



# 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 34th Meeting of Internal Quality Assurance Cell (IQAC) held on 22nd Jun. 2021 at 10.30 am to 11.30 pm via ZOOM

Following members attended the meeting

S.No	Name & Institute	Designation
1	Dr. Rajani Gupte	Chairman, IQAC
2	Dr. Bhama Venkataramani	Dean Academic & Admin
3	Mr. Pradeep Bhargava	External Member
4.	Dr.Sreenath K	Head QA and IQAC
5	Dr.Vinayak Shirgurkar	Management Member
6	Dr. Poornima Tapas	Teaching Member
7	Dr.Jayshree Kharche	Teaching Member
8	Dr. Parimala Veluvali	Teaching Member
9	Ms. Apoorva Kulkarni	Teaching Member
10	Dr. Meenal Kulkarni	Teaching Member
11	Ms.Supriya Deshpande	Administrative Member
12	Dr. Deepak Tatpuje	Administrative Member
13	Ms. Swati Sahasrabudhe	Administrative Member
14	Dr.S.V.K Bharati	Special Invitee
15	Mr. Jitendra J. Paturkar	Alumni Representative
16	Mr. Nilesh Nikam	Parent Member
17	Dr. Amit Suratkar,	Administrative Member
18	Dr. Sophia Gaikwad	Administrative Member

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

1	Ms. Nilima Ghuge	Administrative Member
2	Dr. Avinash Kakade	Administrative Member
3	Dr. Pravin Dange	Administrative Member
4	Mr. Samir Gadgil	External Member
5	Mr. Jaysurya Das	External Member
6	Mr. Swakush Inarkar	Student Representative
7	Mr.Aniket Jagtap	Teaching Member



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Hon'ble Vice-Chancellor and Head IQAC welcomed all the members to the 34th external IQAC meeting. Head IQAC gave a presentation, taking the members through the agenda points.

## ITEM NO.1

**To confirm the minutes of the Special External IQAC Meeting held on 3<sup>rd</sup> May'2021**

Minutes of the Special External IQAC meeting held on 3<sup>rd</sup> May' 2021 were discussed and confirmed.

*Resolution Item No.1: IQAC: 22.06.2021*

*Resolved that the minutes of the 33rd External IQAC meeting held on 3<sup>rd</sup> May'2021 March 2021 are hereby confirmed.*

## ITEM NO.2

**Review of Action Taken Report of 33rd External IQAC Meeting held on 24th March 2021.**

Members were briefed on the action taken report of the points discussed in 33rd External IQAC meeting held on 24<sup>th</sup> March 2020.

*Resolution Item No.2: IQAC: 22.06.2021*

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

## ITEM NO.3

**Presentation of EQAMBI findings by Dean Academics & Administration (In reference to the discussion in the 33rd External IQAC Meeting)**

Head IQAC gave preamble of EQUAMBI project and requested Dr. Bham Venkataramani Dean-Academics & Administration, SIU to present EQUAMBI Project output to all the members.

- EQAMBI - Enhancing Quality Assurance Management and Benchmarking Strategies in Indian Universities- It is a project which is Co- funded by the Erasmus+ programme of the European Union. In this project SIU was Identified as one among SIX HEIs (Higher Education Institutions) Indian Institutions. This project is capacity building project funded by Erasmus.
- The objective was that each HEI would create a quality toolkit to build a robust internal QAM and Benchmarking system that will suit its unique requirements, which shall foster a culture of quality and continuous improvement



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- Each Indian HEI was assigned a European HEI as a mentor and SIU was assigned ANECA (European Lead Coordinator) as a mentor.

Dr. Bhama Venkatramani further, briefed members that also, a comparison study of current QA management systems was done by SIU and presented the report in March 2019 at the IHE conference hosted by SIU. SIU further circulated a questionnaire to more than 135 HEI, in order to gather responses. The findings from across HEIs were disseminated to the partner HEIs and Lead Coordinators at IIT Madras in April 2019.

As of now, SIU has completed the preparation of the Toolkit matrix and has submitted it to ANECA. The final conference shall be held in the first fortnight of July 2021 to disseminate the outcome of the project and to finalize implementation plans of all Indian partner universities.

### *Resolution Item No.3: IQAC: 22.06.2021*

*Resolved that members noted the status of the EQUAMBI project and external members appreciated the work done by SIU.*

*It is further resolved that SIU will explore the feasibility of adopting the QMB toolkit to foster a sustainable quality culture across all activities of the university.*

### **ITEM NO.4**

**To discuss the revised reporting format for AQAR 2020-21.**

Head IQAC briefed members on the revised AQAR format.

NAAC has revised the AQAR format reporting format. The revised one is more focused on Quantitative metrics and evidence based.

The format is as same as SSR format and we need to collect the evidences for every metric.

