



SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

MEETINGS OF
INTERNAL QUALITY ASSURANCE CELL
(IQAC)

For the Academic Year 2019-20



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SYMBIOSIS COLLEGE OF ARTS AND COMMERCE
(An Autonomous College under Savitribai Phule Pune University)
Senapati Bapat Road, Pune 411004.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

AGENDA

The meeting of the IQAC for the academic year 2019-20 will be held on 20th August 2019 at 4 pm in Conference Room (206), SCAC, S.B. Road, Pune.

The following agenda will be discussed in the meeting:

1. To confirm the minutes of the previous meeting held on 12th September 2018
2. Action Taken Report
3. Criterion wise presentation of AQAR
 - a. Criterion 1- Curricular Aspects: Dr. Tessy Thadathil
 - b. Criterion 2 – Teaching Learning and Evaluation: Ms. Swati Chiney
 - c. Criterion 3 – Research, Extension & Consultancy: Dr. Aarti Wani
 - d. Criterion 4- Infrastructure and Learning Resources: Dr. Sheena Mathews
 - e. Criterion 5: Student Support and Progression: Dr. Sharayu Bhakare
 - f. Criterion 6 – Governance and Leadership: Dr. Marcelle Samuel
 - g. Criterion 7- Innovative Practices: Dr. Swati Dixit
4. To discuss the report of Academic and Administrative Audit 2016-17
5. To discuss the UGC Scheme “PARAMARSH”
6. To discuss the mechanism to record and monitor the activities of the college
7. To approve the Academic Calendar for 2019-2020.
8. Any other matter with the permission of the chair
 - a. Dates for Academic and Administrative Audit 2017-18 & 18-19

Mr. Anil Adagale

Member Secretary & Coordinator - IQAC



SYMBIOSIS COLLEGE OF ARTS AND COMMERCE
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SenapatiBapat Road, Pune 411004.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC held on 20th August 2019

The 1st meeting of the IQAC for the academic year 2019-20 was held on Tuesday, 20th August 2019 at 04:00 p.m. in Conference Hall, SCAC, S.B. Road, Pune.

The following members were present:

Sr. No.	Designation	Name
1.	Vice-Chairperson	Dr. Sunayini Parchure
2.	Teachers to represent all level (Three to eight)	Dr. Tessy Thadathil
3.		Ms. Swati Chiney
4.		Dr. Aarti Wani
5.		Ms. Vaishali Vaidya
6.		Dr. Sharayu Bakare
7.		Dr. Yogini Chiplunkar
8.		Dr. Swati Dixit
9.		Dr. Hilda David
10.		Dr. Neelofar Raina
11.		Few Senior administrative officers
12.	Mrs. Pallavi Walimbe	
13.	Ms. Eera Khedkar	
14.	One nominee each from local society	Ms. Suchitra Date
15.	One nominee each from Students	Mr. Mayank Goyal
16.	One nominee each from Alumni	Mr. Narendra Chavan
17.	Stakeholders	Mr. Shankar Gavhane
18.	Peer members	Dr. Vinayak Shirgurkar
19.		Dr. R.G Pardeshi
20.	One of the senior teachers as the coordinator/Director of the IQAC	Mr. Anil Adagale

The following members expressed their inability to attend the meeting.

1	Chairperson: Head of the Institution	Dr. Hrishikesh Soman
2	One member from the Management	Dr. Manisha Ketkar
3	Few Senior administrative officers	Mr. Ramchandra Kulkarni
4	One nominee each from Employers	Mr. Sumit Shah
5	Industrialists	Mr. Advait Kurlekar

Mr. Anil Adagale, informed members that Dr. Sunayini Parchure will be the Chairperson for today's meeting in absence of Dr. Hrishikesh Soman.

Dr. Sunayini Parchure welcomed new member, Mr. Narendra Chavan who has been appointed as Alumni Nominee.

Dr. Sunayini Parchure called the meeting to order and the following business was transacted:

1. To confirm the minutes of the previous meeting held on 12th September 2018

The minutes of the previous meeting were circulated and invited suggestions from the members.

There were no suggestions and the minutes of IQAC held on 12th September 2018 are confirmed by all the committee members.

2. Action Taken Report

i. The committees for NAAC Criteria has been revised keeping in mind the NAAC accreditation of 2024. These committees will try to interpret the criteria for NAAC, IQAR, NIRF, AISHE, RUSA, etc.

ii. The Student Satisfaction Survey Form has been revised as per suggestions of the members in previous meeting.

The college has carried out Student Satisfaction Survey (SSS) about overall Institutional performance.

The Analysis Report of the said SSS will be made available on weblink in due course of time.

3. Criterion wise presentation of AQAR

Mr. Anil Adagale requested respective Faculty In-Charge members to present the Criterion wise report of AQAR.

a. Criterion 1- Curricular Aspects: Dr. Tessa Thadathil

Dr. Tessy Thadathil presented the data collected for Criterion 1 for AQAR 2018-19. She asked for explanation for Programme code, the issues pertaining to employability, gender etc. which were clarified by Dr. Shirgurkar.

She presented the information on the new programs and courses started in 2018-19. She assured to present the feedback forms to collect suggestions from stakeholder on curriculum.

The following suggestions for criterion 1 were given:

- The information should be based on factual data
- The curriculum should focus on the issues addressed by NAAC like Gender, Employability, Environment etc.
- The feedback should be collected from all stakeholder before revision of curriculum or before introducing a new program.

b. Criterion 2 – Teaching Learning and Evaluation: Ms. Swati Chiney

Mrs. Swati Chiney presented the report on Criteria 2: Teaching Learning and Evaluation. She presented the information which has been collected so far. She asked queries about student-teacher ratio, Programme outcome, Programme specific outcome, course outcome and student-mentorship programme.

