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 $Founder: Prof. Dr. S. B. \, Mujumdar, \, M. \, Sc., Ph. D. \, (Awarded \, Padma \, Bhushan \, and \, Padma \, Shri \, by \, \, President \, of \, India) \, and \, Padma \, Shri \, by \, President \, of \, India) \, and \, President \, of \, India) \, and$

Minutes of the 30th Meeting of Internal Quality Assurance Cell (IQAC) held on 30th June 2020 at 10.30 am to 12.30 pm via ZOOM

The zoom meeting of the IQAC was held on 30th June 2020 between 10.30 am to 12.30 pm. The meeting was chaired by the Hon'ble Vice-Chancellor.

Following members attended the meeting

| SN | Name & Institute | Designation |
|----|--------------------------|-----------------------------|
| 1 | Dr. Rajani Gupte, | Chairman, IQAC |
| 2 | Dr. Bhama, Venkataramani | Dean Academic & Admin |
| 3 | Dr. Manoj M. Sattigeri, | Director, QMB Director IQAC |
| 4 | Mr. Pradeep Bhargava, | External Member |
| 5 | Mr. Jaysurya Das, | External Member |
| 6 | Mr. Nilesh Nikam | Parent Members |
| 7 | Dr. Poornima Tapas, | Teaching Members |
| 8 | Prof. Lasya Vyakaranam | Teaching Members |
| 9 | Dr. Parimala Veluvali, | Teaching Members |
| 10 | Ms. Apoorva Kulkarni, | Teaching Members |
| 11 | Dr. Meeta Kumar, | Teaching Members |
| 12 | Dr. Meenal Kulkarni, | Teaching Members |
| 13 | Dr. SVK Bharati | Teaching Members |
| 14 | Mr. Aniket Jagtap, | Teaching Members |
| 15 | Dr. Avinash Kakade, | Members Administrative |
| 16 | Dr. Deepak Tatpuje, | Member Administrative |
| 17 | Ms. Swati Sahasrabudhe, | Members Administrative |
| 18 | Dr. Sophia Gaikwad, | Members Administrative |
| 19 | Ms. Nilima Ghuge, | Member Administrative |
| 20 | Ms. Supriya Deshpande, | Members Administrative |
| 21 | Dr.Sreenath K | HEAD QA |
| 23 | Mr Kiran Degan | Off Campus Invitee |
| 24 | Dr. Surya Rashmi Rawat | Off Campus Invitee |
| 25 | Mr. Swakush Inarkar | Student Representative |



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

| 1 | Prof. Vinayak Shirgurkar, | External Member |
|---|---------------------------|------------------------|
| 2 | Dr. Pravin Dange, | Members Administrative |
| 3 | Dr. Deepak Paropkari, | Members Administrative |
| 4 | Dr. Amit Suratkar, | Members Administrative |
| 5 | Mr. Jitendra J. Paturkar, | Alumni Representative |
| 6 | Mr. Samir Gadgil, | Industry Nominee |
| 7 | Dr. Shilpa Parkhi | Off Campus Invitee |

Hon'ble Vice-Chancellor and Director IQAC welcomed all the members to the meeting of the SIU Internal Quality Assurance Cell. Director IQAC gave a presentation, taking the members through the agenda points

ITEM 1

Review of Action taken report on the last meeting held on 22nd November 2019:

Members were briefed on the action taken report and IQAC plan of action for the A.Y 2019-2020. Members suggested the following points.

- a. It was suggested that SIU need to strive better to increase the number of MOOC courses created by SIU and during the Academic Year the target number of MOOC course should be minimum 20.
- b. Every effort should be made to announce the results within a fortnight and for online exams, it should be announced within 24 hours
- c. Increase in the number of Patent publication and external funding was appreciated and it was advised that SIU should make incremental growth by raising the bar each year.
- d. It was noted that, though the publication in Scopus & WoS are increasing year on year, it is far more less and it was advised that each faculty must publish at least 2 papers each year. SIU need to take newer steps to support and hand hold faculty. For the year 2020-21, SIU should target minimum 2000 publications in Scopus/ WoS



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- e. It was suggested that SCOPE should work out a plan to extend its services to urban slums too. It will submit its report to IQAC within a month time.
- f. It was suggested to start the "Adjunct Industry Mentorship" program w.e.f AY 2020-21 for both students and faculty.

