



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act 1956)

Re - accredited by NAAC with 'A' Grade(3.58/4)| Awarded Category- I by UGC

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

Minutes of the 29th meeting of the Internal Quality Assurance Cell (IQAC)
Held on Friday 22nd November 2019 at 3:00 pm in the Conference Hall I, SIU Lavale

The following members were present for the meeting;

1. Dr. Rajani Gupte	Chairman
2. Prof Vinayak Shirgurkar	Member-Management
3. Mr. Pradeep Bhargava	Member – Local Society
4. Dr. Manoj Sattigeri	Member – Director IQAC
5. Adv. Nilesh Nikam	Member – Stakeholder
6. Mr. Aniket Jagtap	Member – Teaching
7. Dr. Parimala. Veluvali	Member – Teaching
8. Ms. Apoorva Kulkarni	Member – Teaching
9. Dr. Meeta Kumar	Member – Teaching
10. Dr. Meenal Kulkarni	Member – Teaching
11. Dr. Poornima Tapas	Member – Teaching
12. Dr. Avinash Kakade	Member – Administrative
13. Dr. Pravin Dange	Member – Administrative
14. Dr. Deepak Tatpuje	Member – Administrative
15. Ms. Swati Sahasrabudhe	Member – Administrative
16. Dr. Sophia Gaikwad	Member – Administrative
17. Dr. Deepak Paropkari	Member – Administrative
18. Ms. Supriya Deshpande	Member – Administrative
19. Mr. Swakush Inarkar	Member – Student
20. Dr. Bham Venkataramani	Special Invitee
21. Dr. S V K Bharati	Special Invitee

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

22. Dr. Abhijit Kelkar	Member- Teaching
23. Dr. Amit Suratkar	Member-Administrative
24. Ms. Nilima Ghuge	Member – Administrative
25. Mr. Jitendra J Paturkar	Member – Alumni
26. Mr. Samir Gadgil	Member – Employer
27. Mr. Jaysurya Das	Member – Industry



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Hon'ble Vice-chancellor and Director IQAC welcomed all the members to the meeting of SIU Internal Quality Assurance Cell. Director IQAC gave a presentation, taking the members through the agenda points

ITEM NO. 1

Welcoming and Introduction of all the members

Hon'ble Vice-Chancellor welcomed all the members of the reconstituted IQAC that shall be in enforce from 1st Sept. 2019 to 31st August 2021 and also introduced Director IQAC appointee to the committee.

One of the members suggested that, one member from each off-campus to be invited on a rotation basis for IQAC meetings as an invitee.

Resolution Item No.1: IQAC: 22.11.2019

The newly constituted IQAC was inducted for period of 1st Sept. 2019 to 31st Aug. 2021.

It was resolved to invite one member from off campus on rotation basis. It was also decided that they will join meeting through skype/Teleconference.

ITEM NO. 2

Brief Information on objectives and functioning of IQAC

1. Director IQAC presented brief information about IQAC with regards to the vision, Objectives and functioning.

IQAC Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

IQAC Objective

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

IQAC Functions:

Members were briefed on the Functions of IQAC in reference with NAAC Guidelines (Composition IQAC)



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2. Members were further briefed on following Operational Features of IQAC.

- a) The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
- b) IQAC working Plan of Action must be generated to achieve objectives of an institution.
- c) Timely Submission of the AQAR every year is one of the Minimum Institutional Requirements (MIR) for Reaccreditation.
- d) During the institutional visit the NAAC peer teams will interact with the IQAC to know the progress, functioning as well as quality sustenance initiatives undertaken by them.
- e) The IQAC shall create its exclusive window tab on its institutional website for keeping the records/files of NAAC functioning including SSR.

