Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**ST. FRANCIS INSTITUTE OF MANAGEMENT AND RESEARCH (SFIMAR)**
Name of the head of the Institution	**Dr. D. Henry Babu**
Designation	**Director**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02228929156**
Mobile no.	**9136121195**
Registered Email	**info@sfimar.org**
Alternate Email	**iqac@sfimar.org**
Address	**Gate no. 5, Mount Poinsur, S.V.P. Road, Borivali (W)**
City/Town	**Mumbai**
State/UT	**Maharashtra**
Pincode	**400103**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr. Vaishali Kulkarni**
Phone no/Alternate Phone no.	**02228929156**
Mobile no.	**7506269256**
Registered Email	**iqac@sfimar.org**
Alternate Email	**smita@sfimar.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sfimar.org/documents/AQAR-2018-19.pdf
4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sfimar.org/IQAC.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.01**	**2016**	**17-Mar-2016**	**16-Mar-2021**

6. Date of Establishment of IQAC	**02-May-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Changed the canteen vendor based on the	**01-Jan-2020** **1**	**580**

feedback given by students and staff		
Designed SOP for online examination	15-Apr-2020 1	580
Implemented fee collection module in ERP to avoid physical fee collection and transfer	15-Apr-2020 1	600
More focus on social media promotional activities for admission and branding	01-Mar-2020 1	600
Implementation of Online platform: Microsoft Teams & Zoom	01-Apr-2020 1	580
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Installed LED lights at assembly hall area to support Go Green initiative of SFIMAR 2. Renovation of classroom by purchasing new classroom desks, chairs and curtains . 3. Created Dashboard in New ERP System and providing Social Media Link

to all Users across Campus. 4. Procurement of Zoom Licenses Online Platform for conducting meetings and webinars. 5. Digital Marketing workshop for 40 hrs in association with Skillwise held on 15th December, 2019.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Procurement and Implementation of New Antivirus Software and Implementation activity across campus	Achieved
Conducted Online Training of Microsoft O365 - Microsoft Team Online Platform for Faculty, Staff and Students.	Achieved
Implementation of O365 Microsoft Team for conducting Online Class room session for Students.	Achieved
Procurement of Zoom Licenses Online Platform for conducting meetings and webinars.	Achieved
Implementing Assignment Module wherein assignment can be downloaded and uploaded by Students and marks can be given directly by Faculty Members in the ERP System.	Achieved
Strengthening ITC and Online platform for academic and non academic activities	Achieved
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Council	17-Aug-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	2020

Date of Submission	**23-Jan-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**SFIMAR has fully functional ERP system well in place consisting of following modules: ERP Educamp is intranet/internetbased web application which helps students, faculty amp administrative staff to use the data for accessing relevant reports and handle day to day processes. List of Modules: 1. Master Updation Module 2. Students Enquiry and Registration. 3. Fee Collection Module 4. Exam Module 5. Feedback Module 6. HR – Employee Registration Module 7. Employee Leave/ Attendance Module 8. Students Attendance Module 9. Library Module 10. SMS Module 11. Assignment 12. Time Table Features in Campus ERP System STUDENT LOGIN – Through this login, Students can see the Library Books, Timetable, Assignments, Exam/Test Results etc. They also can submit feedback, check Campus News, College activity calendar, Download Notices etc. Moreover, they can get updates on Training and Placement Activities and Alerts for Fees, Library Book dues etc. PARENTS LOGIN – Through this login, parents can see the details of Fee, Library Books, Timetable, Assignments, Exam/Test Results etc. Also, they can check Campus News, College activity calendar, Download notice and can get updates on Training and Placement Activities, student's attendance and discipline etc. EMPLOYEE LOGIN – Through this login employee can manage and check timetable, assign students assignments, manage student exam/test marks, manage leaves and other HR activities etc. Along with ERP implementation, SFIMAR has Knowledge management system implemented through DSPACE 6.0. as knowledge repository of the Institute. Also, the Institute has Student portal and Alumni Portal for placement activities and Tally software for accounting and finance function. SFIMAR also has biometric attendance system. The Institute makes use of Google drive, Google calendar, Google classrooms and other online software**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institute has the well planned mechanism and framework for curriculum delivery and documentation. All the activities related to curriculum delivery and documentation are well documented as procedures and policies. Also the forms and formats are prepared, monitored and documented. The curriculum delivery is monitored periodically and necessary actions are taken for further improvements. The curriculum delivery and documentation includes following activities: • Identification and description of purposes that link to the Institute's mission • Preparation of session plan • Specification of the learning expectations and course objectives and pedagogy to be used • Definition of Evaluation parameters and plan • Monitoring the extent to which expectations and objectives are met. • Identification of gaps and taking necessary actions to pave the gap. • Documenting each and every activity related to curriculum delivery under ISO 9001-2015 framework. This process is systematically followed across all programmes, thus providing a transparent decision-making and performance measurement process, in a continual effort to enhance student learning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Certificate in Alternate Investment Industry (CAII)	Nil	29/11/2019	06	Focus on e mployability	Learning about Private equity or venture capital, hedge funds, real property, commodities, and tangible assets
Financial Modelling	Nil	07/10/2019	11	Focus on e mployability	Study of Financial statements, understandin g of income Statement. Book of Accounts. Profit Loss Statement. Learning of financial forecasting techniques.

