



**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

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**MEETINGS OF**  
**INTERNAL QUALITY ASSURANCE CELL**  
**(IQAC)**

**For the Academic Year 2020-21**



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**SYMBIOSIS COLLEGE OF ARTS AND COMMERCE**  
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Senapati Bapat Road, Pune 411004.

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **AGENDA**

The meeting of the IQAC for the year 2020-21 will be held on 23<sup>rd</sup> February 2021 at 11 am in virtual mode.

The following agenda will be discussed in the meeting:

1. Confirmation of the minutes of the meeting held on 26 February 2020
2. Welcome to the new members
3. ATR
4. To discuss the Administrative Audit report
5. To discuss student mentorship programme
6. To finalise the dates for Academic Audit for 2019-20
7. Any other matter with the permission of the chair

**Mr. Anil Adagale**  
Member Secretary &  
Coordinator - IQAC



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Senapati Bapat Road, Pune 411004.

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING**

The first meeting of the IQAC for the academic year 2020-21 was held on 23<sup>rd</sup> February 2021 at 11 a.m. in virtual mode.

Following members were present:

1. Dr. Hrishikesh Soman
2. Dr. Tessy Thadathil
3. Dr. Yogini Chiplunkar
4. Dr. Swati Chiney
5. Dr. Aarti Wani
6. Dr. Sheena Mathews
7. Dr. Neelofar Raina
8. Dr. Shubhada Tamhankar
9. Mrs. Neha Agashe
10. Dr. Hilda David
11. Dr. Vinayak Shirgurkar
12. Dr. R. G. Pardeshi
13. Mrs. Gandhali Parulekar
14. Mrs. Pallavi Walimbe
15. Mr. Sandeep Pawar
16. Ms. Eera Khedkar
17. Dr. Suchitra Date
18. Ms. Nissi Babu
19. Mr. Shankar Gavhane
20. Mr. Adwait Kurlekar
21. Mr. Anil Adagale

Following members were absent:

1. Dr. Manisha Ketkar
2. Mr. Narendra Chavan
3. Ms. Ankita Yadav

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

**1. To confirm the minutes of the Meeting held on 26<sup>th</sup> February 2020**

The minutes of IQAC meeting held on 26<sup>th</sup> February 2020 were circulated amongst all members through email. Mr. Anil Adagale asked members if they have any suggestions.

There were no suggestions from members. Hence, the minutes were approved.

**RESOLUTION [IQAC/2020-21/1/1]**

IT IS UNANIMOUSLY RESOLVED THAT the minutes of the IQAC meeting held on 26<sup>th</sup> February 2020 were approved without any suggestions.

**2. Welcome to the new members**

Mr. Anil Adagale informed the committee members about the retirement of senior faculties such as Dr. Sunayini Parchure who was the Vice-Principal and Dr. Marcell Samuel who was the Controller of Examination. And he welcomed new members and congratulated to Dr. Tessy Thadathil for accepting charge of 'Vice-Principal' and Dr. Yogini Chiplunkar for accepting charge as 'Controller of Examination'.

Further he told about the following structural changes in IQAC:

- 1] Head of NAAC Criteria-1 – Dr. Yogini Chiplunkar
- 2] Head of NAAC Criteria 5 – Dr. Neelofar Raina
- 3] Head of NAAC Criteria-6 – Dr. Shubhada Tamhankar
- 4] Head of NAAC Criteria-7 – Mrs. Neha Agashe
- 5] Representative of Account Section – Mr. Sandeep Pawar
- 6] Students Representative – Ms. Nissi Babu

**3. Action Taken Report (ATR)**

Mr. Anil Adagale informed committee members that the committee has modified the Graduating Attributes and Program Outcomes as per the suggestions received in the last meeting and were approved in Academic Council Meeting held on 19<sup>th</sup> June 2020.



#### **4. To discuss the Administrative Audit report**

As per the suggestion from Principal Dr. Hrishikesh Soman, the College has appointed a 'Committee for Administrative Quality Assurance' (CAQA) consisting of four members viz. Mr. Anil Adagale, Dr. Tessy Thadathil, Dr. Neelofar Raina and Ms. Tejaswini Shevate, under Internal Quality Assurance Cell (IQAC), with objectives to, restructure the administrative sections, develop systems and SOP's for smooth functioning of Admin. Office, define the job responsibilities, digitalization and formalization of examination systems, etc.

Discussion took place on the proposal of 'Digitalization of Old Documents'. Mr. Anil Adagale told that it will be implemented after the approval from Principal.

The College will conduct the Administrative Audit at the end of every year. The College will appoint / invite 'External Expert' to carry out the 'Administrative Audit'.

On the basis of various meetings and interactions with all the administrative staff, this committee has submitted its report with the help of Mrs. Gandhali Parulekar and Mrs. Eera Khedkar.

#### **5. To discuss Student Mentorship Programme**

The College has appointed the Psychology Counsellor to mentor the students. The College is also planning to introduce the student mentorship Programme as per the UGC Guidelines provided in Deeksharambha - Student Induction Programme.

Mr. Adwait Kurlekar asked about the current status of the 'Student Mentorship Programme'.

Dr. Hrishikesh Soman informed the committee members that the plan will be discussed in the next IQAC meeting, the college will submit the concrete proposal for approval which will be implemented from the next academic year i.e. 2021-2022. Further he said that the implementation is possible only if the college starts physically / fully offline.

