



# 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 the 24th meeting of Internal Quality Assurance Cell (IQAC) held on 05<sup>th</sup> June 2018 at 3:00 pm at SIU, Lavale**

The following members were present: -

1. Dr. Rajani Gupte	Chairman
2. Dr. M S Shejul	Member-Administrative Officer
3. Mr. Kiran Kanade	Member-Administrative Officer
4. Brig (Dr.) Rajiv Divekar, Director-SIMS	Member – Teaching
5. Dr. Pravin Dange	Member – Teaching
6. Dr. Dharmesh Kumar Mishra, SIIB	Member – Teaching
7. Lt. Col. Shobha Naidu, SCON	Member – Teaching
8. Dr. Kavitha Menon, SSBS	Member – Teaching
9. Dr. Swati Ahirao, SIT	Member – Teaching
10. Dr. Hrishikesh M Soman	Member – Management
11. Dr. Pravada Telang	Nominee from local Society
12. Mr. Anshuman Sen, SITM	Alumni Representative
13. Mr. Devdatta Tengshe, SIG	Alumni Representative
14. Mr. Pradeep Bhargava	Industry Nominee
15. Mr. Anant Sardeshmukh	Industry Nominee
16. Dr. Sreenath K	Head-Quality Assurance

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

1. Mr. Anand Deshpande	Member-Administrative Officer
2. Dr. Rupal Raut Desai, SLS-P	Member – Teaching
3. Ms. Parul Mehta	Nominee from local Society
4. Ms. Hailey Turakhia, SIMC	Student Representative
5. Mr. Shrey Doshi MK, SSP	Student Representative

Hon'ble Vice-Chancellor and IQAC Head welcomed all the members to the meeting of the SIU Internal Quality Assurance Cell. IQAC Head gave a presentation taking the members through the agenda points.

### **ITEM NO. 1**

**To confirm the minutes of the meeting of IQAC held on 14<sup>th</sup> May 2018.**

Minutes of the IQAC meeting held on 14<sup>th</sup> May 2018 were discussed and confirmed.



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## Resolution Item No.1: IQAC: 05.06.2018

*Resolved that the minutes IQAC meeting held on 14<sup>th</sup> May 2018 are hereby confirmed.*

### **ITEM NO. 2**

**To discuss Quality Initiatives at Institutes.**

S.no	Name of the Institute	Quality Initiative implemented
1	Symbiosis Institute of Business Management-Pune	-Symbiosis Behavioral Studies Centre (SCBS)- Continues
2	Symbiosis Centre for Information Technology	-Usage of MOOC platforms across courses - Continues
3	Symbiosis Institute of Design	- Upgradation of new software -Salary process transferred from manual to online through Eklavya software -Continues -Appraisal of Non-Teaching transferred from manual to online-Continues -Workshops and Training programmes attended by faculty and staff-continues
5	Symbiosis Institute of Computer Studies and Research	-ACM Student Chapter-Continues -Hostel Room allotment through the App-Continues - NMEICT (National Mission on Education through Information and Communication and Technology)- Continues
6	Symbiosis School of International Studies	-Use of AVs (Films and documentaries) to supplement teaching learning-Continues -Digital Marketing – has led to the enhancement of admission registrations



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S.no	Name of the Institute	Quality Initiative implemented
7	Symbiosis Institute of Telecom Management	-Prayukti: SITM Student research journal: Awaited - Fitness program for the first year Students-Awaited
8	Symbiosis School of Photography	-Initiative for designing equipment inventory App- Equipment designed and tested -Transparency in the work being monitored -Awareness regarding Art related Workshop for staff
9	Symbiosis College of Nursing	- Participation in Community Outreach Programme continues -Regular staff meetings and other committees established and operationalized. -SCON organized Training sessions, Workshop and Seminars for benefit of the students and faculty members
10	Symbiosis Institute of Business Management- Bengaluru	-Quality initiatives by IQAC for promoting quality culture including digitization and automation of processes -LMS adopted by multiple faculty. Flipped classroom pedagogy has been successful - 20 % of all lights are now LED
11	Symbiosis School of Liberal Arts	- Programme Review Committee held -Interdisciplinary & Big History Conference held - Global Festival of Learning India- Bournemouth UK. -SUMMIT 2018 SSLA conducted



