



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/2001-U3 Govt.of India)

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 Special Meeting of Internal Quality Assurance Cell (IQAC) held on 11<sup>th</sup> May 2016 at 11:00 am in the Conference Hall I, SIU, Lavale.**

The following members were present: -

1. Dr. Rajani Gupte	Chairman
2. Dr. Abhijeet Deshpande	Member-Administrative Officer
3. Mr. Anand Singh	Member-Administrative Officer
4. Mr. Anand Deshpande	Member-Administrative Officer
5. Mr. Tarun K Singhal	Member – Teaching
6. Mr. Anupam Siddharth	Member – Teaching
7. Mr. Vijaykumar Bharati	Member – Teaching
8. Mr. Abhijeet Chirputkar	Member – Teaching
9. Dr. Surya Rashmi Rawat	Member – Teaching
10. Ms. Khushbu Thadani	Member – Teaching
11. Dr. Shekhar Bhame	Member – Teaching
12. Ms. Nandini Hate- Mane	Nominee from local society
13. Ms. Palak Gupta	Student Representative
14. Mr. Chinmay Pethe	Student Representative
15. Mr. Harshad Oak	Alumni Representative
16. Ms. Sneha Khandekar	Member – Management
17. Dr. Manisha Ketkar	IQAC Coordinator

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

1. Mrs. Usha Kakade	Nominee from local Society
2. Mr. Pradeep Bhargava	Industry Nominee
3. Mr. Anant Sardeshmukh	Industry Nominee
4. Mr. Tushar Sharma	Alumni Representative
5. Dr. Shekhar Bhame	Member – Teaching

At the onset, the Hon'ble Vice-Chancellor and the IQAC Coordinator welcomed all the members to the meeting, meeting began with the introduction of all the new members.

### **ITEM NO. 1**

**To confirm the minutes of the meeting held on 16<sup>th</sup> February 2016**

**Resolution Item No.1: IQAC: 11.05.2016**



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/ 2001-U3 Govt.of India)

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)

*Resolved that the minutes of the 16th meeting of IQAC held on February 16th, 2016 are hereby confirmed.*

## **ITEM NO. 2**

**To inform the Quality Initiatives undertaken by section/departments of the university during the A.Y 2015-16.**

1. Implemented Choice Based Credit System (CBCS) on a 10-point scale for students admitted in the academic year 2015.
2. Planed & developed HR & Payroll ERP.
3. HR ERP included Attendance, Leave tracker, Employee details, PAR.
4. Introduced MIS- Management Information System.
5. Introduced DIS- Department Information System – Faculty / Administrative.
6. Introduced Finance and accounts / Admission and Finance module.
7. Made Student admission and support app
  - EzApp-PI-WAT (Personal Interview/writing aptitude test)
  - GE-PI-WAT (Group exercise / Personal Interaction / Writing ability test)
8. Central Library Acquisition, Serial Control, Circulation, OPAC reports generated.
9. Published Research manual. (version 1)
10. Made guidelines for the evaluation of MRP/ SRPs / Research ratings
11. Promoted excellence in sports for performance good coaches were appointed. To increase mass participation activities like Mass yoga, and Happy Healthy Campus were conducted.
12. Promoted Health and Wellness amongst students and the staff community of Symbiosis. Monthly fitness events and the Women's day celebration were conducted. Initiated a paperless document system for customized documents across campuses.
13. Promoted Yoga as a way of life. Mass yoga was conducted along with yoga guru Baba Ramdevji on World Youth Day.
14. Introduced Bye-Laws for Sports Council of Constituent Institutes and Departments of the university.

**Resolution Item No.2: IQAC: 11.05.2016**

*Resolved that the Quality Initiatives at section/ Departments during A.Y 2015-16 as per details given were discussed and noted.*

## **ITEM NO. 3**

**To review the below-mentioned Policies**

- **Policy on Local Community Engagement:** This policy aims to define and guide, the communication and engagement mechanism that various departments of SIU adopt while engaging with the local community, and also provides a unified mechanism to effectively monitor, and report the progress achieved as a result of community engagement.