#### **6. To finalise the dates for Academic Audit for 2019-20**

Mr. Anil Adagale informed the committee members that the NAAC has issued new guidelines in 1<sup>st</sup> Apr of 2020. He told NAAC Criterion Heads to submit the data by the end of March 2021. So that the College will conduct the AAA in April 2021.

7. Any other matter with the permission of the chair

a) **Implementation of Apprenticeship/Internship Embedded Degree Programs in the Higher Education Institutes as per UGC Guidelines:**

Recently the College has received the guidelines from the UGC for implementation of Apprenticeship/Internship Embedded Degree Programs in the Higher Education Institutes.

By the end of this academic year, the Centre for Skill Development (CSD) will come up with a concrete plan. The CSD will do this with the NIOS & University Grants Commission (UGC) and accordingly the program will be designed & will be put for the approval in Academic Council Meeting as a kind of UG program.

Dr. Soman appealed to Mr. Adwait Kurlekar for the industry partnership to implement this program. Further he informed the committee members that there will be a webinar on this and our staff will be attending the same. [Our staff will be attending a virtual meeting with Mr. N. N. Wadode, Deputy Director of Training, Board of Apprenticeship Training (WR), Mumbai in last week of February 2021. This programme will be for B.Com. and B.A. also. The College will update on this point in due course in the next meeting.

b) **More frequent Meetings of IQAC:**

Dr. Soman Sir informed the committee members that due to COVID-19 pandemic, college couldn't conduct the meetings as per schedule. So more regular meetings will be carried out in this academic year as per the UGC mandate.

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 23<sup>rd</sup> February 2020 at 11 am in 206 (First floor)

Sr. No.	Designation	Name	Nomination	Attendance
1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman	Principal	Present
2.	Vice-Chairperson	Dr. Tessy Thadathil	Vice-Principal	Present
3.	Teachers to represent all level (Three to eight)	Dr. Yogini Chiplunkar	Criteria 1	Present
4.		Dr. Swati Chiney	Criteria 2	Present
5.		Dr. Aarti Wani	Criteria 3	Present
6.		Dr. Sheena Mathews	Criteria 4	Present
7.		Dr. Neelofar Raina	Criteria 5	Present
8.		Dr. Shubhada Tamhankar	Criteria 6	Present
9.		Mrs. Neha Agashe	Criteria 7	Present
10.		Dr. Hilda David	Liberal Arts	Present
11.	External Expert	Dr. Vinayak Shirgurkar	External Member	Present
12.	External Expert	Dr. R.G.Pardeshi	External Member	Present
13.	One member from the Management	Dr. Manisha Ketkar	Management Representative	Absent
14.	Few Senior administrative officers	Mrs. Gandhali Parulekar	Registrar	Present
15.		Mrs. Pallavi Walimbe	Administration	Present
16.		Mr. Sandeep Pawar	Accounts	Present
17.		Ms. Eera Khedkar	IQAC	Present
18.	One nominee each from local society	Dr. Suchitra Date	Local Society	Present
19.	One nominee each from Students	Ms. Nissi Babu	Student	Present
20.	One nominee each from Alumni	Ms. Narendra Chavan	Alumni	Absent
21.	One nominee each from Stakeholders	Mr. Shankar Gavhane	Parent	Present
22.	One nominee each from Employers	Ms. Ankita Yadav	Employer	Absent
23.	One nominee each from Industry	Mr. Adwait Kurlekar	Industry	Present
24.	One of the senior teachers as the coordinator / IQAC	Mr. Anil Adagale	Coordinator	Present





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## **ACTION TAKEN REPORT**

Mr. Anil Adagale informed committee members that the committee has modified the Graduating Attributes and Program Outcomes as per the suggestions received in the last meeting and were approved in Academic Council Meeting held on 19<sup>th</sup> June 2020.



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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **AGENDA**

The meeting of the IQAC for the year 2020-21 will be held on 31<sup>st</sup> March 2021 at 11 am in virtual mode.

The following agenda will be discussed in the meeting:

1. Confirmation of the minutes of the meeting held on 23 February 2021- **Mr. Anil Adagale**
2. ATR
  - a. To inform about a new programme Apprenticeship Embedded Degree Programme (AEDP) – **Dr. Neelofar Raina**
  - b. To update on the implementation of the CAQA Report – **Mrs. Gandhali Parulekar**
3. Submission of data for AQAR 2019-2020 - **Mr. Anil Adagale**
4. To update about submission of data in RUSA NAAC software - **Mr. Anil Adagale**
5. Any other matter

**Mr. Anil Adagale**  
Member Secretary &  
Coordinator - IQAC





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC)**

The Second Meeting of the IQAC for the academic year 2020-2021 was held on 31<sup>st</sup> March 2021 at 11.00 a.m. in virtual mode.

Following members were present:

1. Dr. Hrishikesh Soman
2. Dr. Tessy Thadathil
3. Dr. Yogini Chiplunkar
4. Dr. Swati Chiney
5. Dr. Aarti Wani
6. Dr. Sheena Mathews
7. Dr. Neelofar Raina
8. Dr. Shubhada Tamhankar
9. Dr. Neha Agashe
10. Dr. Hilda David
11. Dr. Vinayak Shirgurkar
12. Dr. Manisha Ketkar
13. Mrs. Gandhali Parulekar
14. Dr. Suchitra Date
15. Ms. Nissi Babu
16. Mr. Narendra Chavan
17. Mr. Shankar Gavhane
18. Mr. Adwait Kurlekar
19. Mr. Anil Adagale
20. Dr. Sharayu Bhakare

Following members were absent:

1. Dr. R.G. Pardeshi
2. Ms. Ankita Yadav

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

**1. Confirmation of the minutes of the meeting held on 23<sup>rd</sup> February 2021**

The minutes of IQAC Meeting held on 23<sup>rd</sup> February 2021 were circulated amongst all members through email. Mr. Anil Adagale asked members if they have any suggestions.