The following points were placed before the committee for consideration;

- a) Since the composition of IQAC will be depend upon size and complexity of the institution and ours being multi-campuses, multidiscipline, deemed University. We can co-opt the members from internal academic and/or administration and/or external members as a when need arises.
 - b) In furtherance, the Chairperson (Hon'ble VC madam) proposed to the committee that Dr. Bhama Venkatramani, Dean Academic and Admin and Dr. SVK Bharati be co-opted as the member of IQAC in the category of administration and Academic respectively.
3. Sri. Pradeep Bhargava suggested that each member of the IQAC must be delegated with each function of the IQAC, so that there is total involvement, sense of commitment and ownership of activity amongst all the IQAC members.
4. Prof Vinayak Shirgurkar suggested that each member will bring 2 new innovative ideas in each of the IQAC meeting, which can be discussed and resolved to adopt two of the best/ innovative practices for implementation. He further added that when such practice is carried out, will be able to generate 8 best practices out of 4 meetings in a year and 32 such practices in 4 years. Of this two best practices can be presented in SSR for subsequent cycle of NAAC Reaccreditation.

Resolution Item No.2: IQAC: 22.11.2019

1. *The Committee resolved to function fully in compliance with the IQAC guidelines notified by NAAC.*
2. *The committee resolved to Co-Opt Dr. Bhama Venkatramani and Dr. SVK Bharati as regular members of the IQAC.*



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3. *It was resolved that, the IQAC will prepare delegation table w.r.t. functioning of IQAC and circulate the same to the members of the IQAC by next fortnight.*

It was resolved that each member of the IQAC will bring 2 innovative ideas/ best practices during each of the IQAC meeting.

ITEM NO. 3

Minutes of the last IQAC meeting held on 10th July 2019 and action taken report thereto.

The MOM of the last IQAC meeting conducted on 10th July 2019 along with its action taken report were presented before the committee. The committee noted that the actions have been taken w.r.t. the resolutions made and there are no shortcomings.

Resolution Item No.3: IQAC: 22.11.2019

The MOM and the action taken report of IQAC meeting conducted on 10th July 2019 were accepted and passed.

ITEM NO. 4

Presentation of draft AQAR for academic year 2018-19.

1. The Director IQAC conveyed that the draft AQAR is being finalized and needs more time.
2. He conveyed that the draft AQAR was presented in Directors meeting held on 19th Nov 2019 which was chaired by the Hon'ble Vice chancellor and placed the following resolutions that were passed therein. It was decided to;
 - a. Send the Draft AQAR-Part-A and Part-B (Criterion-wise) that was tabled, to all the directors of all the constituent institutions and support departments including the Registrar office for their review, final validation and re-submission by 21st Nov 2019 by the end of the day.
 - b. Review quality initiatives mentioned and that they must be written in University perspective.
 - c. Review the significant contributions done by IQAC during the academic year 2018-19 based on the criterion wise inputs that are being sought from each constituent Institution and support Departments once they are received.
- d. Review the draft of the action taken w.r.t Plan of Action that was set for the A.Y 2017-2018 in consultation with academic, Administrative, SCRI, STLRC, Library and QMB departments.



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Director, IQAC conveyed that Draft AQAR will be shared with all the members by email once it is ready.

Resolution Item No.4: IQAC: 22.11.2019

- 1. It was resolved that IQAC will review, amend and finalize the Draft AQAR 2018-19 once the validated inputs are received from institutes and departments. Accordingly, IQAC will also review the action taken report on plan of action that was mentioned in last year AQAR, review Quality Initiatives and review significant contributions.*
- 2. It was decided that, the institutes/ departments will be given the time till 5th December 2019 for submission of the reviewed and validated data from their side.*
- 3. Further to this, IQAC will finalize the draft within a week time after receipt of validated data.*
- 4. The final draft AQAR will be circulated to all the members of IQAC once finalized.*

ITEM NO. 5

Plan of Action of IQAC for the academic year 2020-21.

The Director, IQAC conveyed to the committee that Plan of Action of IQAC for the ensuing academic year can only be finalized once the requisite data is received from institutes/ departments.

