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Minutes of the 42nd Internal Quality Assurance Cell (IQAC) meeting of Symbiosis International (Deemed University), SIU held on Friday, 21 July 2023 at 10:30 a.m. at Conference Room 1, SIU main building, Lavale

The following members attended the 42nd IQAC meeting.

Sr. No	Name	Designation	Membership
1	Dr. Rajani Gupte	Vice Chancellor	Chairperson: Head of the Institution
2	Dr. Hardik Vachharajani	Director, QMB	Director of the IQAC
3	Dr. Bhama Venkataramani	Dean - Academics & Administration, SIU	Teacher Representative
4	Ms. Lasya Vyakaranam	Assistant Professor, SLS	Teacher Representative
5	Ms. Sheetal Barde	Associate Professor, SCON	Teacher Representative
6	Dr. Anirban Sur	Professor, SIT	Teacher Representative
7	Dr. Poornima Tapas	Professor, SIBM	Teacher Representative
8	Dr. Manjari Jonnalagadda	Assistant Professor, SSLA	Teacher Representative
9	Ms. Kanisha Raina	Vice President, HR, Fiserv India Pvt Ltd	Nominee from Alumni
10	Prof. Vinayak Shirgurkar	Management Consultant	Nominee from Managements
11	Mr. Nilesh Nikam	Ex. Standing Committee Chairman, PMC	Nominee from Stakeholders
12	Mr. Jaisurya Das	Co-Founder & Editorial Director	Nominee from Industrialists
13	Ms. Kritika Mehrotra	Culinary Arts, B.Sc.	Nominee from Students

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Sr. No	Name	Designation	Membership
14	Dr. Asmita Dani	Director - Academics, SIU	Senior Administrative Officer
15	Dr. Avinash Kakade	Deputy Registrar, SIU	Senior Administrative Officer
16	Dr. Sophia Gaikwad	Head- STLRC	Senior Administrative Officer
17	Dr. Swati Sahasrabudhe	Head - International Initiatives & Collaborations	Senior Administrative Officer
18	Prof. Harshad Gune	Head, Data Management Centre, SIU	Senior Administrative Officer
19	Dr. Dharmendra Pandey	Head, Quality Assurance, SIU	Senior Administrative Officer

The following members have notified their inability to attend the meeting and have been granted a leave of absence.

Sr. No	Name	Designation	Membership
1	Mr. Jivesh Govil	Thought Leader, Global Visionary, and Experienced Strategy and Operations Leader, Yeritas Technologies LLC, Pune	Nominee from Employers
2	Mr. Pradeep Bhargava	Chairman, Automotive Stampings and Assemblies Limited	Nominee from Local Society
3	CA. Supriya Deshpande	Deputy Finance Officer, SIU	Senior Administrative Officer

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The following members were special invitees for the 42nd IQAC meeting.

Sr. No	Name	Designation	Membership
1	Dr. Abhijit Chirputkar	Director, Symbiosis Institute of Digital and Telecom Management (SIDTM), Pune	Internal Invitee
2	Dr. Nilesh Kumbhojkar	Director, Symbiosis Centre for Alumni Engagement (SCAE)	Internal Invitee
3	Dr. Sameer Pingle	Director, Symbiosis Centre for Management Studies (SCMS), Nagpur	Internal Invitee

(Image-1: 42nd IQAC meeting of SIU)

Hon'ble Vice-Chancellor Dr. Rajani Gupte, Chairperson of IQAC, and Dr. Hardik Vachharajani, Director of IQAC welcomed all the members to the 42nd IQAC meeting.

Director IQAC welcomed and introduced a new nominee from the student, Ms. Kritika Mehrotra studying at Symbiosis School of Culinary Arts (SSCA).

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ITEM NO.1

To confirm the minutes of the 41st IQAC meeting held on Thursday, 6 April 2023.

Minutes of the 41st IQAC meeting held on Thursday, 6 April 2023 were discussed and confirmed.