There were no suggestions from members. Hence, the minutes were approved.

**RESOLUTION [IQAC/2020-2021/2/1]**

IT IS UNANIMOUSLY RESOLVED THAT the minutes of the meeting held on 23<sup>rd</sup> February 2021 were approved without any suggestions.

**2. Action Taken Report:**

**a. To inform about a new programme Apprenticeship Embedded Degree Programme (AEDP)**

Dr. Neelofar Raina briefed about the programme. The objectives of Apprenticeship Embedded Degree Programme (AEDP) are as follows :

- To improve the employability of students pursuing U.G. level degree programme
- To focus on outcome-based learning in degree programme
- To promote active linkage between higher education system and industry, commercial / non-commercial organizations.

This programme will start from the academic year 2021-2022 from the Second Year B.Com. students. College had two meetings with Board of Apprenticeship Training (Western Region) and have identified two section skill councils i.e. Retail and BFSI. The Sector Skill Councils, BOAT and industry partners will be sharing their expertise to effectively implement this embedded programme. Credits will be given to the students.

**b. To update on the implementation of the CAQA Report.**

Mrs. Gandhali Parulekar, Registrar briefed about the implementation of CAQA Report. The CAQA committee submitted its report on 29<sup>th</sup> January 2021 and had a detailed discussion with the Principal and Registrar. After consequent meetings some changes were made regarding office administration:



- A revised work distribution has been prepared for the office staff and communicated to them in the meeting held on 8<sup>th</sup> March 2021. The same was implemented from 15<sup>th</sup> March 2021.
- The office staff has been asked to give a weekly work report to the Registrar which included their weekly completed and pending works and also planned work in the coming week. It is also expected to write the time required to complete the pending work if any.
- In order to trace the time and flow of the incoming letters and bills in the office, as suggested by the committee, the form to be attached to each letter and bill. The same system has been implemented w.e.f. 18<sup>th</sup> March 2021. The inward, outward section has been given the responsibility of tracking the movement of the document.
- The PG and UG examinations earlier were handled by different sections now been clubbed under one umbrella of the examination section. So, henceforth all examinations of Senior College will be handled by the Examination Section. For the examination work, Honours/ACCA co-ordination will work under examination section for these courses.
- The SOP regarding planning, conducting of the events, various purchases under these events was circulated to the staff.
- The administration section has been doing digitalization of all old and important documents.
- The Peons' duties were reviewed and reshuffling was done among the Peons and Library Attendants.
- For seamless communication the committee has suggested for EPABX machine for which quotations from vendor has been called. The EPABX system will be purchased in the coming financial year. Also the notice regarding the timings of office and phone calls has been displayed on the College website for the sake of the students and outsiders.

The meeting of the entire administrative staff as well as department wise meetings will be held in the month of April to discuss the general as well as department specific recommendations given by CAQA and to implement them in the coming financial year.

Suggestion:

Automation like ERP system, admission system etc. should be concentrated for the smooth conduct of office administration.

### **3. Submission of data for AQAR 2019-2020:**

Mr. Anil Adagale, Member Secretary and Co-ordinator – IQAC informed the committee members that the 1<sup>st</sup> draft of the AQAR 2019-2020 has been submitted by the Heads of seven Criterias. The UGC has extended the last date of submission. After checking the draft alongwith the criteria heads and committee members, in next two meetings College will submit the AQAR report to the IQAC for approval. The same will be uploaded in due course.

### **4. To update about submission of data in RUSA NAAC software**

Mr. Anil Adagale informed the members that the College has received first installment of 2.5 crores and another installment of 2.5 crores is due. The RUSA has developed the software

wherein the data required for NAAC can be uploaded. It will be easy for the institution to enter the data with the login ID and password. The College has started entering the data from 2018-2019 onwards so that when College will appear for NAAC accreditation in the year 2024 the data will be easily available. The software requires some changes and they are updating it.

## 5. Any other matter

UGC – Quality Mandate

Mr. Anil Adagale brought the notice to the members about the letter received from University Grants Commission (UGC) regarding Quality Mandate. UGC asked to take appropriate action for developing institutional implementation plan on quality mandate initiatives by constituting a Task Group of 5-10 faculty members of each activity. Mr. Anil Adagale informed that College intends to do following activities under this quality mandate initiatives and he proposed to give approval for the same.

- a. Diksharambh
- b. Guru Dakshata
- c. LOCF
- d. Jeevan Kaushal
- e. CARE
- f. Examination Reforms in Higher Education.

Mr. Anil Adagale requested Dr. Sharayu Bhakare to brief about Diksharambh.

### a. Diksharambh

Dr. Sharayu Bhakare informed the members that the induction program will be organized at the beginning of the academic year for the newly admitted students of First Year B. Com and BA. from the academic year 2021-2022. The College is already doing induction programme. The schedule of six days will be there. .