Advance Excel Session	Nil	15/04/2019	02	Focus on employability	Learning to Perform complex, large calculations, huge volume data processing, formulas and techniques.
Youth leadership and People Skill (YLPS)	Nil	06/01/2020	10	Focus on employability / entrepreneurship	People and Leadership skills
French Language	Nil	02/07/2019	20	Focus on employability / entrepreneurship	Skill Development
GST	Nil	25/06/2019	05	Focus on employability / entrepreneurship	Study of Financial statements, understanding of income Statement. Book of Accounts. Profit Loss Statement. Learning of financial forecasting techniques.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
PhD or DPhil	Nill	19/09/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MMS	Finance,Marketing,HR,IT, Operations	01/07/2019
PGDM	Finance,Marketing,HR,IT, Operations	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	180	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Digital Marketing Certification Course in association with Skillwise	02/12/2019	14

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
PGDM	All	60
MMS	All	115

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

SFIMAR has total 21 types of feedbacks taken as per the specified frequency. All the feedbacks are analysed and action to be taken report is prepared. The Action taken to be taken report is presented in the Management review meeting for the suggestions for the improvement in that particular area. In the beginning of the year, the feedback schedule is prepared along with the date/month of feedback to be taken and responsible department/person to conduct the feedback. The feedback procedure is well defined in Top Management procedure under ISO 9001-2015. The feedback schedule is shared with all the departments and management. The SFIMAR Feedback system is well documented in ISO 9001-2015 QMS. All the feedbacks are taken using Google Forms and SFIMAR ERP system. Sr. Type of Feedback 1 Faculty Members' feedback from students- (DEC/APRIL) 2 Institute's feedback from students (APRIL) 3 Institute's Feedback from employees 4 Institute Feedback from Parents 5 Institute Feedback from Society 6 Corporate feedback 7 Guest lecture feedback 8 MDP-FDP Feedback 9 Resource Person's feedback 10 Library Feedback from staff 11 Library Feedback from students 12 Canteen Feedback – faculty amp staff 13 Peer Review 14 Program Exit Survey 15 Employee Exit Survey 16 Alumni Feedback 17 SSDP feedback 18 Certification course's feedback 19 Outbound training feedback 20 Training workshop/ programme feedback 21 Self appraisal (Performance Appraisal) Kindly visit www.sfimar.org for feedback analysis

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDM	All	60	96	60

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	Nill	214	Nill	24	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
24	24	11	17	1	Nill

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

SFIMAR ensures extensive mentoring and coaching for its students. Each student is allotted a Mentor for the informal transmission of knowledge, social capital and the emotional support perceived by the student as relevant to work, career or professional development. Extensive Mentoring allows the mentee to explore new ideas with confidence. All mentoring activities and interactions between individual mentors and mentees are recorded in a standard format and monitored. Mentors encourage their mentees to register for the Massive Open Online Courses (MOOC) on platforms like EdX, SWAYAM, Coursera, NPTEL etc. Mentors also guide their mentees by involving them in activities such as: 1. Peer to Peer learning 2. Inter intra Collegiate Co-curricular and Extra-curricular activities. 3. Career Management Centre's placement activities. Moreover, weak students are given importance by the respective mentors. Their progress is monitored by the mentors who stay in constant touch with the mentee to ensure that they are making improvements in their weak areas.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
175	24	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	Nill	Nill	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level,	Designation	Name of the award, fellowship, received from Government or recognized

	international level		bodies
2019	Ms. Vasudha Rao	Assistant Professor	Outstanding Woman Award 2020- DK International Research Foundation, India
2019	Ms. Vasudha Rao	Assistant Professor	Certificate of Recognition- as one of the Tech Savvy Academicians in Higher Education Across India- The Academic Council of uLektz
2019	Dr. Natika Poddar	Associate Professor	Women Excellence Award- IDLC
2019	Dr. Natika Poddar	Associate Professor	Teaching Excellence Award - MTRES
2019	Mr. Pushkar Parulekar	Assistant Professor	Best Paper Award- "Sasmira Institute of Commerce Science (SICS)"
2019	Ms. Vasudha Rao	Assistant Professor	Women Excellence Award in Management Teaching - IT- International Leadership Development Council (ILDC) - Hyderabad Chapter and Academy of Management Professionals(AMP)
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
MMS	NA	I Sem	07/12/2019	28/01/2020
MMS	NA	II Sem	13/04/2020	14/06/2020
MMS	NA	III Sem	23/10/2019	14/01/2020
PGDM	NA	Trimester I IV	27/09/2019	18/11/2019
PGDM	NA	Trimester II V	23/12/2019	05/02/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