Following suggestions were given for Criterion 2:

- The teacher should use Learning Management System effective in the teaching learning process.
- To implement the student mentorship Programme. Divide the student into batches of 20/30 under 1 teacher as a mentor. Each mentor should be given 2/3 batches of students.
- To define Programme outcome, Programme specific outcome and course outcome. To device a mechanism to map the course learning outcome with Programme outcome.

c. Criterion 3 – Research, Extension & Consultancy: Dr. Aarti Wani

Dr. Aarti Wani presented the data for Criteria 3: Research, Extension & Consultancy and raised certain doubts regarding bibliometric, Research publication in UGC CARE

LIST, MDP, Consultancy etc. which were clarified by the members through following suggestions:

- The faculty should publish the articles only in UGC notified Journals and the Journals listed in Scopus and Web of Science.
- The NAAC has published bibliometric for publication that should be a guideline for the research.
- The College should get consultancy project through various Corporate sectors or banks so that the data for consultancy could be available in the report.
- The faculty should apply for the teacher's award for various categories instituted by various Government and Non-Government Agencies.
- The College should initiate formal MOU with Corporates, Government and Non-Government Agencies for internships, research projects and sponsorships.

d. Criterion 4 – Infrastructure and Learning Resources: Dr. Sheena Mathews

Ms. Vaishali Vaidya presented the report on Criteria 4: Infrastructure and Learning Resources. She requested to explain the concept of LMS and whether Google classroom can be used as LMS.

Dr. Shirgurkar gave following suggestions:

- The teachers should use Learning Management System (LMS) for recording and reusing the learning resources.
- Google classroom can be used as Learning Management System (LMS).

e. Criterion 5 – Student Support and Progression: Dr. Sharayu Bhakare

Dr. Sharayu Bhakare presented the report of Criteria 5: Student Support and Progression. She asked for information on the issues like scholarship, Career Counselling Cell, Statutory Committees like, Anti-Sexual Harassment Cell, Grievance Redressal Cell etc. She also asked for the guidance to strengthen the student support system.

The following things were recommended to strengthen the student support system in the College.

- The College should provide scholarship and free ships to students from the student aid fund as the students are not applying to Government scholarships and freeship.
- The College should establish competitive examination center which will provide career guidance and counselling to the aspiring students.

- The College should have a student council and their active participation in the activities undertaken by the College.
- The College should device a mechanism to track the progression of the students in terms of Higher Education, employability, entrepreneurship etc.
- Mr. Narendra Chavan suggested to have counselling sessions for the first year students regarding the choice of specialisation at second year.

f. Criterion 6 – Governance and Leadership: Dr. Marcelle Samuel

Dr. Yogini Chiplunkar updated the members about the data for criteria 6: **Governance and Leadership**. She informed the members about the existing system consisting of TLRC, CSS etc. wherein the innovative projects were undertaken. She expressed the need to have MIS which will enable the College to retrieve data as and when required.

The members have given following suggestions for criteria 6

- The College should develop its own MIS system for maintaining and retrieving the data whenever required.
- The College should increase the student's participation in the decision making process at various levels.

g. Criterion 7 – Innovative Practices: Dr. Swati Dixit

Dr. Swati Dixit presented the data for criteria 7: **Innovative Practices**. She raised the queries about the concepts like gender equity, Locational advantages and disadvantages etc. She enquired about the code of conduct for the stakeholders.

The members have given following suggestions for the effective implementation:

- Dr. Shirgurkar explained the difference between gender equity and gender equality programme.
- He also explained that the locational disadvantages can be converted into opportunities.
- The College should prepare the handbook for all the stake holders defining their code of conduct and the same can be uploaded on the College website.

4. To discuss the report of Academic and Administrative Audit 2016-17

Mr. Anil Adagale informed the committee members that the college conducted the Academic and Administrative Audit for the academic year 2016-17 and were audited by Dr. Shirgurkar and Dr. R. G. Pardeshi.

Dr. Shirgurkar suggested to include the recommendations given in Academic and Administrative Audit.

5. To discuss the UGC Scheme "PARAMARSH"

Mr. Anil Adagale informed the committee members that the college is planning to apply under this scheme. The main objective of the scheme is to enhance the overall quality of the Mentee institutions by Mentoring the Non-Accredited Higher Education Institutions to enable them to get accredited. Mentoring shall be imparted through the Internal Quality Assurance Cell (IQAC) of the Mentor Institutions, which shall be primarily responsible for the implementation of the program. The Mentee institutions shall be consulted first to obtain their readiness to take up the mentorship of other University/college.

Further Mr. Anil Adagale asked members, the way to find out names of at least 5 colleges who do not have NAAC accreditation.

Dr. Shirgurkar suggested to try to get list from Higher education dept.

6. To discuss the mechanism to record and monitor the activities of the college

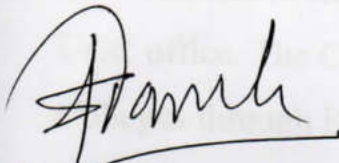
Mr. Anil Adagale informed that the college has developed a mobile APP to record and monitor the activities of the college. Before conducting activity all teachers has to go through this app and take approval.

7. To approve the Academic Calendar for 2019-2020.

The Academic Calendar for 2019-20 has been approved by members.

8. Any other matter with the permission of the chair

There was no other matter. Hence the meeting ended with the vote of thanks to the chair.



Mr. Anil Adagale
Coordinator, IQAC



Dr. Hrishikesh Soman
Chairman, IQAC

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Symbiosis College of Arts And Commerce
Senapati Bapat Road, Pune 411 004



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Attendance Sheet for IQAC Meeting held on 20th August 2019 at 4 pm in 206 (First floor)

