



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 39th Meeting of Internal Quality Assurance Cell (IQAC) held on 22nd September'2022 from 10:30 am to 12:45 pm at Convention Hall, Lavale.

Following members attended the 39th IQAC meeting.

Sr. No	Name	Designation	Membership
1	Dr. Rajani Gupte	Vice Chancellor	Chairperson: Head of the Institution
2	Dr. Bhama Venkataramani	Dean - Academics & Administration, SIU	IQAC Coordinator
3	Dr. Hardik Vachharajani	Director, QMB	Teacher Representative
4	Prof. Harshad Gune	Head, Data Management Centre, SIU	Senior Administrative Officer
5	Dr. Avinash Kakade	Deputy Registrar, SIU	Senior Administrative Officer
6	Dr. Pravin Dange	Head - Academics, SIU	Senior Administrative Officer
7	Dr. Deepak Tatpuje	Head - Research Projects, SCRI	Senior Administrative Officer
8	Dr. Sophia Gaikwad	Head- STLRC	Senior Administrative Officer
9	CA. Supriya Deshpande	Deputy Finance Officer, SIU	Senior Administrative Officer
10	Dr. Anirban Sur	Associate Professor, SIT, Pune	Teacher Representative
11	Dr. Manjari Jonnalagadda	Assistant Professor, SSLA, Pune	Teacher Representative
12	Ms. Lasya Vyakaranam	Assistant Professor, SLS, Pune	Teacher Representative
13	Dr. Poornima Tapas	Professor, SIBM, Pune	Teacher Representative
14	Ms. Kanisha Raina	Vice President, HR, Fiserv India Pvt Ltd	Nominee from Alumni
15	Mr. Jivesh Govil	Thought Leader, Global Visionary and Experienced Strategy and Operations Leader, Yeritas Technologies LLC, Pune	Nominee from Employers
16	Mr. Jaysurya Das	Co-Founder & Editorial Director, Pune365.com	Nominee from Industry
17	Mr. Pradeep Bhargava	Chairman, Automotive Stampings and Assemblies Limited	Nominee from Local Society
18	Prof. Vinayak Shirgurkar	Management Consultant	Nominee from Management
19	Mr. Nilesh Nikam	Ex. Standing Committee Chairman, PMC	Nominee from Stakeholders
20	Mr. Vipul Chaudhari	Digital and Telecom Management - MBA	Nominee from Student



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)

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

Sr. No	Name	Designation	Membership
1	Ms. Swati Sahasrabudhe	Head - International Initiatives & Collaborations, SCIE, Pune	Senior Administrative Officer
2	Dr. Meenal Kulkarni	Assistant Professor, SIHS	Teacher Representative

Following members were special Invitees for the 39th IQAC meeting

1. Chef. Atul A Gokhale, Director, Symbiosis School of Culinary Arts
2. Dr. Madhvi Sethi, Director, Symbiosis Institute of Business Management- Bengaluru
3. Ms. Nidhi Piplani Kapur, Head, Symbiosis Centre for European Studies
4. CA. Aakanksha Deshpande, Finance Officer

Hon'ble Vice-Chancellor and Director, QMB welcomed all the IQAC and external members to the 39th External IQAC meeting.

Hon'ble Vice-Chancellor thanked Mr. Pradeep Bhargava and other members for their assistance and guidance during NAAC Peer team visit.

Director, QMB presented the recent initiatives of QMB and took up the agenda points for discussion.

ITEM NO.1

To confirm the minutes of the 38th External IQAC Meeting held on June 25th, 2022.

Minutes of the 38th External IQAC Meeting held on 25th June, 2022 were discussed and confirmed.

Resolution Item No.1: IQAC: 22.09.2022

Resolved that the minutes of the 38th External IQAC Meeting held on 25th June, 2022 are hereby confirmed.



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)

ITEM NO.2

Review of Action Taken Report (ATR) of the 38th External IQAC Meeting held on 25th June, 2022.

Members were briefed on the action taken report of the points discussed in the 38th External IQAC meeting held on 25th June, 2022.

Below ATR pointers were explained in depth to all the members by Vice Chancellor and Director QMB.

Vice Chancellor gave a brief about the grade sheets data on NAD (DigiLocker).

Overall applications for STEM based Patents are very encouraging. University is keen on increasing Patent applications in Non-STEM areas. Total 48 patents are filled from Non-STEM area, this increase in Non-STEM Patent application was appreciated by all the members.

