



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/ 2001-U3 Govt.of India)

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 16<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 16<sup>th</sup> February 2016 at 3:00 pm in the Conference Hall I, SIU, Lavale.**

The following members were present: -

1. Dr. Rajani Gupte	Chairman
2. Dr. Abhijeet Deshpande	Member-Administrative Officer
3. Mr. Anand Singh	Member-Administrative Officer
4. Mr. Anand Deshpande	Member-Administrative Officer
5. Mr. Tarun K Singhal	Member – Teaching
6. Mr. Anupam Siddharth	Member – Teaching
7. Mr. Vijaykumar Bharati	Member – Teaching
8. Mr. Abhijeet Chirputkar	Member – Teaching
9. Dr. Surya Rashmi Rawat	Member – Teaching
10. Ms. Khushbu Thadani	Member – Teaching
11. Dr. Shekhar Bhamre	Member – Teaching
12. Ms. Nandini Hate- Mane	Nominee from local society
13. Ms. Palak Gupta	Student Representative
14. Mr. Chinmay Pethe	Student Representative
15. Mr. Harshad Oak	Alumni Representative
16. Ms. Sneha Khandekar	Member – Management
17. Dr. Manisha Ketkar	IQAC Coordinator

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

1. Mrs. Usha Kakade	Nominee from local Society
2. Mr. Pradeep Bhargava	Industry Nominee
3. Mr. Anant Sardeshmukh	Industry Nominee
4. Mr. Tushar Sharma	Alumni Representative

At the onset, the Honorable Vice Chancellor Madam and IQAC Coordinator welcomed all the members to the 16th Meeting of the Internal Quality Assurance Cell.

Meeting began with the introduction of all the new members.

### **ITEM NO. 1**

**To confirm the minutes of the meeting held on 27<sup>th</sup> November 2015.**

Members of the meeting discussed and approved the minutes of the earlier IQAC meeting held on 27th November 2015.



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## *Resolution Item No.1: IQAC: 16.02.2016*

*Resolved further that the minutes of the meeting of IQAC held on 27<sup>th</sup> November 2015 are hereby confirmed.*

## **ITEM NO. 2**

### **To brief members on NAAC Result**

The Hon'ble Vice-Chancellor shared the recommendations report given by NAAC PEER Team and informed everyone that while compiling the report there were a few challenges that needed to be addressed. She directed Head Quality Assurance to get the information from the criteria heads about the challenges faced by them in collecting the records while writing the SSR and to suggest solutions/ processes to overcome them so that similar challenges are not repeated during the next round of NAAC accreditation. The members appreciated the efforts of all the staff and faculty in the NAAC process.

## *Resolution Item No.2: IQAC: 16.02.2016*

*Resolved further that the points recommended (observations) by the NAAC peer team were discussed and the IQAC department to coordinate with all the concerned constituents/departments to take necessary actions to mark the closure of observations step by step.*

## **ITEM NO. 3**

### **To discuss on future IQAC Plans:**

#### **1. IQAC and OMPI Audit.**

Members were briefed about the IQAC and OMPI audit and the detailed action plan was shared with all the members. It was approved by all. IQAC Coordinator further informed that the detailed plan shall be shared with all the directors of the institutes so that they could plan required activities accordingly.

The Hon'ble Vice-Chancellor informed everyone that IQAC and OMPI Audit would be done annually using the NAAC Audit methodology. Institutes should keep a record of all the work they claim to have been done.

One of the members asked the duration for which such documentation was required to be maintained. The Hon'ble Vice-Chancellor clarified that all documents to be maintained for at least 5 years and that softcopies be maintained for notifications and circulars beyond this period. She also informed us that we would be able to present the documents in softcopy form during the next NAAC PEER Team visit, as many software systems are being implemented.



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2. **SOP-related workshops:** Members were briefed about the workshop on the writing of SOPs which was planned as an IQAC initiative, specially meant for SIU Departments.

### *Resolution Item No.3: IQAC: 16.02.2016*

- 1. Resolved that the IQAC and OMPI Audit would be done annually using NAAC Audit methodology.*
- 2. Resolved that the SOP-related workshops be initiated by the Quality Assurance Cell.*
- 3. Resolved that the Institutes should maintain records of all activities carried out.*

## **ITEM NO.4**

### **To brief about Formation of a new committee 'TROIKA 2'**

The Hon'ble Vice-Chancellor briefed members that SIU is now aiming for International Rankings in addition to NAAC and further briefed about TROIKA 2 and the activities that would be handled by Task Force teams created under the same. Prof Bertil Anderson, Nanyang Technical University, Prof Hareesh Shah, Stanford University, and Prof Srikant Datar, Harvard University have been appointed as Advisors to guide the University in this endeavor.