Members were further briefed that two of the IQAC meetings have already been held for the A.Y 2019-20 and he proposed following dates for two remaining meetings;

Meeting Number	DATE	TIME
3	Tuesday, 24 th March 2020	3 pm to 5 pm
4	Wednesday, 22 nd July 2020	3 pm to 5 pm

The committee observed that the current A.Y will end by June 2020 and 4th IQAC meeting needs to be finished by June end. The date of Wednesday, 24th June 2020 was proposed to be fixed.

1. Further, it was conveyed to the committee that, IQAC shall plan to complete following tasks by March 2020.



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SN	Task	Responsibility
1	Cos, POs and Attainment upload on LMS	Learning Management System (LMS) Core Team
2	Feedback Collection, collation, Analysis and Reporting through LMS	
3	Revision of Policies	Admin. departments
4	Development of Manuals	

The committee felt that, since the task is complex, it may not be possible to complete the same by March 2020; the committee considered the deadline of June 20th 2020 should be given. Further the committee felt that more time should be given for revision of policies and development of manuals.

Resolution Item No.5: IQAC: 22.11.2019

It was resolved that;

- 1. The IQAC will share its Plan of Action with all members by 13th December 2019.*
- 2. The next two meetings be conducted on the following date and time.*

Meeting Number	DATE	TIME
3	Tuesday, 24 th March 2020	3 pm to 5 pm
4	Wednesday, 24 th June 2020	3 pm to 5 pm

- 3. Updating of Course Outcome (COs), Program Outcome (POs), Attainments & Feedback Collection, collation, analysis & Reporting in Learning Management System (LMS) should be completed by 20th June 2020 & the report of the same should be placed before next IQAC meeting.*
- 4. The work of revision of policies and development of manuals can continue and status report must be reported in next IQAC meeting*

ITEM NO. 6

To consider the submission of the Institutional Information for Quality Assessment (IIQA)



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The Institutional Information for Quality Assessment (IIQA) of the University to National Assessment and Accreditation Council (NAAC) for the third cycle of assessment and accreditation.

Resolution Item No.6: IQAC: 22.11.2019

Resolved that file submission of the institutional information for Quality Assessment (IIQA) of the University to National Assessment and Accreditation Council (NAACC) in the month of September, 2020, for the third cycle of assessment and accreditation, be and are hereby, approved.

ITEM NO. 7

Any other points with the permission of the chair.

Adv. Nilesh Nikam informed committee that the university can take up community oriented activities. To this the Chair conveyed him that, university has dedicated department, SCOPE that looks of after community & outreach programs. SCOPE conducts several activities either on its own or in association with Govt., NGO etc.

The Chairperson conveyed to him that, university has number of thrust areas that include, preventive, promotive and curative healthcare services to poor, mostly rural, needy and marginalized population, and waste mitigation, management and recycling etc.

The Chair requested Adv. Nikam, to provide guidance and help to university in getting external community projects.

During her concluding remarks, the Chairperson expressed her confidence that, the re-constituted committee will work hard and go extra mile in making ensuing year of third cycle Re-Accreditation an all fulfilling year.

The meeting was concluded with the vote of thanks to Chair and the members.

Resolution Item No.7: IQAC: 22.11.2019

Appreciated the work done by SCOPE

ITEM NO. 8

To review AQAR of A.Y. 2019-2020.



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

Resolution Item No.8: IQAC: 22.11.2019

Resolved that the AQAR was reviewed and approved.

ITEM NO. 9

To review the below-mentioned Policies:

- **Policy/ Guidelines on Preservation and Disposal of Documents:** Each and every action of the offices, sections and Constituents of the University are based on the rules, regulations, policies and decisions taken by the authorities. These actions and decisions are communicated and implemented through documentation. Thus, the communication in written and/or electronic form is an authentic and justified mode of administrative and managerial transactions. Certainly, carefulness in preserving the documents is an essential requisite. However needless and undue circumspections for keeping the documents permanently once its purpose is served, piles up the records causing problems and creating barriers.

