



# SYMBIOSIS INTERNATIONAL UNIVERSITY

(Established under section 3 of the UGC Act 1956 vide notification No. F.9-12/2001-U.3 of the Govt of India) Accredited by NAAC with 'A' Grade  
FOUNDER: PROF. DR. S. B. MAJUMDAR M.Sc. Ph.D. (Awarded Padma Bhushan by President of India)

## Minutes of the 14<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 28<sup>th</sup> August 2015 at 2.30 pm in the Conference Hall, S.B. Road, Pune.

The following members were present:

- |    |                         |                            |
|----|-------------------------|----------------------------|
| 1. | Dr. Rajani Gupte        | Chairman                   |
| 2. | Mr. Anand Singh         | Administrative Officer     |
| 3. | Mr. Tarun K Singhal     | Member – Teaching          |
| 4. | Mr. Anupam Siddharth    | Member – Teaching          |
| 5. | Dr. Abhijeet Chirputkar | Member – Teaching          |
| 6. | Mrs. Usha Kakade        | Nominee from local Society |
| 7. | Mr. Sangram S. Chavan   | Alumni Representative      |
| 8. | Mr. Pradeep Bhargava    | Industry Nominee           |
| 9. | Dr. Manisha Ketkar      | IQAC Coordinator           |

Following members expressed inability to attend the meeting:

- |    |                        |                               |
|----|------------------------|-------------------------------|
| 1. | Dr. S.C.Nerkar         | Member-Administrative Officer |
| 2. | Mr. Anand Deshpande    | Member-Administrative Officer |
| 3. | Mr. Vijaykumar Bharati | Member – Teaching             |
| 4. | Ms. Sneha Khandekar    | Member – Management           |
| 5. | Ms. Aashna Banarjee    | Student Representative        |

At the onset, the Hon'ble Vice-Chancellor and IQAC Coordinator welcomed all the members for the 14<sup>th</sup> Meeting of the Internal Quality Assurance Cell.

IQAC Coordinator presented efforts taken by IQAC for the development of On-line Systems and their outcomes. 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 20<sup>th</sup> May 2015.

Members of the meeting discussed and approved the minutes of the meeting held on 20<sup>th</sup> May 2015.

*Resolution Item No.1: IQAC: 28.08.2015*

*Resolved that the minutes of the 13<sup>th</sup> meeting of IQAC held on 20th May 2015, are hereby confirmed.*

### ITEM NO.2



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To review AQAR of the Academic year 2014-15.

Members were briefed on the AQAR preparedness and members were shown a preview of the AQAR report and it was deemed appropriate.

*Resolution Item No.2: IQAC: 28.08.2015*

*Resolved that the AQAR was reviewed and approved.*

## ITEM NO.3

To discuss the plan of action for the Academic year 2015-2016.

The following points were discussed as the plan of action for the academic year 2015-2016.

1. To launch new academic programs.
2. To initiate programs in the health Skill sector in line with the national policy.
3. To organize International Relations Conference 2015 - Link West: India and the Gulf.
4. To set up an incubation cell for Entrepreneurs.
5. To improvise examination software to help automate a few more processes such as creating BOE subcommittee format, Term end assessment letters, and Revaluation letters.
6. To revise some of the questions in the OMPI questionnaire.
7. To improve the Academic Audit process of SIU programs.

*Resolution Item No.3: IQAC: 28.08.2015*

1. *Resolved that the proposals for new academic programs be submitted to appropriate University authorities.*
2. *Resolved further that programs in the 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 establishment of an Incubation Cell for Entrepreneurs be submitted to the University.*
5. *Resolved further that the Examination Section improvise the examination software.*
6. *Resolved further OMPI questionnaire be relooked and improvised wherever necessary.*
7. *Resolved further that the Academics Section improvise the Academic Audit process for SIU programs.*



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## ITEM NO. 4

**To review MIS, FIS, DIS, and AQAR online portals initiated by the Quality Assurance department.**

The members reviewed online systems like MIS, FIS, DIS, and AQAR. They praised the systems. One of the members suggested adding a Placement tab in the MIS. It was also suggested to get a web analytic report through the vendor so that statistics will help out in the admissions.

*Resolution Item No.4: IQAC: 28.08.2015*

*Resolved that the Quality Assurance Cell incorporate the suggestions given by members (to integrate portals enabling dataflow among portals) with respect to MIS, FIS, DIS, and AQAR online portal.*

## ITEM NO. 5

**To discuss and plan quality-related workshops.**

IQAC Coordinator asked the members to suggest the Topics and Trainers for organizing Quality-related workshops.

