



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 17th Meeting of Internal Quality Assurance Cell (IQAC) held on 31st August 2016 at 10:00 am in the Conference Hall I, SIU, Lavale.

The following members were present: -

1. Dr. Rajani Gupte	Chairman
2. Dr. M S Shejul	Member-Administrative Officer
3. Mr. Anand Singh	Member-Administrative Officer
4. Dr. Pravin Dange	Member – Teaching
5. Dr. Tarun K Singhal	Member – Teaching
6. Mr. Anupam Siddharth	Member – Teaching
7. Mr. Abhijeet Chirputkar	Member – Teaching
8. Dr. Sammita Jadhav,SIHS	Member – Teaching
9. Ms. Khushbu Thadani	Member – Teaching
10. Dr. Shekhar Bhamre	Member – Teaching
11. Ms. Nandini Hate- Mane	Nominee from local society
12. Ms. Palak Gupta	Student Representative
13. Mr. Chinmay Pethe	Student Representative
14. Mr. Harshad Oak	Alumni Representative
15. Mr. Tushar Sharma	Alumni Representative
16. Ms. Sneha Khandekar	Member – Management
17. Mr. Anant Sardeshmukh	Industry Nominee
18. Dr. Manisha Ketkar	IQAC Coordinator

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. Vijaykumar Bharati	Member – Teaching
3. Dr. Surya Rashmi Rawat	Member – Teaching
4. Mrs. Usha Kakade	Nominee from local Society
5. Mr. Pradeep Bhargava	Industry Nominee

The Hon'ble Vice-Chancellor and the IQAC Head welcomed all the members to the 17th meeting of the Internal Quality Assurance Cell.



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Resolved that the University shall participate in QS BRICS/NIRF ranking, concerned departments to initiate necessary actions.

Resolved that University shall plan to expand the scope of Internationalization initiatives, concerned department to incorporate in their action plans.

Resolved that the University shall increase access to databases so as to enhance student learning.

ITEM No.4

To discuss and review AQAR 2015-2016 & OMPI.

Members were briefed about the detailed process followed in the preparation of the Annual Quality Assurance Report (AQAR) 2015-2016. Also, members were briefed on Outcome Metrics and performance Indicators (OMPI) 2015-16 which included online data updates, and training sessions.

Members discussed the following points:

- Changes in the academic audit process should be reoriented i.e. from procedure-oriented to quality-oriented approach.
- To conduct regular training programs for faculty members and concerned staff in data filling in the online systems

Resolution-Item No. 4: IQAC: 31.08.2016

Resolved that the AQAR 2015-2016 be recommended to the Board of Management for its approval, further resolved that the approved AQAR 2015-16 be uploaded on the website

Resolved that reorientation of the academic audit process to be initiated, Head IQAC to coordinate with Head Academics.

Resolved that IQAC department to Plan training programs in regard to data filling.

ITEM No.5

To update the members on NAAC Recommendations and its progress

Members were briefed about the progress on the NAAC recommendations and the efforts and initiatives being taken to implement the recommendations.

Resolution-Item No. 5 IQAC: 31.08.2016



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Resolved that the progress on recommendations of NAAC Peer Team be periodically reviewed by the IQAC Cell and accordingly inform the Constituents/ Departments.

ITEM No.6

To discuss uploading of minutes of IQAC meetings and compliance on the university website as per NAAC guidelines.

IQAC Coordinator briefed the members about the new NAAC notification regarding the uploading of IQAC minutes, actions taken report of the meetings, and AQAR which needs to be implemented with immediate effect.

Resolution-Item No. 6: IQAC: 31.08.2016

Resolved that the minutes of IQAC meetings, Action Taken report, and AQAR to be uploaded on the University Website within the stipulated time.

ITEM No.7

To discuss the effective implementation of CBCS at all levels.

Members were briefed on the need and importance of the academic reforms in the higher education system, one such reform introduced includes curriculum development with a choice-based credit system (CBCS). CBCS system is an initiative of the University Grants Commission (UGC); which enhances and promotes educational liberalization of existing conventional higher education models. The brief process of the implementation was presented to the members. The Vice-Chancellor highlighted that SIU has been offering choice-based credits in most programs already through electives.

Resolution-Item No. 7: IQAC: 31.08.2016

Resolved that the process methodology be outlined for effective implementation of CBCS across all programs, concerned department to implement the same.

ITEM NO. 8

To discuss the formulation of long-term planning for the growth and development of the university.



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The Hon'ble Vice-Chancellor briefed members on the need for long-term planning in line with the vision and in consideration of future plans' perspectives. Members deliberated on goals and objectives, desired outcomes, metrics for measuring progress, timelines, and budgets.

