



# 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 37<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 24<sup>th</sup> March 2022 from 2.30 pm to 3.30 pm via ZOOM**

Following members attended the meeting

S. No	Name & Institute	Designation
1	Dr. Rajani Gupte	Chairperson
2	Mr. Pradeep Bhargava	External Member
3	Dr. Manisha Ketkar	Head QA
4	Dr. Vinayak Shirgurkar	Management Member
5	Dr. Poornima Tapas	Teaching Member
6	Dr. Anirban Sur	Teaching Member
7	Dr. Avinash Kakade	Administrative Member
8	Dr. Deepak Tatpuje	Administrative Member
9	Dr. Pravin Dange	Administrative Member
10	Dr. Bhama Venkataramani	IQAC Coordinator
11	Dr. Neelesh Kumbhojkar	Special Invitee
12	Mr. Jivesh Govil	Employer Representative
13	Mr. Jayasurya das	External Member- Industrialist
14	Dr. Meenal Kulkarni	Teaching Member
15	Ms. Supriya Deshpande	Administrative Member
16	Ms. Swati Sahasrabudhe	Administrative Member
17	Dr. Sophia Gaikwad	Administrative Member
18	Mr. Kevin Mathew	Student Representative

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

1	Ms. Kanisha Raina	Alumni Representative
2	Dr. Manjari Jonnalagadda	Teaching Member
3	Mr. Rajeev Srivastava	Administrative Member
4	Mr. Nilesh Nikam	Parent Member
5	Ms. Lasya Vyakaranam	Teaching Member

Hon'ble Vice-Chancellor and IQAC Head welcomed all the members to the 37<sup>th</sup> external IQAC meeting.

IQAC Head gave a presentation and took up the agenda points for discussion.



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## ITEM NO.1

To confirm the minutes of the 36<sup>th</sup> External IQAC Meeting held on 28<sup>th</sup> Dec 2021. Minutes of the 36th External IQAC Meeting held on 28th Dec 2021 were discussed and confirmed.

### **Resolution Item No.1: IQAC: 24.3.2022**

*Resolved that the minutes of the 36th External IQAC Meeting held on 28th Dec 2021 are hereby confirmed.*

## ITEM NO.2

Review of Action Taken Report of the 36<sup>th</sup> External IQAC Meeting held on 28<sup>th</sup> Dec 2021.

Members were briefed on the action taken report of the points discussed in the 36<sup>th</sup> External IQAC Meeting held on 28<sup>th</sup> Dec 2021.

### **Resolution Item No.2: IQAC: 24.3.2022**

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

## ITEM NO.3

Briefing of OMPI Audit for A.Y 2018-2019, 2019-2020, and A.Y 2020-2021.

IQAC Head gave a brief description of the OMPI portal, and the Hon'ble Vice-Chancellor and Dean-Academics & Administration give their inputs

Further IQAC Head briefed members on the following:

- Audit process of the OMPI portal about last year
- Questionnaire of the OMPI portal, parameter description.
- Describe how The MPI parameter is useful for self-assessment
- OMPI is useful for self-appraisal and self-improvement, also use in the PAR process

### **Resolution Item No.3: IQAC: 24.3.2022**

*Resolved that members noted the OMPI proposed Audit plans for the A.Y 18-19, 19-20, and A.Y 2020-2021.*

## ITEM NO.4

Approval for submission of AQAR 2020-21.

IQAC Head gave a brief description of the Submission of AQAR 20-21



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Further IQAC Head briefed members on the following points too.

- Describe the SIU AQAR portal
- Describe AQAR's new format
- Present criterion-wise presentation.
- Resolve the queries of all members

For the AY 2020-2021 the AQAR question are the same as SSR formats. Also, brief all criterion data briefly.

Described the redesigning of DIS's new portal key indicator.

## **Resolution Item No.4: IQAC: 24.3.2022**

*Resolved that members noted the AQAR submission for the A.Y 2020-21.*

## **ITEM NO.5**

### **Briefing of submission of SSR for 3<sup>rd</sup> cycle of NAAC Accreditation.**

IQAC Head gave a brief description of the NAAC process.

Hon'ble Vice-Chancellor gave give the inputs.

Further IQAC Head even briefed members on following

- NAAC process.
- Submission of "IIQA".
- Resolve Query.
- Submission of "SSR".
- Resolve DVV query
- Next step will be peer team visits schedule

## **Resolution Item No.5: IQAC: 24.3.2022**

*Resolved that members noted the NAAC Present status, and the next step of NAAC.*

## **ITEM NO. 6**

### **Presentation on Quality initiatives adopted at respective Institutes.**

• Presentation by SCAE

#### 1. Alumni Data Analysis

- Challenges in Correctness of the data



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- SCAE New Initiatives to collect the correct data and increase the reach and engagement

## 2. New Initiatives

### 1. Social Media

- Best Practices
  - Identifying the Target Audience.
  - Content Marketing Strategy
    - Marketing our content in the right way to attract more prospects. ...by building relevant content.
  - Social Media Marketing
  - Video Marketing

