



# 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 15<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 27<sup>th</sup> November 2015 at 3:00 pm in the Conference Hall, S.B. Road, Pune.

The following members were present: -

1. Dr. Rajani Gupte	Chairman
2. Mr. Anand Singh	Member-Administrative Officer
3. Mr. Anand Deshpande	Member-Administrative Officer
4. Mr. Vijaykumar Bharati	Member – Teaching
5. Mr. Tarun K Singhal	Member – Teaching
6. Mr. Anupam Siddharth	Member – Teaching
7. Dr. Abhijeet Chirputkar	Member – Teaching
8. Ms. Sneha Khandekar	Member – Management
9. Mr. Sangram S. Chavan	Alumni Representative
10. Mr. Pradeep Bhargava	Industry Nominee
11. Dr. Manisha Ketkar	IQAC Coordinator
12. Dr. Bhama Venkataramani	Special Invitee
13. Brig. Rajiv Divekar	Special Invitee

Following members expressed inability to attend the meeting.

1. Dr. S.C.Nerkar	Member-Administrative Officer
2. Ms. Aashna Banarjee	Student Representative
3. Mrs. Usha Kakade	Nominee from local Society

At the onset, The Hon'ble Vice-Chancellor and IQAC Coordinator welcomed all the members to the 15<sup>th</sup> Meeting of the Internal Quality Assurance Cell.

IQAC Coordinator made a presentation on IQAC describing the constitution, roles and areas covered till now by the cell. Thereafter, the agenda items were taken up for discussion by the IQAC Coordinator.

### ITEM NO. 1

**To confirm the minutes of the meeting held on 28<sup>th</sup> August 2015**

Members of the meeting discussed and approved the minutes of the meeting held on 28<sup>th</sup> August 2015.

**Resolution Item No.1: IQAC: 27.11.2015**

**Resolved that the minutes of the meeting of IQAC held on 28<sup>th</sup> August 2015 are hereby confirmed.**



# 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. 2**

### **To brief about NAAC visit and IQAC preparedness.**

Members were briefed about the visit of NAAC to SIU and its various constituents and departments from 30th November to 3rd December 2015. They were also requested to mark their presence during the NAAC visit on 30th November.

*Resolution Item No.2: IQAC: 27.11.2015*

*Resolved that the visit of NAAC to SIU and its various constituents was noted by members.*

## **ITEM NO. 3**

### **To automate Course Catalogue**

Members were briefed that the IQAC cell shall be coordinating with the academic department and shall initiate automation of the course catalogue with available courses for smooth selection of the courses by the Institutes.

*Resolution Item No.3: IQAC: 27.11.2015*

*Resolved that the Academics department initiate automation of the course catalogue with available courses. IQAC department to take follow-up on the implementation status*

## **ITEM NO. 4**

### **To link MIS and monitoring of activities by the Director through Online systems to the performance of Directors of Institutions**

IQAC Coordinator briefed members on the functioning of online systems. Members suggested linking the implementation of MIS and **workload and publications monitoring by Directors etc. through** online systems to the Performance of Directors of institutions. So that discrepancy/lapses contained in data sent by the Institutes can be minimized.

Dr. Bhama Venkataramani, Dean - Academics & Administration, assured to link PAR with the Online Systems.

*Resolution Item No.4: IQAC: 27.11.2015*

*Resolved that the points discussed to link MIS and monitoring of activities through online systems with the performance of Directors of Institutes be implemented.*



# 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. 5**

### **To brief on plans for conducting Quality Audit from June 2016**

IQAC Coordinator briefed members about the tentative schedule of Quality Audit by the IQAC department to the different institutes of SIU which shall be initiated from June 2016 onwards.

*Resolution Item No.5: IQAC: 27.11.2015*

*Resolved that schedule for conducting Quality Audit from June 2016 to be initiated by the Quality Assurance Cell.*

## **ITEM NO. 6**

### **Any other points with the permission of the chair.**

- The Hon'ble Vice-Chancellor suggested adding plans to go for International accreditation in the future plan of IQAC.
- Members suggested showcasing only the processes as a prime responsibility of the Quality Assurance department.

*Resolution Item No.6: IQAC: 27.11.2015*

**Resolved the decisions taken to be implemented.**

## **ITEM NO. 7**

### **To inform the members regarding the collaborative initiatives taken by the University with ESC Rennes University, France during the A.Y 2015-2016**

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

*Resolution Item No.7: IQAC: 27.11.2015*

*Resolved that the information regarding the collaborative initiatives by the University with ESC Rennes University, France is hereby noted by the members.*

## **ITEM NO. 8**

### **To inform the members regarding the Guidelines for Research Proposal and Appointment of JRF, RA, & LA (laboratory Assistants) during A.Y 2015-2016.**



# 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 PadmaShri by President of India)

The Symbiosis International University (SIU) through these Guidelines of Research Proposal and Appointment of Junior Research Fellow (JRF) / Research Assistant (RA)/ Laboratory Assistant (LA), etc. on Research/Consultancy Project Funded by External Funding Agency (National/International) has made provision for the appointment of temporary fellows/staff like JRF / RA / LA, etc. amongst the candidates who have requisite qualifications.

**Resolution Item No.8: IQAC: 27.11.2015**

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

**IQAC Coordinator**

**IQAC 15-27.11.2015**

**Date: 30.11.2015**

**Chairperson**