



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 25th meeting of Internal Quality Assurance Cell (IQAC) held on 31st August 2018 at 10:30 am in Conference Hall1-SIU, Lavale.

The following members were present: -

1. Dr. Rajani Gupte	Chairman
2. Dr. M S Shejul	Member-Administrative Officer
3. Mr. Anand Deshpande	Member-Administrative Officer
4. Mr. Kiran Kanade	Member-Administrative Officer
5. Brig (Dr.) Rajiv Divekar, Director-SIMS	Member – Teaching
6. Dr. Pravin Dange	Member – Teaching
7. Dr. RupalRaut Desai, SLS-P	Member – Teaching
8. Lt. Col. Shobha Naidu, SCON	Member – Teaching
9. Dr. Dharmesh Kumar Mishra, SIIB	Member – Teaching
10. Mr. Devdatta Tengshe, SIG	Alumni Representative
11. Mr. Pradeep Bhargava	Industry Nominee
12. Dr. Sreenath. K	IQAC Coordinator
13. Deputy Director-SCIE	Special invitees
14. QIC Coordinators from SSSS and SIMC	Special invitees
15. Dr. Kavitha Menon, SSBS	Member – Teaching
16. Dr. Swati Ahirao, SIT	Member – Teaching
17. Dr. Hrishikesh M Soman	Member – Management

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

1. Dr. Pravada Telang	Nominee from local Society
2. Ms. Parul Mehta	Nominee from local Society
3. Ms. Hailey Turakhia, SIMC	Student Representative
4. Mr. Shrey Doshi MK, SSP	Student Representative
5. Mr. Anshuman Sen, SITM	Alumni Representative
6. Mr. Anant Sardeshmukh	Industry Nominee

Hon'ble Vice-Chancellor and Head IQAC welcomed all the members to the meeting of the SIU Internal Quality Assurance Cell. Hon'ble Vice-Chancellor shared with the members that Mr. Pradeep Bhargava – Industry nominee has been appointed as President MCCI. The members congratulated Mr. Bhargava.

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



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ITEM NO. 1

To confirm the minutes of the IQAC meeting held on 5th June 2018.

Minutes of the IQAC meeting held on 05th June 2018 were discussed and confirmed.

Resolution Item No.1: IQAC: 31.08.2018

Resolved that the minutes of the IQAC meeting held on 5th June 2018 are hereby confirmed.

ITEM NO. 2

To discuss the progress of action taken on the plan of action decided at the beginning of the year with reference to A.Y 2017-2018.

In AQAR 2017-2018 submitted to NAAC, SIU had projected a plan of action for the year 2017-2018. Members were updated with the actions taken on the plans decided at the beginning of the year. Members noted the points

Resolution Item No 2: IQAC: 31.08.2018

Resolved that the action taken report based on the plan of action is noted.

ITEM NO. 3

To discuss the Plan of Action for A.Y 2018-2019

Members were informed about the Plan of action for A.Y.2018-2019. The Hon'ble Vice-Chancellor updated members that the University has planned an external review of the curriculum which will be initiated by the Faculty of Media and Communication and will be followed by all other faculties. Members appreciated the initiative.

Hon'ble Vice-Chancellor also briefed members about the implementation of Radio-frequency identification (RFID) in SLS and SIT Libraries initially. Based on its results it will be implemented in other libraries

Resolution Item No.3: IQAC: 31.08.2018

Resolved that the action plans were noted.

ITEM NO. 4

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To strengthen the orientation program conducted for new joiners at Symbiosis- As a quality improvement measure.

Members were briefed that the improved process of the orientation program to be held at SIU for new joiners at Symbiosis

- To acquaint them with the Organogram of SIU
- To acquaint them with the SIU institutes and departments
- To make them aware of the process flow of the entire system-HR, Finance, Research, Exam, etc.,
- Introduction to Manuals like Research, HR, Academics, etc.,
- Demo of Online Systems like FIS/MIS/Eduwiz/Admission/Ekalavya

Members suggested the HR department make videos for the Orientation program with the help of Symbiosis Studio.

By the end of the year 2018, the Registrar's Office shall make available all processes/guidelines online which can be accessed by any Director/ officer.

Resolution Item No.4: IQAC: 31.08.2018

Resolved that the points suggested by Committee members be incorporated in the plans of the HR department and Deputy Registrar respectively

ITEM NO. 5

To review the best practices of the various Institutes and administrative departments of the University.

Members were briefed that henceforth some Institutes and SIU administrative departments would be invited at each meeting to share the best practices carried out by Symbiosis Institutes in their domains. Every Institute has some excellent practices that could be shared with other Institutes, to help everyone gain from them. In the current meeting, The Registrar would initiate the activity and the International Office – SCIE would also present their work.

Resolution Item No.5: IQAC: 31.08.2018

Resolved that some Institutes and Departments be invited to make a brief presentation of their best practices in any domain at each IQAC meeting.

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ITEM NO.6

To discuss the progress on AQAR and seek approval of draft AQAR.

Members were briefed about the progress in the preparation of the Annual Quality Assurance Report (AQAR) 2017-2018. HEAD IQAC briefed the members on the salient features of AQAR 2017-18 through a presentation.

Resolution Item No.6: IQAC: 31.08.2018

Resolved that the AQAR 2017-2018 be recommended to the Board of Management for its approval.