MMS: Apart from class participation, attendance behaviour, class test/mid-term test, we introduced (a) viva to enhance the conceptual understanding of the subject and (b) Project Based Learning pedagogy with the objective of enabling the students to have an experiential learning throughout the Semester with an evaluation of the project report submitted and presentation. Continuous Internal Assessment 40 Weightage Projects/Presentation: 15 Marks - Minimum 1 Per Subject 2) Presentation is evaluated by faculty/Industry panel 3) Reports on Learnings from the Project is submitted by the Faculty Members Mid-Term: 10 Marks - Minimum 1 Per Subject 2) Class Test are also conducted by faculty members. 3) Tests are conducted either through online or offline mode. Assignment/Viva: Each Carries 5 Marks 2) Assignment are given per subject could include reading assignments, case study solving etc. 3) Viva is conducted twice during the semester per subject by the faculty member to assess the conceptual knowledge of the students. Class Participation/ Attendance: Allotted 5 Marks 2) Class participation Marks are based on the discussion and participation of the student during regular lectures. 3) 75 attendance is mandatory as per University of Mumbai Part Time (MFM/MMM) Examination Committee Frames the Guidelines. Continuous Internal Evaluation is of 40 marks as follows: Presentation: 10 marks Assignment: 05 marks Midterm Test: 20 marks Attendance/overall: 05 marks PGDM: i. To monitor systematically the student's progress in class, industry and field-work through continuous evaluation in place of the conventional evaluation system. ii. Students are evaluated continuously through assignments, case studies, role plays, project work, management games, class participation, and term paper in addition to the examination at the end of each trimester. iii. The purpose of this Policy and the associated procedures is to achieve coordinated and consistent examination practices across SFIMAR – PGDM. The evaluation of courses shall be done on the basis of continuous Evaluation in the form of assignments, presentations, field study reports etc carrying 50 weightage and Trimester End examinations carrying weightage of 50. The programme adopts continuous assessment and evaluation to keep on engaging the student and trying to raise the bar from different approaches. To ensure quality of assessment, the various pedagogies adopted are discussed with the Functional Facilitator and the Programme Head. Following is the process adopted – 1. Preparation and monitoring of session plans. 2. Continuous Internal evaluation 3. Periodical Review of new pedagogies and existing pedagogies. 4. Feedback from the students 5. Arranging Special tutorial classes/lectures for weak students 6. Review of Teaching learning mechanisms in Academic Council Meetings 7. Conducting discussions with the Student Development Committee Following is the Evaluation Pattern for Internal Assessment for the PGDM Programme Particulars Marks Marks A Trimester End Examination 50/25 B Internal Assessment (Indicative) (a) Class Test 10/5 (b) Active Participation in Class Assignments 10/5 (c) Completion of Home Assignments / Library reading 10/5 (d) Active Participation in Discussion, Viva Class Etiquettes 10/5 (e) Project/ Field work / any other activity 10/5 50/25 100/50

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

MMS: The Academic Calendar is prepared well in advance, around 5 months before the commencement of the Academic Year. The Terminal examination is conducted Semester wise during the specific months as mentioned below ? For Semester I (Aug 19 to Dec 20)– Examination is conducted in the Second/Third week of December ? For Semester II (Jan 20 to Apr 20) - No Examination was conducted in Apr 2020 owing to COVID 19 Pandemic but results prepared as per the direction by UoM ? For Semester III (Jul20 to Oct 20) - Examination is to be conducted in the month of Oct 20/Nov 20 ? For Semester IV (Dec to Apr) - Examination is to be conducted in the First week of April 21 Part Time (MFM/MMM): Well Planned Pre commencement of Academic calendar is made. Exam Timetable displayed 1 month

in advance so that students can avail leave since the course is meant for Working Executives. PGDM - PROCESS OF ACADEMIC AUDIT At the beginning of every academic year, an academic calendar is prepared which includes tentative dates of curricular and co-curricular activities to be organized during the year. The Institute's activities are carried out with respect to the academic calendar. PGDM academic calendar for Academic year 19-20

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.sfimar.org/IQAC.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	MMS	All	121	Nill	00
NA	PGDM	All	60	Nill	00
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.sfimar.org/documents/Student%20Satisfaction%20Survey-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	00	University of Mumbai	0.74	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Product redesigning competition: ENTERPRENOW	MMS, PGDM	18/01/2020
Business Model Canvas Preparation workshop	MMS, PGDM	06/02/2020
Business Plan Preparation And Presentation workshop	MMS, PGDM	11/02/2020
A Guest Lecture By Mr. Uday Wankawala, CEO Atal incubation centre RMP Uttan On Entrepreneurship	MMS, PGDM	25/10/2019

Video Screening To Develop Entrepreneurial Spirit And Also To Throw Light Upon Issues Like Social Entrepreneurship And Women Entrepreneurship	MMS, PGDM	22/02/2020
Idea Generation Through News Paper Activity	MMS, PGDM	12/01/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	01/07/2019	NA

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	SFIMARebiz	SFIMAR	PIXELTECH SECURITY PVT.LTD.	Student start-up. Area of Business: Electronics and communication	01/01/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Ph.D Research Centre	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Faculty	8	00
International	Faculty	4	00

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Management	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Mergers and acquisitions-"a change paradigm in performance of Indian company	Dr. Natika	International Journal of Business and Economics	2019	11	NA	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Mergers and acquisitions-"a change paradigm in performance of Indian company	Dr. Natika	International Journal of Business and Economics	2019	3	Nill	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	65	1	Nill
Presented papers	2	3	Nill	Nill
Resource persons	Nill	18	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
PEC	DLLE	3	139

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NA	NA	Health Checkup Camp	1	150
NA	NA	Poster making	3	139
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Summer internships and Live project	All MMS and PGDM students of batch are eligible for the same they have to register through internshala and apply wherever they are interested	NA	Nill
Finance Technical Training:Advance Excel Session,Financial Modelling Session, Report Writing sessio	Financial Modelling Session :52 MMS second year Finance students Report Writing session: 62 MMS Second year students, Advance Excel Session: 59 PGDM Finance and Non Finance students eligible fo the training	NA	Nill
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Summer Internship 19-20	Alacrity Technologies Pvt Ltd	10/04/2020	30/06/2020	Dipti Bhanushali

Internship	Summer Internship 19-20	Advisor zaroori hai(AZH)	05/06/2020	05/07/2020	Yogendra Singh