Resolution Item No.1: IQAC: 21.07.2023

Resolved that the minutes of the 41st IQAC meeting held on 6th April 2023 are hereby confirmed.

ITEM NO.2

Review of Action Taken Report of the 41st IQAC meeting held on 6th April 2023.

Members were briefed on the action taken report of the 41st IQAC Meeting held on 6th April 2023.
Resolution Item No.2: IQAC: 21.07.2023

Resolved that members noted the points, appreciated the work done by the constituents and departments, and suggested completing the ongoing activities.

ITEM NO.3

To discuss the proposed IQAC Plan of Action for the A.Y 2023-24.

Dr. Dharmendra Pandey, Head, QA discussed the proposed IQAC Plan of Action for the A.Y 2023-24.

Sr. No	Departments / Constituents	Plan of Action
1	Symbiosis Teaching Learning Resource Centre (STLRC)	1. To Curate FDPs that are aligned with the SDGs. To begin with we aim to focus on goals related to Quality Education (4), Gender Equality (5), Peace and Justice Strong Institutes (16), and Partnership to achieve goals (17). 2. To design the Induction Program for the Recruits at SIU in consultation with the HR department.
2	Administration Department, SIU	1. To revamp the University Website by using the latest technologies. 2. To review rules, policies, manuals, MoAs, SoPs, guidelines, etc., and indent them as per the requirement.

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Sr. No	Departments / Constituents	Plan of Action
3	Symbiosis Centre for Waste Resource Management (SCWRM)	1. To develop a course about waste management, environmental sustainability, policy, and legislation. To be proposed either as an elective or a mandatory course for undergraduate/ post-graduate levels or as a short certificate course. 2. To mentor student start-ups for establishing an entity/ incubation at SCEI.
4	Symbiosis Centre for Health Skills (SCHS)	1. To conduct sessions on Medical Ethics and practices and Gender Sensitisation to integrate human values, professional ethics, and environmental consciousness.
5	Symbiosis Centre for Emotional Well-being (SCEW)	2. To inculcate proactiveness among stakeholders towards health-promoting behaviours that support emotional well-being.
6	Symbiosis Centre for Climate Change and Sustainability (SCCCS)	1. To expand the window of national and international collaborations in greenhouse gas mitigation at a source point and to boost clean energy research (biohythane (Biohydrogen +Methane) from biomass. Submitted Indo-Russian proposal in biohydrogen and biomethane production with ARI-PUNE and TERI-New Delhi as Collaborators. SCCCS is Co-Ordinator. 2. To promote the research on the impact of climate change on biodiversity, carbon sequestration, and biogeochemical cycling of materials.
7	Department of Examination	1. To upload the result of batches admitted in 2021 and 2022 on Digi locker. 2. To align the results of four-year undergraduate programs as per NEP policy.
8	Central IT	1. To implement one campus one firewall policy by reducing 37 Firewalls to only 15 firewalls and with this implementation there will be direct savings of 1.5 Cr per year and a bandwidth savings of another 1 Cr for SIU. 2. To implement Access Management and Authentication, Authorization, and Accounting (AAA) server at Symbiosis.

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Sr. No	Departments / Constituents	Plan of Action
9	Symbiosis School of Economics (SSE)	1. Launch of a Four-year Bachelors Program in Economics.
10	Symbiosis School of Biological Sciences (SSBS)	1. To incorporate a new stream of M.Sc. Biotechnology, a joint degree program with a reputed international university.

Resolution Item No.3: IQAC: 21.07.2023

Resolved that members noted the plan of action for A.Y. 2023-24 of different constituents and departments and suggested completing within the timelines and respective officials to review the progress periodically.

Ms. Kanisha Raina, a nominee from Alumni, suggested that SIU can design a program where the students who graduated can be given a handholding to overcome the stress and acclimatize at the new workspace for one year with tie-up through SCEW.

