



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 26th meeting of Internal Quality Assurance Cell (IQAC) held on 13th December 2018 at 10:30 am in Conference Hall – SLS, Viman Nagar, Pune.

The following members were present: -

1. Dr. Rajani Gupte
2. Mr. Kiran Kanade
3. Brig (Dr.) Rajiv Divekar, Director-SIMS
4. Dr. Pravin Dange
5. Dr. Dharmesh Kumar Mishra, SIIB
6. Dr. Sreenath K
7. Mr. Anant Sardeshmukh
8. Dr. M S Shejul
9. Mr. Anand Deshpande
10. Dr. Rupal Raut Desai, SLS-P
11. Lt. Col. Shobha Naidu, SCON
12. Dr. Kavitha Menon, SSBS
13. Dr. Swati Ahirao, SIT
14. Director- SSBF
15. Director-SCAE
16. Advisor-USB
17. IQC coordinators SICSR and SCMS-Noida

- Chairman
- Member-Administrative Officer
- Member – Teaching
- Member – Teaching
- Member – Teaching
- IQAC Coordinator
- Industry Nominee
- Member-Administrative Officer
- Member-Administrative Officer
- Member – Teaching
- Member – Teaching
- Member – Teaching
- Member – Teaching
- Special invitees
- Special invitees
- Special invitees
- Special invitees

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

1. Dr. Hrishikesh M Soman
2. Dr. PravadaTelang
3. Ms. Parul Mehta
4. Ms. Hailey Turakhia, SIMC
5. Mr. Shrey Doshi MK, SSP
6. Mr. Anshuman Sen, SITM
7. Mr. DevdattaTengshe, SIG
8. Mr. Pradeep Bhargava

- Member – Management
- Nominee from local Society
- Nominee from local Society
- Student Representative
- Student Representative
- Alumni Representative
- Alumni Representative
- Industry Nominee

The Hon'ble Vice-Chancellor welcomed all the members to the meeting of the SIU Internal Quality Assurance Cell and introduced Dr Sreenath K as Head-QA & IQAC at SIU.

Head IQAC gave a presentation, taking the members through the agenda points.

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1	2015-2016
2	2016-2017
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ITEM NO.1

To confirm the minutes of the IQAC meeting held on 31st August 2018.

Minutes of the IQAC meeting held on 31st August 2018 were discussed and confirmed.

Resolution Item No.1: IQAC: 13.12.2018

Resolved that the minutes of the IQAC meeting held on 31st August 2018 are hereby confirmed.

ITEM NO.2

To discuss the Action Taken Report.

Members were informed about the action taken report of the points discussed in the previous IQAC meeting held on 31-08-2018. For the point 'As a quality improvement measure, to strengthen the Orientation programme conducted for new joiners at Symbiosis 'Hon'ble Vice-Chancellor updated members that University has planned all processes of SIU to be available on Intranet with security and to be accessible to all directors/ new joined faculty members.

The Hon'ble Vice-Chancellor instructed the QA department to follow up with the Registrar for the above-mentioned point and to follow up with the HR department to make videos for the Orientation programme with the help of Symbiosis Studio.

Resolution Item No.2: IQAC: 13.12.2018

- 1. Resolved that the initiative of making all processes of SIU available on Intranet with security and to be accessible to all directors/ newly joined faculty members be implemented, concerned authorities to take necessary actions and HEAD QA to follow up.*
- 2. Resolved that the IQAC department to follow up with respective departments to complete the pending actions in reference with Action taken report of 31st August 2018.*

ITEM NO. 3

Mid Midterm review of Item no.2 – 'Action Plan for 2018-2019' from MOM of 31st August 2018

A review of action plans for 2018-2019 shares by departments was briefed. Below mentioned points were discussed during the reviews-

- Every activity of SIU to be shown in NAAC to be routed through IQAC.



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- Certificate programmes need to be reported to the QA department, for which the QA department is requested to follow up with the Registrar's office which will circulate a note to institutes to check if they have started a new programme quarterly.
- Head Academics updated members that as done by FoM, a comprehensive exercise of catalogue revamping will be conducted across all faculties.
- Regarding establishment of Symbiosis Centre for Emotional Wellbeing (SCEW), Hon'ble VC shared that SIU is noticing remarkable outcome from SCEW, wherein this department delivers lectures to the students about common signs and symptoms of emotional problems and encourages them to approach them if they have any such concerns. Counsellors for students for the same, have been appointed at all campuses.
- Administrative audit output to be shared with the QA department.
- QA department to check with Deputy Librarian on feedback of RFID pilot run at institutes.

