



MANDATORY DISCLOSURE FOR THE ACADEMIC YEAR 2019-20

- 1) Name of the Institution : St. Francis Institute of Management & Research
 Address : Gate no-5, Mt. Painsur, S.V.P. Road, Borivali (W) Mumbai- 400 103
 Telephone : 022 28917089/ 28958503
 Mobile : 9136121195
 E- Mail : info@sfimar.org

- 2) Name of the Trust : Society of the Congregation of Franciscan Brothers
 Address : Mt. Painsur, S.V.P. Road, Borivali (W) Mumbai- 400 103
 Telephone : 022 28917089/ 28958503
 Mobile : 9869371717
 Email : info@sfimar.org

- 3) Name of the Director : Dr. D. Henry Babu
 Address : Gate no-5, Mt. Painsur, S.V.P. Road, Borivali (W) Mumbai- 400 103
 Telephone : 022 28929156/28958403
 Mobile : 9136121195
 E- Mail : director@sfimar.org

- 4) Name of the Affiliating University : University of Mumbai

5	Governance	
	Members of the Governing Board and their brief background	: Details- Linked
	Members of Academic Advisory Body	: Details- Linked
	Frequently of the Governing Board Meeting and Academic Advisory Body	: Governing Board Meeting- Quarterly Academic Advisory Body- Yearly
	Organizational chart and processes	: Details- Linked
Nature and Extent of involvement of Faculty and students in academic affairs/improvements	Faculty members are encouraged to attend short duration courses, Faculty development programmes. Training, seminars, workshops and International conferences. MDP Programmes and Eminent speakers' series, MOOCs, Swayam online courses, ARPIT, conducted at the Institute and Various other External Opportunities to enhance their knowledge. The Institute also encourages	

	<p>Faculty members to get consultancy assignments and participate in entrepreneurship ventures through its industry-academia network. SFIMAR Faculty are provided with supervisory support for their research papers to be published in National and International journals. Faculty are also actively involved in Academic affairs in giving their valuable inputs by being a member in different committees of the Institute such as CDC Committee, IDEA, RDC, BOS, AAC, PAC, IQAC etc.</p> <p>Students are also encouraged to participate in various competitions conducted by the Inter-Collegiate and Intra Collegiate. For betterment of tomorrow students are given a platform to be the coordinators and lead coordinators in various programmes or activities conducted by the Institute and to be a member in some of the Institute committees. Faculty member's also take remedial session for weak students to bridge their Academic performance Gap.</p>
<p>Mechanisms/Norms and procedure for democratic /good Governance</p>	<p>St. Francis Institute of Management and Research (SFIMAR) is a Christian Minority Institution established under by the Society of Congregation of Franciscan Brothers for the purpose of meeting the higher education needs of Christian Community and also extend its services to the other communities as an effort at building a truly inter religious and inter cultural human community.</p> <p>The Society of the Congregation of Franciscan Brothers which was established and is conducting the Post Graduation Management Educational services through the responsible Board of Governors/ Governing Body whose Chairman is the Superior General of the Congregation. The Institute function through Administrative Head who is appointed by the Chairman of the Governing Body and who is also Governing Council member of the Institute and Director- Head of the Institution. They govern through a mechanism laid down by AICTE, University of Mumbai followed by Internal Quality Assurance Cell (IQAC) and</p>

	ISO norms which caters to democratic functioning and efficient Governance
Student feedback on Institutional Governance/Faculty performance	: Feedback / Evaluation of teachers by students are conducted online after the end of each class test / semester. The feedback / evaluation contains items on faculty's teaching effectiveness, pedagogy, coverage of syllabus, Innovation in teaching, etc. Additionally, a Murmuring box is provided near Director's office in which students can freely voice their opinions anonymously if they wish on any matter. Feedbacks are taken both from Internal as well External stakeholders at the end of Semester.
Grievance Redressal mechanism for Faculty, staff and students	: Details- Linked
Establishment of Anti Ragging Committee	: Details- Linked
Establishment of Online Grievance Redressal Mechanism	: Details- Linked
Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University	: NA
Establishment of Internal Complaint Committee (ICC)	: Details- Linked
Establishment of Committee for SC/ST	: Details- Linked
Internal Quality Assurance Cell	: Details- Linked

6 Programmes

Name of Programmes approved by AICTE

MMS	120 (Start Year 2002)
PGDM	60 (Start Year Aug 2012)
MMM	30 (Start Year 2009)
MFM	30 (Start Year 2009)

Name of Programmes Accredited by AICTE

: No

Status of Accreditation of the Courses

: NA

For each Programme the following details are to be given:

MMS

Number of Seats	120		
Duration	2 years		
Cut off marks/rank of admission during the last three years	2018-19 99	2017-18 103	2016-17 95.56

Fee Rs. 1,90,000/-

Placement Facilities			
Campus placement in last three years with minimum salary, maximum salary and average salary	2018-2019	2017-2018	2016-2017
	Maximum: International - 15.00/-LPA National - 7.00/-LPA	Maximum: 7.00/-LPA	Maximum: 8.50/-LPA
	Average: International - 15.00/-LPA National - 4.50/-LPA	Average: 3.71/-LPA	Average: 3.90/-LPA
	Minimum: National 3.00/-LPA	Minimum: 3.00/-LPA	Minimum: 2.50/-LPA

PGDM

Number of Seats	60		
Duration	2 years		
Cut off marks/rank of admission during the last three years	2018-19 87	2017-18 93	2016-17 77.5
Fee	Rs. 1,34,000/-		

Placement Facilities			
Campus placement in last three years with minimum salary, maximum salary and average salary	2018-2019	2017-2018	2016-2017
	Maximum: 6.50/-LPA	Maximum: 6.50/-LPA	Maximum: 4.54/-LPA
	Average: 4.50/-LPA	Average: 3.51/-LPA	Average: 3.44/-LPA
	Minimum: 3.00/-LPA	Minimum: 2.92/-LPA	Minimum: 2.80/-LPA

MMM/MFM

Number of Seats	MMM: 30 MFM: 30
Duration	3 years
Cut off marks/rank of admission during the last three years	NA
Fee	Rs. 33,500/-

Placement Facilities

Campus placement in last three years with minimum salary, maximum salary and average salary	: NA
Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details	: NA

7	Faculty			
	Branch wise list Faculty members:	Permanent Faculty	Adjunct Faculty	Permanent Faculty: Student Ratio
		23	01	1:20
	Number of Faculty employed and left during the last three years	2018-2019	2017-2018	2016-2017
	No of faculty employed	03	03	01
No of faculty left	03	00	03	

8	Profile of Vice Chancellor/ Director/ Principal/ Faculty	
	Profile of Director	: Profile- Linked
	Profile Faculty	: Details given below



Dr. G. Ramesh
[Professor-Linked](#)



Dr. Sulbha Raorane
[Professor- Linked](#)



Dr. Natika Poddar
[Associate Professor-Linked](#)



Dr. Smita Jesudasan
[Associate Professor-Linked](#)



Dr. Vaishali Kulkarni
[Associate Professor-Linked](#)



Dr. Simeon Simon
[Associate Professor-Linked](#)



Dr. Simmi Prasad
[Assistant Professor-Linked](#)



Dr. Mohan Mathew
[Assistant Professor-Linked](#)



Ms. Shilpa Peswani
[Assistant Professor-Linked](#)














Ms. Vasudha Rao
[Assistant Professor-Linked](#)



Mr. Pushkar Parulekar
[Assistant Professor- Linked](#)



Mr. Kiran Rodrigues
[Assistant Professor-Linked](#)

	Mr. Jestin Johny Assistant Professor-Linked		Ms. Sanchayita Banerjee Assistant Professor-Linked		Mr. Jackson John Assistant Professor-Linked
	Mr. Paul Alukal Assistant Professor-Linked		Mr. Akhilesh Yadav Assistant Professor-Linked		Col. Venkatraman Assistant Professor-Linked
	Ms. Sujeesha Naidu Assistant Professor-Linked		Dr. Sinimole Pillai Assistant Professor- Linked		Mr. Vaibhav Kulkarni Assistant Professor-Linked
	Dr. Vinita Bhatia Assistant Professor-Linked		Mr. Satyendra Kalia Assistant Professor- Linked		

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Fee

Details of fee, as approved by State Fee Committee, for the Institution : Rs. 1,90,000/-

Time schedule for payment of fee for the entire programme : Immediate at the time of Admission

No. of Fee waivers granted with amount and name of students : 3 Students
 1) Mr. David Kuruthukulam- Rs. 80,000/-
 2) Ms. Kajal Nanda- Rs. 95,950/-
 3) Ms. Shweta Chaugale- Rs. 80,900/-

Number of scholarship offered by the Institution, duration and amount : No

Criteria for fee waivers/scholarship

- 1) Should have 60% and above marks in Graduation or first year of MMS
- 2) Family Income not above Rs. 8/- Lakhs per annum