Sr. No.	Designation	Name	Nomination	Signature	
1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman	Principal	Absent	
2.	Vice-Chairperson	Dr. Sunayini Parchure	Vice-Principal	S. Parchure 20/8/19	
3.	Teachers to represent all level (Three to eight)	Dr. Tessa Thadathil	Criteria 1	Tessa 20/8/19	
4.		Ms. Swati Chinye	Criteria 2	Swati Chinye 20/8/19	
5.		Dr. Aarti Wani	Criteria 3	Aarti Wani 20/8/19	
6.		Dr. Sheena Mathews for Vaishali Vaidya	Criteria 4	Sheena Mathews 20/8/19	
7.		Dr. Sharayu Bakare	Criteria 5	Sharayu Bakare 20/8/19	
8.		Dr. Marcelle Samuel Dr. Yogini Chiplenkar	Criteria 6	Marcelle Samuel 20/8/19	
9.		Dr. Swati Dixit	Criteria 7	Swati Dixit	
10.		Dr. Hilda David	Liberal Arts	Hilda David 20/8/19	
11.		Dr. Neelofar Raina	Skill Development	Neelofar Raina 20/8/19	
12.		One member from the Management	Dr. Manisha Ketkar	Management	Absent
13.		Few Senior administrative officers	Mrs. Gandhali Parulekar	Registrar	Gandhali Parulekar
14.	Mrs. Pallavi Walimbe		Administration	Pallavi Walimbe	
15.	Mr. Ramchandra Kulkarni		Accounts	Absent	
16.	Ms. Eera Khedkar		IQAC	Eera Khedkar	
17.	One nominee each from local society	Ms. Suchitra Date	Local Society	Suchitra Date	
18.	One nominee each from Students	Mr. Mayank Goyal	Student	Mayank Goyal	
19.	One nominee each from Alumni	Mr. Narendra Chavan	Alumni	Narendra Chavan	
20.	One nominee each from Employers	Mr. Sumit Shah	Honeywell	Absent	
21.	Industrialists	Mr. Advait Kurlekar	CEO, Upohan	Absent	
22.	Stakeholders	Mr. Shankar Gavhane	Parent	Shankar Gavhane	
23.	Peer members	Dr. Vinayak Shirgurkar	External Expert	Dr. Vinayak Shirgurkar	
24.		Dr. R.G Pardeshi		Dr. R.G Pardeshi	
25.	One of the senior teachers as the coordinator/Director of the IQAC	Mr. Anil Adagale	Coordinator	Anil Adagale 20/8/2019	



ACTION TAKEN REPORT

1. The committees for NAAC Criteria has been revised keeping in mind the NAAC accreditation of 2024. These committees will try to interpret the criteria for NAAC, IQAR, NIRF, AISHE, RUSA, etc.
2. The Student Satisfaction Survey Form has been revised as per suggestions of the members in previous meeting. The college has carried out Student Satisfaction Survey (SSS) about overall Institutional performance. The Analysis Report of the said SSS will be made available on web link in due course of time.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of the IQAC will be held on Thursday, 2 January 2020 in Room No. 206 at 3.00 pm.

The following agenda will be discussed in the Meeting:

AGENDA

1. To confirm the minutes of the Meeting held on 20th August 2019
2. Action Taken Report
3. To approve the AQAR 2018-19
4. To discuss AAA report of 2017-18 and 2018-19
5. Discuss the revised guidelines of NAAC of 17th December 2019
6. To approve revised format for Academic and Administrative Audit
7. Approval of new vision and mission statements of the College
8. Approve the format for presenting curriculum
9. To approve the External committee report for 2018-19
10. To implement Student Mentorship Programme
11. To approve the guidelines for conducting Student Satisfaction Survey (SSS)
12. Update on NIRF
13. Update on 'Ek Bharat, Shrestha Bharat'
14. Any other matter

Mr. Anil Adagale
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Symbiosis College of Arts And Commerce
Senapati Bapat Road, Pune 411 004



INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 2nd meeting of the IQAC for the academic year 2019-20 was held on Thursday, 02nd January 2020 at 03:00 p.m. in Conference Hall, SCAC, S.B. Road, Pune.

Following members were present:

1. Dr. Hrishikesh Soman
2. Dr. Sunayini Parchure
3. Dr. Tessa Thadathil
4. Ms. Swati Chiney
5. Dr. Aarti Wani
6. Dr. Sheena Mathews
7. Dr. Sharayu Bakare
8. Dr. Marcelle Samuel
9. Dr. Hilda David
10. Dr. Neelofar Raina
11. Dr. Manisha Ketkar
12. Mrs. Gandhali Parulekar
13. Mrs. Pallavi Walimbe
14. Mr. Sandip Pawar
15. Ms. Eera Khedkar
16. Mr. Mayank Goyal
17. Mr. Narendra Chavan
18. Mr. Shankar Gavhane
19. Dr. Vinayak Shirgurkar
20. Dr. R. G. Pardeshi
21. Mr. Anil Adagale
22. Mrs. Zakira Shaikh

Following members were absent:

1. Ms. Suchitra Date
2. Mr. Sumit Shah
3. Dr. Swati Dixit
4. Mr. Advait Kurlekar

Dr. Hrishikesh Soman called the meeting to order and the following business was transacted:

1. **To confirm the minutes of the Meeting held on 20th August 2019**

The minutes of IQAC meeting held on 20th August 2019 were circulated amongst all members through email and are approved.

Resolution [IQAC/2019-20/2/1]

It is unanimously resolved that the minutes of the meeting held on 20th August 2020 were confirmed unanimously.

2. Action Taken Report

- **To prepare AQAR 2018-19**

The draft of the AQAR 2018-19 is prepared and submitted for the approval. The report will be submitted online on the NAAC website as and when the link for 2018-19 will be opened. Mr. Adagale informed the committee members that the AQAR report is almost ready and some points will be discussed in this meeting.

- **To implement the suggestions of AAA 2016-17**

The college has taken the initiative to include the suggestions of the expert given during the AAA 2016-17.

- **To update on PARAMARSH scheme**

The college has submitted the proposal for the said scheme to UGC, however, due to technical problem, the proposal was not received by the UGC office. So the College is not selected for the PARAMARSH scheme this time. However, the College will offer the guidance to Non-Accredited Colleges under RUSA 2.0 Component 8.

3. To approve the AQAR 2018-19

Mr. Anil Adagale told committee members that the College has prepared the AQAR Report. However, this report is on the basis of old guidelines. New guidelines are expected from NAAC in due course. He informed that the AQAR would be submitted online as soon as the revised guidelines received from NAAC.

Mr. Anil Adagale showed the AQAR report to the committee members.

Dr. Shirgurkar asked the queries / problems that college is facing in AQAR report.

- Mr. Anil Adagale informed committee members about the Feedback from different stakeholders. In last meeting of IQAC, all the Criteria heads gave the detailed presentation. Accordingly, all the data has been filled except Feedback Form from different stakeholders i.e. students, faculty, employer, alumni and parent. As the Feedback is not available for the academic year 2018-19, it is decided that college should process it further and submit AQAR by putting 'Nil / No' in respective column.

