



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 23rd Meeting of Internal Quality Assurance Cell (IQAC) held on 14th May 2018 at 10:30 am in Conference Hall-SIT, Lavale.

The following members were present: -

- | | |
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| 1. Dr. Rajani Gupte | Chairman |
| 2. Dr. M S Shejul | Member-Administrative Officer |
| 3. Mr. Anand Deshpande | Member-Administrative Officer |
| 4. Mr. Kiran Kanade | Member-Administrative Officer |
| 5. Dr. Pravin Dange | Member – Teaching |
| 6. Dr. Rupal Raut Desai, SLS-P | Member – Teaching |
| 7. Lt. Col. Shobha Naidu, SCON | Member – Teaching |
| 8. Dr. Dharmesh Kumar Mishra, SIIB | 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. Anant Sardeshmukh | Industry Nominee |
| 14. Dr. Manisha Ketkar | IQAC Coordinator |
| 15. Finance officer | Special invitee |
| 16. Head Research Projects | Special invitee |
| 17. QIC coordinators from SIT and SSBS | Special invitees |

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

- | | |
|---|----------------------------|
| 1. Brig (Dr.)Rajiv Divekar, Director-SIMS | Member – Teaching |
| 2. Dr. Kavitha Menon, SSBS | 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 |
| 6. Mr. Devdatta Tengshe, SIG | Alumni Representative |
| 7. Mr. Pradeep Bhargava | Industry Nominee |

The Hon'ble Vice-Chancellor and IQAC Head welcomed all the members to the 22nd meeting of the SIU Internal Quality Assurance Cell. Hon'ble Vice-Chancellor shared with the members that SIU has been graded in category I in April 2018 by UGC since SIU has a score of 3.58 /4 in the NAAC accreditation. Members appreciated and congratulated SIU for adding one more feather to its cap.



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Hon'ble Vice-Chancellor also shared NIRF 2018 ranking where SIU is ranked amongst the top 50 Universities in the country. The members appreciated the efforts of the staff of the University.

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

ITEM NO. 1

To confirm the minutes of the 22nd meeting of IQAC held on 5th March 2018.

Minutes of the IQAC meeting held on 5th March 2018 were discussed and confirmed.

Resolution Item No.1: IQAC: 14.05.2018

Resolved that the minutes of the 22nd meeting of IQAC held on 5th March 2018 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. The STLRC department was again given the suggestion to record at least the sessions of renowned speakers. These videos could be shown to all faculty members and also can be uploaded on portals/YouTube channels after seeking prior approval from the speaker.

Deputy Librarian was asked to visit the SIBM-Bangalore library as it is considered to be one of the good libraries.

Resolution Item No.2: IQAC: 14.05.2018

Resolved that STLRC to record speaker's sessions and upload on portals/YouTube channel

Resolved that the Deputy Librarian to visit SIBM-Bangalore library as it is considered to be one of the good libraries.

ITEM NO. 3

To update members about action points on implementation of NAAC revised guidelines.

Members were informed about a meeting that had taken place with Criterion Heads in presence of Hon'ble Pro-Chancellor, Hon'ble Vice-Chancellor, and Dean- Academics & Administration. After their valuable suggestions, Head Quality Assurance and Dean-Faculty of Management outlined action points on implementation of NAAC revised guidelines.



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Members were also informed that formats for any changes in existing software was sent to institutes.

Resolution Item No.3: IQAC: 14.05.2018

Resolved that updates on implementation of NAAC revised guidelines were noted by members.

ITEM NO. 4

To update members about the extraction of API PAR data from FIS and relevant changes made in the Faculty Information System (FIS).

Members were briefed that the process of making the API PAR form online has been initiated. Meetings were conducted with the HR team and Vendors to understand data flow from one system to another and the interaction of vendors for interlinking of systems. Members were also updated that a provision is enabled to capture data as per PAR API, modifications/additions were made in FIS.

Resolution Item No.4: IQAC: 14.05.2018

Resolved that members noted the points pertaining to API PAR, extraction of API PAR data from FIS, and relevant changes made in the Faculty Information System (FIS).