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		-Visiting Professor Neil McGregor -Creativo 2018 held -International delegations Western Sydney University, Australia visited SSLA
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S.no	Name of the Institute	Quality Initiative implemented
12	Symbiosis School of Liberal Arts	-International Guest Faculty (Jonathan Rudy) Full Bright Scholar. Elizabethtown College, USA -International Guest faculty (Dr. Barry Rodrigues (Scholar – in – Residence) University of Southern Maine, Portland -Guest Lectures / Workshops conducted -Faculty Development Programme attended. -Mental Health Awareness in College Populations: A Guide for College Educators.
13	Symbiosis Centre for Management Studies-Noida	-Placements continue - Examination reforms implemented
14	Symbiosis law School - Hyderabad	-Online Feedback taken -Outreach Programs conducted -Eklavya software for HR, Admin implemented -Online registration for workshop for students, FDP on Research (Web of Science) was organized
15	Symbiosis Institute of Management Studies	-SMS portal was initiated.

## Resolution Item No.2: IQAC: 05.06.2018

*Resolved that the Quality Initiatives were discussed and noted.*



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## **ITEM NO.3**

**To discuss ways to encourage and motivate faculty to undertake more major Research projects through funding from national and international funding agencies.**

Members discussed the methodology and initiatives to be adopted/implemented to encourage and motivate faculty to undertake more major Research projects through external funding. Also, members discussed that SCRI should evolve a mechanism for implementation of the same.

*Resolution Item No.3: IQAC: 05.06.2018*

*Resolved that SCRI should proactively send calls for research proposals to all faculty members and should further support them in the process of writing grant proposals and submissions.*

## **ITEM NO. 4**

**To discuss measures to enhance interdisciplinary research**

Members discussed the need for enhancing interdisciplinary research and measures and initiatives to be taken to encourage faculty.

The members were briefed about the progress of the Research Centers- SCSCR, SCWRM, SCBS, SCNN, and SCMIA. The Research Clusters formed earlier as approved by IQAC were also being encouraged to do interdisciplinary work and there was a general consensus that as a multidisciplinary University, SIU should leverage its unique advantage. The University is in the process of setting up a Research Advisory Board (RAB). Their guidance should be sought in this matter.

*Resolution Item No.4: IQAC: 05.06.2018*

*Resolved that the measures to enhance interdisciplinary research were discussed and noted.*

**Any other item with the permission of the chair**

## **ITEM NO. 5**

**To discuss the plan of action for the A.Y 2018-2019.**

The following points were discussed as a plan of action for A.Y. 2018-2019

1. To increase the number and value of externally funded research projects.
2. To enhance the quality of doctoral research in the university.



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3. To enhance research outcome in terms of quality and quantity through the excellence imbibed in research clusters of faculty members.
4. To conduct an Administrative Academic Audit.
5. To introduce new centres/departments.
6. To implement a new software system for revised SSR and new AQAR format.
7. To develop an online feedback system for faculty and institute feedback at the university level based on NAAC revised guidelines.
8. To conduct the comprehensive exercise of catalogue revamp.
9. To introduce new programs.
10. To change the design of the Faculty Development Programmes (FDPs) offered by STLRC.
11. Radio-Frequency Identification (RFID) implementation.
12. Update library portal to Support teaching and learning & Manage resources wisely.
13. To enhance the quality of doctoral research in the university.
14. To increase the number and value of externally funded research projects.

***Resolution Item No.5: IQAC: 05.06.2018***

***Resolved that the Plan of Action was discussed and noted.***

**ITEM NO. 6**

**To inform the members regarding the number of conferences, seminars, workshops, and orientation programs conducted by the University for Faculty and students for the A.Y 2018-2019**

(During the meeting the IQAC coordinator 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)

SIU conducted 145 conferences, seminars, and workshops as per as the attached annexure

***Resolution Item No.6: IQAC: 05.06.2018***

1. ***Resolved that the proposals of new academic programs be submitted to appropriate University authorities***
2. ***Resolved further that programs in health Skill sector in line with the national policy be initiated***
3. ***Resolved further that International Relations Conference 2015 - Link West: India and the Gulf be organized***
4. ***Resolved further that the proposal of the establishment of an Incubation Cell for Entrepreneurs be submitted to the University***



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## ITEM NO. 8

### **To inform the members regarding the conduct of PAR for the A.Y 2018-2019**

Every year Symbiosis conducts a performance appraisal for all teaching and non-teaching employees. Nonteaching 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 respect to PAR