Dr Hardik, Director, IQAC suggested that in the upcoming IQAC meeting, Dr Girija Nilesh Mahale, Head of Symbiosis Centre for Emotional Wellbeing (SCEW) can be invited to present the initiatives of SCEW.

ITEM NO.4

To discuss about the AQAR status for A.Y 2021-22 and the update on A.Y 2022-23.

Director IQAC informed all members that the AQAR for A.Y 2021-22 was successfully submitted on June 19, 2023.

The preparation for the AQAR for A.Y 2022-23 has been initiated. Criteria heads have started approaching the constituents and also a new structure has been created. All seven criteria Heads will now have respective Criteria Facilitators from QMB. The roles and responsibilities are well explained to all the Criteria Facilitators and the Criteria Heads.

Resolution Item No.4: IQAC: 21.07.2023

Resolved that members noted the new structure and the same was appreciated by all the members.

ITEM NO. 5

To discuss academic developments at SIU.

One of the key initiatives of the QMB department is to create the Four Year UG Programmes as per the NEP guidelines and the UGC regulations.

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Dr. Asmita Dani, Director of the **academics'** department discussed the progress on Multidisciplinary courses, Academic Bank of Credits, and Indian Knowledge System & Indian Languages in brief.

- **Multidisciplinary Courses for NEP aligned Four Year U.G. Programmes:**
  With the motto "The world's complexities are not divided by disciplines; neither should knowledge be," multidisciplinary has been integrated into the 14 Four Year U.G. Programs.

  The introduction of multidisciplinary aims to align with the NEP 2020, which entails evolving Local, National, and Global needs; and more importantly, to remain ahead of the curve. The academics department centrally coordinates the multidisciplinary three courses of 3 credits each. SIU's 16 constitutes and centres contributed 30 distinct multidisciplinary approaches with 51 sections. These courses will be conducted in 17 offline, 26 online, five hybrid, and three blended modes.

  All 14 U.G. programs have a unique list of courses. These students are given a minimum of 15 and 40 choices. All the courses are up and readily available on Moodle for registration created by the Data Management Centre (DMC).
  To create awareness among students about the courses and registration process, the academics department conducted sessions for the newly inducted students.

- **Academic Bank of Credits (ABC):** The University Grants Commission (UGC) introduced the ABC to promote student mobility, increase academic flexibility, and allow students to choose their learning paths. The academic department is raising awareness about ABC through the SIU website, emails, and videos. SIU is registered with ABC via the National Academic Depository (NAD) and stays updated by participating in workshops and NAD/ABC social media groups created by the government. 79% of the AY 2022-23 students have generated ABC IDs and some AY 2023-24 students have also generated their I.D.s. ABC ID is mentioned in the AY 2023-24 batch offer letters to ensure every student has an I.D.

- **Indian Knowledge System and Indian Languages:** Incorporating Indian knowledge and languages into SIU's curriculum aims to make ancient Indian knowledge relevant and revive local languages through teaching and research. The AY 2022-23 offered 69 courses based on the Indian knowledge system, taught 77 times. Additionally, 22 courses on Indian languages are taught in 5 different languages (Hindi, Marathi, Urdu, Kannada, Sanskrit).

Deputy registrar, Dr. Avinash Kakade updated the IQAC on ABC and its latest implementation.

Resolution Item No.5: IQAC: 21.07.2023

Resolved that members noted and appreciated the QMB initiative and the work done by the Academic department of SIU related to Multidisciplinary courses, Academic Bank of Credits, and Indian Knowledge System & Indian Languages.

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ITEM NO. 6

To update about the new initiatives of Quality Management and Benchmarking (QMB).

Director IQAC updated the IQAC members about the following new initiatives of Quality Management and Benchmarking (QMB).

1. **Google Tools Workshops conducted by Dr. Prashant Barge in collaboration with QMB and SIU HR:**
   QMB in association with HR facilitated this training in the month of June 2023 for all non-teaching staff at SIU. The four days of training focused on the effective use of Google Workspace and to help them work more efficiently with their daily data management and reporting needs at their workplace.

