SYMBIOSIS INTERNATIONAL UNIVERSITY

Minutes of 27th meeting of Internal Quality Assurance Cell (IQAC) held on Thursday, 24th May 2019 at 02: 00.pm in Seminar Hall – SIMS, Khadki, Pune.

The following members were present: -

1.	Brig (Dr.) Rajiv Divekar, Director-SIMS	Member – Teaching
2.	Mr. Pradeep Bhargava	Industry Nomine
3.	Dr. Dharmesh Kumar Mishra, SIIB	Member – Teaching
4.	Dr. Rupal Raut Desai, SLS-P	Member – Teaching
5.	Lt. Col. Shobha Naidu, SCON	Member – Teaching
6.	Mr. Anshuman Sen, SITM	Alumni Representative
7.	Mr. DevdattaTengshe, SIG	Alumni Representative
8.	Head-Scope, Head-STLRC	Special invitees
9.	QIC coordinators from SSE and SLS Noida	Special invitees
10.	Dr. M S Shejul	Member-Administrative Officer
11.	Mr. Anand Deshpande	Member-Administrative Officer
12.	Mr. Kiran Kanade	Member-Administrative Officer
13.	Dr. Pravin Dange,SIU	Member-Teaching
14.	Dr. Kavitha Menon, SSBS	Member – Teaching
15.	Dr. Swati Ahirao, SIT	Member – Teaching
16.	Dr. Sreenath K	IQAC Coordinator

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

1.	Dr. Rajani Gupte	Chairman
2.	Dr. Hrishikesh M Soman	Member – Management
3.	Dr. PravadaTelang	Nominee from local Society
4.	Ms. Parul Mehta	Nominee from local Society
5.	Ms. Hailey Turakhia, SIMC	Student Representative
6.	Mr. Shrey Doshi MK, SSP	Student Representative
7.	Mr. Anant Sardeshmukh	Industry Nominee

IQAC Coordinator welcomed all the members to the meeting of the SIU Internal Quality Assurance Cell.

IQAC coordinator further informed that Hon'ble VC Madam has requested Mr. Pradeep Bhargava to chair the meeting in absence of the chairperson. IQAC Coordinator gave a presentation taking the members through the agenda points.

ITEM NO. 1

To confirm the minutes of the IQAC meeting held on 13th December 2018.
Minutes of the IQAC meeting held on 13th December'2018 were discussed and confirmed.

Resolution Item No.1: IQAC: 24.05.2019

Resolved that the minutes of the IQAC meeting held on 13th December 2018 be and are hereby confirmed.

ITEM NO. 2

Review of action plans for 2018-2019 shared by departments.

Members discussed on the following points:
- To make students industry ready a good practice followed at all Institutes of conducting Mock interviews and GD for student SIP interviews should be continued
- To enhance the teaching learning experience by using LMS as e-learning initiative.
- Implementation of OBE.
- Provision of a fulltime psychological counsellor at every campus to be continued.
- To enhance research outcome in terms of quality and quantity through the excellence imbibed in research clusters of faculty members.

Resolution Item No.02: IQAC: 24.05.2019

1. *Resolved that conducting Mock interviews and GD for student SIP interviews should be continued.*
2. *Resolved that to further enhance the initiative of use of LMS as e-learning initiative by faculty.*
3. *Resolved that the initiative to create a research environment to develop research aptitude among students be implemented.*
4. *Resolved that OBE be implemented and IQAC coordinate with Academics department to follow up on implementation status.*
5. *Resolved that the Provision of a fulltime psychological counsellor at every campus be continued, concerned authorities to take necessary actions.*
6. *Resolved that research clusters to focus on enhancing research outcome quality and Quantity, SCRI department to take the necessary actions.*

![Symbiosis logo]

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7. Further resolved that the IQAC department to follow up with departments for those actions that are pending/ incomplete/ in progress.

ITEM NO. 3

Incorporation of LMS for university.
- IQAC Coordinator briefed members that the university is planning to implement a New LMS software centrally, in place of the individual LMS systems adopted so far.
- Also briefed members that the vendor has a template for all the requirements which need to be customized as per university requirements.

Resolution Item No.03: IQAC: 24.05.2019

1. Resolved that the points discussed pertaining to the implementation of new LMS were noted by members. and suggested by Committee members.
2. Resolved that LMS to be customized in line with university requirements.