### *Resolution Item No.4: IQAC: 22.06.2021*

*Resolved that, the members noted the points and suggested that SIU should develop a robust platform for the same, which shall enable authentic data collection from identified data generation sources with evidence and keep the same, as the same needs to be preserved.*

### **ITEM NO.5**

**To discuss the plan of action for the A.Y 2021-2022.**

**Following points were discussed**



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1. Proposed to establish new institutes
2. Proposed to start the new programs from the Academic Year 2021-22
3. Consolidation of OBE and generation of various reports to aid academic quality improvement.
4. To Open Athens remote access service on all subscribed resources of SIU.
5. To conduct an Online Information Literacy Program for the maximum utilization of resources.
6. To subscribe to E-textbooks for the students.
7. To use DMS - A move towards digitalization: Master ledgers of exam results, revaluation results, and convocation uploaded on Documents Management System (DMS) instead of hard copy.
8. To register the university on National Academic Depository (NAD) (Depository: DigiLocker) for uploading academic awards- Compliance of UGC directives.
9. To conduct special examinations for students having Internet/ electricity/ health issues.
10. To use the Digital transmission of Transcripts and Academic Documents to Word Education Service (WES) via Secure File Transfer Protocol (STFP).
11. To make Microsoft Teams for online teaching-learning across Symbiosis
12. To make LMS MOODLE for SMCW
13. To implement Document Management System (DMS) to facilitate easy access to University Rules, Manuals, and Policies
14. To frame COVID-19 Policy for prevention and control of the spread of the Covid-19 and issue Circulars based on directives regarding switching over of functioning of Offices and Constituent Institutes, Teaching-Learning and Examinations from Offline to Online mode
15. To conduct Statutory Meetings as per timeline in online mode
16. To Start the MOOC development activity: Since December 2018, SIU started various interventions such as online courses, face-to-face workshops, and face-to-face meetings to familiarize SIU faculty members with learner-centric MOOCs. Faculty members are encouraged to submit their ideas for MOOCs as well as enroll for the 'Designing Learner-Centric MOOCs' offered on various platforms such as IITBx, NPTEL, and SWAYAM. Those who can't enroll for the courses are encouraged to attend the workshops organized by STLRC on the same topic/s
17. To Introduce virtual sessions for students and staff to enable participation in activities from remote locations during the Pandemic
  - IDY celebration-themed Yoga at home and Yoga with Family (Access to the community)
18. Mass activities and event
  - To Implement the institutional fitness plan for the various constituents under the FIT India Movement.
  - To introduce Virtual Fitness for Freedom to ensure the participation of students and staff from remote locations
  - To launch Symbithon (12-day run/walk event)
  - Collaboration with Fitket app to conduct the first-ever Symbithon (12-day run/walk event)



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- Inclusion of community and symbiosis alumni from all over the world in Symbithon 2020.
- To conduct 1-mile virtual Leaders Walk for all of the top Management, Directors, and Heads during the Fitness for Freedom run Event.
- To commemorate the World heart day on 29th September 2021 a walk was conducted for all Staff of SIU.
- To conduct Cyclothon (FIT INDIA) for the students and staff at SIU to promote cardiovascular fitness.
- To conduct a Kite flying activity to promote traditional and cultural recreation activities of India.
- To conduct a virtual walkathon on 8th March 2022 to celebrate Women's day.
- Walk Over COVID challenges a run/walk event to propagate Physical Activity and motivate all stakeholders to be active during the Pandemic.

## 19. Innovative activities -

- To train DSRW staff on online teaching methods
- To introduce virtual activity breaks to reduce sedentary time.
- To introduce physical activity awareness and advocacy program for non-teaching staff
- To conduct 10K step challenges to advocate regular physical activity.

## 20. Academic initiatives

- To propose the Minor Research Project & submit to SIU
- To train DSRW staff for the implementation of the Fitness for life mandatory course for the undergraduates
- To train DSRW staff on the methods of online teaching and tools.

## 21. Fitness

- To introduce various virtual platforms to promote physical fitness at home. Activities like weekly online challenges. Online fitness classes including yoga and pranayama with the aim of physical as well as mental well-being were promoted across the Symbiosis community.
- To switch the offline fitness testing to online fitness testing followed by a counselling session and an intervention program.
- To Promote virtual Personal Training for better fitness levels during the lockdown.
- Introduction of Executive Fitness counselling for top management.

## 22. Administration

- To digitalize the previous documents/records
- To start Shramdan under Swatch Bharat Abhiyaan (02 Oct 2020)
- To re-open SOPs on DSRW facilities with COVID precautions



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- To prepare Fuel (Petrol / Diesel) storage cage to avoid fire hazards.

## *Resolution Item No.4: IQAC: 22.06.2021*

*Resolved that the information regarding the action plan is hereby noted by the members.*

## **ITEM NO. 6**

### **Presentation on Quality initiatives adopted by SIDTM & SCMS.**

Due to the paucity of time and other administrative reasons with the permission and approval of the chair, the presentation of the SIDTM and SCMC was postponed to the next IQAC meeting.

## *Resolution Item No.6: IQAC: 22.06.2021*

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

As there was no other point for discussion, the meeting concluded with a vote of thanks to the chair and all present.

**Head IQAC**

**IQAC-34/ 22/06/2021**

Date: 29-06-2021

  
**Chairperson**