### 2. Central Alumni Portal

- Keeping the stakeholder informed: Dashboard
- Service Requests
  - Degree Certifications
  - Transcripts
  - Visa Document Requests
- Helping the career Growth Job Portal
- Giving alumni a sense of fulfilment: Endowments
- Connecting like-minded alumni
  - Geography-wise Groups
  - Entrepreneurs Group
  - Business Directory: Alumni connected for Propelling their business and

### 3. Messaging Platforms

- Best Practices
  1. Keeping stakeholders informed
    - Golden Jubilee Initiatives
    - Courses for constituents
    - SUHRC message campaigns
    - Alumni Meets
  2. Connecting like-minded alumni
    - Geography-wise Groups
    - Entrepreneurs Group
  3. Consistency of messages



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- Synching up messages from What's App, Telegram, and Portal
- Promote alumni pursuits across groups, geographies and platforms
- New Engagement Initiative
  - Conclaves
  - WoW Wednesday
  - Monday Motivation & Throwback Thursday
  - Calling back Alumni

## **Resolution Item No.6: IQAC: 24.3.2022**

*Resolved that members noted Presentation on Quality initiatives adopted at respective Institutes.*

**Any other points with the permission of the Chair**

### **ITEM NO.7**

#### **Reformatting the DIS portal indicator as per the NAAC perspective**

Members were briefed on the point that, in reference to the DIS, we need to collect information from all the constituents and Departments.

## **Resolution Item No.7: IQAC: 24.3.2022**

**Resolved that the members noted the points.**

### **ITEM NO. 8**

#### **To inform the members regarding the conduct of PAR for the A.Y 2020-21.**

Hon'ble Vice-Chancellor informs the members, that every year Symbiosis conducts a performance appraisal for all teaching and non-teaching employees.

Non-teaching staff is appraised for the previous calendar year while teaching faculty are appraised for the previous academic year. Every year this process is initiated by HR in the month of Jan for non-teaching staff and in the month of May for teaching staff. Salary revision is implemented every year for staff in the month of July with respective to PAR

## **Resolution Item No.8: IQAC: 24.3.2022**

*The information regarding PAR is hereby noted.*



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## ITEM NO.9

**To inform the members regarding the establishment of the new Institutes & Departments in the University in the A.Y 2021-2022.**

- SCMS, Hyderabad: Symbiosis Centre for Management Studies, Hyderabad.
- SCIA: Symbiosis Centre for India Australia Studies.
- SCRHE: Symbiosis Centre for Research on International Higher Education.
- SCUS: Symbiosis Centre for Urban Studies.
- SCCCS: Symbiosis Centre for Climate Change and Sustainability.

### **Resolution Item No.9: IQAC: 24.3.2022**

*Resolved that the information about the establishment of new Institutes & Departments in the University in the A.Y 2021-22.*

## ITEM NO. 10

**To inform the Quality Initiatives undertaken by Departments at the Institute level during the A.Y. 2021-22** IQAC Head gave a preamble about all the mentioned Quality Initiatives to all the members.

1) Established new Institute- SCMS, Hyderabad: Symbiosis Centre for Management Studies, Hyderabad.

2) Proposed to start new programs from the Academic Year:

- i. Master of Business Administration (Agri Operations Management) {SIOM-Nashik}
- ii. Master of Business Administration (Food and Agri Business Management) {SIBM-Nagpur}
- iii. Master of Business Administration (Executive) {SIBM-Nagpur}
- iv. Bachelor of Business Administration {SCMS-Hyderabad}
- v. Master of Science (Assisted Reproduction Technology and Embryology) {SIHS-Pune}
- vi. Bachelor of Science (Mental Health) {SIHS-Pune}
- vii. Master of Science (Biochemistry) {SSBS-Pune}
- viii. Master of Science (Life Sciences) {SSBS-Pune}
- ix. Bachelor of Science (Sport and Exercise Science) {SSSS-Pune}
- x. Master of Arts (African Studies: Geo-economics and Foreign Policy) {SSIS-Pune}
- xi. Bachelor of Science (Applied Statistics and Data Science) {SSI-Pune}
- xii. Master of Technology (By Research) {SIT-Pune}
- xiii. Master of Technology (By Research) {SIT-Pune}

3) Consolidated OBE and generated various reports to aid academic quality improvement: Following reports are generated