2. **Quality Improvement training at SIU by Dr Dharmendra Pandey:**
   Dr. Dharmendra Pandey conducted a QIC induction session and parted his knowledge with all faculties of Symbiosis Medical College for Women (SMCW) and Symbiosis University Hospital & Research Centre (SUHRC) on 22nd June'2023 related to quality assurance and enhancement.
   Dr. Dharmendra Pandey also conducted the workshop on 'Quality Assurance in HEIs' for the faculties of Symbiosis School of Banking & Finance (SSBF) on 7th April'2023

3. **Faculty Development Program for academic and administrative staff of the Faculty of Medical and Health Sciences on 'Building Quality Culture through Accreditation and Benchmarking':**
   QMB in Collaboration with STLRC and the faculty of Medical and Health Sciences (FoMHS) organized a one and a half day FDP on 13th and 14th July'2023 on 'Building Quality Culture through Accreditation and Benchmarking'. FDP was primarily designed for the NAAC criteria heads and QIC coordinators of the faculty of FoMHS, at Symbiosis International (Deemed University). Dr. Jagannath Patil, Advisor, National Assessment and Accreditation Council (NAAC), Dr. Amit Banerjee, Chancellor, Siksha O Anusandhan University, Dr. D.C. Mathangi, Professor and Head, Department of Mind Body Medicine and Lifestyle Sciences, Faculty of Allied Health Sciences, IQAC Coordinator, Sri Ramachandra Institute of Higher Education and Research, Dr. Lakshmi Thangavelu, Dean of External & International affairs, Saveetha Institute of Medical and Technical Science, Dr. Lalitbhushan S. Waghmare, Vice-Chancellor, Datta Meghe Institute of Medical Sciences (Deemed to be University) were the honorable guests invited to conduct the sessions.

Resolution Item No.6: IQAC: 21.07.2023

Resolved that members noted and appreciated the new initiatives of Quality Management and Benchmarking (QMB).

Mr. Jaisurya Das, an industry nominee suggested including 'Media Literacy' in programs offered by SIU.

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ITEM NO. 7

To discuss about standardization of the parameters and evidence inclusive of NAAC, other accreditations, and ranking agencies.

Dr. Dharmendra Pandey, Head QA, QMB discussed and updated members about the process and importance of standardization of the parameters and evidence, including NAAC, other accreditations, and ranking agencies.

The main objective of standardization of the parameters and evidence is to improve the quality of data generation and collation as well as to bring about data uniformity.

The QMB department is assisting in creating an internal central QMS portal for all QA initiatives (combination of regulatory requirements, accreditation, and ranking platforms such as AISHE, NAAC, NIRF, AIIRA, QS, THE, GHRDC, BAR Council of India, and SIU quality measures) that caters to all data requirements. This portal will function as the SIU Data Repository also.

Throughout the NAAC process, it was observed that there are significant variations in the evidence (format, content, accuracy, etc.) and parameters among the constituents and departments. Since these variations affect attaining excellence in the context of developing and regulating benchmarking, QMB has developed comprehensive and inclusive standard formats for each metric.

The parameters and data requirements imposed by various evaluation, accrediting, and ranking agencies our university collaborates with are being analysed.

The outcome of this activity will help achieve one repository system/centralized data system, and consistency throughout all university data.

Resolution Item No.7: IQAC: 21.07.2023

Resolved that members noted and appreciated the work done by QMB on standardization of the parameters and evidence inclusive of NAAC, other accreditations, and ranking agencies.

ITEM NO. 8

To discuss about the innovative practices and quality initiatives adopted by the various constituents and departments of SIU in A.Y 2023-24.

As per the prevailing practice, one Department and one Institute were invited to present the innovative practices and quality initiatives adopted by them under guidance of QMB.

