



# St Francis Institute of Management and Research

## Minutes of IQAC Meeting

**Date: 19 September 2020**

**Time: 11.30 am**

**Venue: MDP Room – SFIMAR Campus**

### **The Agenda:**

1. Monitoring of Quality Objectives for the Academic Year 2019-20
2. Performance Improvement for the Academic Year 2019-20
3. Plan of Action and Initiatives for the Academic Year 2020-21
4. Any additional points with the permission of the Chair

### **Members Present**

1. Bro. Alphonse Nesamony – Chairman, SFIMAR
2. Bro. Xavier Munda – Registrar, SFIMAR
3. Dr D Henry Babu – Director, SFIMAR
4. Dr. Vaishali Kulkarni – IQAC Coordinator
5. Dr. G Ramesh – Deputy Director, SFIMAR
6. Dr Sulbha Raorane – In-Charge Director, PGDM
7. Dr. Natika Poddar – HOD Part-time Programme Three Years Management
8. Ms. Papinder Nagi - Librarian
9. Ms. Sangeeta Varma – Manager, CMC
10. Mr. Nilesh M. – PGDM Programme Admin



## Discussion and Actions

The meeting commenced with the Peace prayer. Dr. Henry Babu, Director – SFIMAR, welcomed the members to the first IQAC meeting of the Academic year 2020-21. The previous MOM and the ATR were approved in the meeting.

## Monitoring of Quality Objectives for the Academic Year 2019-20

Dr. Vaishali Kulkarni – ISO Coordinator presented the quality objectives of the Institute and the monitoring status for the Academic Year 2019 -20. She also stated that the ISO External Audit for the Institute was conducted on 15<sup>th</sup> September 2020. Bro. Alphonse Nesamony – Chairman, SFIMAR, and Dr. D Henry Babu – Director, SFIMAR congratulated the coordinator on the successful completion of the audit.

## Performance Improvement for the Academic Year 2019 – 20

Dr. Vaishali Kulkarni presented the performance improvements made during the Academic Year 2019 - 20

Performance Improvement	Status
Strengthening ITC and Online platform for academic and non-academic activities	Achieved
Implementing Assignment Module wherein assignments can be downloaded and uploaded by Students and marks can be given directly by Faculty Members in the ERP System.	Achieved
Procurement of Zoom Licenses Online Platform for conducting meetings and webinars.	Achieved
Implementation of O365 Microsoft Team for conducting Online Classroom sessions for Students.	Achieved
Conducted Online Training of Microsoft O365 - Microsoft Team Online Platform for Faculty, Staff, and Students.	Achieved



Procurement and Implementation of New Antivirus Software and Implementation activity across campus	Achieved
Procurement of New Smart TV and Implementation of Digital Signage Board for displaying Events and Other Activities.	Achieved
Procurement of New Desktops for Library and Faculty Members (Core i3 or Core i5 Processor, 4GB RAM / 8GB RAM and 500GB / 1 TB Hard Disk).	Achieved
Implementation of New Web-based ERP System and providing login access to Staff, Faculty, and Students.	Achieved
Created Dashboard in New ERP System and provided Social Media Link to all Users across Campus.	Achieved
Remote access login through MyLOFT for subscribed E-resources, for Faculty/staff and students.	Achieved
Library footfall capture through Bi-directional people counting system	Achieved
Summer Internship Programme for the students of the Batch 2019 – 21 for MMS and PGDM programme were undertaken through online mode and work from home projects.	Achieved

### Plan of Action for the Academic Year 2020-21

Dr. Vaishali Kulkarni presented the areas identified for Improvement for the Academic Year 2020 – 21.

Sr. No	Areas Identified in 2019-2020
1	Transition to Online platform: Microsoft Teams & Zoom. Teaching Learning Institute Promotional Activities Administrative work
2	More Focus on social Media promotional activities for admission and branding



3	To design Fee collection module in ERP
4	SOP for online Examination

Dr. G. Ramesh Deputy Director – SFIMAR stated that the sessions are being conducted online through the MS Teams platform for all the programme on the SFIMAR campus. Dr. D. Henry Babu – Director SFIMAR stated that a Zoom license is procured for conducting online meetings, academic and administrative activities.

Dr. G. Ramesh also stated that webinars were conducted for prospective students by Industry experts for all the programmes. E-Management games such as treasure hunt, essay writing, case study, and singing were also organized for MBA aspirants.

#### **Additional Points Discussed**

Dr. Vaishali Kulkarni stated that the preparation for the NAAC SSR Cycle 2 Accreditation is process.

Bro. Alphonse Nesamony, Chairman - SFIMAR stated that as a social welfare measure, rations were distributed to the housekeeping and security staff and the needy families in the vicinity of the SFIMAR campus. Bro. Alphonse Nesamony also stated that the following COVID 19 protocols were implemented –

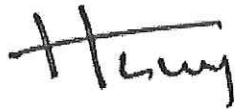
- Wearing masks is mandatory for all.
- Thermal scanning of individuals for recording body temperature is done by the security staff while entering the campus
- The physical distancing between individuals should be maintained in all places inside the campus
- Foot-operated sanitizer stands are also installed on all floors in the building
- Regular sanitization of the campus and disinfect the common areas and toilets



Dr. D. Henry updated that SFIMAR has formed the 'Covid Care Committee' for guiding students on the health hazards of the COVID 19 pandemic, maintaining good personal hygiene and civic practices and the precautionary measures to be taken. Dr. Natika Poddar commented that various motivational videos, images, and messages were shared with the students through WhatsApp. A research paper competition was also conducted for the students to engage them during the lockdown period and a survey was also undertaken to know the well-being of the students and their family members. Mentor-mentee interactions as a hand-holding exercise were conducted to focus on the mental health and overall wellbeing of the students.

Dr. Vaishali Kulkarni proposed the Vote of Thanks.

Minutes prepared by: Dr. Vaishali Kulkarni – IQAC Coordinator



Approved by: Dr. D. Henry Babu – Director

*Director*

**St. Francis Institute of Management & Research**  
Mount Poinser, S. V. P. Road,  
Borivali (W), Mumbai – 400 103.

