



# St. Francis Institute of Management and Research (SFIMAR)

## Minutes of IQAC Meeting

**Date:** 7 December 2023

**Time:** 10.00 am

**Venue:** MDP Room, First Floor, SFIMAR Campus.

### The Agenda

1. Introduction of the Members of IQAC
2. Welcome by the Director
3. Minutes of the previous meeting
4. Curricular Aspects
5. Teaching Learning and Evaluation
6. Research Innovation and Extension
7. Infrastructure and Learning Resources
8. Student Support and Regression
9. Governance leadership and Management
10. Institutional Values and Practices
11. Any other matter with the permission of the Chair
12. Vote of Thanks by the IQAC Coordinator

### Members Present

1. Bro. Alphonse Nesamony
2. Bro. Xavier Munda
3. Dr Shalini Sinha
4. Dr. G. Ramesh
5. Dr. Natika Poddar
6. Dr. Smita Jesudasan
7. Ms. Vasudha Rao
8. Ms. Sanchayita Banerjee



9. Dr. V. Thangavel
10. Mr. Prakash Lalwani
11. Ms. Sangeeta Varma
12. Ms. Blawita Rodrigues
13. Mr. Dilip Churi
14. Ms. Vrinda Trivedi
15. Ms. Martina Thomas Chacko

### **Discussion and Actions**

The meeting commenced with the Peace prayer led by Bro. Alphonse Nesamony, Chairman – SFIMAR. Dr. Shalini Sinha, Director – SFIMAR, welcomed the members to the IQAC meeting.

Dr Smita Jesudasan – IQAC coordinator, presented the IQAC composition for the academic year 2022-23. The members of IQAC gave a self-introduction to the gathering. Dr. Smita Jesudasan presented the Minutes of the previous meeting with the members of the IQAC.

### **Curricular Aspects**

Ms Sanchayita Banerjee stated that the following choice-based electives and certification courses were offered to students of the MMS Programme –

Sem I

Creativity, Business Ethics, Effective Communication

Certification Course—Basics of stock market

Sem-II

Analysis of Financial Statements, Business Environment, Developing Teams and Leadership

Certification Course—Digital Marketing, Business Communication, Bridge Course, NPTEL-

Business and Sustainable Development

Sem III

Finance—International Finance, Financial Modelling, Marketing—Supply Chain Management, Marketing Research.

She also stated that the syllabus of multidisciplinary courses such as social psychology was drafted by Dr G Ramesh, Dr Natika Poddar and Ms Sanchayita Banerjee. The proposal will be sent to the University of Mumbai for approval by the Director.



### Teaching Learning and Evaluation

Dr G Ramesh stated that 171 students were admitted into the First Year MMS for the Batch 2022-24, including 5 TFWS admissions. Bro. Alphonse Nesamony commented that social media could be used for promoting the MMS Programme. Dr G Ramesh also remarked that webinars were conducted for the MMS aspirants. Dr Shalini Sinha discussed the strategies for slow and advanced learners. She suggested that group assignments and group projects can be given to students comprising a mix of slow and advanced learners. She also suggested that appreciation on non-monetary bases be presented to advanced learners in classrooms.

### Research Innovation and Extension

Dr Smita Jesudasan stated that awards were received by three faculty/ staff members – Dr G Ramesh, Dr Natika Poddar and Ms Sangeeta Varma. Dr. Natika Poddar said she received a research grant on ‘A Symposium on NEP 2020’ from ICSSR WRC for a sanctioned amount of Rs. 25000/-. A book chapter on ‘Accountability and Autonomy in higher education’ was published by Dr Natika Poddar with MTC Global. Two research papers were published during the period. Ms Sangeeta Varma suggested a study abroad programme may be initiated with Assumption University Thailand. Dr G Ramesh stated that during the international study tour to Thailand by the PGDM students, they attended a master class on entrepreneurship. Dr Smita Jesudasan stated that the MMS students participated in the international study tour to Dubai and attended a session on ‘BUiD and UAE’s Culture’ conducted by the Vice Chancellor - Professor Abdullah Alshamsi of the British University in Dubai.