Department: Symbiosis Centre for Alumni Engagement, S.B Road (SCAE)

The first presentation was shared by Dr. Nilesh Kumbhojkar, Director, of Symbiosis Centre for Alumni Engagement (SCAE).

Dr. Nilesh Kumbhojkar explained the complete working process of SCAE including details from data processing, data analysis, policies designed, and alumni engagement initiatives (current and upcoming initiatives).
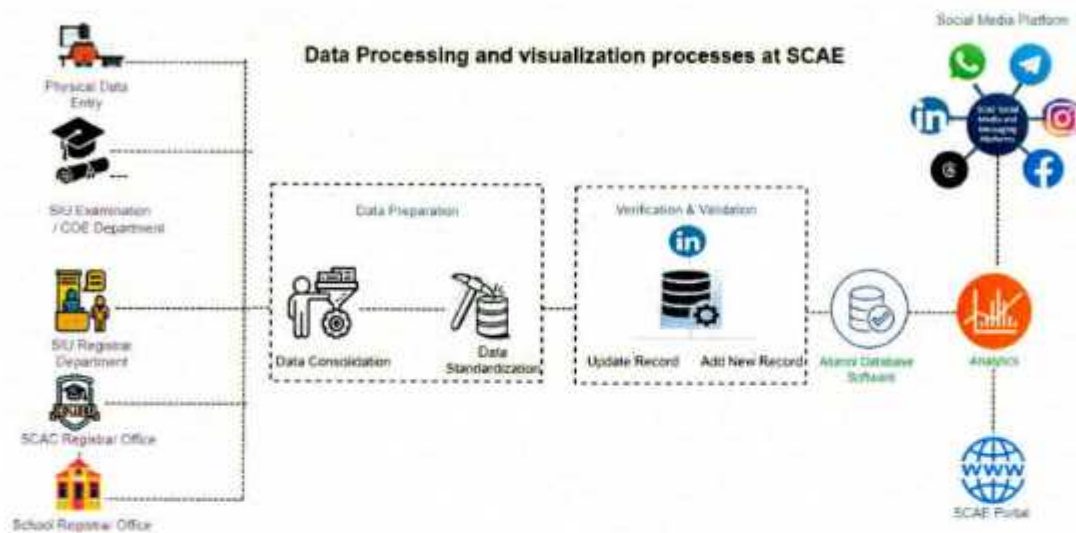
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The data processing and visualization processes are mentioned below.

Data Processing and visualization processes at SCAE

Dr. Nilesh Kumbhojkar explained how the SCAE has achieved 65% automation through in-house skilling and development.

- Team at SCAE has proactively trained themselves in statistical analysis, and software languages like (R, Python, #net, and Django framework) and developed software tools like a web crawler, and utility for data cleaning, cleansing, and updating. Currently, the team is also learning power bi, tableau for visualization.
- Tools for bulk messaging campaigns on WhatsApp are also being developed.

A total of 29 types of analysis have been prepared. Following are a few combinations of alumni analysis.

1. Location vs No of Alumni
2. Year Vs No. of Alumni
3. Degree Vs. No. of Alumni
4. Degree Type Vs No. of Alumni
5. Faculty Vs No. of Alumni
6. Institute Vs No. of Alumni or Status of Alumni (PGS)
7. Vertical Vs No. of Alumni or Status of Alumni PGS)
8. Occupation Analysis: Salaried/Self Employed
9. Designation Vs No. of Alumni
10. Company Vs No. of Alumni

SCAE in collaboration with the public relations department of Symbiosis Society and the legal department has framed the following policies that are under review.

1. Alumni Engagement Policy including Chapter Policy
2. Symbiosis Social Media Policy

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3. Innovation Fund Policy

Dr. Nilesh Kumbhojkar informed the members about the different ongoing and future alumni engagement initiatives at SCAE.