Dr. Manisha Ketkar told that there is no problem to get Feedback from teachers. Even in panel of the Board of Studies, there is an alumni member; the 'Feedback from Alumni' can easily be available.

- Further Mr. Adagale said that in Criteria-3, the college is lacking in Consultancy.

Mr. Narendra Chavan assured that he will help the College in getting the Consultancy. Dr. Soman said that 'Ek Bharat Shreshtha Bharat under RUSA' and 'NAAC Mentorship' will help the college in getting points on consultancy.

4. To discuss AAA report of 2017-18 and 2018-19

The college has conducted the Academic and Administrative Audit (AAA) for the academic year 2017-18 and 2018-19 on 22nd and 23rd October 2019. The said audit was conducted by Dr. Shirgurkar and Dr. Pardeshi and criteria wise report was given by them. Suggestions given by them were accepted and incorporated in respective Academic and Administrative Report.

Resolution [IQAC/2019-20/2/2]

It is unanimously resolved that the report of Academic and Administrative Audit (AAA) for 2017-18 and 2018-19 is approved. The Principal should take appropriate action to implement the same.

5. Discuss the revised guidelines of NAAC of 17th December 2019

Mr. Anil Adagale told committee members that NAAC has introduced new guidelines on 17th December 2019 and it is applicable from 1st January 2020 for getting NAAC accreditation to the College. He showed the revised guidelines to the committee members.

Dr. Soman added that by the year 2024, when the college will be facing NAAC, these guidelines might be changed. The College can provide the information for Under Graduate (UG) or Post Graduate (PG) section. However, the College must apply for both UG and PG.

Criteria-I: Curricular Aspects

Discussion took place on Graduating attributes, program outcome and program specific outcome and mapping courses on basis of outcome. Graduating attributes should be derived from main stream and should be considered at Curriculum.

Dr. Shirgurkar suggested that e-Mail should be sent to all students for getting feedback.

Criteria-II: Teaching-Learning and Evaluation

Dr. Manisha Ketkar said that as per the revised guidelines of NAAC, the diagnostic based on advanced and slow learners is removed. She suggested that the slow learners can be identified based on backlog results.

Discussion took place on Examination Management System (EMS). The College is waiting for ERP software provided by RUSA. It will include the student life cycle i.e. Admission Examination, Timetable preparation, Administration etc. modules at a cost of Rs. 20,000/- approx. They will be providing a tailor-made software at an additional cost.

Criteria-III: Research, Innovations and Extension

Mr. Anil Adagale said that first three criteria are very important as they contribute 60% weightage and being this college is an autonomous college, Research and bibliometric is very important. The College took efforts that every faculty has the Google Research Scholar Account and encouraging faculty to publish paper in SCOPUS, Web of Science, and Indian Citation Index listed journals, and UGC approved journals. Dr. Soman said that the College encourage faculty to become guides and encourage to take the students for Ph.D., national and international fellowships.

Bibliometric System should be maintained for getting the data of Research, Innovations and Extension done by the teachers. Dr. Soman suggested that teachers should be encouraged for guide-ship of Ph.D. students. 3

Criteria-IV: Infrastructure and Learning Resources

Mr. Anil Adagale told that the College is facing problem in lacking in e-Content development. Dr. Manisha Ketkar suggested that every faculty should prepare at least two videos of ten minutes each and everybody appreciated the suggestion.

Criteria-V: Student Support and Progression

While focussing on the Criteria-V, Mr. Anil Adagale told committee members that the College is facing problem of collecting off-campus data for Students' Progression i.e. higher education and placement of student.

Dr. Soman said that Convocation is best filter for collecting data of Students Progression. The Examination Department should take the feedback from student at the time of registration of students for convocation.

Dr. Manisha Ketkar said that alumni association can help to get the data of past students taking gap. Further, she suggested to open a page on LinkedIn, Facebook.

Dr. Soman assured that the College will open official page on Facebook, LinkedIn, Instagram as well as Twitter.

Criteria-VI: Governance, Leadership and Management

Mr. Anil Adagale told committee members that:

- 1] College has accepted the e-Governance
- 2] The College is in the process of preparing a Code of Conduct for all stakeholders i.e. for students, teachers, and administrative staff.
- 3] NAAC gives value for celebration of National and International Days. The College has taken notice of the same.

6. To approve revised format for Academic and Administrative Audit (AAA)

Mr. Anil Adagale reiterate that the College is working and accepting the format given in 'Revised Guidelines by NAAC' for Academic and Administrative Audit (AAA). For the academic year 2019-20, the College will prepare the AAA report following these new guidelines. This will help College, in preparing for NAAC in 2024, as in SSR the College has to fill the data of last five years.

Dr. Soman said that the next AAA would be conducted during July-August 2020. The College should prepare the document after April 2020 i.e. just after completion of this academic year and suggested to put the 'AAA' in new academic calendar.

Resolution [IQAC/2019-20/2/3]

It is unanimously resolved that the revised format for Academic and Administrative Audit is approved and to be implemented from the academic year 2019-20. The Principal should take appropriate action to implement the same.

7. Approval of new vision and mission statements of the College

Dr. Soman read out the modified Vision and Mission statement and told committee members that as per suggestion from Dr. Shirgurkar, the college has rephrased the Vision statement and Mission statement of the College.

The committee members gave following suggestions:

1. Dr. Shirgurkar suggested that more clarity in 'Centre of Excellence' should be given and he further asked how the College is going to achieve this Centre of Excellence. In what context 'Excellence' is expected should be mentioned in 'Mission' statement, as 'Mission' is a road map to achieve the 'Vision'. Further, he said that it should be achievable. 'Vision' and 'Mission' should help in preparing perspective plan. At the end of every year, the College should take the stock of situation.

He also suggested to refer a book – 'Fifth Discipline' for getting more clarity on Vision and Mission and also suggested that workshop should be conducted for better understanding these terms.

2. Dr. Manisha Ketkar suggested the Goals should be clearly defined and to incorporate relevant activities in Goals.

It is decided that the College should re-visit the Vision and Mission and define the goals and objectives.