Objectives of this initiative are :

- Help students acclimatize with college surroundings
- Develop bond with fellow students and teachers
- Sensitize them towards issues of social relevance
- Imbibe human values so as to become responsible citizens

Expected Outcomes are effective and gainful teaching learning experience, to inculcate integrity and affinity towards the college.

Students Induction Program would cover the following aspects (SAGE)



- Socializing: meeting other new students, senior students, student's union, lectures by Eminent People;
- Associating: visits to University / college, visits to Dept./Branch/ Programme of study and important places in campus, local area, city and so on;
- Governing: rules and regulations, student support etc;
- Experiencing: Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc.

The college would include the activities like Physical Activity, Mentoring, Familiarization to Dept./Branch, Creative Arts and Culture Literary Activity, Lectures by Eminent People, Visits to Local Area, Extra-Curricular Activities in College, Familiarization to facilities in college, Group activities as an integral part of the Induction program.

Newly admitted students, Head of the Institution, Important functionaries/ Administrative staff , Faculty Mentors , Selected Alumni, Students Council/Association , Selected Senior Students, Civil Society , Invited Distinguished People will be the partners in Induction Programme

The college endeavors to create and foster a mentoring culture to instill human values and develop a healthy relationship between teachers and students.

Mentoring sessions would be a significant part of the Induction Program and will continue for the entire academic year.

Requirements for mentoring session are:

1. Appointment of Mentor Coordinator
2. Presence of Mentors 1 Senior students 2. Teachers
3. Presence of mentees
4. Mentoring guidelines.

Mentoring programme framework will be as follows:

- 2 faculty mentorship programme coordinators will monitor and coordinate with 30 teacher mentors.
- 30 teachers will be given a responsibility to guide the 30 senior student mentors.
- 30 senior students from second year and third year will be given the role of student mentors.
- And 900 students will be divided into 30 groups of 30 students each.

Suggestions:

- To include Mentoring and group activity
- To include about mission, vision
- To inform about programme outcome of B.Com., B.A.
- Mentoring should be for all years and should be different from counselling.

#### **RESOLUTION [IQAC/2020-2021/2/2]**

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the 'Diksharambh' under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

#### **b. Guru Dakshata**

Dr. Swati Chiney briefed about Guru Dakshata initiative to be implemented from the academic year 2021-2022.

The main objective of the faculty induction program is to motivate the faculty to adopt learner centric approaches, ICT integrated learning and new pedagogic approaches to teaching-learning assessment tools in higher education.

The College proposes to undertake and would want to organize the following 3 modules as per the guidelines mentioned in the manual of Guru-Dakshata of UGC.

- Module 2 – Curriculum designing, Outcome based learning and Choice based credit system (20 Hrs.)
- Module 3 – Teaching, Learning and Assessment (20 Hrs.)
- Module 6 – Research, Professional Development and Academic Leadership (20 Hrs.)

The details of the same would be planned, chalked out and executed in due course of time. For the execution of the above said program, a Task Group of 5 teachers have been constituted.

Suggestions :

- To take the help of retired teachers for mentoring the teachers who are newly joined.

#### **RESOLUTION [IQAC/2020-2021/2/3]**

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the 'Guru Dakshata ' under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

**c. Learning Outcomes Based Curriculum Framework for UG Education**

Dr. Sheena Mathews briefed about the same which will be starting from 2021-2022 at First year level.

Expectations:

The Flow of Learning Outcomes Based Curriculum Framework for UG Education is to formulate:

- Graduate Attributes
- Qualification Descriptors
- Programme Learning Outcomes (PLO)
- Course Learning Outcomes(CLO)
- Teaching Learning Process
- Assessments Methods

The College has successfully formulated the Graduate Attributes, Programme Learning Outcomes, Course Learning Outcomes and Teaching Learning Process.

The Syllabus Template used in College, collects information on Course Learning Outcomes and Teaching Learning Process

In due course College will formulate Qualification Descriptors. Mapping of Graduate Attributes and PLO , Mapping PLO and CLO and mapping of CLO and Assessment will also be done in due course of time.

Suggestions :

- Global, national and regional requirement should be linked with PLOs.

**RESOLUTION [IQAC/2020-2021/2/4]**

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the ‘Learning Outcomes Based Curriculum Framework’ under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

**d. Jeevan Kaushal**

Dr. Neelofar Raina briefed about Jeevan Kaushal initiative. This initiative will be implemented from the academic year 2021-2022 for all the students studying under UG programme. The course will be optional and students will be encouraged on a continuous basis to enroll to improve their life skills and earn extra 2 credits. The courses like



communication skills, professional skills, leadership and management skills and Universal human values will be offered under this initiative.

#### **RESOLUTION [IQAC/2020-2021/2/5]**

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the 'Jeevan Kaushal' under UGC – Quality Mandate from the academic year 2021-2022 is approved.

#### **e. CARE**

Dr. Aarti Wani informed the committee members that the College has constituted a task force for CARE as required by the UGC to implement its quality mandate. This CARE will help the teachers to guide about authentication of publications, journals.

The CARE task force is committed to ensuring high standards in research and to that end the following action plan is proposed

- 1) Provide guidance to faculty in terms of suggesting/ vetting journals for publication.
- 2) Ensure research articles are published solely in non- predatory, UGC Care list, Scopus Indexed and Web of Science journals
- 3) Ensure faculty do not participate in predatory conferences. To this end, financial support will be given to faculty to travel to and present their papers in conferences only if the faculty can conclusively prove the authenticity of the said conference and its organizing body.
- 4) Help faculty find appropriate journals for their research publications.
- 5) Conduct training workshops for the faculty in research methodology.
- 6) Conduct workshops for the faculty in academic writing and publication.

suggestions

- Workshops with experts should be conducted to identifying the themes for research, publications. Dr. Shirgurkar assured to suggest the names of experts for conducting workshops.