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Atal Incubation Centre	30/07/2019	Entrepreneurship development	400
Asian Institute of Family Managed Business	14/03/2020	Entrepreneurship development	400
Digital Marketing Workshop (Skill wise solution)	04/12/2019	To develop Digital Marketing Skills of Students	60
NIPM	01/11/2019	To develop and enhance HR network with corporate and other Institutions	400
Student Social Responsibility- IDF	30/01/2019	To develop Institutional Social responsibility attitude among students	400
GlobeOp Financial Services (India) Pvt. Ltd.	14/08/2019	Training and Recruitment	90
Univibe Network	22/10/2019	For Alumni website building and maintenance	500
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9386706	10595746

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS	Nature of automation (fully	Version	Year of automation

software	or patially)		
Campus ERP	Fully	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	371	144362	291	121360	662	265722
Reference Books	35	54141	11	25475	46	79616
e-Books	2000	5900	2000	19470	4000	25370
Journals	57	53048	58	98425	115	151473
e-Journals	7277	342025	751	288255	8028	630280
Digital Database	4	113870	2	95300	6	209170
CD & Video	17	8991	11	Nill	28	8991
Library Automation	Nill	Nill	2	114696	2	114696
Weeding (hard & soft)	75	25703	90	32119	165	57822
Others(specify)	15	45552	31	110103	46	155655

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	01/07/2019

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	392	5	100	0	1	1	8	100	0
Added	0	0	0	0	0	0	0	0	0
Total	392	5	100	0	1	1	8	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">100 MBPS/ GBPS</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
D-Sapce (Intranet)	http://www.sfimar.org

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1900000	2360724	3600000	4378499

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institute has well defined procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc under ISO 9001-2015. ISO 9001-2015 covers all the departmental activities in the form of procedures, policies, risk management, objective monitoring and implementation process. SFIMAR implements and maintains its physical and support facilities through following process: • Determination of the inputs required and the outputs expected from these processes • Determination of the sequence and interaction of these processes • Determination of an applied the criteria and methods (including monitoring, measurements and related performance indicators) • Determination of the resources needed and ensure their availability • Assignment of the responsibilities and authorities for these processes • Identification of the risks and opportunities as determined in accordance with the • requirements • Identification of Changes needed to ensure the processes achieve their intended results. Output: • Preparation/modification of Procedures with Input, Output and KPI • Preparation and monitoring of objectives The Institute has well maintained the procedures, forms and formats and Policy book at central place: DSPACE KMS for ready reference for all the stake holders. All the departmental procedures are audited three times a year

http://www.sfimar.org

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	NA	Nill	0
b)International	NA	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
Yoga and Mind Power	21/06/2020	48	Mr. Gautam Utekar

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	Career Guidance and Counselling	Nill	171	Nill	Nill

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Ajmal and Sons	7	Nill	Ajmal and Sons	6	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	MMS	MMS	-	-
2019	1	PGDM	PGDM	-	-

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nill

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants

SFIMAR Star Performer-Malay Club- SFIMAR Nill	Institution level	20
ART OF RANGOLI- Malay Club- SFIMAR Nill	Institution level	16
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Spardha- Summer project pr esentation	National	Nill	1	00000	Vinisha Lobo
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College Development Committee (CDC) The CDC meets to review and suggest reformative steps required for curricular, co-curricular and extracurricular activities to strengthen the programme. This committee operates at the college level to discuss all developmental activities. The CDC discusses overall teaching programmes or annual calendar of the college, recommends to the management about introducing new academic courses and the creation of additional teaching and administrative posts make specific recommendations to the management to foster academic collaborations to strengthen teaching and research, make recommendations regarding the students' and employees' welfare activities in the college or Institution etc. There is one student member in this committee. Grievance Redressal Committee (GRC) The grievance redressal committee has been constituted to deal with the grievances of students/ faculty/ stakeholders to provide a mechanism for redressal of grievances. It is a 9 member committee with Director as the Chairperson and at least 2 student members (one from MMS and one from PGDM). The individual concerned with any grievance shall apply with all possible facts, documentation and submit it to the Director's office and to the contact person in the concerned department. The GRC will investigate into the matter and shall try to resolve it at the earliest. Bro. Xavier Munda, Registrar has been appointed as Incharge of Registry established for the purpose of these regulations to whom an aggrieved student or person can make representation for redressal of grievance. SFIMAR Anti-Ragging Committee: Students are advised that ragging in any form is strictly prohibited. As per Maharashtra Act No. XXXIII of 1999, ragging is an offence and any person indulging in or found guilty of ragging shall be liable to be prosecuted and be dismissed from the institution. Minimum 2 students from each course are made members of the committee as student representative. College Women Development Cell: The Institute has constituted the CWDC to deal with complaints/cases of sexual harassment in particular in relation to the college/Institution provided that if any such complaint is in relation to the Management/Principal/Member of the College Women Development Cell (CWDC), the same shall be dealt with by the WDC of the University. The CWDC will seek the participation of both male and female students in cell activities, for the prevention of Sexual harassment of women. This committee has 2 student representatives. Student Development Committee (SDC) SDC inspires a more profound and creative student experience at SFIMAR by infusing academic

endeavors with valuable shared experience, insight and knowledge, through a shared agenda for success, so that students can enhance their personal capacity by utilizing their intelligence, skills, emotional strength, behavior and traits in a sustainable manner for desired economic and social outcome. The committee facilitates programmes, services and experiences that help students participate in defining their holistic management education experience, which will lead them to serve society as academically sound, critically reflective, socially and ethically responsible leaders. The committee has 2 student members from each class of first year and 1 member from each specialization of 2nd year