8. To approve the format for presenting curriculum

Mr. Anil Adagale showed the format of curriculum. He explained that it exhibits an overall picture of course, includes all the details, which will be passed in respective BOS meeting.

Dr. Soman said that as per discussion in previous meeting the College is treating the B.A. English and B.A. Economics as different programs and hence have different codes.

Dr. Marcelle Samuel explained the difficulty in implementing the same as the B.Com. Honors and specializations starts from Second Year. Dr. Soman suggested to add some letter/digit at the end of code to indicate the specialization and the college will keep it changing instead of generating totally new program code.

Further Mr. Anil Adagale informed all committee members that the college has added the questions asked by NAAC, considering relevance, learning objectives including program outcomes, program specific outcomes and course outcomes, topics focusing on employability, entrepreneurship and skill development, gender, environment, sustainability, human values, professional ethics.

Resolution [IQAC/2019-20/2/4]

It is unanimously resolved that the revised format for approving the course curriculum is approved and to be implemented from the academic year 2019-20. The Principal should take appropriate action to implement the same.

9. To approve the External Committee Report for 2018-19

Mr. Anil Adagale informed committee members that the college is having External Committee, working under Dr. Shirgurkar and Dr. Pardeshi who are the external experts and the committee is preparing Report every year. As there is no fix format, IQAC has prepared the Report for the academic year 2018-19 indicating the roles and functions of IQAC as defined by NAAC, Vision and Mission, Quality Policy, Curriculum Development and Revision, Feedback on Reaching Learning, Research, Examination Result etc. Mr. Anil Adagale, Co-ordinator, IQAC showed the report to the committee members and thorough discussion took place on:

- Starting of two new programs in academic year 2018-19, one at UG level (B.Com. with Accounting and Finance) and another at PG Level (M.A. Psychology) and revised courses of B.A. and B.Com.
- The Student Feedback which was obtained through Student Satisfaction Survey as per the guidelines of NAAC through Google Form and analysis was done.
- Providing Foreign Travel Grant for promoting research to the teachers. Dr. Aarti Wani to present paper in 2018-19 and availed the Foreign Travel Grant.
- Offering minor projects of 1-year duration by giving seed money to teachers through the Centre for Study of Society (CSS), an initiative under CPE. Three minor projects are going on under RUSA.
- The Examination Result of B.A., B.Com., M.A., M.Com.

- The SCLA course – essence of course, courses offered, activities - workshops done.
- Academic and Administrative Audit Report for the academic year 2016-2017 and the recommendations thereof.
- Further Mr. Anil Adagale updated committee members that during year 2018-19, the college got sanction of Rs. 5 Cores from RUSA. The college has received Rs. 1.5 Crore from Central Government and Rs. 1 Core from State Government until date. The college is expected to submit the expenditure statement to RUSA for spending at least 75% of 1st instalment, then the college will receive the next instalment.
- NIRF - participation in ranking for the academic year 2018-19.
- Symbiosis Centre for Skill Development - in academic year 2018-19, the centre has organized seven certificate courses, five guest lectures, five workshops, two extracurricular activities and two field visits.
- Outreach activities – various activities are conducted under National Service Scheme
- Placement – the placement drive was conducted for UG and PG students. 111 students were placed in the academic year 2018-19.
- Entrepreneurship Development Cell – guests lectures and workshops, competitions. Dr. Soman informed committee members that on 15th and 16th January 2020, the college is conducting ‘SymBiZ – A Global Entrepreneurship Summit.
- Sports – participation in the various international events and receiving medals inter-collegiate events. Mr. Anirudha Sharma, Physical Director of the college selected as a Coach for Softball for India team to Malaysia.
- The governance - The autonomous college is governed by the statutory and non-statutory committees such as Governing Body, Academic Council, Bard of Studies, Finance Committee, College Development Committee, Exam Committee, Purchase Committee and IQAC.

Suggestions:

- Dr. Soman suggested that resolution which was passed in Academic Council Meeting should be enclosed while introducing new programs or revision of programme.
- Dr. Shirgurkar suggested that the Student Research Project should be carried for M.Com. program while discussing on promoting research.

Resolution [IQAC/2019-20/2/5]

It is unanimously resolved that the proposal of the External Committee Report for the academic year 2018-19 is approved. It is also decided to implement the suggestions given by the committee members.

10. To implement Student Mentorship Programme

Mr. Anil Adagale told committee members that the college has prepared a list of teachers as per division who will mentor the students. Each teacher will be allotted approximate 70-80 students. They will be interacting with students at least twice in a year i.e. one meeting per semester. The college has prepared Google Form to collect the data from students. Based on this data, teachers will interact with students on the grounds of career guidance, psychological and personal level.

Dr. Soman told committee members, the college is working on offering the scholarship at college level as suggested by committee member.

Dr. Shirgurkar suggested to take help from alumni for getting scholarship.

Resolution [IQAC/2019-20/2/6]

It is unanimously resolved that the format for **Student Mentorship Programme** is approved and to be implemented from the academic year 2019-20. The Principal should take appropriate action to implement the same.

11. To approve the guidelines for conducting Student Satisfaction Survey (SSS)

This is prepared as given by NAAC i.e. 20 questions and one descriptive question. However, the college has added five questions. Therefore, there are total twenty-five objective questions. This will be sent by email, Google Form. Analysis can be done. Mr. Anil Adagale told that SSS data expected to be received by this year & analysis of the same can be presented in next IQAC meeting.

Resolution [IQAC/2019-20/2/7]

It is unanimously resolved that the guidelines and questionnaire for conducting SSS are approved. It is to be implemented from the academic year 2019-20.

12. Update on NIRF

The College has submitted the NIRF data in December 2019. A committee of five faculty members has been appointed by College to improve the ranking.

NIRF result will be declared on 1st Sunday of April 2020.

13. Update on 'Ek Bharat, Shrestha Bharat' (EBSB)

Mr. Anil Adagale told committee members that, the college is participating in EBSB scheme of RUSA and Dr. Sunayini Parchure has been appointed as Nodal Officer for this.