Resolution Item No.1: IQAC: 30.06.2020

Resolved that Action taken reports are noted in reference with Annexure A and Annexure B

- 1. Annexure-A & supplement to annexure A hereunder was approved
- 2. IQAC Plan of Action for the Academic Year 2019-20 & Action taken-Annexure B hereunder was approved.

ITEM 2

To discuss the status of AQAR 2018-193

Members were briefed on the status of AQAR-2018-2019 preparation. Also, it was shared with members that efforts are being taken to collate & present uniform data across all. The Director IQAC mentioned that the COVID -19 pandemic and the ensuing lockdown had impacted the schedule of work very badly. The Hon'ble Vice-Chancellor expressed dissatisfaction with the pace and urged that the work be expedited.

Resolution Item No.2: IQAC: 30.06.2020

Resolved that AQAR preparation be expedited and the same be completed at the earliest.

ITEM 3

To discuss QMB initiatives - Paramarsh Scheme Recognition.

Members were briefed on the OMB initiatives being undertaken. One such activity was the Paramarsh scheme- UGC funded aiming at mentoring institutions located at remote locations. Members also suggested that QMB should try to expand the scope of mentoring other institutions beyond the Paramarsh scheme.

Resolution Item No.3: IQAC: 30.06.2020

Resolved that members noted the points and appreciated SIU for the recognition.

ITEM 4

Any other point with the permission of the Chair



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 Committee place on its record the excellent work done by SUHRC-SCOPE towards mitigation of the COVID-19 situation by being the COVID-19-Nodal centre under the Pune Municipal Corporation.

Resolution Item No.4: IQAC: 30.06.2020

The committee appreciated all the doctors, nurses, paramedical staff, ambulance drivers, safai karmacharis, volunteers, members of Scope, and all those involved in the fight against the COVID-19 crisis for their commitment, sacrifice, and great service to mankind.

It was suggested that the resolution of the committee in this regard be conveyed to SUHRC & SCOPE through a letter/email.

Any other item with the permission of the chair

ITEM NO. 5

To discuss the plan of action for the A.Y 2020-2021

- 1. To strengthen quality improvement cells at constituent level w.r.t to implementation of functions specified.
- 2. To strengthen the attainment process methodology pertaining to OBE attainment.
- 3. To develop and operationalize a feedback analysis committee at the central level.
- 4. To enhance external research funding/collaborations/publications by motivating faculty and further enhancing the research ecosystem by strengthening research clusters.
- 5. Development of a document control policy
- 6. Development of a central QMS portal which shall act as a' repository for all the data needed with a focus on data generation points and subsequent evidence.
- 7. To institutionalize the QIC committee in SMCW
- 8. To increase the number of Swayam / MOOCS courses.

Resolution Item No.5: IQAC: 30.06.2020

Resolved that the information regarding the action plan is hereby noted by the members



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ITEM NO.6

To inform the members regarding the conduct of PAR for the A.Y 2019-2020.

Hon'ble Vice-Chancellor informed 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 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 respective to PAR.

Resolution Item No.6: IQAC: 30.06.2020

The information regarding PAR is hereby noted.

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

IQAC Coordinator IQAC-30/30/06/2020

Date: 03-06-2020

Chairperson



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| SN | Functions of IQAC | Member Responsible |
|-----|---|----------------------|
| | consecute of a particular marginal program in the SA of MIXA | In Freemah |
| 1 | a. Development and application of quality benchmarks/ Parameters for various academic and administrative activities of the institution; b. Dissemination of information on the various quality parameters of higher education; | Dr Sreenath |
| 2 | Facilitating the creation of a learner-centric environment conducive to | Dr SVK Bharati |
| | quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning | & |
| who | process; | Dr Sophia |
| 3 | Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes; | Dr Meenal Kulkarni |
| 4 | Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; | Dr Poornima Tapas |
| 5 | Documentation of the various programmes/activities of the University, leading to quality improvement; | Dr Aniket Jagtap. |
| 6 | Acting as a nodal agency of the University for coordinating quality- related activities, including adoption and dissemination of good practices | Dr Parimala Velumali |
| 7 | Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; | Dr Sreenath |



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| 8 | Periodical conduct of Academic and Administrative Audit and its | Dr. Avinash Kakade/ |
|----|---|-----------------------|
| | follow-up | Dr Pravin Dange |
| 9 | Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format; | Dr Sreenath |
| 10 | Annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR; | Dr Bhama Venkatramani |