The objective is to set the time frame, considering the operational aspect, for the hard/soft copy of the records/documents

- To accept and execute the digitization of the records to lessen the paper work and have easy access to documents/records
- to comply with the Green Initiative

- **Revised Ph. D. Rules:** It is hereby notified for information of all concerned that, the existing Ph. 0. Rules 2018 have been modified in the light of the amendments notified by the University Grants Commission with respect to Ph. D. admissions and the suggestions of the Research Recognition Committees (RRC) of various Faculties and Deans Council

- **Reservation Policy (Admissions) :** The spirit of equal opportunity pervades through the Constitution of India. Reservation in educational institutions is manifested to provide seats for inclusive representation in the higher educational institutions by allowing reservation for socially and educationally disadvantaged/

backward communities in India. The University shall take all necessary steps, which are for the purposes of reservation of seats in admissions to its academic programs offered every academic year and matters related or incidental thereto.



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- **Guidelines on mandatory publishing in a Scopus:**

- **Policy on Sports Recreation and Wellness, 2020:** The Department of Sports, Recreation & Wellness (DSR W) places emphasis on promoting Physical Literacy among all stakeholders at the University. The focus is to improve Quality of Life through physical activity. The DSR W provides access to sporting facilities and also some unique physical activity programs to encourage participation in sports, recreation and leisure. Physical Fitness, its assessment, interventions, counselling and personal training are offered. Its primary commitment is to provide an opportunity for student-athletes to fully develop their athletic potential. Through practice, training and competition, the department strives to instil in each student-athlete:

- **Policy of Curriculum Feedback (2020):** This policy entails the details of the process with the following objectives:

1. To keep pace with the need and requirements of students from various Faculty of the University.
2. To keep the curriculum vigorous and updated with respect to industry requirements.
3. To be able to respond quickly to any issues with respect to Curriculum.
4. To enable continuous enhancement in the curriculum

- **Library Manual:** The Libraries of the University and Constituents are the Knowledge Resource Centres of University Education. It plays pivotal role in dissemination of knowledge. Use of ICT has become an essential part in the functioning of a library. The role of a librarian is not limited to the post of custodian only and is expected to provide information regarding available resources as per requirements of users. Adequate infrastructure and resources play a big role in the growth and development of the University Education.
- **Rules for Hostel of SMCW & SUHRC :** A Student pursuing his / her studies at Symbiosis International University, may reside in Hostel, owned and maintained by University during the studentship of the academic programme. The University may provide hostel at its campuses. The information regarding hostels is being provided on the University website as well as in the prospectus. The rules are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates.
- **Revised 'Research Manual' of the SIU, 2020 :** Symbiosis International (Deemed University) (SIU) has been well aware of the importance of research in higher education as indicated in its vision and mission. The University recognizes its role as a knowledge creator and propagator, and consequently, receives prestigious research funding, publishes research papers in quality journals, files patents, joins editorial boards, jury panels and contributes to the welfare of the society through translational research. The progress in the quality and



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quantity of research outcome is remarkable in the past few years and the University is eventually poised to attain international recognition for its research prowess.

- **Dr. Anandi Gopal Scholarship Scheme** : Symbiosis International (Deemed University) has approved Dr. Anandi Gopal Scholarship Scheme vide Board of Management meeting held on 27th June, 2019. The scholarship will not be applicable to NRI/ PIOs / OCI card holders / Foreign Nationals i.e. it will be open to Indian Nationals only. The scholarship will be awarded purely on merit. It will be granted to the top 5 girls who qualify through NEET merit list of students and who get selected and enrol to Bachelor of Medicine & Bachelor of Surgery (M.B.B.S.) Programme at Symbiosis Medical College for Women in the first year.
- 5. Administrative Manual, 2020

Resolution Item No.9: IQAC: 22.11.2019

Resolved that the information regarding the policies are hereby noted by the member

ITEM NO. 10

To inform the members regarding the establishment of below mentioned new Institutes in the University in the A.Y 2019-2020.