Dr. Parchure informed that Ek Bharat, Shrestha Bharat is a scheme under RUSA to promote cultural exchange by pairing states i.e. developed state with under developed state. The college is paired with college from Odisha. This will be funded by RUSA.

There are no clear guidelines by RUSA for implementation. By the end of this month, the picture will be clear.

14. Any other matter

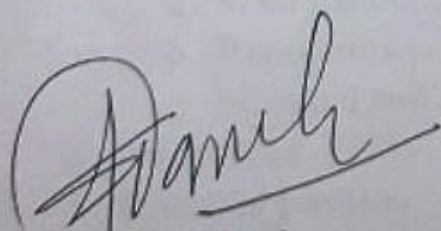
Dr. Shirgurkar asked all committee members for new suggestions/new ideas for best practices as discussed in last meeting.

- Dr. Soman put up an idea of introducing B.Com. program with interdisciplinary nature. Students can give 12 papers (2 papers per semester) categorically not from commerce. This can be applicable for four divisions only. These classes can be conducted along with the Liberal Arts. The choice will be given to student to opt out two papers except the specialization and select two papers from other domain. This will be implemented after the approval from concerned statutory bodies. This scheme cannot be implemented for Arts stream.

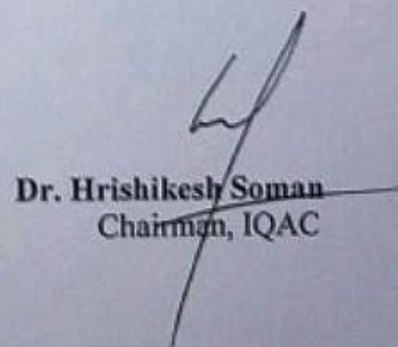
Dr. Shirgurkar suggested that committee should be appointed for implementation.

- Mr. Narendra Chavan suggested that college should mentor the students who don't get placement but are interested in getting the same. Dr. Soman assured that college will take a feedback from companies for not getting these students placed. The college will identify these students and guide them after placement.
- Dr. Soman put across the member the problem that college facing about the contradictory question of NAAC in Point No. 5.2.1 i.e. placement ratio and Point No. 5.2.2 asking for higher education. This effects on getting good marks in ranking.

It was discussed in the meeting that this question can be opt out.



Mr. Anil Adagale
Coordinator, IQAC



Dr. Hrishikesh Soman
Chairman, IQAC



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Attendance Sheet for IQAC Meeting held on 2ND January 2020 at 3 pm in 206 (First floor)

Sr. No.	Designation	Name	Nomination	Signature
1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman	Principal	
2.	Vice-Chairperson	Dr. Sunayini Parchure ✓	Vice-Principal	 21/1/2020
3.	Teacher Nominee	Dr. Tessa Thadathil ✓	Criteria 1	 21/1/20
4.		Ms. Swati Chiney ✓	Criteria 2	 21/1/2020
5.		Dr. Aarti Wani ✓	Criteria 3	
6.		Dr. Sheena Mathews ✓	Criteria 4	 21/1/2020
7.		Dr. Sharayu Bakare ✓	Criteria 5	 21/1/2020
8.		Dr. Marcelle Samuel ✓	Criteria 6	 21/1/20
9.		Dr. Swati Dixit ✓	Criteria 7	Absent
10.		Dr. Hilda David ✓	Liberal Arts	Absent
11.		Dr. Neelofar Raina ✓	Skill Development	
12.		Management Nominee	Dr. Manisha Ketkar ✓	Management
13.	Few Senior administrative officers	Mrs. Gandhali Parulekar ✓	Registrar	 02/1/2020
14.		Mrs. Pallavi Walimbe ✓	Administration	
15.		Mr. Sandeep Pawar ✓	Accounts	 02/1/2020
16.		Ms. Eera Khedkar ✓	IQAC	 21/1/20
17.	Local Society Nominee	Ms. Suchitra Date ✓	Local Society	Absent
18.	Student Nominee	Mr. Mayank Goyal ✓	Student	 21/01/2020
19.	Alumni Nominee	Mr. Narendra Chavan ✓	Alumni	
20.	Employer Nominee	Mr. Sumit Shah	Honeywell	Absent
21.	Industry Nominee	Mr. Advait Kurlekar ✓	CEO, Upohan	Absent
22.	Parent	Mr. Shankar Gavhane ✓	Parent	
23.	Peer members	Dr. Vinayak Shirgurkar ✓	External Expert	
24.		Dr. R.G Pardeshi ✓		
25.	IQAC Coordinator	Mr. Anil Adagale ✓	Coordinator	
26.	Special Invitee	Dr. S. Tamhankar	Incharge-AAA	 02.01.2020



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

- **To prepare AQAR 2018-19**

The draft of the AQAR 2018-19 is prepared and submitted for the approval. The report will be submitted online on the NAAC website as and when the link for 2018-19 will be open.

- **To implement the suggestions of AAA 2016-17**

The college has taken the initiative to include the suggestions of the expert given during the AAA 2016-17.

- **To update on PARAMARSH scheme.**

The college has submitted the proposal for the said scheme to UGC, however, due to technical problem, the proposal was not received by the UGC office. The College will offer the guidance to Non-Accrediated Colleges through RUSA 2.0 component 8.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of the IQAC will be held on Wednesday 26th February 2020 in Room No. 206 at 11am.

The following agenda will be discussed in the Meeting:

AGENDA

1. To confirm the minutes of the Meeting held on 2nd January 2020
2. To approve the Graduating Attributes
3. To approve the Programme Outcomes
4. To discuss the policy of offering scholarships to the students.
5. To review the Student Mentorship Programme
6. To update on visit to Odisha under 'Ek Bharat Shrestha Bharat'
7. To update on RUSA Purchases
8. Any other matter.

Mr. Anil Adagale
IQAC Coordinator

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Symbiosis College of Arts And Commerce
Senapati Bapat Road, Pune 411 004



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The third meeting of the IQAC for the academic year 2019-20 was held on Wednesday, 26th February 2020 at 11:00 a.m. in Conference Hall, SCAC, S.B. Road, Pune.