Resolution Item No.2: IQAC: 22.09.2022

Resolved that members noted the points, appreciated the work done by the institutes and department, and suggested completing the ongoing activities.

ITEM NO.3

To brief and update the members on the NAAC (Third cycle).

Hon'ble Vice-Chancellor briefed about NAAC Peer team visit and accreditation status.

The detailed working and grounds of appeal has been submitted to NAAC on 7th September, 2022. The presentation to the appeal committee by the Hon'ble Vice-Chancellor is due in October'2022.

Resolution Item No.3: IQAC: 22.9.2022

Resolved that members noted and appreciated the work done by all during NAAC (Third Cycle)

ITEM NO.4

To discuss the recent initiatives of QMB.

Director, Dr. Hardik informed about the activities and new initiatives planned by the QMB department.

Below mentioned are the recent initiatives

1. AQAR for the A.Y 2020-21 is prepared and will be duly submitted by Registrar's office by 15th October, 2022.



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)

2. DIS, OMPI and Moodle implementation- Data Management Center: DMC under the umbrella of QMB will develop and implement these softwares at SIU. The complete plan has been rolled out related to DIS/ OMPI and MOODLE. These tools will measure the performance of the institutes and departments and the platform where all the data can be saved and easily retrieved.
3. Head, Data Management Centre will design and lead implementation of Moodle across all constituents of SIU. The organizational structure and PDs for vacancies at DMC has been rolled out.
4. Advertisement for the post of Head Quality Assurance was released and the selection process is underway.
5. QMB department is working with STLRC to create criteria-wise knowledge transfer sessions for all Constituents.
6. Criterion audio Interaction: QMB in collaboration with SIMC is planning a series of small (around 5 minutes) interactive audio discussions on general aspects of quality and all NAAC criteria. A faculty member will ask simple questions on criteria to which criterion heads will be responding in an engaging manner. This will be available to all faculty members to access as per their convenience.
7. QMB-STLRC training program for QICs: A training mechanism through which criteria head and shadow faculty will train criteria representatives and QIC coordinators at the institute level.
8. QMB department in collaboration with Registrar's office will organize 'MoM writing training' for constituent staff.
9. ASK QMB – A monthly open house session for any questions related to quality and accreditation has been initiated. The session will be conducted on the last Friday of every month from 3-4 pm. The staff of QMB department will remain present to solve any doubts from constituents.

The first Ask QMB session was conducted on 26th August, 2022 and this session got an overwhelming response of 32 participants and was appreciated by one and all.

The second session of Ask QMB is scheduled for 30th September, 2022.

10. Increasing support to QICs (19 meetings conducted till date for AY 2022-23)
 - A checklist is created and shared with constituents on indicative topics for discussion during QIC meetings so that all the important and relevant pointers can be covered.
-



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)

- The QIC meetings calendar is created and maintained by the QMB department to keep track of QIC meetings.
- QMB representatives attend as many QIC meetings as possible and provide mentorship to constituents for smooth functioning.

Mr. Pradeep Bhargava appreciated the efforts and initiatives taken by QMB and all the internal activities of IQAC were discussed in the meeting in great depth.

Resolution Item No.4: IQAC: 22.9.2022

Resolved that members noted the new initiatives, appreciated the work done by QMB department, and suggested completing the activities.

ITEM NO. 5

To note the minutes of the first QIC meetings of the A.Y 2022-23 held at constituents.

IQAC has maintained a central repository of all the minutes of the QICs. The snapshots of the key activities of QICs will be presented in future IQAC meetings.

To strengthen the process, a few protocols are made and QICs are requested to adhere. The QIC meeting dates are shared with QMB. QMB representative attends the QIC meeting.

Resolution Item No.5: IQAC: 22.9.2022

Resolved that members noted the new initiatives of QMB and also requested monitoring on the ATR by QICs.

ITEM NO. 6

Presentations on Quality initiatives adopted at respective Institutes and Departments.

Mentioned Institutes and Departments presented and gave a brief about the quality initiatives and best practices respectively.

Departments

1. SCES - Symbiosis Centre for European Studies
2. Finance Department, SIU

Institutes

1. Symbiosis School of Culinary Arts
2. Symbiosis Institute of Business Management- Bengaluru



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)

1. Presentation by Symbiosis Centre for European Studies (SCES)

The first presentation was given by Ms. Nidhi Iplani Kapur, Head of Symbiosis Centre for European Studies.

Symbiosis Centre for European Studies was launched by the Former Prime Minister of Czech Republic- Mr. Andrej Babiš in January 2019. Ms. Nidhi Iplani Kapur explained how in a short span the Department has completed various initiatives.