Resolution Item No.3: IQAC: 13.12.2018

- 1. Resolved that every activity of SIU to be shown in NAAC to be routed through IQAC. IQAC department to ensure implementation of the same.*
- 2. Resolved that all certificate programmes need to be reported to the QA department and Head QA to follow up with the Registrar office.*
- 3. Resolved that catalogue revamping exercise shall be conducted across all faculties.*
- 4. Resolved that members appreciated the efforts of SCEW and suggested to continue the same.*
- 5. Resolved that Registrar office to share outcome of administrative audit with QA departments to generate statistical trends.*
- 6. Resolved that QA department to check with Deputy Librarian on the feedback of RFID pilot run at institutes.*

ITEM NO. 4

Preparedness on AQAR new format 2018-2019. Head QA updated members about preparedness for AQAR new format (2018-2019).

It was also suggested to review the AQAR audit questionnaire and then plan an audit accordingly. It is also suggested to involve external members in Academic and Administrative Audits.



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For Academic audit, Head QA to discuss processes with Head-Academics, For Administrative audit, Head QA to discuss processes with the Registrar.

Resolution Item No.04: IQAC: 13.12.2018

1) 1. Resolved that members noted the university's preparedness on AQAR's new format.

2) Resolved that the AQAR audit be scheduled accordingly and further suggested involving external members for Academic and Administrative Audits. IQAC department to share these suggestions Academics department and Registrar's office to take implement the suggestions and to take necessary actions.

ITEM NO.5

Participation in National Institutional Ranking Framework (NIRF) 2018-2019

Members were briefed about SIU participation in NIRF 2018-2019. Members raised difficulties in getting finance and HR-related data for which VC madam directed Finance and HR department to provide required data to institutes/ departments without fail within deadlines for any rankings/ AQAR/OMPI etc.

Resolution Item No.05: IQAC: 13.12.2018

1) Resolved that members noted the points pertaining to University participation in NIRF.

2) Resolved that the Finance & HR department to strictly follow the deadlines enabling timely completion of activities.

ITEM NO. 6

Comparison of Internal IQAC audit reports of 2016-2017 and 2017-2018 to identify persistent gaps in implementation.

Head QA shared the persistent gaps which were observed during the AQAR audit of AY 2016-2017 and 2017-2018. These gaps will be shared with all institutes for further action.

Resolution Item No.06: IQAC: 13.12.2018

Resolved that persistent gaps observed to be shared with Constituents for further actions. Directors of the concerned constituents to take necessary to mark the closure. IQAC department to follow up

Constituents.

ITEM NO. 7



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To discuss Quality Initiatives at SIU Administrative departments. (Presentations to be made by Director SCAE and Advisor-USB)

A brief presentation was made by Director SCAE and Advisor-USB which reflected the process and quality initiatives taken in their departments.

Resolution Item No.07: IQAC: 13.12.2018

Resolved that Members appreciated the work done by Director SCAE and Advisor-USB

ITEM NO. 8

To discuss Quality Initiatives at Institutes

Presentations to be made by "SICSR- Symbiosis Institute of Computer Studies and Research"
"SCMS-N- Symbiosis Centre for Management Studies, Noida."

QIC coordinators of SICSR and SCMS-N briefed the members about quality initiatives undertaken at their institutes.

Resolution Item No.08: IQAC: 13.12.2018

Resolved that Members appreciated the work done by "SICSR- Symbiosis Institute of Computer Studies and Research", and "SCMS-N- Symbiosis Centre for Management Studies, Noida."

ITEM NO. 9

Closure status of observations of NAAC 2016 Audit and initiation of preparation for NAAC cycle 3 Accreditation.

Head QA updated members about the status of closure on NAAC observations raised during the NAAC 2016 audit.

Also, Head QA appraised members on initiation of preparedness for NAAC cycle 3 Accreditation which shall happen during January 2021 and subsequent preparedness activities planned in line with it.