#### **RESOLUTION [IQAC/2020-2021/2/6]**

IT IS UNANIMOUSLY RESOLVED THAT the proposal to initiate the 'CARE' under UGC – Quality Mandate from the academic year 2021-2022 is approved with suggestions.

**f. Examination Reforms in Higher Education –**

With an intention of ensuring consistency, transparency and enhancing creditability of examination and evaluation system following reforms will be introduced from academic year 2021-2022, Dr. Yogini Chiplunkar informed that the college has changed the evaluation pattern from this academic year. With an objective of doing continuous evaluation, the College has introduced 70+30 pattern of evaluation i.e. 70 internal component and 30 externals. She further proposed:

- 1) A Workshop for faculty on “Rubric Development and its use” will be organized.
- 2) Faculty will be encouraged to use Rubrics while doing internal assessment of students that will ensure consistency, transparency and fairness in assessment
- 3) The process of developing an exhaustive Question Bank for every course will be initiated, which will be eventually used for paper setting of semester end examination
- 4) A Workshop for faculty on “Mapping of external assessment with Course Outcomes” will be organized.
- 5) While setting Question papers for Semester end examination, 2 columns will be shown for writing cognitive level as per Bloom’s taxonomy and learning outcome.


**RESOLUTION [IQAC/2020-2021/2/7]**

IT IS UNANIMOUSLY RESOLVED THAT the proposal to introduce ‘Examination Reforms in Higher Education’ under UGC – Quality Mandate from the academic year 2021-2022 is approved.

Meeting ended with a vote of thanks.



**Mr. Anil Adagale**  
Member Secretary and  
Co-ordinator, IQAC



**Dr. Hrishikesh Soman**  
Chairman, IQAC





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Attendance Sheet for IQAC Meeting held on 31<sup>ST</sup> March 2021 at 11 am in virtual mode

Sr. No.	Designation	Name	Nomination		
1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman	Principal	Present	
2.	Vice-Chairperson	Dr. Tessy Thadathil	Vice-Principal	Present	
3.	Teachers to represent all level (Three to eight)	Dr. Yogini Chiplunkar	Criteria 1	Present	
4.		Dr. Swati Chiney	Criteria 2	Present	
5.		Dr. Aarti Wani	Criteria 3	Present	
6.		Dr. Sheena Mathews	Criteria 4	Present	
7.		Dr. Neelofar Raina	Criteria 5	Present	
8.		Dr. Shubhada Tamhankar	Criteria 6	Present	
9.		Mrs. Neha Agashe	Criteria 7	Present	
10.		Dr. Hilda David	Liberal Arts	Present	
11.		External Expert	Dr. Vinayak Shirgurkar	External Member	Present
12.		External Expert	Dr. R.G.Pardeshi	External Member	Absent
13.	One member from the Management	Dr. Manisha Ketkar	Management Representative	Present	
14.	Administrative officer	Mrs. Gandhali Parulekar	Registrar	Present	
15.	One nominee each from local society	Dr. Suchitra Date	Local Society	Present	
16.	One nominee each from Students	Ms. Nissi Babu	Student	Present	
17.	One nominee each from Alumni	Ms. Narendra Chavan	Alumni	Present	
18.	One nominee each from Stakeholders	Mr. Shankar Gavhane	Parent	Present	
19.	One nominee each from Employers	Ms. Ankita Yadav	Employer	Absent	
20.	One nominee each from Industry	Mr. Adwait Kurlekar	Industry	Present	
21.	One of the senior teachers as the coordinator / IOAC	Mr. Anil Adagale	Coordinator	Present	
22.		Dr. Sharayu	Special invitee	Present	



## **ACTION TAKEN REPORT**

- a. To inform about a new programme Apprenticeship Embedded Degree Programme (AEDP)

Dr. Neelofar Raina briefed about the programme. The objectives of Apprenticeship Embedded Degree Programme (AEDP) are as follows :

- To improve the employability of students pursuing U.G. level degree programme
- To focus on outcome-based learning in degree programme
- To promote active linkage between higher education system and industry, commercial / non-commercial organizations.

This programme will start from the academic year 2021-2022 from the Second Year B.Com. students. College had two meetings with Board of Apprenticeship Training (Western Region) and have identified two section skill councils i.e. Retail and BFSI. The Sector Skill Councils, BOAT and industry partners will be sharing their expertise to effectively implement this embedded programme. Credits will be given to the students.

- b. To update on the implementation of the CAQA Report.

Mrs. Gandhali Parulekar, Registrar briefed about the implementation of CAQA Report. The CAQA committee submitted its report on 29<sup>th</sup> January 2021 and had a detailed discussion with the Principal and Registrar. After consequent meetings some changes were made regarding office administration:

- A revised work distribution has been prepared for the office staff and communicated to them in the meeting held on 8<sup>th</sup> March 2021. The same was implemented from 15<sup>th</sup> March 2021.
- The office staff has been asked to give a weekly work report to the Registrar which included their weekly completed and pending works and also planned work in the coming week. It is also expected to write the time required to complete the pending work if any.
- In order to trace the time and flow of the incoming letters and bills in the office, as suggested by the committee, the form to be attached to each letter and bill. The same system has been implemented w.e.f. 18<sup>th</sup> March 2021. The inward, outward section has been given the responsibility of tracking the movement of the document.
- The PG and UG examinations earlier were handled by different sections now been clubbed under one umbrella of the examination section. So, henceforth all examinations of Senior College will be handled by the Examination Section. For the



examination work, Honours/ACCA co-ordination will work under examination section for these courses.