Estimated cost of Boarding and Lodging in Hostels

: Boys- Rs. 5,500/-
Girls- Rs. 5000/-

10	Admission									
	Number of seats sanctioned with the year of approval	MMS: 120 (2006)			MMM/MFM: 30 (2009)			PGDM: 60 (2012)		
	Number of Students admitted under various categories each year in the last three years	MMS			MMM/MFM			PGDM		
	Years:	2018-19	2017-18	2016-17	2018-19	2017-18	2016-17	2018-19	2017-18	2016-17
	Seats:	120	120	120	30/30	30/30	30/30	60	60	60
	Minority	45	50	38	-	-	-	-	-	-
	Institutional Seats	24	24	24	-	-	-	-	-	-
	CAP	13	18	17	-	-	-	-	-	-
	J&K	1	-	1	-	-	-	-	-	-
	Open	38	28	41	MMM: 13 MFM: 30	MMM: 21 MFM: 30	MMM: 14 MFM: 30	60	60	60
Number of applications received during last two years for admission under Management Quota and number admitted	2018-19	2017-18								
MMS	Forms:47 Admitted :24	Forms:44 Admitted :24								
MMM/MFM	NA	NA								
PGDM	NA	NA								

11	Admission Procedure	MMS	PGDM	MMM/MFM
	Mention the admission test being followed, name and address of	➤ MH CET	➤ MH CET	: Details- Linked

the Test Agency and its URL (website)	www.mahacet.org ➤ ATMA https://www.atmaaims.com ➤ CAT www.iimcat.ac.in ➤ XAT www.xatonline.in ➤ GMAT https://start.gmat.com ➤ CMAT https://www.nta.ac.in	www.mahacet.org ➤ ATMA https://www.atmaaims.com ➤ CAT www.iimcat.ac.in ➤ XAT www.xatonline.in ➤ GMAT https://start.gmat.com ➤ CMAT https://www.nta.ac.in	
Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test)	: Details- Linked	: Details-Linked	: NA
Calendar for admission against Management/vacant seats: MMS			
Last date of request for applications	: Details- Linked		
Last date of submission of applications			
Dates for announcing final results			
Release of admission list (main list and waiting list shall be announced on the same day)			
Date for acceptance by the candidate (time given shall in no case be less than 15 days)			
Last date for closing of admission			
Starting of the Academic session			
The waiting list shall be activated only on the expiry of date of main list			
The policy of refund of the fee, in case of withdrawal, shall be clearly notified			

- 12) Criteria and Weightages for Admission The Institute admits the students as per the merit list given by the DTE both for Minority and CAP seats. Institutional and ACAP seats are filled by the Management

List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats	Institutional: Details- Linked Against CAP- Minority: Details- Linked Against CAP- Non- Minority: Details- Linked
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14	Results of Admission Under Management seats/Vacant seats	
Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)	: The admission is done by the Management Team comprising of the Executive Committee Members belonging to the Society and Nominees of the Management in a transparent manner as per merit.	
Score of the individual candidate admitted arranged in order or merit	: Details- Linked	
List of candidates who have been offered admission		
Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate		
List of the candidate who joined within the date, vacancy position in each category before operation of waiting list		

15	Information of Infrastructure and Other Resources Available		
Number of Class Rooms and size of each	Total: 07 G-04 G-05 G-14 S-204 S-205 T-302A T-304	111.1 6 58.43 62.7 110.4 5 114.8 2 117.8 3 110.8 5	
Number of Tutorial rooms and size of each	Total: 04 F-102 F-103 S-208 T-302B	55.53 54.61 54.31 114.8 3	
Number of Laboratories and size of each	Total: 01 S-209	53.26	

Number of Drawing Halls with capacity of each		
Number of Computer Centres with capacity of each	Total: 02 F-105 F-109	114.8 2 55.43
Central Examination Facility, Number of rooms and capacity of each	01	55.53
Barrier Free Built Environment for disabled and elderly persons	YES	
Occupancy Certificate	YES	
Fire and Safety Certificate	YES	
Hostel Facilities	YES	
Library		
Number of Library books/ Titles/ Journals available (program-wise)	Total books: 14019 MMS: 12134 PGDM: 1885 Print Journals: National: 36 International: 04	
List of online National/ International Journals subscribed	National: 880 International: 18946	
E- Library facilities	Yes	
Laboratory and Workshop		
List of Major Equipment/Facilities in each Laboratory/ Workshop	NA	
List of Experimental Setup in each Laboratory/ Workshop	NA	
Computing Facilities		
Internet Bandwidth	100 mbps 1:1 (Fibre Optic)	
Number and configuration of System	370	
Total number of system connected by LAN	370	
Total number of system connected by WAN	370	
Major software packages available	<ul style="list-style-type: none"> • Coral Draw • Ms Office 13 • Office 365 • Tally 9.0 • ERP Campus wide • Windows server R2 (2012) • Windows 8.1 • Windows 10 pro 	