Following members were present:

1. Dr. Hrishikesh Soman
2. Dr. Sunayini Parchure
3. Dr. Tessa Thadathil
4. Ms. Swati Chinye
5. Dr. Aarti Wani
6. Dr. Sheena Mathews
7. Dr. Sharayu Bhakare
8. Dr. Marcelle Samuel
9. Dr. Swati Dixit
10. Dr. Hilda David
11. Dr. Neelofar Raina
12. Mrs. Gandhali Parulekar
13. Ms. Eera Khedkar
14. Mr. Mayank Goyal
15. Mr. Advait Kurlekar
16. Dr. Vinayak Shirgurkar
17. Dr. R.G Pardeshi
18. Mr. Anil Adagale

Co-opted Members / Special Invitees:

1. Dr. Yogini Chiplunkar
2. Ms. Mithilesh Mishra

Following members were absent:

1. Dr. Manisha Ketkar
2. Mrs. Pallavi Walimbe
3. Mr. Sandeep Pawar
4. Ms. Suchitra Date
5. Mr. Narendra Chavan
6. Ms. Ankita Yadav

7. Mr. Shankar Gavhane

Dr. Hrishikesh Soman called the meeting to order and the following business was transacted:

1. To confirm the minutes of the Meeting held on 2nd January 2020

The minutes of IQAC meeting held on 2nd January 2020 were circulated amongst all members through email. There were no suggestions from members. Hence, the minutes are approved.

RESOLUTION [IQAC/2019-20/3/1]

IT IS UNANIMOUSLY RESOLVED THAT there were no suggestions from the committee members and hence the Minutes of the IQAC meeting held on 2nd January 2020 were approved.

2. To approve the Graduating Outcomes

Mr. Anil Adagale informed committee members that the college has constituted a committee to define the Graduating Attributes and Programme Outcomes for graduate and post-graduate courses.

Dr. Yogini Chiplunkar informed committee members that the college has a brainstorming session on Vision, Mission, Graduate Attributes and Program Outcomes. As per the suggestions received, the college has modified the following:

- 1] Vision
- 2] Mission
- 3] Graduate Attributes
- 4] Programme Outcomes

The Graduate Attributes are same for all and the Programme Outcomes are different for B.A./B.Com. and M.Com./M.A. Further, she briefed that these Graduating Attributes will be evaluated at the end and so their elaboration is also specified.

Dr. Shirgurkar suggested that:

- 1] Link the syllabus with Programme Outcome as far as possible otherwise try to link it with co-curricular / extra co-curricular / sports activities. Overall 80% of Syllabus should be linked with Programme Outcome.
- 2] Conduct one examination as per revised GA/PO/PSO and then fix it.
- 3] In the Vision statement, 'global competencies' is vague so if not freeze yet can we change. Dr. Soman said that the college would act as exporter in global market. Students are getting placed in multinational, multicultural environment. Even in India students working in MNC, work in multi-ethnic environment, and the college provides

competency to work in international environment. Thus, even though if student is working geographically local but if they are working in MNC they are global only. Thus, the local competence is included in global competence.

Dr. Soman instructed to all Board of Studies (BOS) members that:

- 1] BOS should come up with Program Specific Outcomes after meeting of the Board of Studies.
- 2] The BOS members should revise the syllabus in such a way that Graduating Attributes, Program Outcomes and Program Specific Outcomes should be reflected in syllabus.

Mr. Kurlekar suggested:

- 1] For keeping five Graduate Attributes instead of seven by combining the following Graduate Attributes as they are similar and also too many promises will lose the focus:
 1. 2nd - Enquiring mind and analytical temper and 3rd – Research aptitude and skills
 2. 5th – Ethical integrity and 6th – Emotional and physical wellbeing
- 2] Outside to inside focus required.

Provisionally, the proposed Graduate Outcomes / Attributes has accepted by the Committee Members. The committee will take the decision of revision or approving the same in next meeting.

Dr. Pardeshi asked a query regarding the support provided by college to become entrepreneurs. Dr. Sharayu responded that the college formed a cell called 'Entrepreneurship and Skill Development Centre' to develop entrepreneur and intrapreneur, help them to nurture the idea and conducted program – 'Project Campus Entrepreneur' in last semester. The college has identified industry partners who are acting as industry mentor for the students.

While appreciating the Vision Statement, Dr. Shirgurkar said that the vision statement should be articulated by the in-house people and college can define your vision with your own people.

3. To approve the Programme Outcomes

Dr. Yogini Chiplunkar read out the committee members that based on the Graduate Attributes, the college has finalized the Program Outcomes for Graduate Students (separate for B.A. and B.Com.) and Post Graduate Students (separate for M.A. and M.Com.) for B.A. & B.Com. These are linked with Graduate Attributes.

For B.A., main focus is on arts i.e. social sciences, humanities, socio-economic and political perspective. For B.Com., more focus is on commerce i.e. business studies, management, modern business, entrepreneur.

Dr. Sharayu Bhakare suggested that in PO 3 for B.A. as well as B.Com., the sentence should be 'Students will develop research skills to comprehend, analyse, reflect and critically evaluate information gathered from the primary and secondary sources.'

Dr. Yogini Chiplunkar told committee members that along with the previous ten Program Outcomes for B.A. and B.Com. Programs respectively two additional Programme Outcomes are defined for M.A. and M.Com. Students. They are same for M.A. and M.Com.

Mr. Advait Kurlekar asked committee members that after completion of Post-Graduation, whether student will be academic oriented or practical oriented.

Dr. Soman replied that actually both. In M.A. Psychology student will more practical oriented. In M.A. English, student will more practical oriented in the sense of creative writing student can be a novelist, or academic oriented, can become a teacher/researcher also.

On a query of Dr. Aarti Wani in PO2 regarding sustainable outcomes, Dr. Soman explained that sustainable outcome means the effect should not be temporary which is useful in future also.

Mr. Advait Kurlekar suggested that there should be clear traceability and connectivity. Further, he told to map Program Outcomes with five Graduate Attributes, restructure it into five Program Outcomes which are finalized.

Dr. Soman added that while mapping there might be some changes, there cannot be watertight compartment, some of them may overlap, and suggested for circular mapping.