ITEM NO. 5

**To discuss Quality Initiatives at SIU Administrative departments.
(Presentations to be made by Finance Officer and Head-Research Projects)**

A brief presentation was made by Finance Officer and Head-Research Projects which reflected the process and quality initiatives taken in their departments.

One of the members suggested Finance Officer to implement a process where people can avail exclusive services of the vendors who are not registered with SIU.

Resolution Item No.5: IQAC: 14.05.2018

Resolved that members noted the points pertaining to initiatives of Finance Department and Head-Research Projects and appreciated the same.

Resolved that Finance officer to explore the possibility of implementing a process where people can avail exclusive services of the vendors who are not registered with SIU.



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ITEM NO.6

To discuss further strengthening welfare measures for faculty and staff.

Members were briefed on the existing welfare measures being implemented at SIU and they were further briefed on the planned welfare initiatives in addition to existing welfare measures, members appreciated the same.

Existing welfare measures

Teaching

1. Medical Insurance policy for staff- Mentioned in SSR
2. Annual Health Check-up.
3. Facility of Gymkhana and other sports activities on Campus.
4. Accommodation on Campus for little essential position.
5. Conduct workshops on Gender Sensitization.
6. Maternity benefit
7. Support provided for pursuing PhD
8. Duty leaves for attending FDP's workshops and Conferences
9. Promotion of research through online access to journals subscribed
10. Concessions in the fees to the wards of the employees studying in Symbiosis School
11. Festival Celebration
12. Celebration of special occasions like Women's day, Farewell parties

Non-teaching

1. A host of welfare schemes are available for the Non-teaching Staff employed in the University.
2. Celebrating birthdays of the non-teaching staff.
3. Medical Insurance policy for staff
4. Annual Health Check-up,
5. Undertaking workshops on gender sensitization.
6. Celebration of special occasions like Women's day, Farewell parties
7. Maternity Benefits
8. Uniform issued to Class IV employees
9. Social security benefits including PF and Gratuity.
10. Diwali Gift

Planned welfare initiatives in addition to existing welfare measures

Teaching

1. Subsidized transport facility.
2. Yoga classes and Meditation Camp
3. Research Incentives
4. Institutional membership of professional bodies



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Non-teaching

1. Provision of state of art Gym and other recreation facilities on Campus.
2. Subsidized transport
3. Yoga classes and Meditation Camp
4. Skill enhancement focussed Staff development Programmes for non-teaching
5. Financial assistance at the nominal rate of interest.

Resolution Item No.6: IQAC: 14.05.2018

Resolved that the University to explore the possibility of implementing below mentioned welfare measures for teaching & Non-teaching staff in addition to existing welfare measures, concerned authorities to take necessary actions.

Teaching

1. Subsidized transport facility.
2. Yoga classes and Meditation Camp
3. Research Incentives
4. Institutional membership of professional bodies

Non-teaching

1. Provision of state of art Gym and other recreation facilities on Campus.
2. Subsidized transport
3. Yoga classes and Meditation Camp
4. Skill enhancement focussed Staff development Programmes for non-teaching
5. Financial assistance at nominal rate of interest.

ITEM NO. 7

To discuss on enhancing faculty and student exchange with leading universities.

Members were briefed on the existing measures being implemented. Hon'ble Vice-Chancellor briefed on further planned initiatives to enhance faculty and student exchange.

Resolution Item No.7: IQAC: 14.05.2018

Resolved that initiatives being planned to enhance faculty and student exchange were noted by the members.



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ITEM NO. 8

To discuss Quality Initiatives at institutes.

Institute Quality Assurance Coordinators of SIT and SSBS briefed the members about quality initiatives undertaken at their institutes.

One of the members suggested that institutes should regularly to coordinate with students to find out their expectations from faculty members and it was suggested that Faculty feedback is sought regularly.

Resolution Item No.8: IQAC: 14.05.2018

Resolved that the members appreciated work done by SIT and SSBS, further suggested that to collect feedback regularly from students and developing a mechanism to analyze so as to understand expectations of students from faculty.