ITEM NO.7

To brief the members on the progress of the 'Outcome Metrics and performance Indicators (OMPI) 2017-18

As approved by IQAC the University has continued to collate information annually from all Institutes of SIU, on parameters that provide a holistic view of the contribution of the Institute to the University. The data so collected online is then validated through an evidence audit of each Institute after a rigorous training of the Auditors. The members appreciated the Metric and felt that it was a good guide for the Institutes to check their progress inter-temporally.

Resolution Item No.7: IQAC: 31.08.2018

The members noted the progress on OMPI and applauded the initiative.

ITEM NO. 8

**To discuss Quality Initiatives at SIU Administrative departments.
(Presentations to be made by Registrar and Deputy Director-Symbiosis Centre for International Education -SCIE)**

A brief presentation was made by the Registrar and Deputy Director-Symbiosis Centre for International Education -SCIE which reflected the attention paid to the improvement of processes and quality initiatives taken in their departments.

Resolution Item No.8: IQAC: 31.08.2018



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Members appreciated the work done by Registrar's office and Symbiosis Centre for International Education

ITEM NO. 9

To discuss Quality Initiatives at Institutes, presentations made by QIC coordinators of 'SIMC- Symbiosis Centre for Management and Human Resource Development' & "SSSS- Symbiosis School of Sports Sciences."

QIC coordinators of SIMC and SSSS briefed the members about quality initiatives undertaken at their institutes.

Resolution Item No.9: IQAC: 31.08.2018

Members appreciated the work done by SIMC- Symbiosis Centre for Management and Human Resource Development" & "SSSS- Symbiosis School of Sports Sciences."

Any other items with the permission of the chair.

ITEM NO.10

To consider the conduct of an Environmental Audit at SIU.

The Hon'ble Vice-Chancellor suggested that the University has been undertaking several initiatives in the domain of waste management, and energy conservation and it would be useful to conduct an Environment Audit especially since the Symbiosis Institute of International Business (SIIB) which has an MBA (Energy and Environment) program, has faculty who are specialists in this area.

She requested the Registrar to look into an Environmental audit with the help of the Symbiosis Institute of International Business (SIIB)

Resolution Item No.10: IQAC: 31.08.2018

Resolved that an Environment Audit be conducted for SIU.

ITEM NO. 11

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.

- King Mongkut's University of Technology Thonburi Thailand

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- University of Malaya Malaysia
- University of Queensland Australia
- Jagiellonian University of Kraków Poland
- University of Adelaide Australia

Resolution Item No.11: IQAC: 31.08.2018

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

ITEM NO. 12

To notify the below-mentioned policies IQAC members

- **Code of Conduct for the Governing Bodies and Officers of Symbiosis International (Deemed University):** Universities strive to deliver quality academic programs to students in an environment that is conducive to learning, critical inquiry, and development of scientific temper, sensitivity towards community, and respect for diversity. These attributes are reflected in the mission statements of Symbiosis International (Deemed University). The University believes that its governing bodies and officers are the custodians of its values, purpose, vision and mission, institutional autonomy, and accountability.

Good governance of any Institution is fundamental for setting standards to function in an efficient, ethical and just manner. Every Institution should have a Code of Conduct for its governing bodies, officers, faculty, students and staff for proper functioning.

- **IT Policy:** Symbiosis believes that appropriate IT systems are essential for delivering quality academics, efficient administration and transparent communication. A comprehensive IT policy is therefore formulated to maintain quality of service and smooth functioning of secure systems in achieving the vision and mission of Symbiosis.
- **Academic Policies:** The purpose of this policy is to prepare a guideline for the faculties of SIU to take a part in the development of MOOC and put it on the platform of SWAY AM which seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. The policy also outlines the manner in which SIU students can access to MOOCs as part of their program.
- **Policy on Opportunities for Teachers under Massive Open Online Courses (MOOCs):** Massive Open Online Courses 02-Nov-18: This University (SIU) believes that teachers are torchbearers for the educational and socioeconomic development of society; hence, it becomes



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imperative to train and equip them with all the necessary educational & technological skills through appropriate training and opportunities.

- **Policy on Grievance Redressal of Employees:** Employees of the University are the principal backbone for the implementation of policies and decisions of the authorities of the University.

Committed, dedicated, and resourceful employees are required to run any organization flawlessly and efficiently. It is the responsibility of the governing bodies and authorities to maintain an impartial, conducive and encouraging working environment in the institution. Similarly, it is the duty and responsibility of the employee to dedicate himself to the cause of the institution to build its reputation. In the day-to-day function, sometimes the employee may feel ignored, treated unfairly or unjustly or may feel treated in an inequitable manner. So as to address this element the institution should have some platform wherein the grievance of the employees can be addressed.

- **Academic Manual, 2018:** This document draws significantly from the various policies, resolutions, and regulations framed by Academic Council and/or Board of Management and hence is the reference document that provides guidelines for implementation of approved academic processes of SIU.
- **Guidelines for standardization of Credit:** Symbiosis International (Deemed University), in its pursuit of academic excellence, periodically reviews the guidelines pertaining to standards to be maintained for the academic programs offered by the University.

Rules for Refund of Fees and Non-Retention of Original Certificates: This shall be applicable to Undergraduate, Postgraduate, Research Degree, Diploma, and Certificate Programmes offered by Symbiosis International (Deemed University).

Resolution Item No.12: IQAC: 31.08.2018

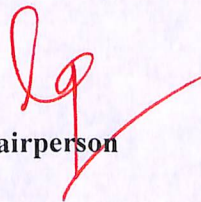
Resolved that the information regarding the policies are hereby noted by the members

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 25- 31.08.2018

Date: 03.09.2018


Chairperson