*Resolution Item No7: IQAC: 05.06.2018*

*The information regarding PAR is hereby noted.*

## ITEM NO. 8

### **To inform the members regarding the establishment of the new Institutes in the University in the A.Y. 2018-2019**

- **SCEW- Symbiosis Centre For Emotional Wellbeing:** SCEW, Symbiosis Centre for Emotional Wellbeing has been established within SIU with a vision of creating a compassionate and thriving community by cultivating emotional resilience and wellness amongst individuals. SCEW works on providing accessible, credible and highly competent mental health counselling services to SIU students. Along with counselling, SCEW also conducts webinars, workshops and events that deal with a range of relevant topics. Experts from various fields are invited for panel discussions.
- **SSODL- Symbiosis School for Open and Distance Learning:** SSODL is affiliated with Symbiosis International University. Programmes at SSODL are meant to equip healthcare professionals with appropriate tools to survive this age of fierce competition and specialisation. The institute offers 14 different programmes in various fields such as Healthcare, Management, Tourism, Nursing, Planning & Design, Medical and many more.

*Resolution Item No.8: IQAC: 05.06.2018.*

*Resolved that the information establishment of "SCEW - Symbiosis Centre For Emotional Wellbeing" & "SSODL - Symbiosis School for Open and Distance Learning" in the University the A.Y 2018-2019 be and is hereby noted by the members.*

## ITEM NO. 9



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## 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

- Bond University Australia.

*Resolution Item No.9: IQAC: 05.06.2018.*

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

### ITEM NO. 10

To notify the below-mentioned policies to IQAC members

- **Guidelines for NER Scholarship:** Symbiosis is now extending its hand to needy and deserving students from the North-East Region (NER) comprising 8 states viz. Assam, Meghalaya, Nagaland, Arunachal Pradesh, Tripura, Manipur, Mizoram, and Sikkim. This is our small contribution to national integration.

The University is keen to offer scholarships to NER students to give them the opportunity to benefit from the high-quality educational programmes of Symbiosis International (Deemed University).

- **Policy on Management Development Program, Corporate Education Program and Consultancy Services of the University:** Policy on Animals, Chemical and Bioethics: The University is committed to the advancement of high-quality research and ensure that all research activities undertaken by University staff that safeguards the health, safety, environment and privacy.

The purpose of this policy is to provide general reference guidelines, policies and procedures to be followed in the teaching, research, and laboratory and for other activities that use biological agents, chemicals, and experimental animals.

- **Research Manual:** Symbiosis International (Deemed University) (SIU) has been well aware of the importance of research in higher education as indicated in its vision and mission. The University recognizes its role as a knowledge creator and propagator, and consequently, receives prestigious research funding, publishes research papers in quality journals, files patents, joins editorial boards, jury panels and contributes to the welfare of the society through translational research. The progress in the quality and quantity of research outcome is remarkable in the past few years and the University is eventually poised to attain international recognition for its research prowess.





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- **Code of Conduct for Teachers and Non-Teaching Staff of Symbiosis International (Deemed University):** Society looks at the teaching profession as the noble profession hence whosoever joins this profession has inherent responsibility to dedicate himself/ herself for the noble cause of the advancement of humanity; also he/ she is under continuous scrutiny from the all sections of the society hence it is expected that the conduct of a teacher should live upto the noble and ethical standards.

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff

### *Resolution Item No.10: IQAC: 05.06.2018*

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

*Resolved that the advice of the Research Advisory Board after it is set up be sought on the opportunities in multidisciplinary areas, specifically involving medical science, since specialized Research Centers have been created to enhance research.*

*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 24- 05.06.2018**

**Date: 08.06.2018**

  
**Chairperson**



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## Annexure 1:

<b>Names of the workshops / seminars.</b>
3 Day workshop on Nutrigenomics
4th thoughts seminar
AHPI workshop
ALCHEMY
Atelier
Banker Conclave
Blockchain, Dark Web and Cyber Crime- Are we ready?
B-Plan Workshop
Career opportunities in Civil Services
Chaap
CNE on Psychotherapies
Colosseum
Communication quotient (CQ) 2019
Comvisage
Consultation/Camping on PhD Proposal/ LLM Dissertation in Intellectual Property by Prof. Dr. Darius Whelan, University Cork College, Dublin, Ireland
Contemporary Issues in International Law
Converge - Analytics, Data Analytics - Why, What and How? Take a step back
Converge - Finance, Block Chain in finance
Converge - Marketing, NEUROMARKETING
Converge - Project Management, Project Management in era of disruption
Creative Writing
Creative writing and visual culture
Cyber Security Awareness Month
Dattansh
Deep Learning Workshop
Demystifying Financial Statement Linkages
Digital Marketing and Social Media Tools for Photographers by Shreya Kar
E-Commerce and Related Laws
Emotional Wellbeing
Employee Engagement is NO Rocket Science
Entrepreneur Day
Entrepreneur Talk - I
Entrepreneurship Carnival