Annexure-A-Delegation of functions of IQAC to members of the IQAC

Supplement to annexure A- Activities to be monitored each year for reporting to AQAR

| SN | Activities to be monitored each year for reporting to AQAR | Faculty /Staff in- charge of collecting this | IQAC member assigned responsibility to follow up |
|----|---|--|--|
| | New academic programmes initiated (UG and PG) Innovations in curricular design and transaction Inter-disciplinary programmes started. Courses in which student assessment of teachers is introduced and the action taken on student feedback Feedback from stakeholders | Dr. Dange | Dr Parimala |



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| 2 | Candidates qualified: NET/SLET/GATE etc. | Dr. Sophia | Dr. Poornima Tapas |
|---|--|-------------|--------------------|
| | Initiative towards faculty development programme | | |
| | Total number of seminars/workshops conducted | | |
| 3 | Research projects a) Ongoing; b) Completed | Dr. Urvashi | CA Supriya |
| | Patents generated, if any | | |
| | New collaborative research programmes | | |
| | Research grants received from various agencies | | |
| | Details of research scholars | | |
| | Citation index of faculty members and impact factor | | |
| | Honours/Awards to the faculty: National and | | |
| | International | | |
| | Internal resources generated | | |
| | Details of departments getting assistance/recognition | | |
| | under SAP, COSIST(ASSIST)/DST, FIST, and other | | |
| | programmes | | |
| | Linkages developed with National/ International, | | |
| | academic/research bodies | | |
| 4 | Community services | Dr. Saraf | Dr. Avinash |
| 5 | Teachers and officers newly recruited | Mr. Pathare | Dr Bhama |
| 1 | Teaching – Non-teaching staff ratio | | |
| | Development programmes for non-teaching staff | | |
| 6 | Technology upgradation | Dr. Amit | Dr Sophia |
| | • Computer & internet access and training to teachers, | Suratkar | |
| | non-teaching staff and students | | |
| 7 | Performance in sports activities | Dr Nimkar | Dr Poornima Tapas |
| | Incentives to outstanding sportspersons | | |



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| attibus pro- | Student achievements and awards | ciner rakum- | |
|--------------|---|------------------------------|--------------|
| 9 | Unit cost of education | CA. Aakanksha | CA Supriya |
| 7 | Financial aid to students | Accid | |
| 10 | Activities and support from the Alumni Association Activities and support from the Parent-Teacher Association | Dr Nilesh Dr Aniket J | Dr Parimala |
| | Activities of the Guidance and Counselling unit Placement services provided to students | Dr Aniket. J Dr Swati S. | |
| 11 | Improvements in the library services New books/journals subscribed and their value | Dr Paliwal | Dr Meeta |
| 12 | Examination reforms implemented Computerization of administration and the process of admissions and examination results, issue of certificates | Ms.Shradha and Dr Vyas | Dr Sreenath |
| 13 | Increase in the infrastructural facilities Health services | Dr. Meenal & Dr Alaka | Nilima Ghuge |
| 14 | Good practices of the institution Action Taken Report on the AQAR of the previous year | Ms.Apoorva Kulkarni | Dr.Sreenath |
| 15 | Activities reflecting the goals and objectives of the University | Dr Sreenath | Dr. Bhama |



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Annexure B - IQAC Plan of Action for the Academic Year 2019-20 & Action taken-

| SN | Functional Component | Plan | Action Taken |
|----|-------------------------|---|--|
| I | Academics | To Procure Letter of Permission (LoP) from Medical Council of India and start the medical college from the Academic Year 2020-21 | Letter of Permission received from MCI during Feb 2020 and SMCW is scheduled to start its academic session from the year 2020-21. |
| | | To increase the number of SWAYAM courses | 4 SWAYAM proposals have been sent for approval during Jan 2020-CEC (UGC) approval awaited. 3 SWAYAM proposals are ready; sample video processing access from CEC (UGC) awaited. |
| | | 3. Fully institutionalize Course Outcomes(COs) & Program Outcomes (POs) for all programs in all the Constituent Institutions and initiate Outcome Mapping of students | 28 institutes have completed CO, PO and Attainment mapping on LMS and 7 institutes will be completing the same by 30 th June. |