- The SOP regarding planning, conducting of the events, various purchases under these events was circulated to the staff.
- The administration section has been doing digitalization of all old and important documents.
- The Peons' duties were reviewed and reshuffling was done among the Peons and Library Attendants.
- For seamless communication the committee has suggested for EPABX machine for which quotations from vendor has been called. The EPABX system will be purchased in the coming financial year. Also the notice regarding the timings of office and phone calls has been displayed on the College website for the sake of the students and outsiders.

The meeting of the entire administrative staff as well as department wise meetings will be held in the month of April to discuss the general as well as department specific recommendations given by CAQA and to implement them in the coming financial year.

Suggestion:

Automation like ERP system, admission system etc. should be concentrated for the smooth conduct of office administration.





**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

## **Internal Quality Assurance Cell (IQAC)**

### **AGENDA**

The meeting of the IQAC for the year 2020-21 will be held on 23<sup>rd</sup> June 2021 at 11 am in virtual mode.

The following agenda will be discussed in the meeting:

1. Confirmation of the minutes of the meeting held on 31<sup>st</sup> March 2021- **Mr. Anil Adagale**
2. ATR
3. To update on the submission of AQAR 2019-2020 - **Mr. Anil Adagale**
4. To approve the plan of activities for various UGC Quality Mandate.
  - LOCF
  - DIKSHARAMBH
  - UGC CARE-RESEARCH
  - GURU DAKSHATA
  - JEEVAN KAUSHAL
5. To discuss SPPU Guidelines on starting Research Centres for Ph.D.
6. To approve the proposal for integration of CIMA into M.Com Programme
7. To confirm the date for Academic Audit for 2019-20 & 2020-21
8. To discuss the policy of incorporating apprenticeship/internship/on-job training component in the curriculum.
9. To approve the SOP for conducting college activities.
10. Any other matter.

**Mr. Anil Adagale**  
Member Secretary &  
Coordinator - IQAC



**SYMBIOSIS COLLEGE OF ARTS AND COMMERCE**  
**(An Autonomous College under SPPU)**  
Senapati Bapat Road, Pune 411004

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC)**

The Third Meeting of the IQAC for the academic year 2020-21 was held on 23<sup>rd</sup> June 2021 at 11.00 a.m. in virtual mode.

Following members were present:

1. Dr. Hrishikesh Soman
2. Dr. Tessy Thadathil
3. Dr. Yogini Chiplunkar
4. Dr. Swati Chiney
5. Dr. Aarti Wani
6. Dr. Sheena Mathews
7. Dr. Neelofar Raina
8. Dr. Shubhada Tamhankar
9. Dr. Neha Agashe
10. Dr. Hilda David
11. Dr. Vinayak Shirgurkar
12. Dr. Manisha Ketkar
13. Mrs. Gandhali Parulekar
14. Dr. Suchitra Date
15. Ms. Nissi Babu
16. Mr. Narendra Chavan
17. Mr. Shankar Gavhane
18. Ms. Pranjali Raje
19. Mr. Adwait Kurlekar
20. Mr. Anil Adagale
21. Dr. Sharayu Bhakare

Following members were absent :

1. Dr. R.G. Pardeshi

Mr. Anil Adagale, IQAC Co-ordinator introduced new member Ms. Pranjali Raje and welcomed her.

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

**1. Confirmation of the minutes of the meeting held on 31<sup>st</sup> March 2021**

The minutes of IQAC Meeting held on 31<sup>st</sup> March 2021 were circulated amongst all members through email. Mr. Anil Adagale asked members if they have any suggestions.

There were no suggestions from members. Hence, the minutes were approved.

**RESOLUTION [IQAC/2021/2/1]**

IT WAS UNANIMOUSLY RESOLVED THAT the minutes of the meeting held on 31<sup>st</sup> March 2021 were approved without any suggestions.

**2. Action Taken Report:**

Mr. Anil Adagale, IQAC Co-Ordinator briefed the Action Taken Report:

**a. Apprenticeship /Internship Embedded Degree programme**

The Symbiosis College of Arts and commerce is keen to initiate AEDP from the academic year 2021-22. The college through its various initiatives always strives to improve the employability and aims to strengthen Industry Academia linkage. College had two meetings with Board of Apprenticeship training (Western Region) and we have identified two Sector Skill councils i.e Retail and BFSI. The Sector Skill Councils, BOAT and industry partners will be sharing their expertise to effectively implement this embedded programme. This programme will be skill based and course will be designed to make our students more employable and industry Ready.

However, the programme with BOAT did not materialize so the college proposes to implement the said programme at local level with the help of respective Board of Studies.

He further informed that the discussion will take place in this meeting to this regard.

**b. Submission of AQAR 2019-20**

The IQAC has submitted the annual report for the academic year 2019-20 on 18 May 2021. The submission is possible because of the timely submission of the data by the Faculty and Administrative staff.