Any other item with the permission of the chair

ITEM NO. 9

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

- **SSI- Symbiosis Statistical Institute:** The major focus of the Symbiosis Statistical Institute (SSI) is to train students to translate and apply statistical knowledge to solve real-world problems in various inter-disciplinary domains. Masters of Science in Applied Statistics shall offer modules, which are application oriented that facilitates learning statistical methodologies and best practices in statistical analysis.

Resolution Item No.9: IQAC: 14.05.2018.

Resolved that the information about the establishment of SSI in the University in the A.Y 2017 be and is hereby noted by the members.

ITEM NO. 10

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.

- NOTTINGHAM TRENT UNIVERSITY UK.
- Swinburne University of Technology Hong Kong.



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Resolution Item No.10: IQAC: 14.05.2018

Resolved that the information regarding the collaborative initiatives taken by the University in the A.Y 2017-2018 is hereby noted by the members.

ITEM NO. 11

To inform the members regarding the below-mentioned new Guidelines:

- Identification of Good Quality Research Conferences.
- Guidelines for Major Research Projects.

Guidelines for Identification of Good Quality Research Conferences: A research/academic conference is the meeting of researchers of a discipline, in which the researchers present their latest work, share specific findings, discuss the problems, disseminate the latest research happening and get direction for taking their work forward to contribute to further evolution of the discipline.

The purpose of research conferences is to disseminate information about state-of-the-art research in a discipline.

It is an assembly of researchers and academics that present and share the latest work, discuss the implications, create new research agendas or refine the existing ones and set the directions for further research in the field.

Guidelines for Major Research Projects: Symbiosis International (Deemed University) strives to promote teaching and research in emerging and identified thrust areas. The University invites research proposals for major research projects under the Symbiosis Institute of Research & Innovation from existing Faculties. Its main aim is to institutionalize research activities and promote excellence in research by providing financial support to individual researchers.

Resolution Item No.11: IQAC: 14.05.2018

Resolved the information regarding the Guidelines for "Identification of Good Quality Research Conferences" & "Major Research Projects" is hereby noted by the members.

ITEM NO. 12

To inform the Quality Initiatives taken up by section/ Departments of the university for the A.Y. 2017-2018.



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- Implemented Choice Based Credit System (CBCS) on a 10-point scale for students admitted in the academic year 2015.
- Planned & developed HR & Payroll ERP
- Developed HR ERP – Attendance, Leave application, Employee details & PAR.
- Developed MIS - Management Information System.
- Developed DIS – Department Information System – Faculty / Administration.
- Developed Finance & Accounts / Admission & Finance Module
- Developed Student Admission & Support App: EzApp-PI-WAT (Personal Interview / Writing Aptitude Test) GE-PI-WAT (Group Exercise / Personal Interaction / Writing Ability Test)
- Published Central Library Acquisition, Serial Control, implemented Choice Based Credit System (CBCS) on a 10-point scale for students admitted in the academic year 2015. Circulation, OPAC, Reports.
- Informed about the Research Manual (version 1)
- Proposed Guidelines for the evaluation of MRP/SRPs
- Proposed Research ratings
- Promoted excellence in sports performance with the help of good coaches. This helped in the increase of mass participation activities like Mass yoga, and Happy Healthy Campus.
- Promoted Health and Wellness amongst students and the staff community. Symbiosis conducted monthly fitness events and the Women's day celebration. Initiated a paperless document system for customized documents across campuses.
- Promoted yoga as a way of life.
- The mass yoga was conducted with yoga guru Baba Ramdevji on World Youth Day.
- Introduced Bye-Laws for Sports Council of Constituent Institutes and Departments of the university.

Resolution Item No.12: IQAC: 14.05.2018

Resolved that the Quality Initiatives at section/ Departments during A.Y. 2017-2018 as per details given were discussed and noted.

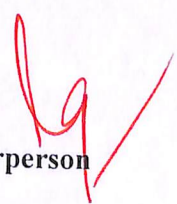
Resolved that the information establishment of SSI department in the University the A.Y.2017-2018 be and is hear by noted by the members.

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


IQAC Coordinator

IQAC 23-14.05.2018

Date: 17.05.2018


Chairperson