- Establishment of SMCW - Symbiosis Medical College for Women.
- Off Campus Centre Nagpur
- Establishment of SLS, Nagpur – Symbiosis Law School
- Establishment of SIBM, Nagpur-Symbiosis Institute of Business Management
- Establishment of SSPAD, Nagpur - Symbiosis School of Planning Architecture and Design
- Establishment of SCMS, Nagpur - Symbiosis Centre for Management Studies
- Change in nomenclature of SITM - Symbiosis Institute of Digital & Telecom Management
- Establishment of CPGLS, Nagpur- Centre for Post Graduate Legal Studies
- Establishment of SCCE, Nagpur - Symbiosis Centre for Corporate Education
- Establishment of SCSD, Nagpur - Symbiosis Centre for Skill Development
- Establishment of SCCE, Hyderabad - Symbiosis Centre for Corporate Education

Resolution Item No.10: IQAC: 22.11.2019

Resolved that the information about the establishment of Institutes in the University in the A.Y 2019-2020 and is hereby noted by the members.

ITEM NO. 11



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To inform the members regarding the collaborative initiatives taken by the university for the A.Y 2019-20.

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

- University of Bremen (Department 10/ Linguistics and Literary studies) Germany
- The University of the Western Cape South Africa
- North China University of Technology China
- National Taiwan Normal University Taiwan
- Aston University UK
- Universität Hamburg, UHH- Faculty of Humanities Germany
- Duy Tan University Danang Vietnam

Resolution Item No.11: IQAC: 22.11.2019

Resolved that the information regarding the collaborative initiatives taken by the University in A.Y 2019-20 is hereby noted by the members.

ITEM NO. 12

To inform the Quality Initiatives undertaken by QIC at the Institute level during the Academic year 2019-2020.

1. To Procure a Letter of Permission (LoP) from the Medical Council of India and start the medical college from the Academic Year 2020-2021.
2. To increase the number of SWAYAM courses.
3. Fully institutionalize Course Outcomes (COs) & Program Outcomes (POs) for all programs in all the Constituent Institutions and initiate Outcome Mapping of students.
4. Strive to declare result within 30 days of completion of exams.
5. Feedback System to be made on-line - To strengthen the Innovative Ecosystem, increase high impact research and thereby increase the Patents.
6. To start External Funded Research projects (Govt and Non-Govt).
7. To increase the publications in SCOPUS & WoS indexed journals
8. To start the Academic Integrity Committee (AIC).
9. To adopt nearby Villages to cover Objective Oriented Community Activities under the SCOPE program.
10. To conduct training and development programs on Quality Management Systems.
11. To increase student participation International competitions.



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12. Publication of PG research papers in SCOPUS.
 13. To provide Smart Classrooms in all Constituent Institutions and Information Kiosks & Integrated digital podiums.
 14. To Implement Asset and Inventory Management System (AIMS).
 15. Operationalize both the General and Super-specialty wing of Symbiosis University Hospital & Research Centre.
 16. To establish the Department of Quality Management & Benchmarking (QMB) with an overall objective of institutionalizing a Quality Culture in the entire University.
 17. To conduct Health Awareness Programs, Multidiagnostic and Therapeutic Camps in adopted villages by SMCW-SUHRC in association with SCOPE
 - 18.

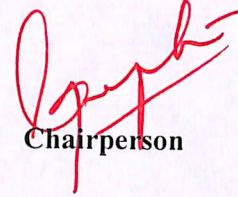
Resolution Item No.12: IQAC: 22.11.2019

Resolved that the Quality Initiatives at institutes during 2019-20 as per given details were discussed and noted.

IQAC Coordinator

IQAC-29-22.11.2020

Date: 25.11.2020


Chairperson