**c. Action plan for UGC Mandate**

The college has constituted the task groups for the UGC mandates in the following areas under the leadership of the below mentioned faculty:

- A. LOCF – **Dr. Sheena Matthews**
- B. DIKSHARAMBH – **Dr. Sharayu Bhakare**
- C. UGC CARE-RESEARCH – **Dr. Aarti Wani**
- D. GURU DAKSHATA – **Dr. Swati Chiney**
- E. JEEVAN KAUSHAL – **Dr. Neelofar Raina**
- F. EXAMINATION REFORMS – **Dr. Yogini Chiplunkar**

The annual plan of these task groups will be presented for approval of the IQAC in this meeting.

**3. To update on the submission of AQAR 2019-2020**

Mr. Anil Adagale informed that AQAR 2019-2020 has been submitted and also displayed on the College website.

**4. To approve the plan of activities for various UGC Quality Mandate**

- A. LOCF
- B. DIKSHARAMBH
- C. UGC CARE-RESEARCH
- D. GURU DAKSHATA
- E. JEEVAN KAUSHAL
- F. EXAMINATION REFORMS

**A. LOCF**

Dr. Sheena Mathews gave the plan of activities under Learning Outcome Based Curriculum Framework (LOCF)

She told that learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programme of study. Expected learning outcomes are to be used as reference points that would help –

- a) formulate graduating attributes,
- b) qualification descriptors,
- c) programme learning outcomes and
- d) course learning outcomes which in turn will help in curriculum planning and development and in the design, delivery and review of academic programme.

Accordingly, first College need to focus on Expected Learning Outcomes. To understand how to evaluate the expected learning outcomes a Faculty Development Programme (FDP ) on Outcome Based Education is organised from 1st July to 3rd July 2021.

Once the faculty gets clarity on learning outcomes, we can focus on formulating graduating attributes and qualification descriptors. We are planning to organize one Workshop on Formulating Graduate Attributes and Qualification Descriptors during the Last Week of July.

After this workshop a team would be constituted for Formulating Graduate Attributes and Qualification Descriptors. Relook at Programme Learning Outcome (PLO) and Programme Specific Outcome(PSO) ( Second Week of August), Workshop on Mapping of PLO and CLO ( last week of August) will be conducted. All the concerned Departmental BoS meetings are expected to be held during the months of August. In these BoS meetings the members can relook at Programme Specific Outcome(PSO). During these BoS meetings, the members need to also focus on Course Outcome(CO) while framing the First Year Syllabus which is due for change from Academic Year 2022-23. One more Workshop on Course Outcome will be held during the month of December 2021.

**Suggestions :**

- Futuristic new education policy is to be considered.
- Interdisciplinary approach in higher education to be considered.
- Multi-disciplinary global practices to be introduced

**B. DIKSHARAMBH**

Dr. Sharayu Bhakare gave tentative schedule of 6 days' plan of the programme of student induction programme stating the details of activities that to be undertaken. This programme will be organized for the newly admitted students of First Year B.A., B.Com. There will also be a mentorship programme which will be undertaken by teachers with the help of Senior students.

Physical presence of student is a depending factor for success of this 'Diksharambh'.

**Suggestions:**

- Focus should be given on Gender sensitization
- To involve success businessman in the programme.

**C. UGC CARE-RESEARCH**

Dr. Aarti Wani explained the activities that to be undertaken in the year 2021-2022.

**Semester 1**

- a) One guest lecture on CARE and Academic Publishing
- b) One short (1 to 3 days) workshop in Research Methodology

**Semester 2**

- a) One guest lecture on Predatory Publications and Conferences
- b) One short (1 to 3 days) workshop on Academic Writing.



#### **D. GURU DAKSHATA**

Dr. Swati Chiney explained the activities that to be undertaken under 'GURU DAKSHATA'.

UGC has designed Faculty Induction Programmes (FIP) under the Guru-dakhata Scheme. In order to ensure continuous flow of qualified and dedicated teachers to meet the expanding goals of higher education, the teachers, especially the newly recruited faculty, must undergo Faculty Induction Programme, after their appointments in Higher Education. These FIPs shall be implemented across India by the scheme of Ministry of Human Resource Development (MHRD) Govt. of India and 66 Human Resource Development Centres (HRDC) under UGC. These HRDC Centres shall undertake 3 programs every year with a maximum intake of 40 participants.

The Guru-dakshata HRDC Pune Centre is in the premises of Savitribai Phule Pune University and it has planned 4 FIPs in the academic year 2021-22.

#### **The Guru-Dakshata Committee has finalised the following plan –**

##### **Section A –**

- To identify the needs and requirements of our college teachers to be send by turns to attend the FIPs organised by HRDC Pune centre.
- For this the various Heads of Departments will be consulted and accordingly the teachers will be shortlisted and sent to attend the need based FIPs organised under Guru-dakshata.
- A priority will be given to the new faculty to get a training under this Guru-dakshata scheme after considering their workload, teaching assignments, period of FIP, availability of substitute teacher during their absence and such other parameters.

##### **Section B –**

- Teaching Learning Resource Centre of the College is a knowledge bank for the faculty. The Centre organises various FDPs, Workshops and guest lectures on diverse topics related to education, research and academics for the upgradation of the teachers. This upgradation of teachers directly benefits the teachers and indirectly the students. Thus, the goals of Guru-Dakshata and TLRC are similar.
- The TLRC is taking opinion of faculty for their suggestions of topics on which they want FDPs in the academic year 2021-22, through a google form specially designed for the purpose.
- Based on the feedback received through the google form, the TLRC has planned to organize various FDPs throughout the year. To begin with, in the last week of July2021, a 6 days FDP is being planned.