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- a) Course Contribution Report to PO
- b) Student-wise and –Assessment-wise marks contributing to CO
- 4.) SIU registered for NDLI Club activity
- 5.) Library Stock verification report and library activity added in Library MIS.
- 6.) Started taking feedback after every Information literacy program.
- 7.) Developed software for SMCW and declare results of MBBS programme.
- 8.) Developed web portal for online application for issue of Transcript, Attestation of academic documents.
- 9) Online Proctored examinations conducted in MCQ and Descriptive pattern.
- 10.) Uploaded degree and diploma certificate data on NAD (Digilocker).
- 11.) Moved SIU web result and convocation registration module to student's login portal.
- 12.) Ishanya Bhavan Project: One Network One Wi-Fi
- 13.) Strengthened process of Online mentoring for Designing of Research project proposals.
- 14.) Implemented the process of Data Access Review and Non-Disclosure Agreement (NDA) to collect data from SIU.
- 15.) Developed index-based strategy for publishing research papers
- 16.) Conducted research publication-specific FDPs.
- 17.) Conducted training session for setting of multiple-choice question papers for PhD entrance exam.
- 18.) The university started offering Online Programmes viz. B.Sc. (Honours) -Economics and BBA Bachelor of Business Administration- Finance and Accounts
- 19.) Asset Inventory Management System (AIMS) was implemented for Purchase workflow processes.
- 20.) Using the STLRC portal as a Forum to bring about discussions amongst faculty members on topics related to Education and Quality.
- 21.) Extended the reach of DSRW activities through social media promos Mass activities and events – Theme-based activities included in Symbithon 2021 (COVID warriors run-walk, the family walk day, walk your pet day, walk-run for mental health)



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## Resolution Item No.9: IQAC: 24.3.2022

*Resolved that members noted the Quality Initiative for the A.Y 2021-2022. It is further resolved that IQAC act on all the Quality Initiatives and update members on the action taken status on the same.*

*Resolved that, IQAC to act on revising the work process for better outcomes by devising a methodology to explore and evaluate hybrid methods to enhance the classroom teaching experience.*

## ITEM NO. 11

**To inform the members regarding the conferences, seminars, workshops, and orientation programs conducted by the University/Institutes for Faculty and students during the A.Y 2021-2022:**

IQAC Head informed the members that in order to develop and enhance quality culture, the university conducts conferences, seminars, workshops, collaborative initiatives, and orientation programs every year.

### **Conducted conferences/seminars/workshops.**

- ✓ Internationalization of Higher Studies
- ✓ SymHealth
- ✓ International Telecom Seminar
- ✓ Effective business communication in healthcare
- ✓ Hospital Operations
- ✓ Top 10 focus areas through Informatics for Indian Healthcare Organizations in the fight against New norm economy
- ✓ Minding the Mind
- ✓ Harnessing potentials of Food enterprise and Food safety management: Crisis to Prospects
- ✓ A Paradigm Shift in Nutrition from Generic to Person-Centric – Setting the Stage for Transition
- ✓ Experiences from Experts to Strategise Career Priorities of Public Health Nutritionists
- ✓ Continuous Improvement and Innovation
- ✓ Digital Marketing
- ✓ NGO and Entrepreneurship





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- ✓ Healthcare 5.0: Accelerating Innovation in Healthcare
- ✓ Significance and Scope of Ayushman Bharat: Social Security in India (MPH Batch)
- ✓ Role of CSR in Public Health
- ✓ National Conference in research methods in management
- ✓ SymFin - Research Conference
- ✓ Financial Literacy
- ✓ National Sports Science Conference (NSSC)
- ✓ Hear #MeToo: Contextualising Intersectionality in Anti-Rape Feminist Activism
- ✓ Effective business communication in healthcare
- ✓ Corporate Readiness Program

## **Resolution Item No.11: IQAC: 24.3.2022**

**Resolved that the conferences, seminars, workshops, collaborative initiatives, and orientation programs conducted be and as hereby noted by the members.**

## **ITEM NO. 12**

**To inform the members regarding the Guidelines for the "Hall of Fame."** The idea of a 'Hall of Fame' on the Society, University & Constituent websites has emerged in order to recognize, honor, and showcase the achievements of staff (teaching and non-teaching) and alumni who have made significant contributions to Symbiosis.

## **Resolution Item No.12: IQAC: 24.3.2022**

**Resolved that the information regarding the Guidelines for the "Hall of Fame" is hereby noted by the members.**

## **ITEM NO. 13**

**To review the "Quality Policy, 2022."**

In order to foster a quality culture, ensure stakeholder satisfaction and provide a mechanism to internally assess the performance of activities and processes, and for enhancing quality in all spheres of activities in the Constituent Institutes, Research Centres, Support Departments, and Administrative Sections of the University, there was a need for a comprehensive Quality Policy.

## **Resolution Item No.13: IQAC: 24.3.2022**



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**Resolved that the information regarding The Quality Policy, 2022 is hereby noted by the members.**

## ITEM NO. 14

Head IQAC informed members about the Academic Audit conducted for A.Y 2020-2021.

Below mentioned are the Audit cycle dates for the A.Y 2020-2021.

Year	Audit Cycle dates
2020-21	01/04/2021 to 30/04/2021
2020-21	01/02/2022 to 28/02/2022

### *Resolution Item No.14: IQAC: 24.03.2022*

*Resolved that the information regarding the Academic Audit 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.

*Bhavana V. Gawani*  
IQAC Coordinator

**IQAC-37/ 24/3/2022**

Date: 30-03-22

*[Signature]*  
Chairperson