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

SFIMAR has duly formed and registered alumni association. It was registered in 2008 and named as "SFIMAR ALUMNI ASSOCIATION (SAA)". It has defined objectives as below: a. To keep a roster of all Alumni of college and their relevant data. b. Maintaining the updated and current information of all Alumni. c. To encourage, foster and promote close relations among the alumni themselves, by arranging Alumni Chapters, Alumni Meet and various programs. d. To promote a sustained sense of belonging to the Alma Mater among the Alumni, by being in regular contact with them. e. To provide and disseminate information regarding their Alma Mater, its graduates, faculty and students to the Alumni. f. To guide and motivate Alumni by recognizing their outstanding achievement in a professional discipline or in Business and to honour their accomplishments in their respective professional fields or leadership in Business Entrepreneurship by awarding them "SFIMAR Ratna Award". SFIMAR has introduced 'Distinguished Alumni Award" for their contribution of services in the holistic development of their alma mater. g. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day. h. The Alumni Association achieves these objectives by regular meetings, staging an annual programme of events and reunions Alumni Connect programs with the current batch students by making them a part of various Advisory meetings.

5.4.2 – No. of enrolled Alumni:

213

5.4.3 – Alumni contribution during the year (in Rupees) :

1932000

5.4.4 – Meetings/activities organized by Alumni Association :

SFIMAR shares a close bond with their alumni members and involves them in various institutional activities. 1. Quarterly Meetings of Association members 2. Alumni Chapters 3. Mentoring sessions 4. Guidance by Alumni on Choice of Specialization to 1st year students 5. Guidance by Alumni on Industry Sectors and various profiles to 2nd year students. 6. Alumni assisting as project guides 7. Alumni judging the summer internship projects. 8. Guest Lectures 9. Group Discussion 10. Mock Interviews.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Vision ? To flourish as a seat of learning of international standards for developing an entrepreneurial class of value-based industrial leaders empowered with techno-managerial competence to sustain innovation for building global

business of the future. Mission ? To enter the realm of globally successful B-schools by imparting value-based education for creating responsible and thoughtful citizens who would lead the world by example and excel through innovation, an entrepreneurial spirit and a humanitarian attitude. ? SFIMAR implements and encourages decentralization and participative management through various meetings, forums for faculty/ staff and students . The main objective behind implementing these initiatives is ti maintain transparency in decision making and day to day activities without raising biasness. SFIMAR implements participative management through following meetings involving all the stakeholders in decision making process. ? Board of Governance - Quarterly ? Executive committee meetings- Quarterly ? LMC/CDC (College Development Cell) Meeting- Bi – Annually ? Faculty Meetings - Monthly ? Staff meeting (Quarterly) ? SFIMAR Alumni Association Managing Committee meeting. - BI-An ? CWDC meeting. - Quarterly ? Student Development / Student Grievance Committee (Bi-Annually) ? Academic Advisory Council- Bi annually ? 11.Placement Advisory Council- Bi-Annually ? 12.Research Development Committee- Bi-Monthly ? IDEA (Innovation and development for Excellence in Academics)- monthly ? Examination and Attendance Committee- Quarterly ? Mentoring Meeting- Quarterly ? LIRC meeting - Quarterly ? Placement Internal Committee - Monthly ? Branding and Promotion Committee Meeting – Bi-Annually ? ERP meeting – As per the need Apart from above committees and forums, SFIMAR has well defined organizational structure to implement the academic and non-academic activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	? Introduced Additional certification courses : ? Finance – Analysis of Financial Statements ? HR- Written Correspondence ? Marketing IT – Digital Marketing ? Operations – Data Analytics ? MMS 1 - IT Skills for Managers ? Conducted and revived Board of Studies (BOS) for Entrepreneurship Management subject. ? Initiated Employability Skill test for students Designed and Implemented Centralized well defined Student Skill Development program (SSDP) based on Industry requirement HR feedback for IInd Ist Year.
Teaching and Learning	• International Summer Internship for MMS PGDM at University of Ottawa, USA for Batch 2018-20. • Implemented Assignment Module wherein assignment can be downloaded and uploaded by Students and marks can be given directly by Faculty Members in the ERP System. • Outbound Training for part time students • Aptitude test for MMS 2 regularized by incorporating in Time table.
Research and Development	? Revised SFIMAR ISO 9001-2015 procedure ? Applied and Received

	Research grant from Mumbai University for three research projects. ? Installation of Ubuntu Software ? Plagiarism test and guidance to Students / faculty members for Winter Projects and research papers (No. of plagiarism tests handled 1750). ? Procured E-ISSN for SFIMAR Research Review (2581-7450). ? Procured E-ISSN for Spandan: The Pulse of SFIMAR (2581-8139). ? Research on National Academic Depository Services (Digital Certificate), Liaise with NSDL and organize training for MMS/PGDM/Part-time Program Head and Admin. Documentation for signing of the agreement of PGDM with NAD. Training and registering MMS/Part-time students on NAD website
Library, ICT and Physical Infrastructure / Instrumentation	Institutional Knowledge Repository implementation on DSpace (6.1 version), taxonomy building and data upload by various departments from 2018-19 onwards. b. Plagiarism test for winter projects of students. c. Procured E-ISSN for SFIMAR Research Review (2581-7450). d. Procured E-ISSN for Spandan: The Pulse of SFIMAR (2581-8139). e. Copyright and Trademark application processing for Anveshi logo, SFIMAR logo and 'SFIMAR' wordmark (in-process).
Human Resource Management	1. Recruitment of two faculty members in the area of HR and Marketing 2. Recruitment of three staff in the administrative office 3. Training Programmes for faculty and staff members for skill set development 4. Periodic review and updation of Institute's HR policy 5. Time to time Provision of infrastructural facilities to faculty and staff members
Industry Interaction / Collaboration	? Signed MOU with TISS ? Signed MOU with IDF ? Non monitory tie up with us for sharing the internships job opportunities with SFIMAR : 1.Internshala 2. Intern theory 3. Be jobbed Incorporation Pvt Ltd 4. Swadhi Solutions 5. Opportune Technologies SSC Globe Op 6. Engaging minds 99 7. Ace Performance consultants
Admission of Students	? Implementation Transparent admission process ? Structured approach of conducting GD and PI ?Implementation of 16 PF test to assess emotional aptitude

