



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' grade

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

## Minutes of the 36<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 28<sup>th</sup> December 2021 at 10.30 am to 12.00 pm via ZOOM

Following members attended the meeting

S.No	Name & Institute	Designation
1	Dr. Rajani Gupte	Chairperson, IQAC
2	Mr. Pradeep Bhargava	External Member
3	Dr. Manisha Ketkar	Head QA and QMB
4	Dr. Vinayak Shirgurkar	Management Member
5	Dr. Poornima Tapas	Teaching Member
6	Dr. Anirban Sur	Teaching Member
7	Ms. Lasya Vyakaranam	Teaching Member
8	Dr. Avinash Kakade	Administrative Member
9	Dr. Deepak Tatpuje	Administrative Member
10	Dr. Pravin Dange	Administrative Member
11	Mr. Nilesh Nikam	Parent Member
12	Dr. Sukhvinder Singh Dari	Special Invitee
13	Dr. Girija Mahale	Special Invitee
14	Ms. Supriya Deshpande	Administrative Member
15	Ms. Swati Sahasrabudhe	Administrative Member
16	Dr. Sophia Gaikwad	Administrative Member
17	Mr. Rajeev Srivastava	Administrative Member

Following members expressed their inability to attend the said meeting and were granted a leave of absence.

1	Dr. Bhama Venkataramani	Dean Academics & Admin, SIU
2	Mr. Jayasurya das	External Member- Industrialist
3	Mr. Jivesh Govil	Employer Representative
4	Ms. Kanisha Raina	Alumni Representative
5	Dr. Manjari Jonnalagadda	Teaching Member
6	Dr. Meenal Kulkarni	Teaching Member
7	Mr. Kevin Mathew	Student Representative

Hon'ble Vice-Chancellor and Dr. Manisha Ketkar welcomed all the new and existing members to the 36<sup>th</sup> external IQAC meeting. Hon'ble Vice-Chancellor introduced Dr. Manisha Ketkar as Head Quality Assurance, as it was the first meeting after the reconstitution of the IQAC committee. She gave a presentation and took up the agenda points for discussion.



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

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Mr. Pradeep Bhargava appreciated the work done by SIDTM and SCMC during the 35<sup>th</sup> IQAC meeting held on 22<sup>nd</sup> Sept.2021.

## **ITEM NO.1**

To confirm the minutes of the 35<sup>th</sup> External IQAC Meeting held on 22<sup>nd</sup> September 2021. Minutes of the 35<sup>th</sup> External IQAC meeting held on 22<sup>nd</sup> Sept 2021 were discussed and confirmed.

*Resolution Item No.1: IQAC: 28.12.2021*

*Resolved that the minutes of the 35<sup>th</sup> External IQAC meeting held on 22<sup>nd</sup> September 2021 are hereby confirmed.*

## **ITEM NO.2**

Review of Action Taken Report of 35<sup>th</sup> External IQAC Meeting held on 22<sup>nd</sup> Sept. 2021. Members were briefed on the action taken report of the points discussed in 35<sup>th</sup> External IQAC meeting held on 22<sup>nd</sup> Sept. 2021

*Resolution Item No.2: IQAC: 28.12.2021*

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

## **ITEM NO.3**

To discuss the Plan of Action for the submission of AQAR 2020-2021  
IQAC Head gave a preamble about all the mentioned plans of action for the submission of AQAR 2020-21 to all the members.

Further briefed members on the following:

- Date of Submission for AQAR 2020-21 is 1<sup>st</sup> Feb.2022.
- Question mapping of AQAR and SSR was done as a primary step.
- Some data has been collected from the institutions and departments. We need to do a compilation of the data, for the same we need a live portal.
- Vendor finalization has been done for the live portal of AQAR data compilation. We will set up a system, which we will implement for the institutes.
- As per the new AQAR format, most of the questions in the AQAR are identical as SSR. It will be easy to collate the data from the institutions for next years.
- We have also collected data of QIC meetings from institutes and it has been observed that the MOM formats are different as per the institutes, hence need to be standardised going forward. The members appreciated the detailed planning.



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## *Resolution Item No.3: IQAC: 28.12.2021*

*Resolved that members noted the IQAC proposed plans for the submission for the A.Y 2020-21.*

*It is further resolved that IQAC to act on all the Plans of the action and to update members on the action taken status on the same.*

*Resolved that, IQAC to standardize the Minutes of the Meeting formats for all the QIC institutes.*

### **ITEM NO.4**

**Presentation on Quality initiatives adopted at respective Institutes.**

- Presentation by SLS, Nagpur
- Presentation by SCEW

A brief presentation was made by Director, SLS, Nagpur –and briefed members on the Quality initiatives adopted and best practices.

- **Quality Initiative – Quality Improvement Cell**  
To develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

#### **Quality of Education- Teaching, learning, and Evaluation**

Research and Publications-Publications, Collaboration

Internationalization- Lectures Series

Training and Placements- Mandatory Internship, Judges Mentorship Programme, Centre of Excellence

Cells and Centres of Excellence- Students Support Centre etc.