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Entrevision 2018
E-Summit
Ethicon
Evolution of Sustainability in Corporates and Responsible Investing
Fashion Photography by Rafique Sayed
FDP on "Teaching Practices Inventory concept and how to make course outlines better
FDP on : "Research Opportunities in Health Care Management"
FDP on advanced qualitative research
FDP on Case Study Writing
FDP on Design Thinking
FDP on Research Collaborations
Fifth estate
Finishing school for M.Sc. Biotechnology and M.Sc. Nutrition and Dietetics
Foreign Policy Workshop
Future of Employment: Challenges and Opportunities(FECO 2019)
Gender sensitization workshop
Guest lecture by Dr. V K Ahuja on Marrakesh Treaty to facilitate access to Published works for Persons who are blind, visually impaired or otherwise Print Disabled
Guest Lecture by Prof. Lindsay Trotman on Protection of Confidential Information & Employees and IP
Guest Lecture by Prof. Lindsay Trotman on Trade Secrets
How to design a manuscript for ABDC A/A* Journals?
HR Analytics Workshop/Biggest B plan competition
HR Summit - HR Consumerization - Harnessing Business Excellence Through Employee Experience at Delhi
HR Summit - HR Consumerization - Harnessing Business Excellence through Employee Experience at Mumbai
iConclave
Impact of Industrialization in rural areas - Workshop
Impressa
Improving health care access in India
In focus: nutrition and sustainable developmental goals
Independent Directors Resettlement Program
Indo German Media Amabassadors Program
Integrated Disaster Management Programme (IDMP)
Introduction to India and culture
IP Laws - Business Perspective by Samvad Associates



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IPR
IPR Workshop
ITS-Seminar
Lakshya
Live view DSLR Filmmaking
Marketing
Marketing and Sales Integration
Marketing Communication- Unconventional
Maternity Law workshop
Media & Research career opportunities
My journey as entrepreneur
National Accreditation Board for Hospitals & Healthcare (NABH) Batch 1
National Seminar
National Sports Science Conference
Opportunities and Challenges on the economy due to plastic ban
Personality Development
Project Finance
Publishing in A & B Star Journals
Research opportunities in health care sector
Research Design
Research Methodology Workshop
Risk Analysis career opportunities
SCEI workshop
Seminar on Terrorism and its spinal networks
SIM Colloquim
SIM Cuts
Six Sigma Green Belt TUV Certification
Six sigma Project
Software training on Revit Architecture & Auto CAD 2D
Software Training on BIM
Software training on CivilCAD 3D
Solar Project design for grid-connected & standalone power plant by using PvSyst software
Start Ab Workshop
Start up stories
Stock Market Simulation
SYM-Accelerate
SYMHEALTH-2019



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SYMTECH
Table top and Product Photography
Tattv - Operations Ontogenesis - Towards business excellence
Teaching sessions on company and security law in New Zealand
TEDX
Tedx-Seminar
Ten Mantras for publishing with impact
Think Tank career opportunities
Tracking HR Challenges and different HR Strategies
Training in Future Prospects in Law
Training on Legal Skills and Advocacy2
Transforming Rural India 2030: Strategies For Sustainable Development Goals (NABARD)
Turnaround Management and Role of Board of Director
Udoykta 2019
Video Editing
When Robots Run the Market - Implications for Law and Regulation
Women Entrepreneurship Development Program
Workshop - Academic Honesty (Avoiding Plagiarism etc.)
Workshop – Comparative Case Study and Process Tracing
Workshop – Content Analysis
Workshop – Historical Analysis
Workshop – Legal Analysis
Workshop – Textual Analysis
Workshop – Visualising Data
Workshop Academic Writing
Workshop on IPR Sensitization for SID
Workshop on IPR Sensitization for SIG, SICSR
Workshop on Research methodology- a public Private partnership
Workshop on Sports Law
Workshop Qualitative Fieldwork
Workshop Statistical Analysis
Workshop Technical Writing/Academic Mechanics: Using Citations, References and Academic 'Voice'
Workshop: CNE on Gift of Life : organ donation
Workshop: CNE on Integrative management of Hypertension: A community Approach