Several masterclasses, webinars, guest lectures and events were conducted.

The best practices adopted by the department was also shared with the members

- A dedicated student body supporting and leading many of the SCES's initiatives across SIU Institutes.
- Strong network and networking skills that supports SCES's initiatives- Partners, Embassies, Delegation of EU to India.
- Focus on knowledge development and capacity building for students and faculty.
- Digital competence.
- Social Media Engagement.
- Continuous feedback from the programmes and improvisation in curriculum/offering.

Symbiosis Centre for European Studies has launched various programmes/ events/ newsletters/ blogs and projects as listed below.

- 1) Symbiosis European Horizons Blog
- 2) Masterclasses, Webinars and Guest Lectures
- 3) Study India Programmes
- 4) Events
- 5) EURAXESS Science Grand Slam
- 6) Beyond Borders Work from Home International Internship Programme
- 7) Virtual Summer Schools
- 8) Students E -Academies on Internationalisation
- 9) Symbiosis eXpress IntLED - Quarterly E-Magazine
- 10) The World Kitchen
- 11) Monthly E-Newsletters
- 12) Forthcoming Publications
- 13) Recent Erasmus + funded projects
- 14) Other Funded Projects
- 15) Conversation for Communities
- 16) E-Academies on Internationalisation - Higher Education for Educators



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)

17) COIL Projects at Symbiosis

Members appreciated all the initiatives and work done by SCES in a short span of time. Adoption of online mode of working gave a boon to accelerate the different initiatives taken.

2. Presentation by Symbiosis Institute of Business Management- (SIBM) Bengaluru

Post SCES, the second presentation was given by Dr. Madhvi Sethi, Director, Symbiosis Institute of Business Management- Bengaluru.

Dr. Madhvi Sethi informed and explained to all the members about the best practices and Quality Initiatives taken by the QIC at the Institute.

The best practices which are followed were well explained by her.

1. Technology Integrated Teaching, Learning & Evaluation process
2. Emphasis on the practice of Research through SPaRC (SIBM Publication and Research Centre)
3. Emphasis on enhancing and aligning outreach activities of the institute towards SDGs.

The below quality initiatives taken in academics was explained by Dr. Madhvi Sethi.

- Adoption of SC-IE-NCE framework for redesigning curriculum based on competency assessment and mapping through: Student Competency–Industry Expectation–New Curriculum Enhancement
- Embed in all programmes & courses–Sustainability, Ethics, Analytics, and Technology (SEAT)
- Experiential Learning –Live Projects, Summer Internship and Course projects
- Participative Learning –Harvard and Ivey Case studies, Use of Flipped Session, Use of Bloomberg lab, Use of Padlet (Interactive online tool), Coursera
- Interactive Learning and Evaluation –Simulations, Sambhashanam, and interactive quiz
- Collaboration with International faculty for teaching
- Establishment of Centre of excellence for different streams (finance, marketing, HR, Operations) to strengthen research, development programs, knowledge sharing and consulting
- Launch of Enhancevia '22-Verification, Validation and Beautification of Student CVs



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)

Qualitative Initiatives (Research and Innovations)

- SIBM Publications & Research Cell (SPaRC) initiatives have facilitated quality research output from the facility.
- Monthly brown bag research seminar & quest sessions.
- Annual Research Camp.
- Perspective-in-house case -research journal has released 7 issues so far (Indexed in J-gate & Google Scholar)
- Orion is the annual research journal of SIBM Bengaluru which helps cultivating a research culture amongst SIBM students as well facilitates an understanding of the importance of research in all managerial domains. This enhances students' knowledge base and adds value to their profile. So far nine issues of Orion have been published Student Research Assistantship (45 SRAs in the years 2021-22, 28 SRAs in the year 2017-18)
- LOE signed with Bharti Institute of Public Policy (BIPP), Indian School of Business (ISB), and National College of Ireland.

Mr. Pradeep Bhargava suggested to come up with more NGOs involvement through UTHAN. He also asked to institutes to plan and organise guest lectures from NGOs for students.

3. Presentation by Finance Department, SIU

The third presentation was given by the Finance department of SIU and the same was presented by the Finance officer, CA. Aakanksha Deshpande.

CA. Aakanksha Deshpande gave a brief on the different innovative ideas adopted by Finance department in the last 5 years, under the guidance of QMB.

For effective governance, best practices were shared with the members.