Dr Smita Jesudasan presented the activities of IIC –

Sr. No.	Activity	Name of the person	Date
1	Session on Problem Solving and Ideation Workshop	Ms. Alpana Parida	7 <sup>th</sup> September 2022
2	Social Entrepreneur-The need of the hour	Mr. Ravindra Waghmare	10 <sup>th</sup> September 2022
3	Workshop on ‘Entrepreneurship and Innovation as Career Opportunity-	Mr. Baldevkrishan Sharma	17 <sup>th</sup> September 2022
4	Entrepreneurship and Innovation Talk Series	Prof. Bholanath Datta	24 <sup>th</sup> September 2022
5	Entrepreneurship and Innovation Talk Series	Dr. P. Ravindranath	15 <sup>th</sup> October 2022



Dr G Ramesh said that Prof. Rosie Murray coordinates the activities of IIC, and IIC helps develop the students' entrepreneurial skill sets. Dr Shalini Sinha recommended that workshops on research methodology be conducted for the students to develop their research aptitude.

Dr G Ramesh presented the activities of the 'Abhimaan Club'. He said that Founder's Day was celebrated with 100 slum children, contributions were made to St Francis Boys Home, Prem Sangh and White Cane organisation, and a blood donation camp was organised on 2.12.2022. Bro. Alphonse Nesamony stated that Kala Sadhana Arts and Charitable Centre helps in providing free computer education and training, tailoring classes to the children from slum areas. He also said that a hockey tournament was conducted as an ISR activity.

### **Infrastructure and Learning Resources**

Mr Prakash Lalwani stated that the following technology upgrades were implemented –

1. Setting up an Interactive Classroom by installing Digital Interactive Board for teaching and learning methods.
2. Setting up Auto Speaker Tracking Camera in Classroom – The Teacher can move around freely without the need for any additional person to manage the camera movement.
3. Setting up Digital E-Podium with inbuilt Amplifier and Audio Setup in Classroom
4. Upgradation of Tiny Desktop in Lab 105 and Part of Lab 203 Qty 100 with new technology (Solid State Drive (SSD) Hard Disk) for faster Windows and other applications booting.

Dr Thangavel stated that the following were the initiatives of LIRC –

- Dspace Institutional Repository
- Installation of LIRC Kiosk (Interactive Digital Display)
- Koha – Library Software
- Training conducted on My Loft, J-Gate, Ace Knowledge Research Portal, Manupatra, Koha Web and Mobile OPAC training for MMS, Part-Time and PGDM

He said that the following Databases were subscribed -

- N-List (National Library and Information Services Infrastructure for Scholarly Content)



- DELNET (Developing Library Network)
- J-Gate e-journal
- Ace Knowledge Research Portal (Financial Database)
- Manupatra (Business and Legal software)
- Proquest (ABI Inform Global)
- Pearson E-Book Package of 16 Titles

He also stated that the LIRC Resource Collection comprised of -

Total Number of Books	14557
Number of Newspapers	13
Number of Periodicals	35
Number of Project Reports	6619
CD/DVD	1002
Back Volumes (Research Cell)	152

Bro. Alphonse Nesamony stated that the display monitors were used for promoting students' participation in events, co-curricular and extracurricular activities.

### **Student Support and Progression**

Ms Sanchayita Banerjee stated that peer-to-peer learning facilitated students' development. She also stated that Bro. Paulus Moritz Memorial Football Tournament was organised on 19.11.2022. She said that students had won the Second Prize in Cricket organised by NK College, an Intercollegiate Competition and they also participated in the CII-No Broker Online Conference and Thakur Banking Conclave. They also participated in the Dewang Mehta Best Student and Best Research Competition in Thakur College.



