



St. Francis Institute of Management and Research (SFIMAR)

Minutes of IQAC Meeting

Date: 2nd September 2024

Time: 4.00 pm

Venue: MDP Room

The Agenda

- Rubrics

Members Present

1. Bro. Alphonse Nesamony
2. Dr Shalini Sinha
3. Dr. G. Ramesh
4. Dr. Natika Poddar
5. Dr. Smita Jesudasan
6. Prof. Sanchayita Banerjee
7. Prof. Sonali Shiralkar
8. Dr Ganga Warriar
9. Prof. Deepa Prajapati
10. Dr Sampat Pillai
11. Dr. V. Thangavel
12. Mr Prakash Lalwani
13. Ms Bloswita Rodrigues
14. Mr Prakash Lalwani

Discussion and Actions

The meeting commenced with the Peace prayer. Dr Shalini Sinha, Director of SFIMAR, welcomed the members to the IQAC meeting.



Presentation Rubrics

Dr Smita Jesudasan presented the Rubrics for the Presentation Component of Internal Assessment.

- Members reviewed the Content, Design, Oral Delivery, and Impactful criteria.
- It was agreed that the 3-point scale (Developing–Accomplished–Exemplary) remains unchanged.
- Emphasis placed on:
 - Clear alignment with APA
 - Minimising redundancies across repeated sections
 - Ensuring wording consistency

Project-Based Learning Rubrics (PBL)

Dr Smita Jesudasan presented the Rubrics for the Presentation Component of Internal Assessment.

- The committee discussed the Design, Report, Presentation & Delivery, and Impactful components.
- Suggestions included:
 - Highlighting data credibility and relevance
 - Clarifying expectations for analysis and solution justification
 - Ensuring report guidelines emphasise format consistency and timely submission
- Agreed to retain the current rubric structure with minor revisions for clarity.

Case Study Discussion & Presentation Rubrics

Dr Smita Jesudasan presented the Rubrics for the Case Study Discussion & Presentation of Internal Assessment.

- Review focused on Understanding of the Case, Analysis & Reasoning, Presentation Skills, and Impactful criteria.
- Members agreed the rubric effectively differentiates performance levels.
- Recommendation to:
 - Add emphasis on respectful engagement during discussions
 - Reinforce linking theory with practice

Standardisation Discussions

- Rubrics across all components share similar rating scales, aiding coherence.



- Decision to make rubrics for two credit courses and other internal assessment parameters of role plays, assignments and class participation.
- Share the rubrics with all the faculty members for their suggestions for improvement and orient them in the marking scheme for rubrics during the faculty meeting.
- Formatting adjustments to be made to avoid repetition in the final shared document.

Dr Smita Jesudasan proposed the vote of thanks.



Minutes Prepared by: Dr. Smita Jesudasan - IQAC Coordinator

Approved by: Dr. Shalini Sinha - Director