Special purpose facilities available	<ul style="list-style-type: none"> • ERP • Digital Mktg • Digital Library • D-Space • R- Programming • Tableau • Basic & Adv. Excel • Capitaline • J-Gate • N-list • Proquest
Innovation Cell	: Yes- Linked
Social Media Cell	: Yes
Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments	: Yes
List of facilities available	
Games and Sports Facilities	
Extra-Curricular Activities	: Pathh, Sampark- Alumni Meet, Malay Club, Abhimaan Club, Exuberance, Anveshi, Green club, Annual Day, Graduation ceremony
Soft Skill Development Facilities	: French Language Training, English Communication - Cambridge English Certification, Personality Development with Management Games, Personality Transformation - The Objective of an MBA, Power point Presentation, Spoken English, Vedic Math's, How to improve your Non-Verbal Gestures, Self-Belief, Razor Sharp Focus, Identifying Strength & Weakness, GD Etiquettes & Assessment, Career Counselling, Youth leadership and People Skill (YLPS), Yoga & Mind Power
Teaching Learning Process	
Curricular and syllabus for each of the Programmes as approved by the University	www.mu.ac.in (MMS)
Academic Calendar of the University	www.mu.ac.in (MMS)
Academic Time Table with the name of the Faculty members handling the Course	: Details Linked
Teaching Load of each Faculty	: Minimum 13 hours per week
Internal Continuous Evaluation System and place	The CIE is done as per the guidelines prescribed by the

University of Mumbai. The Scheme of Examination shall be divided into two components: Internal assessment and External assessment (semester end examination) for each course of the program. Internal Assessment includes Assignments, Seminars, Case Studies, Quizzes, Viva, Open book test, Unit Tests etc. For each course, there is a passing minimum for internal Assessment as 50% (20 out of 40 marks), for External / Semester End Examination 50% (30 out of 60 marks) and overall 50% (50 out of 100 marks). This is done by the respective faculty members.

Internal assessment and other measures taken to judge the performance of students is done fairly and in an effective manner. Internal assessment tests are conducted and the results of the students performance is used by the faculty to identify weak students.

Students are entrusted to each faculty member to be mentors of the students. The mentors sort out the personal issues, academic and nonacademic problems of their mentees and provide guidance.

In select cases the students are also given the opportunity to interact with Professional Counsellors appointed by the Institute.

Student's assessment of Faculty, System in place	: Feedback / Evaluation of teachers by students are conducted online by students after the end of each semester/trimester. The feedback / evaluation contains items on faculty's teaching effectiveness. Additionally, a Murmuring box is provided near Director's office in which students can freely voice their opinions anonymously if they wish on any matter.
For each Post Graduate Courses give the following	
Title of the Course	: PGDM
Curricular and Syllabus	: Details- Linked
Laboratory facilities exclusive to the Post Graduate Course	
Special Purpose	
Software, all design tools in case	
Academic Calendar and frame work	: Details Linked

16)	Enrollment of students in the last 3 years	2018-2019	2017-2018	2016-2017
	MMS	120+1 (J&K)	120	120+1 (J&K)
	MFM	30	30	30
	MMM	13	21	14

17	List of Research Projects/ Consultancy Works	
Number of Projects carried out, funding agency, Grant received	Grant received: - 03	
	<ul style="list-style-type: none"> • MRP 1- A study of CSR activities conducted by NIFTY 500 listed Companies as per the Government mandate (Rs. 31,000/-) • MRP 2- A study of anomalies in the financial markets of India (Rs. 30,000/-) • MRP 3- A study of Simulation analysis of housing project at Navi Mumbai (Rs. 28,000/-) 	
Publications (if any) out of research in last three years out of master's projects		
Industry Linkage	1. GlobeOp Financial Services (India) Pvt. Ltd.	

	Consultancy linkage with Industry 1. Bharat Electronics 2. NPTC 3. ONGC 4. Aditya Birla
MoUs with Industries (minimum 3)	1. GlobeOp Financial Services (India) Pvt. Ltd. 2. Bejobbed Incorporation Pvt. Ltd. 3. Forevision

- 18) LoA and subsequent EoA till the current Academic Year : [Aicte Approval](#)
- 19) Accounted audited statement for the last three years : [Particulars linked](#)
- 20) Best Practices adopted, if any : [Best Practices](#)