Ms Sangeeta Varma presented the updates from the Career Management Centre –

S. No.	UPDATES	STATUS
1	<b>Placement Brochure</b>	Soft copy shared with companies & Printing in Process
2	<b>Final Placement</b>	Total Number of Job Opportunities Shared - 45 Total Number of Students Placed : 28/ 153 Registered Students
3	<b>Bridge Course</b>	Conducted in the form of Certifications By Sr.Alumni members & Professionals
4	<b>SFIMAR Alumni Association(SAA) Meeting</b>	Conducted on 17th Sept. 2022 20 members attended and given valuable suggestions for the development of the institute.

S. No.	Updates	Status
5	<b>Placement Advisory Meeting (PAC) Meeting</b>	Conducted on 24th Sept. 2022, All the members attended and valuable inputs were given.
6	<b>MoU &amp; Tie-Ups</b>	1. Citizen Credit Co-op Bank Ltd. MOU is proposed, Signed MOU from them is awaited. 2. Sectona Technologies and proposed tie up.
7	<b>Placement Portal "Superset"</b>	Installation done and the placement communication to students initiated through the software.
8	<b>TPO Meet</b>	Conducted on 30th Sept. 2022 - Agenda was Collaboration to assist better to the student fraternity.

She also presented the certification programmes conducted for the students along with the training programmes conducted.

CERTIFICATIONS	SPECIALIZATION
1. Digital Marketing	Marketing & IT
2. Investment Banking & Financial Management (IBFM)	Finance
3. HR Functions	HR
4. Business Communication	All
5. Advance Excel	All
6. Logistics & Supply-chain	Operations



Sr.No.	Trainings
1	Verbal & Non Verbal Communication
2	Professional E- mail writing
3	Self Analysis
4	Elevator Pitch
5	Guidance on Choice of Specialization
6	Industry Sectors & Recruiting Trends
7	Leveraging with LinkedIn
8	Careers in Banking
9.	Group Discussion
10	Personal Interview skills

### **Governance and Leadership**

Bro. Alphonse Nesamony stated that Dr Sulbha Raorane and Dr Smita Jesudasan had participated in the Faculty Development Programme at XLRI organized by XAMI.

### **Institutional Values and Practices**

The Best practices were discussed in the meeting. They were highlighted as -

- a) Congenial Environment
- b) Research Incentives and Awards
- c) Placement Activities

Institutional Distinctiveness was discussed in the meeting. They were highlighted as -

- a) ISR Initiatives – by Abhimaan Club, Kala Sadhana, DLLE,
- b) NPTEL MOOCs
- b) IIC activities

Ms Sanchayita Banerjee presented Green Practices Initiatives in SFIMAR —

- To reduce paper usage on campus, for the mid-term exam of MMS, question papers were not printed for certain subjects, and they were displayed on the projector.
- Composting is done in a compost pit, which is outsourced for better management.
- To make students more conscious about the environment, they were taken to attend the seminar organised by the IMC Chamber of Commerce and Industry in association with



the Taiwan Chamber of Commerce Mumbai on the topic-- Green Supply Chain Management.

**Any other matter with the permission of the Chair**

Bro. Alphonse Nesamony motivated the student representatives to give their feedback. Ms Vrinda said that she appreciated the faculty members' preparation and delivery in teaching the basic and advanced concepts of the subject. Ms Martina said that she liked the orientation programmes the MMS Department arranged for the First Year Students, especially the sessions on Emotional Health and Date with Self. Mr Churi commented that he, too, appreciated the organisation of activities at SFIMAR for the student's holistic development. Mr Hardik Shah expressed through email that the alumni members would like an alumni chapter at Thane.

Dr Smita Jesudasan proposed the vote of thanks in the IQAC meeting.



**Minutes Prepared by: Dr. Smita Jesudasan - IQAC Coordinator**

**Approved by: Dr. Shalini Sinha - Director**