ITEM NO. 4

To discuss the strengthening of the feedback mechanism from all the stakeholders.
IQAC Coordinator briefed the members that the university is planning to strengthen the central feedback system. Also briefed the members on measures being taken to strengthen and modify the feedback questionnaire thereby developing & implementing a new online feedback portal.

Resolution Item No.04: IQAC: 24.05.2019

1. Resolved that the initiative of modifying the feedback questionnaire so as to further strengthen be implemented.
2. Resolved that development and implementation of new feedback portal be implemented. IQAC department to coordinate with concerned departments to ensure appropriate implementation

ITEM NO. 5

To discuss Quality Initiatives at SCOPE and STLRC departments.
(Presentations to be made by Head SCOPE and Head STLRC)

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A brief presentation was made by the Representative of the SCOPE department and Head STLRC detailing the processes and quality initiatives being adopted/implemented in their respective departments.

Resolution Item No.05: IQAC: 24.05.2019

Resolved that Members appreciated the work done by Head SCOPE and Head STLRC.

ITEM NO. 6

To discuss Quality Initiatives at Institutes
(Presentations to be made by QIC coordinators of SSE and SLS-Noida-via video conference)
A brief presentation was made by Coordinator SSE which reflected the process and quality initiatives taken in their Institute. QIC members of SLS –Noida had sent their presentation for the meeting. However, could not present their work due to ongoing GE-PIWAT activity at their institute.

It was decided that SLS- Noida will have to present their work in the next IQAC meeting.

Resolution Item No.06: IQAC: 24.05.2019

Resolved that the Quality Initiatives at section/ Departments during A.Y 2018-2019 as per details given were discussed and noted.

Any other item with the permission of the chair

ITEM NO. 7

To notify the below-mentioned policies by IQAC members:

- **Incentive policy for contribution towards Research Publication(s):** Research is an important activity for any Higher Educational Institution. It helps to improve the quality of teaching and confidence of the teacher manifold. It is well acclaimed that the outcome of any research activity is measured in terms of research publications, projects, patents, technology transfers, etc. Among all, research publication is the most commonly adopted method to report the research results/findings all over the world. It's an important step in the overall research cycle. Research findings, once published in a peer reviewed document, help the researcher to receive recognition for the value of the evidence generated and contribution to the knowledge.

- **Policy on Local Community Engagement, 2019**: This policy aims to define and guide, the communication and engagement mechanism that various departments of SIU adopt while engaging with the local community, and also provides a unified mechanism to effectively monitor, and report the progress achieved as a result of community engagement.

- **Policy on Community Outreach and Extension Initiative, 2019** : This document aims to define community outreach and extension activities that are conducted at SIU at various levels, provide a unified mechanism to effectively monitor, evaluate and report the progress achieved by every community outreach activity and measure and report the impact achieved by each activit.

- **Gender Policy, 2019** : Symbiosis International (Deemed University) invariably takes an active role in the field of academia emphasizing the necessity of policies that establish equality and equity among all its members irrespective of their race, nationality, faith, gender, or others. Through its forward-thinking culture and gender-just practices, the University promotes at the highest level of critical thought, objectivity, freedom from discrimination, and transparency. In doing so, it seeks to establish a culture and community deeply rooted in principles of respect and equality

- **Rules for Promotion of Academic Integrity and Prevention of Plagiarism, 2019**: "Academic Integrity" means intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property.
At Symbiosis International (Deemed University), it is ensured that research is conducted in a responsible manner. In this regard, the University has constituted an Independent Ethics Committee (IEC), which looks after responsible conduct of experiments on animals, clinical trials on human and other research related activities influencing the humans. This policy will provide the insights on Responsible Conduct of Research (RCR) and help the researchers to avoid departures from accepted ethical research practices and prevent those most serious deviations that constitute research misconduct.

- **Policy on Data Access from SIU** : Researchers working in Higher Education Institutions (HEI) are, in general, keen to collect data for research from the subjects who are a part of the University, that is, the students, teachers or staff of the University because of easy availability and access. However, this gives rise to several ethical and methodological issues in research and needs comprehensive policy guidelines to minimise the adverse effect of the issues that arise.