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/ 2001-U3 Govt.of India)

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)

- **Policy on Community Outreach and Extension Initiative:** This policy aims to guide the practice and promotion of community outreach and extension initiatives as a core institutional function integrated with teaching, learning, and research.
- **Reservation Policy (Admissions) 2016:** The Reservation Policy has been framed to uphold the spirit of equal representation of candidates from scheduled castes and scheduled tribes of the society in the University.
- **Policy of Curriculum Feedback (2016):** This policy provides guidance on the process for changes and additions with respect to credit-bearing courses or academic programs and outlines the roles of administrators and committees at the Institute and University levels within this process. The University provides the necessary arrangements for feedback responses from students, teachers and other stakeholders on curriculum related institutional processes.
- **Foreign Travel Policy:** The objective of the foreign travel policy is to familiarise all employees traveling abroad with rules and guidelines pertaining to overseas travel.
- **GIP Scholarship Policy: Global Immersion Programme (GIP) Scholarship Policy:** "To promote international understanding through quality education". The University, therefore, endeavors to provide its students with an environment that promotes diversity in the student body. As much as it encourages international students to study at the SIU institutes, it also wishes to encourage Indian students to visit and gain exposure at international universities. Symbiosis International University (SIU) is therefore keen to offer scholarships\* to their Indian students to give them the opportunity to take advantage of the Global Immersion Programme.
- **Revised Bye-Laws for USB:** In view of the importance of sports in the life of an individual as mentioned above, it is imperative for Symbiosis to provide requisite sporting opportunities and facilities, strengthen its sports network to provide the necessary infrastructure, equipment, material, manpower and have a strategic vision plan to develop a sports culture at Symbiosis. The University Sports Board aims at espousing new initiatives which will enable the University to promote sports and excellent opportunities to emerging and promising sportspersons.
- **Policy to attract and appoint international faculty:** This policy focus on attracting talent from across the world to engage with its students and faculty.

**Resolution Item No.3: IQAC: 11.05.2016**

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



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/ 2001-U3 Govt.of India)

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)

## ITEM NO. 4

**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 2015-2016**

Head IQAC 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 60 conferences, seminars, and workshops as per the attached Annexure.**

### **Resolution Item No.4: IQAC: 11.05.2016**

*Resolved that the conferences, seminars, and workshops conducted be and as hereby noted by the members*

**IQAC Coordinator**

**IQAC -11.05.2016**

**Date: 17.05.2016**

**Chairperson**



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/ 2001-U3 Govt.of India)

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)

## Annexure

Names of the workshops / Seminars
Banker Conclave
Impressa
Cyber Security Awareness Month
National Seminar
National nutrition week
Emerging trends in biomedical sciences
Software training on Autoscan and Autosteel
Communication quotient (CQ) 2016
Colosseum
4thoughts seminar
FDP on Laughter Therapy and Creativity
FDP on Use of MOOC's
FDP on Fundamentals of Statistics
Job Opportunities in Agri Sector
Sustainability practices at Loreal and your experiences
Energy Environment
Marriage and Divorce workshop
Consumer protection laws workshop
Consumer protection laws workshop
Gender Sensitization workshop
Gender Sensitization workshop
Drafting of Complaint & Written Statement under of Law of Torts
IDEA BAZAAR 2.0
Converge - Finance
Converge - Marketing
Converge - Project Management , Generation Next on Project Management
HR Summit - Panoramic Vision of Human Capital through the Lens of Technology
Tattv - Disruptive innovation in transforming business
Six sigma Project
Chaap
Special Guest Lecture on Registration of Trademark Practical Aspects by Mustafa Saifuddin, Chairman, Legasis Partner
ALCHEMY



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act, 1956 vide notification No. F.9-12/2001-U3 Govt.of India)

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)

TEDX
business analytics course
HEALTHCARE COMMUNICATION
National Accreditation Board for Hospitals & Healthcare (NABH)
Integrated Disaster Management Programme (IDMP)
Integrated Disaster Management Programme (IDMP)
value of vaccines and child health
Scrum: The Art of Doing Twice the Work in Half the Time
health care and law
Gender sensitization
Connexion-Seminar
Tedx-Seminar
ITS-Seminar
Communication skills - Presentation skills, email writing & avoiding language errors
Entrepreneurs' Connect
Entrepreneurship
IPR workshop
Special Guest Lecture by Ms. Swapna Sundar, CEO, IP Dome
Workshop on Make in India: Role of Industry -University Collaboration in Creating Value (Celebration of World IP Day) at SIU, Lavale
LLM Dissertation Camping by PROF.DR. MATTHIAS PIERSON on IP and Competition Law
Faculty Seminar by PROF.DR. MATTHIAS PIERSON on Harmonization of IP Law in Europe-Contemporary Issues at SLS Pune
INTERDISCIPLINARY SEMINAR HOSPITAL ENGINEERING SERVICES
INTERDISCIPLINARY SEMINAR HEALTHCARE ECONOMICS
FDP on "Enabling faculty to write quality research for publishing in journals of international repute"
Qualitative Research
Research Methodology
Developing a theoretical framework for a good research paper
XVIII National seminar on HHM, medico legal systems and clinical research