



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' grade

Founder: Prof. Dr. S. B. M Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Minutes of 22nd Internal Quality Assurance Cell (IQAC) meeting held on 05th March 2018 at 10:15 am in Conference Hall-SICSR (Model Colony), Pune.

The following members were present: -

- | | |
|------------------------------------------------------------------------------|-------------------------------|
| 1. Dr. Rajani Gupte | Chairman |
| 2. Mr. Anand Deshpande | Member-Administrative Officer |
| 3. Dr. Pravin Dange | Member – Teaching |
| 4. Dr. Rupal Raut Desai, SLS-P | Member – Teaching |
| 5. Dr. Dharmesh Kumar Mishra, SIIB | Member – Teaching |
| 6. Dr. Kavitha Menon, SSBS | Member – Teaching |
| 7. Dr. Swati Ahirao, SIT | Member – Teaching |
| 8. Dr. Hrishikesh M Soman | Member – Management |
| 9. Mr. Anshuman Sen, SITM | Alumni Representative |
| 10. Mr. Devdatta Tengshe, SIG | Alumni Representative |
| 11. Mr. Pradeep Bhargava | Industry Nominee |
| 12. Dr. Manisha Ketkar | IQAC Coordinator |
| 13. Head STS, | Special invitees |
| 14. Head Academics | Special invitees |
| 15. Institute Quality Assurance coordinators from
SIG, SIMS, SID and SSBF | Special invitees |

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

- | | |
|-------------------------------------------|-------------------------------|
| 1. Dr. M S Shejul | Member-Administrative Officer |
| 2. Mr. Kiran Kanade | Member-Administrative Officer |
| 3. Brig (Dr.)Rajiv Divekar, Director-SIMS | Member – Teaching |
| 4. Lt. Col. Shobha Naidu, SCON | Member – Teaching |
| 5. Dr. Pravada Telang | Nominee from local Society |
| 6. Ms. Parul Mehta | Nominee from local Society |
| 7. Ms. Hailey Turakhia, SIMC | Student Representative |
| 8. Mr. Shrey Doshi MK, SSP | Student Representative |
| 9. Mr. Anant Sardeshmukh | Industry Nominee |



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The Hon'ble Vice-Chancellor and IQAC Coordinator welcomed all the members to the 22nd meeting of the SIU Internal Quality Assurance Cell meeting. Hon'ble Vice-Chancellor Shared with the members about the pilot project of Cummins with SIU for green initiatives like Biogas plant, Green health care, Green education, etc.

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

ITEM NO. 1

To confirm the minutes of a meeting of IQAC held on 9th October'2017.

Minutes of the IQAC meeting held on 09th October 2017 were discussed and confirmed.

Resolution Item No.1: IQAC: 05.3.2018

Resolved that the minutes of the IQAC meeting held on 9th October 2017 are hereby confirmed.

ITEM NO. 2

To discuss the Action Taken Report.

The points discussed in the previous meeting and the progress of respective actions taken were discussed. STLRC department was suggested again to video record the sessions instead of audio alone.

Resolution Item No.2: IQAC: 05.3.2018

Resolved that the action taken report w.r.t IQAC meeting held on 09th October 2017 was here by approved.

Resolved that STLRC to video record the sessions instead of audio alone further suggested completing this task at the earliest.

ITEM NO. 3

To update members about AQAR submission to NAAC.



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Members were informed that the Annual Quality Assurance Report (AQAR) 2016-2017 was uploaded on the SIU website on 20th January 2018 and its soft copy was sent to NAAC on 5th February 2018. SIU received acknowledgment of receipt by NAAC on 12th February 2018.

Resolution Item No.3: IQAC: 05.3.2018

Resolved that the Annual Quality Assurance Report (AQAR) 2016-2017 was submitted to the NAAC as per the norms and received acknowledgment.

ITEM NO. 4

To update members about the road map on revised guidelines given by NAAC.

IQAC Head briefed members on the progress of action taken on NAAC revised guidelines and meetings with Criterion Heads and Dean-Academics & Administration conducted during December 2017 and January 2018. In these meetings, they have outlined the Software Requirement Specification (SRS) and also identified other action taken points for SIU like –

- To Provide program objectives/learning outcomes for all Programmes.
- Course Catalogue System to be modified.
- Implementation of on-line feedback System at SIU level.
- Provision to be made in the timetable for mentoring of students.
- Developing the formal Research Manual with all necessary formats of various applications etc.
- Video/link of e-content developed by teachers to be uploaded on LMS.
- Confirm action taken based on the Minutes of meetings of all committees showcasing the successful implementation of the policy decisions.
- All the activities are undertaken by the Institutes and SIU departments as quality initiatives including digitalization /automation of process, workshops, quality-related trainings programs to be reported.

Resolution Item No.4: IQAC: 05.3.2018

- ***Resolved that the road map on revised guidelines given by NAAC was noted by members and implementation plan was approved.***
- ***Resolved that to develop programme objectives/learning outcomes for all Programmes.***



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- Resolved that Course Catalogue System to be modified.
- Resolved that Implementation of online feedback System at SIU level to be taken up by concerned authorities.
 - Resolved that provision to be made in timetable for mentoring of students.
- Resolved that concerned department to initiate the development of a structured University Research Manual with all necessary formats of various applications.
 - Resolved that Video/link of e-content developed by teachers to be uploaded on LMS.
- Resolved that all the activities undertaken by the constituents as quality initiatives including digitalization /automation of the process, workshops, quality related trainings programmes to be reported to concerned authorities and the same should be mentioned in their QA initiatives.