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| | 4. Strive to declare result within | AGE 1113 | Dur | ing 2018-19: | |
|---------------------|------------------------------------|---------------|---------------|---|-----------------|
| | 30 days of completion of exams | La. 7 (%) Ho | 8 Results v | e, to if here all sittle | |
| | | I Arrahases | & the time | taken to | |
| | | announced | ing tolera st | al reconstant was | |
| | | 14 Days | 26 Days | Beyond 30 | |
| | | to 25 | to 30 | Days | |
| | | Days 10 | Days | | |
| R - Revenete | | Results | Results | 96 Results | |
| Constitution & | | Average: 3 | 1 11 | Lek | |
| Les comban co tenes | | Tryoragors | | 0; October 201 | 9 |
| | | | | , | |
| | | Variable | | | |
| | | Total of 66 | Results wo | ere | |
| | | announced | & the time | taken to | |
| | | announced | l results | | |
| | | 22 Days to | 29 Bey | ond 30 Days | |
| | | Days | | | |
| | a. It regeries buy de l'Accomide | 14 Results | 52 | Results | |
| | | Average: 3 | 35 Days | | |
| | | 1 | | | |
| | | Herry Seminar | | | |
| | | Jertanik Link | | | |
| | | Jund Non v | | | |
| | 5. Feedback System to be made | | | | 016 to AY (mid) |
| 90% | on-line | | | edback were ta | 2 44.44 |
| | | | | | |
| | | b. From the | he Second h | alf of the acade | emic year 2019- |



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| Γ | | | | appro | ved by the | NAAC | core com | mittee for all | |
|---|----|--------------------|-------------------------------|-------------|----------------|-----------|------------|-----------------|-----|
| | | | | stakehol | ders were | activate | d in LMS | (iCloud EMS | 5). |
| | | | | c. 80% in | stitutes co | ollected | feedback | through LMS. | . |
| | | | | d. Analyses | of the fe | edback i | s ongoing | g and actions a | re |
| | | | | also be | ing taken | and reco | orded and | implemented. | . |
| | | | | | | | | | |
| | | | 6. To Reform Faculty | | Alre | ady imp | lemented | | |
| | | | Appointment System | | | | | | |
| | II | Research, | To strengthen the Innovative | 172 % of in | crease in | the Stati | us of Pate | nts for period | of |
| | | Consultancy & | Ecosystem, increase high | July 2019 | 9-to June | 2020 as | compared | i to 2018-19 | |
| | | Extension Services | impact research and thereby | | | | | | |
| | | | increase the Patents. | | | | | | |
| ļ | | | | Patents | 2018-19 | 2019- | % | | |
| | | | | | (Jul to | 20 (Jul | Increase | | |
| | | | | | Jun) | to Jun) | | | |
| İ | | | | Patents | 11 | 30 | 172.72 | | |
| | | | | (N + I) | | | | | |
| į | | | | | | <u> </u> | l | J | |
| | | | 2. External Funded Research | External Fu | ınded Res | earch pr | oiects | | |
| | | | projects (Govt and Non-Govt). | Govt and i | | • | | | |
| | | | | | | 8-19 20 | 19-20 | % of Increase | |
| | | | | Total Num | ber of | | | | |
| | | | | external Go | | | | | |
| İ | | | | and Non-G | 24 | 36 | 5 | 50% | |
| | | | | funded Pro | | | | | |
| | | | | Total Amo | | | | | |
| | | | | Lakhs | unt in 507 | .2 67 | 77.97 | 33.66% | |
| | | | | Lakns | | | | | |



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| | | Data is as on 2: change) at the checked/confir | end of Ju | ne and a | also to b | | |
|---|---------------------------------|--|-----------|---|-----------|-----------------|----|
| | 3. Increase the publications in | 12% & 13.5 % | of increa | ase in p | ublicatio | ons in SCOPU | S |
| | SCOPUS & WoS indexed | & WoS indexe | d journal | s respec | ctively f | or the period o | of |
| | journals | July 2019-to Ju | une 2020 | as com | pared to | the year 2018 | 3- |
| | | | | 19. | | | |
| | | | 2018- | 2019- | % | | |
| | | | 19 (Jul | 20 (Jul | Increa | | |
| | | | to Jun) | to Jun) | se | | |
| | | Scopus | 414 | 464 | 12.07 | | |
| | | Publications | | | | | |
| | | WoS | 133 | 151 | 13.53 | | |
| | | Publications | | | | | |
| | | | | - | | , | |
| | | | | | | | |
| | | | | | | | |
| • | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | *************************************** | | | |
| | 4. Academic Integrity | Fo | rmed and | d Notifi | ed in all | CIs | |
| | Committee (AIC) | | | | | | |