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	E governance practices are implemented in planning and development initiatives through SFIMAR KMS system, ERP software and paid social media .
Administration	Institute's administrative activities are smoothly run on e -platforms like ERP , library software, alumni portal, interfaces with statutory portals, MS EXCEL , Tally etc.
Finance and Accounts	Finance and accounting functions are carried out using TALLY software.
Student Admission and Support	Student Admission and Support activities are well maintained through ERP software, online payment gateways, online form filling through website interface.
Examination	Examinations are conducted and evaluation activities are done using ERP software, Proprof software, Google forms

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Ms. Sanchayita Banerjee	Paper Publication	Academy of Strategic Mgmt. Journal Allied Academies	10000
2019	Ms. Shilpa Peswani	Paper Publication	Investment Mgmt. Financial Innovation Journal	15865
2019	Ms. Shilpa Peswani	Indian Mgmt. Conclave	YWCA	12703
2019	Dr. Natika Poddar	Workshop on Statistical Techniques for Research Methodology	Indian statistical Institute	5310
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching

	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2020	FDP-outcome based Learning	NA	12/12/2019	12/12/2019	20	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Certificate for Completion of Moodle Test for Teachers Training	1	04/05/2020	04/05/2020	01
Online STC - Tools Software for Remote Teaching -Learning	1	16/05/2020	18/05/2020	03
Course on Bloomberg market concept	1	24/06/2020	24/06/2020	01
Online Faculty Induction programme/ Orientation programme	1	04/06/2020	01/07/2020	28

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	6	17	14

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Accommodation, deputation for conferences etc. • PF, gratuity, medical facilities, children • education support • Provision of special leaves for study and • research • Special	• Accommodation, free transport facility, fee • concession for higher studies. • PF, gratuity, medical facilities, transportation and children education support.	• Medical / Hospital services. • Reimbursement of expenses incurred for • research paper presentations and other co- • curricular and extracurricular activities. • Scholarship / fee concession for

provision for higher studies and research • Special Allowances for Research paper • publication at International and National level.	meritorious and economically poor students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is done by members of the Trust every year. These members are authorised by the President of Society of the Congregation of Missionary Brothers of St Francis Assisi. External audit is done by auditor Natvarlal Vepari amp Company. It is done once in six months. Last audit was done in Oct. 2020. There were no major objections from the auditor. The compliance report is given by the auditor once in year after the end of the financial year in March. The Institute has complied with all the necessary audit and accounting standards and there is no unqualified audit opinion and no significant audit deficiencies.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mitchelle Dmello	3000	UDAAN Sponsorship
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6.4.3 – Total corpus fund generated

104452100

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DNV-ISO 9001-2015	Yes	Internal Audit Committee constituted by the Institute
Administrative	Yes	DNV-ISO 9001-2015	Yes	Internal Audit Committee constituted by the Institute

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

SFIMAR has taken initiatives to interact with the parents in the following manner: 1. Representation of parents of students from MMS and PGDM programme in the IQAC and the IQAC meetings are held four times in a year. 2. Parents and teachers interact with each other on areas pertaining to performance of the ward, placements etc. 3. Parents share their opinions and advice in the process of Institutional development activities. 4. SFIMAR conducts annual feedback from the parents on: Infrastructure provided, Placement assistance, encouragement for extra curricular activities of their wards, industry exposure, personality grooming, academic progress and mentoring by the faculty members. This feedback is analysed and action plan is prepared if any

discrepancy is found. Parents are called to the Institute to discuss the issues of their interest. Students' attendance and academic progress is shared with the parents on a regular basis via emails, SMS system and ERP system. 1. Support and Assistance in Institutional activities. The Institute has maintained a database of all the parents regarding their personal as well as professional information. SFIMAR consults parents in case support is required, in placement assistance, training programmes by parents or in case of event sponsorship.

6.5.3 – Development programmes for support staff (at least three)

* Training on Outcome based Learning by Dr. Debjani Banerjee Dr. Pradeep Mitra
* Training on ERP module for fee payment • Training on online platforms like MS Teams, Zoom and CISCO webex to carry out administrative activities

6.5.4 – Post Accreditation initiative(s) (mention at least three)

* Project based Learning • Online teaching learning • Upgradation of ICT infrastructure

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Implementation of online platforms for Teaching learning , Institute promotion, Etc	01/07/2019	01/07/2019	30/06/2020	450