Resolution Item No. 8: IQAC: 31.08.2016

Resolved that the university shall draft long-term planning & perspective plan for the growth and development of the university.

Item No. 9

During the discussion, the other suggestions of the members were as follows-

1. An Alumni representative suggested training on positive thinking for faculty members. The members thereafter suggested that STLRC may take it further.
2. While discussing audits, one of the teaching members, suggested minimizing printing wherever possible and promoting online updating. Hon'ble Vice-Chancellor agreed to this suggestion. And suggested that Head Academics would take it up as a pilot project for academic audit.
3. While discussing the Branding and Promotion of the university, an alumni representative suggested that Symbiosis may consider developing its own MOOC courses.
4. In order to promote Research and Consultancy the members suggested that target hours for consulting be given to the institutes. This might be added in OMPI as one of the parameters.
5. It was suggested that to assess the effectiveness of Interdisciplinary workshop/Faculty Development programs, Head STLRC should submit a report to The Vice-Chancellor.
6. A Student representative suggested that more information on SIU Student exchange programs be given to all students so that they may enroll in the same. The IQAC coordinator assured him that such briefing sessions will be organized by Symbiosis Centre for International Education.
7. An Alumni representative, suggested the creation of a digital platform at SIU for alumni of all institutions to interact. The Hon'ble Vice-Chancellor appreciated the idea and suggested Head Quality Assurance and Head Student Affairs look into it.

Resolution Item No. 9: IQAC: 31.08.2016

Resolved that members noted the points and suggested points be implemented.

1. ***Resolved that training on positive thinking for faculty members to be initiated by STLRC.***



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2. *Resolved that university shall plan to develop their own MOOC courses, faculty to be encouraged and briefed accordingly.*
3. *Resolved that the university shall consider devising a mechanism of allocating target hours for faculty to focus specifically on research and consultancy activities.*
4. *Resolved that to explore the possibility of the creation of a digital platform at SIU for alumni of all institutions to interact.*

Any other item with the permission of the chair

Item No. 10

To discuss a plan of action for the A.Y 2016-17.

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

1. To participate in QS BRICS/Star/NIRF ranking
2. To expand Internationalization
3. To provide increased access to databases for student learning

Resolution Item No. 10: IQAC: 31.08.2016

Resolved that the proposals for new academic programs be submitted to appropriate University authorities.

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

ITEM NO.11

To inform the members regarding the conduct of PAR for the A.Y 2016-2017

Hon'ble Vice-Chancellor informs the members, that every year Symbiosis conducts a performance appraisal for all teaching and non-teaching employees.



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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 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 No. 11: IQAC: 31.08.2016

The information regarding PAR is hereby noted.

ITEM NO. 12

To review the "Rules for Refund of Fees" Policy.

This gave the Rules for Remittance and Refund of fees and other student-centric issues. The same benefited the student too in different options.

Resolution Item No.12: IQAC: 31.08.2016

Resolved that the information regarding the "Rules for Refund of Fees" Policy is hereby noted by the members.

ITEM NO. 13

To inform the members regarding the establishment of the new Institutes & departments in the University in the A.Y. 2016-17.

1. SSSS - Symbiosis School of Sports Sciences.
2. SCSCR - Symbiosis Centre for Stem Cell Research.
3. SCY - Symbiosis Centre for Yoga.

Resolution Item No.13: IQAC: 31.08.2016

Resolved that the information about the establishment of the new Institutes & departments in the University in the A.Y. 2016-2017 be and is hereby noted by the members.

ITEM NO. 14

To inform the members regarding the collaborative initiatives taken by the University during the A.Y 2016-2017.

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



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- ESSEC Business School (BBA) France
- Universite Paris- Dauphine France
- Universitas Ahmad Dahlan Indonesia
- University of Kigali Rwanda

Resolution Item No.14: IQAC: 31.08.2016

Resolved that the information regarding the collaborative initiatives taken by the University during the A.Y 2016-17 are hereby noted by the members.

ITEM NO. 15

To inform the members regarding the Guidelines for "Sports Events"


The University Sports Board is happy to offer its services for all the sports, fitness, and wellness events organized by the constituent departments/institutes. To make this collaborative effort successful guidelines are proposed.

As the nodal sports and recreational body of the SIU, USB is uniquely poised to provide the requisite domain knowledge, and expertise, both administrative and technical. Our offerings, therefore encompass event planning using standard procedures, infrastructural support, sport-specific equipment, guidance for procurement of officials, conflict resolution, and provision of overall professional support to ensure smooth conduct of the entire event.

Resolution Item No.15: IQAC: 31.08.2016

Resolved the information regarding the Guidelines for "Sports Events" is hereby 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 17-31.08.2016

Date: 03.09.2016


Chairperson