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| | | E Adout months VIII | 22 villages have been adopted for providing |
|-----|-------------|------------------------------|---|
| | | 5. Adopt nearby Villages to | _ |
| | | cover Objective Oriented | comprehensive health service |
| | | Community Activities under | |
| | | SCOPE program | |
| II | Training & | To conduct training and | 1. Quality Lecture series-1 (QLS-1) have been started |
| | Development | development programs on | for all the faculty, non-teaching staff and students |
| | | Quality Management | a. QLS-1 for faculty and students at respective CIs- |
| , 1 | | | 10 CIs |
| ' | | | b. QLS-1 for Non-Teaching staff-Zoom sessions- 4 |
| | | | 2. Advanced IT training conducted for |
| | | | Staff & Students |
| | | | For all staff: by IT Department of Symbiosis Society |
| | | 2. To conduct Advanced IT | a. MS Office Excel: Basic and Advanced training |
| | | training for all the Staff & | modules |
| | | Students | b. IT Skills: Continuation training |
| | | | For IT staff by IT Department of Symbiosis Society |
| | | | a. VM ware Knowledge Transfer Session |
| | | | External Training |
| | | | Following Online zoom trainings were conducted by |
| | | | Ruckus + Cilicon e Solution/ Cisco + Avi Electronics/ |
| | | | Microsoft/ VMware |
| | | | S N External Training |
| | | | 1 Ruckus Switching |
| | | | 2 Ruckus Cloud Wi-Fi and IoT |
| | | | 3 Ruckus ICX Switching Hands on Training |



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| | | of Symbonic University Limpital | 4 | Cisco Wi-Fi | | |
|----|-----------------|---|--|---|--|--|
| | | # R. sent di Cestion | 5 | Cisco switching | | |
| | | The second of the second of | 6 | Cisco Webex | | |
| | | Printle Management 2 | 7 | FortiGate | | |
| | | Benchmarking (LNIII) with an | 8 | Vmware vSphere: Install, Configure and | | |
| | | over all objective of | | Manage | | |
| | | inchidemilian; Quality Comes | 9 | Vmware cloud on AWS | | |
| | | n, outlight interneys | | deployment and Management | | |
| | | THE REAL PROPERTY AND ADDRESS OF | | | | |
| | | Cophysical variation in Small year | | | | |
| IV | Student Support | Increase student participation International competitions | Several students from Symbiosis Law School Pune and Noida participated in International Moot | | | |
| | | 1 William Commission 12.57 | competitions and won awards. | | | |
| | | Publication of PG research paper | The University has provided faculty mentor to each | | | |
| | | in SCOPUS | PG student to help them publish a research paper is | | | |
| W. | | Canque (Speeds), statements | S | COPUS during their academic program | | |
| V | Infrastructure | Provide for Smart Class rooms | All clas | ssrooms are converted into Smart Classrooms | | |
| | | in all Constituent Institutions and | | | | |
| | | Information Kiosks & Integrated | | | | |
| | | | | | | |
| | | digital podiums | | | | |
| | | 2. Implement Asset and Inventory | 1 1 | Implemented | | |
| | | Management System (AIMS) | | | | |
| | | 3. Operationalize both the | | Operational | | |
| | | General and Super-specialty wing | | | | |



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| | | of Symbiosis University Hospital & Research Centre | 3. And samps. (16 33 Total 3.0 46 | | | | |
|-----|-----------------------|--|---|--|--|--|--|
| VI | Governance | To establish Department of Quality Management & Benchmarking (QMB) with an overall objective of institutionalizing Quality Culture in entire University. | QMB established | | | | |
| | | 2. IQAC to identify scope of Collaborative quality initiatives with other institution(s) [SSR-KI- 6.5.2 (3)] | Paramarsh Scheme; identified as Mentor Institute by UGC | | | | |
| | | 3. To start Quality Lecture Series (QLS) in all CIs [SSR-KI-6.5.2 (4)] | QLS started; 10 sessions conducted for faculty and students onsite and 4 sessions for non-teaching staff (Zoom) | | | | |
| VII | Social Responsibility | Conduct Health Awareness Programs, Multidiagnostic and Therapeutic Camps in adopted villages by SMCW-SUHRC in association with SCOPE | Ongoing; SMCW-SUHRC-SCOPE SN Health camps 2018- 2019- SMCW- 2019 2020 SUHRC- SCOPE 1 Health Check- 3 13 up camps in community 2 Specialist 11 10 | | | | |
| | | | Health Check- up camps | | | | |



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| 3 | ANC camps | 16 | 23 |
|---|-----------|----|----|
| | Total | 30 | 46 |
| | | | |
| | | | |
| | | | |
| | | | |