Resolution Item No.09: IQAC: 13.12.2018

1) Resolved that the members noted the status of closure of observations raised during the NAAC 2016 audit

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2) *Resolved that members noted the points pertaining to initiation of preparedness for NAAC cycle 3 Accreditation which shall happen during January 2021 and accepted to proceed with subsequent preparedness activities planned in line with it.*

Any other item with the permission of the chair

ITEM NO. 10

To review AQAR of the A.Y 2018-2019

Members were briefed on the AQAR preparedness and members were shown a preview of the AQAR report and it is deemed appropriate.

Resolution Item No.10: IQAC: 13.12.2018

Resolved that the AQAR was reviewed and approved.

ITEM NO. 11

To notify the below-mentioned policies IQAC members:

- **Modification in rules of BUD: BOARD OF UNIVERSITY DEVELOPMENT:** There shall be a Board of University Development at the University which will mainly deal with proposals relating to new initiatives, new academic programmes and extension proposals.
- **Rules for Internal Committees:** These rules are framed in consonance with the requirements of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational institutions)
- **Anti-Ragging Rules:** Symbiosis International (Deemed University) is committed to provide a conducive, safe and secured environment for students studying in its Constituents. Ragging in any form is strictly prohibited in the University and its Constituents. It is a cognizable offence as per the directions of the Hon'ble Supreme Court. If any incident of ragging comes to the notice of the authority, strict action will be taken against person(s) flouting these rules.
- **Code of Conduct for students:** The Code of Conduct under these rules has been framed to foster and protect the core missions of the University, the scholarly and civic development of the students in a safe and secure learning environment, and to protect people, properties and processes that support the University and its missions. The establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an

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appropriate sense of order that allows for the pursuit of objectives of the University in an environment that is both safe and free of invidious disruption. Manual on Human Values and Professional Ethics: Human Values and Ethics determine the strength and success of the social system, social structure, social change and social control of the particular society wherein the educational institutions provide the basic foundation in the creation of civilized and dignified society. If this basic foundation of the society is fragile, the entire society would enter into a sub-human phase and ultimately collapse. Hence, there is an inevitable need to implement human values and ethics in educational institutions.

Resolution Item No.11: IQAC: 13.12.2018

Resolved that the information regarding the policies are hereby noted by the members.

ITEM NO. 12

To inform the members regarding the establishment of Institutes Studies in the University in the A.Y 2018-2019.

- **SCCE- Noida Symbiosis Centre for Corporate Education:** Symbiosis Centre for Corporate Education (SCCE), NOIDA under the Symbiosis International (Deemed University) is well equipped with the required resources, knowledge of skills and tools required to impart the required skill set and knowledge to young managers working across a variety of sectors like FMCG, Manufacturing, Telecom, IT, Logistics, BPO, KPO, and Service Industries. Same is backed by the support of full-time management faculties and a pool of visiting academics and industry experts. It runs MDP, EDP and Certification Programs.
- **SCES Symbiosis Centre for European Studies:** SCES liaises with Symbiosis institutes, which run academic programmes and lays emphasis on facilitating people-to-people and institute-to-institute connections with Europe, bringing the best of scholarly expertise to India, and encouraging Symbiosis students, faculty, and staff mobility to Europe for research projects and learning through partnerships.

Resolution Item No.12: IQAC: 13.12.2018

Resolved that the information establishment of SCCE - Noida & SCES department in the University the A.Y 2018-2019 be and is hear by noted by the members

ITEM NO. 13

To inform the members regarding the collaborative initiatives taken by the University during the A.Y 2018-2019.

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Hon'ble Vice-Chancellor gave a brief description of the **collaborative initiatives** in the University for student and faculty exchange programs and joint research.

- Stiftung Universität Hildesheim Germany
- Kansai Gaidai University Japan
- Malta College of Arts, Science & Technology Malta
- University of Johannesburg South Africa
- HECI (ERASMUS) France
- Flensburg University of Applied Sciences Germany
- Berlin School of Economics and Law Germany

Resolution Item No.13: IQAC: 13.12.2018

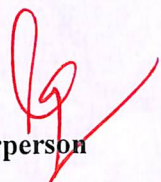
Resolved that the information regarding the collaborative initiatives taken by the University during the A.Y 2018-2019 are hereby noted by the members.

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

IQAC Coordinator

IQAC 26- 13.12.2018

Date: 17.12.2018


Chairperson

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