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women's Day celebration	07/03/2020	07/03/2020	200	200
Health Talk on Cancer Awareness	12/10/2019	12/10/2019	200	150
Poster Making	17/01/2020	17/01/2020	180	180

on Gender Value equity				
Dandiya Night	11/10/2019	11/10/2019	120	80

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Implementation of RMMM Plan and EHS Audit 2. Nurturing a culture EHS Awareness at SFIMAR SFIMAR implements RMMM plan through: ? Identifying potential risks through well defined Risk Monitoring Management System ? Preventive maintenance schedule ? Feedback System ? Audit (Total 3 audits) ? Environmental Audit ? Monitoring Mechanisms (Checklist and building Inspection) ? Training programmes on safety and security measures • Legal Compliance - maintaining safety, health and environmental standards 1. Licenses to be obtained from Health dept of BMC. 2. Lodging house License : (Under section 394 of BMC ACT). 3. Eating house License : Under section 394 of BMC ACT. 4. License under Shops and Establishment ACT Under Maharashtra Shops and Establishment act 1948. 5. Medical Examination of Food handlers. 6. Fire Safety measures/Norms : Under BMC Fire dept . 7. Certificate for Inspection of the fire prevention and life safety measures installed in the building by a Fire Services Contractor under Government of Maharashtra licenced Agency: MFS-LA/FO541Kalpesh Fire Services. 8. Fire Policy to cover Fire risk insurance. 9. Medical cover to students, staff and for the Institute by Karuna Hospital, IC Colony, Borivali-West. Mumbai. 10. DTE (Directorate of Technical Education) Norms for Tree plantation. 11. Installed LED Lights • AICTE (All India Council For Technical Education) mechanism for registration and disposal of grievances of students/faculty/stakeholders on line. Under section 23 of AICTE Act 1987 and regulations made there under. • Periodic Structural Audit report of SFIMAR by a certified chartered engineer. • BMC Display Material for Dry and wet waste management. • Third party Contracts for Canteen , Security and Housekeeping services. • Students Group Insurance scheme. SFIMAR successfully implements tree plantation, Green Yatra campaign, No plastic campaign , Street play to increase Green environment awareness. SFIMAR monitors al green initiatives through SFIMAR GREEN ARMY and Hygine committee.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	Yes	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating

address locational advantages and disadvantages	taken to engage with and contribute to local community						students and staff
2020	Nill	1	09/01/2020	01	Hydroponic farming	Operation and Maintenance	19

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
1.Rule Book for students 2. HR manual for employees	01/07/2019	The student rule book and HR manual are periodically monitored and revised as per the Institutional and statutory requirements . The changes to be made are discussed on a common platform having students and faculty/staff members on board. The rule book and HR manual are approved by the top management and then circulated for communication. The rule book and HR manual is available on Institute's website for ready reference.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camp	19/11/2019	19/11/2019	400
IDF Activity- Education to under privileged students	01/07/2019	01/07/2019	180

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Waste Management: SFIMAR has always put great emphasis on waste management and cleanliness in campus. It has floor wise cleaning staff to look at waste management. There are 3 to 4 dustbins kept on each floor to throw the dry waste. In addition to this there are dustbins kept in cabin to dump the dry waste. For wet or liquid stuff there are different dustbins kept on each floor and in the washrooms (both gents and ladies) on each floor to keep the campus clean. Campus includes Canteen area, Dolphin area, and ICAI office area. These parts of the campus are also cleaned on a daily basis. Even canteen kitchen and premises hygiene and cleanliness is observed during internal audits. Washroom's cleanliness is monitored and housekeeping staff is instructed to refill soap

dispensers, tissue paper. Entire campus is periodically monitored to maintain neat and clean.

Plastic Free Campus – SFIMAR provides necessary information and educated students at Institute on the environmental benefits of moving ahead for a plastic free campus. This social responsibility approach is done by encouraging students and employees of the institute to make a way ahead for a plastic free campus.

Green Club Activity: SFIMAR maintains a lush-green campus and gives students a feeling of staying close to nature. As a part of the initiative taken by Government, SFIMAR regularly does tree plantation in the available space and students are guided to nurture the present and previously planted saplings for their proper health and maintenance. Regular plant measurement is done at certain interval and record is maintained to check plant health. A flower bed is grown and managed in the front area of the campus. Student members of SFIMAR this year did a trial on Hydroponic system and in a small area two rounds of crops were cultivated. In first round spinach and in second round green chowli was grown. To understand the proper mechanism SFIMAR organized a field trip to Bassien Agro Farms located near Arnala Beach, Virar West, who are specialized in using hydroponics system. A team of 12 students and 06 faculty/staff of the Green Club visited the farm and gained knowledge about the system.

Solar Panel – SFIMAR has successfully installed solar panels for hostel building to reduce carbon emission and encourage green environment in the campus .

LIRC: The Library is fully automated with Enterprise Resource Planning System and various supporting latest technologies like DSpace, People Counting System, Edmodo(LMS), Remote Access software and Urkund plagiarism software. The following three prominent sections are automated which are the thrust areas for computerization. Library House Keeping Operations, Circulation Desk, Online Public Access Catalogue (OPAC). The OPAC has been facilitated to the students, faculty and staff. The Web OPAC is accessible in/off- campus through SFIMAR website. Users can also search and reserve the list of books remotely. The OPAC can be accessed by all the users, and through library home page or URL. https://192.168.1.3 Online exams, attendance and results are shared with stakeholders through ERP. SFIMAR Institutional repository using DSpace 6.1 version is installed on Ubuntu 16.4 LTS desktop version, which is accessible within campus (http://192.168.1.6:8080/jspui/). It comprises of SFIMAR policies, procedures, MoUs, Syllabus, Question papers, Teaching Aids, Student project reports, Events photos etc. Question papers shared through Edmodo during Covd-19 pandemic. People counting system captures footfall of the users visiting library. Remote access to E-resources subscribed by SFIMAR LIRC is provided through MyLOFT Web app and mobile app, to facilitate research and reading anywhere and anytime. MyLOFT provides additional features like tagging, organising, highlighting and listening, thus facilitating clutter free reading and multitasking. Usage reports can be generated to facilitate decision making.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. MyLOFT (My Library on Finger Tips) The implementation of MyLOFT (My Library on Finger Tips) remote login access at SFIMAR LIRC is a working model for providing the users the convenient and efficient interfaces to access e-resources by keeping pace with the changing technology. MyLOFT is a Mobile/Web app that allows patrons to discover-access-organize-share digital content of their personal and professional interests seamlessly across mobile and web platforms including access to their libraries subscribed e-Resources anywhere and anytime. MyLOFT serves as an effective tool for accessing e-resources for the user community of faculty/staff members, researchers and postgraduate