ITEM NO. 5

To update members about revised Outcome Metrics Performance Indicators (OMPI) parameters. Members were briefed about the below-mentioned revised OMPI parameters.

Current OMPI Parameters	Revised OMPI Parameters
Academic Outcome	Academic
Research Outcome	Research
-	Admission
-	Students Support (Collaboration, Alumni) and Services
Internationalization	Internationalization
Outreach Activities	Extension and Community Services
HR Outcome	Infrastructure-HR, Environment



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Health & Wellness	Health and Wellness
-	HR Practices-Teaching/Non-teaching (FIS/DIS)
Financial Outcome	Financial Viability
-	Enabling Environment (Intangible Benefits)

Resolution Item No.5: IQAC: 05.3.2018

Resolved that the OMPI revised parameters were noted by the members.

ITEM NO. 6

Action Plan for conducting AQAR and OMPI audit for the A.Y. 2017-2018.

Members were briefed that like every year, this year also IQAC department has planned for conducting AQAR and OMPI audits. The draft audit schedule has been shared with members.

Resolution Item No.6: IQAC: 05.3.2018

Resolved that the action initiated by IQAC for conducting AQAR and OMPI audit was noted and suggested to proceed with AQAR and OMPI.

ITEM NO. 7

Progress on NAAC observations/recommendations.

Members were briefed on the NAAC observations mentioned during their visit (previous cycle of Accreditation). Members were briefed on the progress of closure of observations and subsequent actions taken & planned in this regard.

Resolution Item No.7: IQAC: 05.3.2018

Resolved that members were noted the progress of closure of observations and subsequent actions taken and planned in this regard



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ITEM NO. 8

To discuss Quality Initiatives at SIU Administrative departments.

(Presentations to be made by Head-STS and Deputy Librarian)

A brief presentation was made by Head STS and Deputy Librarian which reflected the process and quality initiatives adopted in their departments.

One of the members suggested Deputy Librarian to implement processes to keep track of the issue of reference books and purchase of software for differently-abled students. Also suggested Deputy Librarian to visit good libraries to adopt best practices from them.

Resolution Item No.8: IQAC: 05.3.2018

Resolved that the Deputy Librarian to implement processes to keep track of issue of reference books and purchase of software for differently abled students.

Resolved that Deputy Librarian to visit good libraries to adopt best practices from them.

ITEM NO. 9

Comments/Suggestions to enhance the quality of functions of Administrative departments.

IQAC coordinator briefed the members on the scope of activities performed in brief by administrative departments. Few suggestions were given by the external members were-

- Feedback on the curriculum can be given by Employers or any other committee in BoS.
- Process to identify slow/advanced learners to be established.
- Mid-term review of TROIKA action points to be conducted.

Resolution Item No.9: IQAC: 05.3.2018

Resolved that to explore the possibility of collecting Feedback on curriculum by Employers or any other committee in BoS.

Resolved that to develop a process enabling identification of slow/advanced learners.

Resolved that Mid-term review of TROIKA action points to be conducted.



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ITEM NO. 10

Presentation by Institute Quality Assurance coordinators.

Institute Quality Assurance coordinators of SIG, SSBF, SIMS and SID briefed the members about quality initiatives undertaken at their respective institutes. One of the members suggested that SIMS should have a look at the faculty count and to improve it.

Resolution Item No.10: IQAC: 05.3.2018

Resolved that the members appreciated work done by SIG, SSBF, SIMS and SID.

Resolved that SIMS to explore the possibility of improving faculty count, concerned authorities to take necessary actions.

Any other item with the permission of the chair

ITEM NO. 11

To inform the members regarding the establishment of the new Institutes in the University in the A.Y. 2017-2018.

- **SCMIA- Symbiosis Centre for Medical Image Analysis:** The objectives of this center are as follows: (1) Development of novel computer-based image analysis methods and their application to a wide variety of clinical research studies (2) Translating the techniques to the clinic thereby aiding early diagnosis and understanding of the underlying pathology (3) Develop computational imaging tools in the management of various stages of a disease or disorder including diagnosis, surgery, pre-surgery planning, and monitoring.
- **SCAE - Symbiosis College of Arts and Commerce:** Mission of SCAE: 1) To nurture and strengthen a symbiotic and long-lasting relation between the SIU and its worldwide alumni community. 2) To engage with SIU alumni on a continuous basis, to achieve excellence in the academic, intellectual and philanthropic pursuits of the SIU. 3) To create a range of appealing and rewarding programs, meaningful dialogue and exchange of ideas. 4) To set up a centralized Alumni information and engagement platform to ensure efficient and effective Alumni data management, relevant to the needs of the SIU for its development.



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Resolution Item No.11: IQAC: 05.3.2018

Resolved that the information establishment of SCMIA & SCAE department in the University the A.Y.2017-2018 be and is hear by noted by the members

ITEM NO. 12

To inform the members regarding the collaborative initiatives taken by the University during the A.Y 2017-2018.

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

- Leeds Beckett University United Kingdom.
- THE INTERNATIONAL UNIVERSITY OF GRAND-BASSAM Ivory Coast.
- FORDHAM UNIVERSITY, GABELLI SCHOOL OF BUSINESS BRONX, NEW YORK USA

Resolution Item No.12: IQAC: 05.3.2018

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


Resolved that the members appreciated work done by SIG, SSBF, SIMS and SID.

Resolved that SIMS to explore the possibility of improving faculty count, concerned authorities to take necessary actions.

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-22- 05.03.2018
Date: 08.03.2018


Chairperson