-on approach. Mr. Chirag Thakkar suggested that online recordings of the lectures be made available to the students and supplementary materials be provided to them. Dr. G. Ramesh stated that this had been practiced in SFIMAR. Dr. Sulbha Raorane stated that the faculty member provides a brief video highlighting the software training for Business Analytics in the PGDM program. Dr. D. Henry specified that the faculty members upload e-content on MS Teams.

Guest Lectures and Training Programmes

The IQAC coordinator shared the guest lectures and training programmes list for all the programmes. Ms. Bhuvaneshwari suggested that a session on presentation and leadership skills be conducted for the students. Dr. G. Ramesh specified that online Youth Leadership and People Skills sessions were conducted for students by TISS. Mr. Chirag Thakkar suggested sessions to be conducted on Emotional Intelligence. Ms. Priyanka Parab suggested that online Aptitude training sessions be conducted for the students. Ms. Sangeeta Varma briefed that selecting an aptitude training module in an online portal was in the pipeline.

Placements

The list of students' placements, pay packages, live projects, summer placements, and recruiters was shared in the meeting. Dr. D. Henry explained that the student's experience in the placement process was to be shared. The faculty members would mentor the students who faced difficulties in the selection process. Mr. Chirag Thakkar suggested that the alumni members brief the students about the changes in the interview process in the new normal. Ms. Sangeeta Varma stated that alumni members were mentoring the students about the new selection process. She said that SFIMAR has taken up the initiative of creating the 'Wall of Fame' that depicts the achievements of the alumni. Mr. Harren Nornonha suggested that Excel Sessions held in the second semester were beneficial for subjects such as 'Market Research.' Ms. Benita suggested that sample Digital CVs could be shared with students. Ms. Sangeeta Varma briefed that based on the feedback from the companies, CVs were not recommended in the video format because of the volume of the file. Ms. Priyanka affirmed that video CVs could be added on Linkedin. Mr. Chirag Thakkar recommended the templates from the websites such as 'Canva.com' to prepare CVs. Ms. Venisha Pinto suggested that the format of 'Cover Letter' could be shared with students for placements.

Evaluation of End Term Examinations and Internal Assessment

The term-end examinations were conducted through Google based Auto proctoring system for all the programmes. The midterm test for the MMS/Part-time programmes was conducted through Google Forms and monitored through the Zoom platform. The class test for the PGDM programmes was conducted through the ERP system, and Google forms were monitored through the Zoom platform. Dr. G Ramesh stated that MCQs were used to gauge the student's performance as per the directives from the University of Mumbai. Bro. Alphonse Nesamony stated that IQAC involved the participation of all stakeholders in the meeting. He appreciated the involvement of alumni in the activities of SFIMAR for placing the students and grooming them.

Accreditation and Quality Certification

The IQAC Coordinator stated that SFIMAR would be applying for IIQA for cycle 2 of Accreditation. The Institute is ISO 9001:2015 Certified.

Views from Mr. Abhishek Salecha

1. Online Lectures
   - Generally, across campuses, more than half of the students pay limited attention to online lectures. To get students to be more active/interactive, small quiz once every 2/3 lectures and tracking the performance of students may lead to knowing which students are lagging and accordingly focus on making sure these students also catch up
   - **Practical Learning:** Students learn a technical tool like Excel in a workshop over 15-20 hours. However, Excel is a tool that if students don't practice, they will forget. One way to make students practice and increase the practical learning aspect of any curriculum course is to have a **dedicated timeframe for each course, say 3-5 hours** of the course has to be taught/learned on Excel or any relevant tool like R, Python, etc.

2. Guest Lectures/Evaluation of Internals & End Term
   - No views

3. Training Programs:
   - I believe the Institute already undertakes much training. One idea may be to approach the regular companies at our campus or prestigious companies and develop a training program based on their inputs to make sure students are prepared for the job and ready to perform from day 1.
   - Also, a shadow program (can be implemented post covid), where a couple of students visit the corporate and shadow a team for a day/3 days/week. This will give them insight into the working environment. This, again, can be negotiated with companies that are regular at the campus.

4. Placement Preparation:
   - Nowadays, video CVs are in. A short 30 sec to 1-minute video of the student providing their profile summary and critical aspects to highlight to a recruiter. This will help the recruiter get a better feeler of the quality of students compared to a resume and provide students the opportunity to pitch their candidature.

5. NGO Projects / Live Projects:
   - Students can also learn a lot from NGO Projects as well as Corporate Live Projects. I understand that corporate Live Projects may be limited, but

students can be asked to apply for projects through Internshala / similar websites / LinkedIn and look to do at least two projects during the two years of MBA. Also, Institute can have a tie-up with NGOs and have compulsory time dedication towards NGO work. (NMIMS has 20 days in Feb for a WeCare program working with NGOs).

Views from Mr. Manoj Mestry

During the pandemic, St. Francis Institute of Management and Research is conducting proper virtual sessions for students. The online lectures are on time. They are very interactive. The teachers are taking a lot of effort to teach students. There are various training programmes that are being conducted to help students build new skills for their future ventures. The CMC department is also getting reputed companies so that the students are placed at the earliest and also conducts training sessions to make students ready for the interviews.

Dr. Smita Jesudasan proposed the vote of thanks.

Minutes Prepared by: Dr. Smita Jesudasan - IQAC Coordinator

Approved by: Dr. D Henry Babu - Director

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