students. It also serves the library by providing cost effective acquisition and retrieval of licensed resources through remote access. This helps to maintain a feasible financial allocation of collection, services and personnel of the library. The app was enabled for 200 users in the month of April 2020, and currently hosts access to around 385 users. The features appreciated by users is clean reading with no clutter, facility to highlight text for reading later or summarizing, audio feature which helps in multi-tasking. Real time sync of research in mobile and web app helps the user to access resources anywhere anytime. It facilitates library staff to send notifications to users. Various usage reports from daily to monthly can be generated viz. Resource-wise report, user category wise and individual user wise which help in decision making process, necessary measures to promote usage or discontinuation of a database/service. Best user incentives can be provided to promote research. 2. Use of Online Platforms for Smooth Activity With the suddenly imposed nation-wide lockdown due to COVID 19 Pandemic, the institute adopted the usage of various online platforms for a smooth functioning of all institutional activities. Along with regular academic activities the institute was also very supportive onwards students to take care of their mental wellbeing. Many webinars and guest lectures were arranged for students throughout the lockdown period and it is still continuing. Zoom meeting online platform is highly used for webinars, guest lectures for students, conducting examinations, quiz event, management games, training sessions on excel and power point, grooming and many more. Regular lectures are conducted in Microsoft Teams which has features like uploading materials for students' ready reference, recording lectures and the like. Students staying in remote areas with less internet connectivity can avail these features if they miss out important sessions. To conduct online examination Google platform was also used with auto-proctoring feature to ensure that there is no opportunity for mal-practices. The college uses ERP system for admission work, online exams, feedback mechanism, library activity amp dashboard etc. which again helps as a strong support system. Students and their parents can track everything here, including their attendance, using an ID.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.sfimar.org/documents/Best%20Pratices-2019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Performance of the institution in one area distinctive to its vision—Will focus on 'Techno- managerial Skill' with SSDP data To improve the quality of Placements of MMS amp PGDM students, SFIMAR has introduced well-defined training/ certification programmes: 1 Student Skill Development Programme (SSDP). These trainings are based on the HR feedback received during placement period. Placement staff conscientiously takes the feedback of unsuccessful students for a company and tries to assist them by arranging relevant trainings to make them employable. These trainings then become a part of SSDP programme for the next year students. 2 Certifications: With the changing trends in the industry the recruitment criteria are changing. We take this input from our alumni members, placement advisory board members, and industry representatives visiting campus and recruiting corporate partners for improving the employability of our students and have a well-defined certification programme for the students from academic year 2019-20.

Provide the weblink of the institution
https://www.sfimar.org/documents/Institutional%20Distinctivness-2019-20.pdf

8.Future Plans of Actions for Next Academic Year

 1. Strengthening Online platform for academic and non academic activities Technology strengthens learning and dominates over the conventional methods in too many aspects. Technologies are advancing learning procedure by their multiple formats, variety of resources, numerous delivery channels and not restricted to time space and place. Social media is a new form of communication that transformed the entire landscape of information access and dissemination online. These platform consists of a range of communication channels, considerably popular among students and assists them in various types of communication and collaborative learning. SFIMAR has a plan to Strengthen Online platform for academic and non academic activities during AY 2020-21 . SFIMAR is planning to gain the advantages of online education as: 1. Flexibility 2. Reduced Costs 3. Networking Opportunities 4. Documentation 5. Increased Instructor - Student Time 6. Access to Expertise 2. Building and implementing BCP at the Institute level for all the processes Colleges must have detailed plans for preventing, responding to and recovering from a multitude of disaster scenarios. The foundation of this planning is a business continuity plan (BCP). A business continuity plan for colleges is much like a BCP for any other organization. It's a comprehensive document that should outline all the systems and protocols for mitigating the impact of a disruption. At a college, some departments may require their own specific continuity planning. While every BCP should be developed according to the specific needs of the institution, these are some of the core categories that should be in every plan: • Plan objectives: What the plan aims to achieve and what its areas of focus are, i.e. all disaster planning or IT-specific concerns. • Key contacts: Who wrote the plan, who maintains it, which stakeholders "need to know first" when recovery plans need to be activated. • Risks: An assessment of all likely disaster situations that pose a risk to a university's operations, systems or people. • Impact: An analysis of how each risk will negatively impact the organization. • Prevention: Implemented systems and protocols for preventing disruptions from occurring. • Response: Immediate steps for mitigating a disaster situation, assessing the damage and/or getting people to safety. • Recovery: Procedures for fully restoring systems and operations. • Contingencies: A list of secondary resources, equipment or locations to be utilized if primary means are destroyed or inaccessible. • Communication: How recovery personnel will remain in contact and communicate important status updates to all affected parties (students, staff, parents, etc.). • Recommendations: Suggested improvements and solutions for weaknesses that are identified in the existing continuity planning. • Plan review schedule: Timeline for reviewing the plan and making updates on a regular basis throughout the year.