Following sections develop the background for the policy on "Data Collection for Research from the Subjects from within the University" (henceforth, in-house data collection) and subsequently followed by the criteria for giving permission to researchers for the same and the precautionary actions that must be taken for ensuring the ethical research conduct and robustness of the research methodology

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- **Guidelines on Extramural Research Funding:** Teachers and students of Symbiosis International (Deemed University) are encouraged to bring extramural funding for carrying out research in different thrust areas in accordance with the R&D Mandate of the University. These guidelines are for facilitating the process of applying for, carrying out, and completing such externally funded research projects.

- **Revised Guidelines on Extramural Research Funding**: Teachers and students of Symbiosis International (Deemed University) are encouraged to bring extramural funding for carrying out research in different thrust areas in accordance with the R&D Mandate of the University. These guidelines are for facilitating the process of applying for, carrying out, and completing such externally funded research projects.

Resolution Item No.7: IQAC: 24.05.2019

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

ITEM NO. 8

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

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

- Providence University Taiwan.
- Teesside University UK.
- Lingnan University Australia.
- Hochschule Mainz - University of Applied Sciences Germany.
- Masaryk University Czech Republic.
- Osaka University of Economics & law Japan.

Resolution Item No.8: IQAC: 24.05.2019

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

ITEM NO. 9

To inform the Quality Initiatives undertaken by QIC at the Institute level during the A.Y 2018-2019

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Resolution Item No.9: IQAC: 24.05.2019

Resolved that the Quality Initiatives at institutes during 2018-2019 as per given details were discussed and noted.

ITEM NO. 10

To inform the Quality Initiatives undertaken by section/ Departments of the university, during the A.Y 2018-2019.

1. Proposed Online System for Catalog & Programme Structure.
2. Proposed Catalog Rationalization Exercise
3. Proposed Credit Review Committee.
4. Printed Students photograph on academic documents as per UGC circular.
5. Created Administration: Teaching Learning Centre for FDPs

a) Online Exam

b) Feedback Forms

c) Sharing of resources.

d) Scheduling and announcements

e) Various Reports

6. Launched FMS- Faculty Management System.
7. Launched OMPI – Outcome Matrix and Performance Indicators
8. AIMS- Finance & Accounts
9. Administration: Asset and Inventory Management System
10. Made Research Manual (Version- 2)
11. Implemented SOP of MjRP.
12. Various checklists were sent to faculty members after they learn any new online tool or platform, this is done to find out their understanding and application of the tool/ platform learned.
13. Started Khelo India- Participation of faculty as nodal officer and volunteers
14. Mass Activities & events conducted -

- Happy Healthy Campus at 3 Campuses and also the introduction of Adventure activities
- RFID Technology used during Fitness for Freedom Run

15. Mandate fitness testing across Symbiosis to understand the current fitness status and to set fitness goals. Introduced mobile app (Symbicare) to connect with students fast and easy through each and every piece of information related to the department.
16. Introduced Innovative Activities like Outbound activities for institutes during orientation with the objective of team building and inculcating life skills among students. An outbound training workshop to equip the DSRW staff to conduct outbound activities. Fitness Dating.

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17. Included the IDY activities the incorporation of breathing exercises and meditation to ease stress, depression, and anxiety.
18. New Sports and Fitness credit courses were introduced
19. Establishment of the Department of Sports Recreation and Wellness (DSRW), RWC and USB (Sports) are merged into DSRW
20. Conducting mental health awareness lectures/seminars/social media events for students
21. Conducting psychology-based workshops as FDPs for faculty and staff- charged
22. Published Newsletter Series for students- 2020 8) Parent session – 2020
23. Started regular journal clubs to encourage and inculcate spirit of scientific inquiry

Resolution Item No.10: IQAC: 24.05.2019

Resolved that the Quality Initiatives at institutes during 2018-2019 as per given details were discussed and noted.

ITEM NO. 11

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

- SUHRC - SYMBIOSIS UNIVERSITY HOSPITAL & RESEARCH CENTRE

- DSRW - DEPARTMENT OF SPORTS RECREATION AND WELLNESS

  - SCAAI – SYMBIOSIS CENTRE FOR APPLIED ARTIFICIAL INTELLIGENCE

Resolution Item No.11: IQAC: 24.05.2019

Resolved that the information about the establishment of new institutes in the University in the A.Y 2018-2019 be and 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 and all present.

IQAC Coordinator

IQAC 27-24.05.2019
Date- 28.05.2019

Chairperson