RESOLUTION **[IQAC/2019-20/3/2]**

It is UNANIMOUSLY RESOLVED THAT the proposal of Programme Outcomes for B.A./B.Com. and M.A./M.Com. program is principally and direction-wise approved with minor changes.

4. To discuss the policy of offering scholarships to the students

Mr. Anil Adagale briefed committee members that government provides scholarships to socially and economically backward / disadvantaged group of students. However, students are not willing to apply for scholarships may because of technicality or documentation

involved in it. The College has appointed a committee to find out a solution and help these students.

Dr. Sharayu Bhakare presented the policy of offering scholarships to the students (*Appendix-A*). The committee has identified guidelines to offer the scholarships in the form of Skill Development Courses, Effective Communication Courses, Value Added Courses, Institution Sponsored Internship, Seed Capital for Campus Entrepreneur, Research Scholarship etc. Most of them are not directly related with finance. College is also approaching alumni for sponsoring scholarship. In addition, the committee has derived the eligibility criteria given in *Appendix-A*.

Following points were discussed:

- Dr. Soman informed that one of our alumni has approached college for instituting award and the college suggested to check the possibility of offering it in the form of scholarship.
- Academic merit is one of the eligibility criteria for getting the scholarship. However, the college is willing and, in the process, to offer Merit Scholarship for two years at S.Y. level on the basis of the performance in F.Y.
- The committee is in the process of deciding benefit limits, no. of students, gender consideration etc.
- Dr. Aarti Wani suggested for asking our retired or retiring teachers for sponsorship of scholarship
- Dr. Aarti Wani suggested that offering scholarship in the form of waiver in fees for regular course to the financially backward and meritorious student should be started on regular basis so that college to get the credit / brawny point.
- Dr. Sharayu Bhakare put the option of offering corpus from CSR
- Dr. Tessy Thadathil suggested the option of offering scholarship in the form of Students Semester Exchange abroad.
- Dr. Shirgurkar suggested to fix up a sizable amount for endowment scholarship so that student should take the pride that they received the scholarship. If the college is going to publish this in its prospectus, then the College should made a provision for minimum ten years.
- Dr. Sunayini Parchure put up point of giving financial assistance to encourage students for the participation in research or presenting paper in UGC approved journal. To which Dr. Soman said that college is doing this activity on a regular basis. After getting recommendation from faculty, college gives financial assistance to students for presenting paper or participation in seminar etc.

- The College will treat this as Research Scholarship and maintain a record. Second Year, Third Year and Post Graduate students will be eligible for this.

It was decided that the college will consider the above points and will submit the final proposal in next IQAC Meeting.

5. To review the student mentorship programme

Dr. Soman introduced newly appointed Psychology Counsellor, Ms. Mithilesh Mishra. He informed the committee members that her name and availability displayed on the College website and she has started mentoring the students.

Mr. Anil Adagale informed committee members that as discussed in last meeting Student Mentorship Program Form has been circulated amongst students. Once the College receives data, then Ms. Mithilesh Mishra can decide area of counselling e.g. on career, on family, on interpersonal relationships etc. Students can approach her via email and take appointment as a routine. However, in case of emergency she entertains walk-ins also.

6. To update on visit to Odisha under 'Ek Bharat Shrestha Bharat' (EBSB)

Mr. Anil Adagale informed the committee members that the Govt. of India under RUSA has introduced a scheme, 'Ek Bharat Shrestha Bharat' for its beneficiary colleges and the college has appointed Dr. Sunayini Parchure as a Nodel Officer.

Dr. Sunayini Parchure briefed the committee members that a group of 14-people from the college will be visiting to Odisha from 28th February till 4th March under EBSB. However, RUSA will not be funding. It will be funded by the college.

7. To update on RUSA Purchases

Mr. Anil Adagale informed the committee members that out of sanctioned Rs. 5 crores, the college has received Rs. 2.5 crores. Out of this, the college made following purchases:

1. Books
2. Smart Boards in every Classrooms
3. Video Conferencing System in Conference Room
4. Introduced Minor Research Projects. Three projects are in process under the Department of Psychology and Department of English.
5. Digital Launch by Hon'ble Prime Minister Narendra Modi
6. Going to renovate Computer Lab with 50 computers
7. Televisions, Notice Boards, Laptops
8. Under Skill Development and Entrepreneurship Cell has organized Skill Conclave and Global Entrepreneurship Summit

9. College is in the process of increasing the bandwidth of the internet. To give wi-fi facility to students on mobile.

Dr. Shirgurkar suggested to identify 10 parameters from NAAC manual and update members on that basis in every meeting. This will help college to take a progressive step on every point.

8. Any other matter

There was no other point for discussion.

Meeting ended with a vote of thanks.



Mr. Anil Adagale
Coordinator, IQAC



Dr. Hrishikesh Soman
Chairman, IQAC



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Attendance Sheet for IQAC Meeting held on 26th February 2020 at 11 am in 206 (First floor)

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1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman	Principal		
2.	Vice-Chairperson	Dr. Sunayini Parchure	Vice-Principal		
3.	Teacher Nominee	Dr. Tessy Thadathil	Criteria 1		
4.		Ms. Swati Chiny	Criteria 2		
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7.		Dr. Sharayu Bhakare	Criteria 5		
8.		Dr. Marcelle Samuel	Criteria 6		
9.		Dr. Swati Dixit	Criteria 7		
10.		Dr. Hilda David	Liberal Arts		
11.		Dr. Neelofar Raina	Skill Development		
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18.	Student Nominee	Mr. Mayank Goyal	Student		
19.	Alumni Nominee	Mr. Narendra Chavan	Alumni		
20.	Employer Nominee	Ms. Ankita Yadav	Ernest & Young		
21.	Industry Nominee	Mr. Advait Kurlekar	CEO, Upohan		
22.	Parent	Mr. Shankar Gavhane	Parent		
23.	Peer members	Dr. Vinayak Shirgurkar	External Expert		
24.		Dr. R.G Pardeshi			
25.	IQAC Coordinator	Mr. Anil Adagale	Coordinator		

26

Dr. Yogini Chiplunkar

Special invitee

27

Ms. Methillesh M

Psy. counselor