### **Resolution Item No.4: IQAC: 16.02.2016**

***Resolved further that the new committee 'TROIKA 2' would be handling the activities pertaining to International rankings under and Taskforce teams to take necessary actions.***

## **ITEM NO. 5**

**Any other points with the permission of chair.**

**During the discussion, the other suggestions of the members were as follows.**

- Head Quality Assurance shared a report of the Institutional Quality Assurance committee meetings attended at various institutes and mentioned a few grievances raised by the Institutes therein. The Vice-Chancellor suggested that at the Institute level the role of this committee should be constructive and members in the Institute should resolve the grievances if any at their level. IQAC should not be the platform for redressal of institute-level grievances
- One of the teaching members mentioned that the adjunct faculty members appointed in Symbiosis could not attend the FDP. He requested to allot a few days in a year for Adjunct faculties as they are on board as well. The Vice-chancellor mentioned that adjunct faculty are permitted to attend FDPs organized by STLRC but would not be receiving the funding for participating in training outside SIU.



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- One of the members suggested that faculty members should undergo training programs where they would learn things that are not related to their curriculum. The Hon'ble Vice-Chancellor suggested that faculty members could go in for interdisciplinary research papers and we could have a colloquium where only the faculty's interdisciplinary papers are published.

### *Resolution Item No.5: IQAC: 16.02.2016*

- 1. Resolved that the Internal Quality Assurance committee should use this platform to bring positive change.*
- 2. Resolved that the adjunct faculty shall be allowed to attend FDPs organized by STLRC*
- 3. Resolved that to formulate a Colloquium enabling faculty to publish interdisciplinary research papers*

### ITEM NO. 6

To inform the members regarding the establishment of a new Institute SSCA -Symbiosis School of Culinary Arts in the University in the A.Y 2015-16.

SSCA would offer a three-year, full-time B.Sc. program in Culinary Arts. This degree will prepare students for a wide range of career options such as Chefs, Chef Managers, food critics, food photographers, entrepreneurs, concept developers for health foods, culinary advisors, and Celebrity Chefs.

### *Resolution Item No.6: IQAC: 16.02.2016*

**Resolved that the information about the establishment of SSCA (Symbiosis School of Culinary Arts) in the University in the A.Y 2015- 16 be and is hereby noted by the members.**

### ITEM NO. 7

To inform the members regarding the collaborative initiatives taken by the university for the A.Y 2015-16.

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

- Hochschule Bremen University of Applied Sciences Germany.
- Edith Cowan University Australia.
- Hamburg University of Technology (TUHH) - MoU Germany.
- Virginia Commonwealth University USA.

### *Resolution Item No.7: IQAC: 16.02.2016*

**Resolved that the information regarding the collaborative initiatives is hereby noted by the members.**



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## ITEM NO. 8

**To review the Policy on Facilities and Amenities for Persons with Disabilities, 2016 and Revised Bye-Laws BUD.**

### **Objectives of Policy on Facilities and Amenities for Persons with Disabilities, 2016.**

- To ensure and provide equal opportunities and required facilities to the disabled students and employees without any discrimination based on their nature of the disability, age, gender, physical ability, or any other socioeconomic or demographic parameters.
- To maintain an atmosphere free of any untoward harassment of the disabled; and to ensure a conducive and barrier-free environment for studies and works of the persons with disability.

**Note on Revised Bye-laws for constitution, powers, functions and procedure for conducting the meetings of the Board of University Development (BUD):**

Higher Education prepares students to pursue careers in their chosen field. With the keen competition from Universities in India and abroad, it is essential to have a Board of University Development at the University to encourage innovative programs in different disciplines in order to enhance the standard of education and also to ensure that students and teachers are equipped to take up global challenges.

### *Resolution Item No.8: IQAC: 16.02.2016*

**Resolved that the information regarding the policy on Facilities and Amenities for Persons with Disabilities, 2016 and Revised Bye-Laws BUD is hereby noted by the members.**

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

**IQAC Coordinator**

IQAC 16-16.02.2016

Date: 25.02.2016

**Chairperson**