- Audit
- Payroll
- Accounting
- Admissions
- Accounts Team
- Banking facility and Insurance
- Student Friendly Actions during Pandemic

Finance department has implemented the quality statement of the University by adopting the following measures:

- Finance Department has adopted Standardization of various processes for all the constituents of SIU.
 - Monitor and mentor through effective E-governance.
 - Continuous Improvement through the best possible automation in our processes with regular trainings.
-



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)

- The Meetings, Training Sessions and Workshops for all Accountants, total 14 Meetings cum training sessions were conducted for accountants across all constituents in last 5 years and till August 2022.

The complete process and cycle of the Finance Committee and Fee Structure Committee were well explained by the Finance officer.

Members appreciated the transparency of the finance system and it's effective functioning.

4. Presentation by Symbiosis School of Culinary Arts (SSCA)

The final presentation was given by Chef. Atul A Gokhale, Director of Symbiosis School of Culinary Arts.

Symbiosis School of Culinary Arts (SSCA), Pune is a premier state-of-the-art Culinary and Hospitality School located at Pune, India under Symbiosis International (Deemed) University. SSCA has emerged as a top culinary school in India. It is one of the best culinary and hospitality training infrastructures coupled with high quality and latest curriculum and the modern teaching-learning process in Asia. With a highly qualified team of professional chef instructors, industry-trained faculty members, and renowned Master Chef Sanjeev Kapoor as the Chair Professor, students are prepared for the varied and ever-growing culinary and hospitality professions.

Chef. Atul A Gokhale highlighted the role of QIC at SSCA and shared the uniqueness of SSCA, best practices, quality initiatives, the academic infrastructure, campus infrastructure and facilities and SIU quality policies.

The Teaching-learning process along with the teaching mode were also explained to all the members.

The best practices and policies followed by SSCA were well explained by the Director.

Best practices:

- Standard Kitchen Operating Practices
- Transparency in dealing with all stakeholders through initiatives like PTM every semester with parents
- Environmental Consciousness Initiatives and Processes
- Live Training Opportunities for Students in Cuisine preparation, managing events and serving VIPs like PM Modi visit, Convocation (Pavement Café), VIP Services, visit of University Academic Audit Bodies like UGC, NAAC, etc

Policies:

- Policy towards Upkeep and Maintenance of SSCA Labs
 - Policy on CR Selection for SSCA Programmes
 - Learner Diversity Policy
-



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)

- Mentor Mentee Policy
- Policy on Food Handlers Health Check-up – Staff and Students
- Faculty Selection Policy
- Policy and Circular on Alcohol usage

Chef. Atul A Gokhale presented the quality initiatives at SSCA

- Organic Grow Systems- Farm to Table Concept of growing your own produce and consuming it.
- Urban garden systems: Hydroponics, Aeroponics and Herb Grow systems
- Devised a pop-up dissertation activity that involves the students to be working in groups and putting up an event or activity.
- International Hygiene and Sanitation Standards – Conducting ISO22000 and HACCP International Certification for all students
- Conducting monthly staff meetings and training sessions
- Live attendance google sheets shared with both Students and Parents
- Two tailor-made internships in India and abroad
- One-on-one with director for career counselling and charting future pathways of every student
- Inviting subject matter faculty and International chefs for special hands-on sessions like Indian sweets, flower and towel arrangements in housekeeping, product and cuisine specific experts' sessions, etc.
- Participation in local and International cooking and hospitality competitions
- Periodic review of curriculum to match the requirement of the industry trends and standards
- Hands-on training for students for live events at Sandipani and at all University events

Chef. Atul A Gokhale informed that the SSCA faculty is also involved in research on Indian sweet with chocolate or less of sugar.

SSCA is also ready to undergo ISO certification 22000 / 14000 and HACCP in next few years.

Planning to launch of Master's programmes in Culinary Science and Food Technology.

Members appreciated all the work done by SSCA during pandemic to complete the respective courses and programmes.

Resolution Item No.6: IQAC: 22.9.2022

Resolved that members noted the presentations on Quality initiatives adopted at respective Institutes and Departments.



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)

Any other item with the permission of the chair.

1. Mr Jivesh suggested to come up with additional short-term course along with a Management Development Programme (MDP) for chocolate making.
2. Mr Nilesh suggested to come up with a small module-based courses for food serving which can be conducted for Government departments.
3. Mr. Pradeep Bhargava suggested to work on Teacher Training Programs.

Bhama V. Ramani

IQAC coordinator

IQAC-39/ 22/9/2022

Date: 3/10/2022

Chairperson