- Ongoing initiatives:
1. Appreciating **achievers'** alumni through 'Wow Wednesday'
2. Cherishing memories through 'Throwback Thursday'
3. 'Alumni News Letter' sent every month
4. Personalized and focused alumni meetings arranged virtually or in-person mode
5. Business directory for entrepreneur alumni and job portal for alumni.
6. Campus Visit / Stay Facilitation

- Future Initiatives:
1. Mentor-mentee sessions
2. Alumni webinar Series
3. E-book publication
4. Alumni lecture and podcast series

Below are the conclusions points of the presentation presented by SCAE.

1. A robust alumni database built for 2,10,648 alumni containing personal, educational professional, and social media details.
2. Social media platforms, messaging platforms, and mass-mailer facilities set up for regular communication with alumni.
3. Indian and foreign endowment processes are automated 100% through a portal.
4. Overall 65% automation was achieved in all data-related processes.
5. Personalized initiatives for like-minded alumni or groups of alumni.
6. Unique international and collaborative initiatives with alumni.

Institute: Symbiosis Centre for Management Studies, Nagpur (SCMS)

Dr. Sameer Pingle, Director, Symbiosis Centre for Management Studies, Nagpur (SCMS) presented and explained in brief the best practices followed at their constituent.

'Enrichment Seminar' and 'Co- teaching' are the two best practices implemented at SCMS which correlate with each other.

- Title of the Practice: Enrichment seminar

Enrichment seminar, under the Sabal Shikshak initiative, is one of the best practices followed by SCMS. Its objective is to improve knowledge sharing amongst the members of the faculty (teaching and non-teaching) of the institution. Through this, a weekly session is organized for the members of the faculty to share their knowledge in any domain. All faculties at different levels have equal opportunity to share this platform. With the help of these seminars, there is an improvement in communications, dissemination of knowledge across the institution and motivation of staff, and better engagement with the job.

The underlying principles or concepts of the practice are to have better employee engagement, and knowledge management and to support teaching and learning practices.

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Below is the list of enrichment seminars conducted.

The first session was conducted by the Director of SCMS to boost the confidence amongst the faculty.

Faculty	Topic	Date
Dr. Sameer Pingle	Assessment rubrics: How to ensure learning success?	17.04.2023
Dr. Aaliyah Siddiqui	Educational Quality Benchmarks & SDGs	22.05.2023
Dr. Ruturaj Baber	Types of Literature Reviews	12.06.2023
Dr. Zericho Marak	Total Interpretive Structural Modelling (TISM)	12.06.2023
Dr. Sameer Pingle	Blooms Taxonomy	19.06.2023
Dr. Soumya G	Netnography & Phenomenology in Research	10.07.2023

- Title of the Practice: Classroom Co-teaching

The practice concepts are to enhance learning for students, build trust and cooperation within the faculty pool, and recognize each member's expertise.

To provide expert knowledge and build cooperation among the teaching faculty, this practice started. Initially, SCMS has started with one session per course which will subsequently increase.

In classroom co-teaching, the teachers with expertise in specific domain knowledge are called to interact with the students while teaching a concept from his/her domain by other members of the faculty, for their course.

Resolution Item No.8: IQAC: 21.07.2023

Resolved that members noted and appreciated the best practices and initiatives implemented at SCAE and SCMS, Nagpur.

Resolved that members noted the suggestion given by Ms. Kanisha Raina, to have a large-scale alumni reunion once in a couple of years.

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ITEM NO. 9

To seek suggestions/ feedback from all stakeholders.

Round table conferences/workshops are to be conducted to discuss and share the best practices in the respective constituents/ departments under collaboration with QMB and STLRC.

Resolution Item No.9: IQAC: 21.07.2023

Resolved that members noted the suggestion to conduct the conferences/workshops.

Any other points with the permission of the Chair.

As there was no other point for discussion, the meeting concluded with a vote of thanks to the chair and all present.

Director of the IQAC

Chairperson

IQAC- 42/ 21/07/2023
Date: 09/09/2023

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