*Resolution Item No.5: IQAC: 28.08.2015*

*Resolved that quality-related workshops be initiated by the Quality Assurance Cell.*

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

## ITEM NO.6

**To consider the conduct of IQAC Audit at the end of every semester.**

One of the members suggested conducting an IQAC audit at the end of every semester which will improve the quality of the academic and administrative processes of SIU.

*Resolution Item No.6: IQAC: 28.08.2015*

*Resolved that the proposal to conduct of IQAC Audit at the end of every semester be implemented.*

## ITEM NO. 7

**To consider the proposal to recruit faculty members with industrial experience.**

Alumni suggested recruiting faculty members who had practical experience in the subject matter which would help students learn better.



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**Resolution Item No.7: IQAC: 28.08.2015**

**Resolved that the proposal to recruit faculty members with industrial experience to be submitted to the University/ Section**

**ITEM NO. 8**

**To consider the letter from NAAC regarding the formulation of the National Education Policy (NEP) by the Ministry of Human Resource and Development.**

A letter from NAAC regarding the formulation of the National Education Policy (NEP) by the Ministry of Human Resource Development and assigning the theme "Ranking of Institutions and Accreditations" to NAAC for consultation with Higher education institutes was tabled in the meeting. The members discussed the matter and gave their input.

**Resolution Item No.8: IQAC: 28.08.2015**

**Resolved that the contents of the letter from NAAC regarding the formulation of the National Education Policy (NEP) were noted for implementation.**

**ITEM NO. 9**

**To consider the Action Plan on 'Gender Sensitization' [For the A.Y 2015-16 to A.Y 2019-20]**  
**'Gender Sensitization'** is a fair policy in promoting a gender-neutral environment. All constituents of SIU regularly conduct training workshops to sensitize its staff and students on gender sensitivity.

With all its commitment, care and concern strive to have zero tolerance regarding harassment of any kind and review the present arrangements, identify loopholes and inadequacies, and to formulating remedial measures to address the concerns of all girls and women in its campuses and constituents.

Head IQAC informed the members about the further plan for Gender Sensitization.

**Resolution Item No.9: IQAC: 28.08.2015**

**Resolved that the information regarding the 'Gender Sensitization' policy is hereby noted by the members.**

**ITEM NO. 10**

**To inform the members regarding the establishment of the "SCHS - Symbiosis Centre for Health Skills" department in the University during the A.Y 2015-16**

Symbiosis Centre (of Excellence) for Health Skills Development is a Multi-disciplinary educational facility that will strive to provide high-tech simulated and virtually created hospital set-up for teaching and training & assessment for all health care professionals in clinical and related management skills (including communication skills).

The broad objective is to align this with the National Agenda of Skill Development



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## *Resolution Item No.10: IQAC: 28.08.2015*

*Resolved that the information about the establishment of the "SCHS Symbiosis Centre for Health Skills" department in the University in the A.Y 2015-16 be and is hereby noted by the members.*

### **ITEM NO. 11**

**To inform the members regarding the collaborative initiatives taken by the University during the A.Y 2015-2016**

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

- The Arizona State University USA,
- SIU/ SIOM & CAF (For Shudhhi Biodigester Toilet Projects)
- SIU/ SCRI & Bhopal Memorial Hospital & Research Centre (BMHRC)
- SIU/ SIOM & Reckitt Benckiser Pvt Ltd Sihs & Philips Health Care Private Limited
- SIHS & PHILIPS HEALTH CARE PRIVATE LIMITED
- SIU/SIHS & DCDC Health Services Pvt. Ltd.

## *Resolution Item No.11: IQAC: 28.08.2015*

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

### **ITEM NO. 12**

**To inform the members regarding the conduct of PAR for the A.Y 2015-16:** Hon'ble Vice-Chancellor informed the members, that every year Symbiosis conducts a performance appraisal for all teaching and non-teaching employees.

Non-teaching 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 January 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 No12: IQAC: 28.08.2015*

*The information regarding PAR is hereby noted.*

### **ITEM NO. 13**

**To inform the members regarding the Guidelines for attending "Faculty Development Programs" as developed by STLRC- Symbiosis Teaching Learning Resource Centre**  
The purpose of the Faculty Development Program at SIU, conducted by STLRC, is to promote professional development and provide opportunities for continuing skill up gradation of full-time



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faculty members at SIU at no cost to the Institute (in most cases). This in turn is expected to foster a climate for innovation in teaching, learning, and research.

*Resolution Item No.13: IQAC: 28.08.2015*

*Resolved the information regarding the Guidelines of "Faculty Development Programs" is hereby noted by the members*

*Since there were no other items for consideration, the meeting concluded with a vote of thanks to the chair & all members.*

**IQAC Coordinator**

IQAC 14-28.08.2015

Date: 31.08.2015

**Chairperson**