Community Service- District Legal Service Authority

#### **QIC-Teaching organization and Review**

##### **Academic Calendar**

##### **Teaching Plan**

- Review of teaching plan
- Compliance with:
- Quality parameters
- Timeline in academic content delivery, pedagogy and assessment
- IQAC

#### **Daily reports of compliance/deviations from schedule**

- Feedback and open house



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- Mid-term review
- Semester wise Calendar

## Feedback Mechanism: evaluation of teachers by the students

- Student Feedback
- Open House
- Mail Access
- Suggestion Box

## Quality Initiative – Holistic Development of Staff

Total Faculty – 15 (Ratio 1:54) Total Ph.D. – 9 (1 Adjunct, 1 TA, 3 Pursuing Ph.D.) Non-Teaching Staff - 17			
UGC Listed Publication in AY 2019-2020 (Teaching Staff)	Scopus Publication in AY 2020 -2021 (Teaching Staff)	FDP, Conferences and seminars (Teaching Staff)	Training in IT and communication Skills. (Non-Teaching Staff) AY 2019-20 and 2020-21
1:1	1:1	1:1	1:2

- Teaching Methods and Evaluation Kit – Planning and implementation of Methods of teaching to inculcate legal skill in particular course and methods of evaluation.
- Mid Term Review and Daily Report – To understand the delivery of course and maintaining hours of teaching and records.
- Semester Wise Calendar – It includes required events in entre semester as per NAAC Requirement and holistic development of students.

## Teaching and Learning

### Student Centric Learning & Teaching Pedagogy

- Seminar
- Presentation
- Group Discussion



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- Writing Research Paper
- Case Study
- Small Group Learning
- Simulations
- Mandatory 5 Moots in Life Cycle

## **Teaching: Responding to the needs of students**

- Add-on Courses
- Research, publication and seminars
- Moot Courts, Mock Trials, parliamentary debates
- Participation and leadership in cells and organizations

## **Legal Research and Innovation**

- 2 Institute Journal – (ISSN) -<https://www.slsnagpur.edu.in/journal>
- Students Magazine.
- Monthly Report.
- Annual Newsletter.
- Research Cluster in terms of writing. Research papers in the city of Nagpur.
- Multidisciplinary Research and Law Conference.
- Weekly peer to peer learning with faculty as a moderator.
- Research and Publication Cell.
- Monthly interaction with foreign faculty for research and innovation.
- Organizing regular interaction with experts to inculcate research culture and also to understand needs and demands of society.

## **Internationalization**

- International Cell.
- International Lecture Series.
- Research Collaboration
- Collaboration wrt organizing International events.
- International students peer to peer learning programme.

## **Cells and centers' of excellence**

- Skill Based Learning Centers
- Moot Court Association
- Arbitration and Mediation Centre
- Advocacy and Litigation Centre
- Student Support Centre
- Cultural Cell



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- Sports Cell
- Centre of excellence for IPR, Cyber Law, Corporate Law, Judicial Service etc.

## Social Initiatives

- District Legal Service Authority – 2 Projects (Traffic )
- Adoption of Kalmeshwar Tehsil
- SLS Nagpur Model
- Legal Awareness Programme in schools (Via Website)

## SCEW

A brief presentation was made by Director, SCEW –and briefed members on the Quality initiatives adopted.

- **SCEW services**
- Individual Counselling for students, staff, and faculty
- Group Therapy sessions for students
- Family therapy
- Psychiatric consultation
- Individual counseling for alumni students- nominal fee
- Individual counseling for relatives of Symbiosis staff and faculty- Charged

## Other activities

- Conducting mental health awareness lectures/seminars/social media events for students
- Conducting psychology-based workshops as FDPs for faculty and staff- charged
- Conducting Valued added courses for students - Charged
- Administrative work including appointment scheduling, documentation, collaborating with institutes, maintaining daily log/calendar, content creation, team discussion
- 3month Internship program- Charged

## Innovations

- Tele counselling and tele psychiatric services – Adapting to the ongoing Pandemic situation
- Use of sofflink software for e documentation which has been customised based on our requirements
- Social Media events and activities – for wider outreach and for targeting student attention
- 1-yearar Mental health Championship Program- To create a peer support system who can be first responders on campus



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- Framing the Mental health policy for Higher education institutions
- Curated a UG degree program – First of its kind in India
- Proposal for Child Learning and Development Centre

## Quality Assurance

- For individual counselling sessions - feedback forms and use of rating scales to monitor progress in therapy
- For workshop [s]/lectures – feedback forms
- Standardised tools used for clinical assessment to maintain uniformity and quality
- E documentation using Softlink
- Software allows for quantitative data evaluation as well as tracks individual counsellor work
- The members appreciated the work of SLS, Nagpur especially since it was established just a few years ago. The initiatives of SCEW was lauded and found very timely. The excellent work was highly appreciated.

*Resolution Item No.4: IQAC: 28.12.2021*

*Resolved that the members noted the points and appreciated work done by SLS, Nagpur and SCEW, further suggested continuing the same.*

**Any other points with the permission of the Chair**

**Quality Initiatives to be collected from all the constituents and SIU departments.**

Members were briefed on the point that, in reference to the QIC, we need to collect the Quality Initiatives from the all the constituents and Departments.

*Resolved that the members noted the points.*

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

Head IQAC

**IQAC-36/ 28.12.2021**

Date: 30.12.2021

Chairperson