##### **Suggestions :**

1. To conduct the programme for SET / NET orientation programme for PG students.
2. Research Methodology Workshop can be collaborated with Guru Dakshata.

## **E. JEEVAN KAUSHAL**

Dr. Neelofar Raina informed about Jeevan Kaushal.

**1. Year of Implementation-** June 21-22

**2. Courses:** College will be offering the Following life Skill courses under Jeevan Kaushal

- a) Learning Communications Skills
- b) Professional Skills
- c) Leadership & Management skills
- d) Universal human Values

**3. Duration/No. of Hours Per Course-** 30 Hours

**4. Credits Awarded-** 2 Credits

**5. Beneficiaries:** Undergraduate Students (FY, SY, TYBA/BCom)

**6. Mentor, felicitator and Student Ratio (Batch Size):** 1:30 Students

**7. Course Facilitators:** Industry Experts, Corporate Trainers, Professionals, Psychologists, Senior Academicians, Language Experts. Motivational Speakers

**8 Nature of Courses:** The Courses will be optional, and students will be encouraged on a continuous basis to enroll for these courses to hone their life skills and earn extra credits. (2 credits)

**9. Assessments-** Innovative internal Evaluation (Course Specific)

**10. Certificate:** Students Beneficiaries will be awarded certificate of Completion

**11. Implementing Agencies:** Symbiosis Centre for liberal Arts, Centre for Human Excellence and Symbiosis Centre for Skill Development will be the implementing these well designed programmes with innovative pedagogy and evaluation under the aegis of Symbiosis college of Arts and commerce.

### **Suggestions :**

- 1. To add Financial Literacy Programme
- 2. Skills like problem solving, active thinking should be integrated in pedagogy.

## **F. EXAMINATION REFORMS**

Dr. Yogini Chiplunkar informed the committee members the activities that are to be conducted from the point of view of examination. Workshop for teachers on 'Use of Rubrics in Assessment and Evaluation'



will be conducted in the last week of August 2021. Also workshop for teachers on 'linking of assessment to course outcomes and programme specific outcomes' will be conducted in the 1<sup>st</sup> week of September 2021. She further added that additional workshop can be conducted in the 2<sup>nd</sup> term if required.

Mr. Anil Adagale informed the members that academic calendar showing all the activities that are to be undertaken will be presented in next meeting.

**5. To discuss SPPU Guidelines on starting Research Centres for Ph.D.**

Principal Dr. Soman informed the committee members that as per circular of SPPU, an Autonomous College can start the Ph.D. Centre. However, there are some conditions mentioned in that circular which are :

- Existence of Master Programme
- Two teachers duly approved by SPPU as guide
- UGC guideline of 2016 to be followed for admission
- Students who have passed PET examination conducted by SPPU are also eligible for admission.
- Freedom to decide the fees

However, no specific guidelines are there for starting of Ph.D. Centre. He further informed that college can start the Ph.D. Centre by informing to the SPPU. College is working on the conditions, modalities and wants to start the Ph.D. centre in Economics, English and Commerce. Ph.D. centre in Commerce can immediately start. Proposal will be submitted to SPPU for Commerce.

**6. To approve the proposal for integration of CIMA into M. Com. Programme**

Dr. Tessy Thadathil briefed about the CIMA. CIMA means Chartered Institute of Management Accountants.

It is a professional qualification based on three pillars of Enterprise, performance and Finance. This course is divided over three levels namely Operational, Management and Strategic. Each level has three subjects as mentioned below. At the end of each level, the evaluation is done based on a case study which will test for the application of all the three subjects studied at the respective level.

Total subject under the CIMA program = 9

<b>Operational Level</b>	<b>E1</b> Managing Finance in a Digital World <b>P1</b> Management Accounting <b>F1</b> Financial Reporting
<b>Management Level</b>	<b>E2</b> Managing Performance <b>P2</b> Advanced Management Accounting <b>F2</b> Advanced Financial Reporting
<b>Strategic Level</b>	<b>E3</b> Strategic Management <b>P3</b> Risk Management <b>F3</b> Financial Strategy

## Integration with M.COM

<b>Semester 1</b>	<b><u>Compulsory Subjects:</u></b> Contemporary Strategic Management P1 Management Accounting <b><u>Special Subjects:</u></b> E1 Managing Finance in a Digital World F1 Financial Reporting
<b>Semester 2</b>	<b><u>Compulsory Subjects:</u></b> Financial Analysis and control Business Research Methodology <b><u>Special Subjects:</u></b> E2 Managing Performance P2 Advanced Management Accounting
<b>Semester 3</b>	<b><u>Compulsory Subjects:</u></b> Business Finance Industrial Economics <b><u>Special Subjects:</u></b> F2 Advanced Financial Reporting E3 Strategic Management
<b>Semester 4</b>	<b><u>Compulsory Subjects:</u></b> Capital Market and Financial Services Global Economic Environment <b><u>Special Subjects:</u></b> P3 Risk Management F3 Financial Strategy

If there is a response from at least 15 students, college will start the programme from this academic year 2021-2022. Dr. Soman informed that the fees for this course will be 1,00,000/- to 1,07,000/- per year. Out of which College has to give the contribution to CIMA. He put the proposal for integrating of CIMA with UG and PG.



## RESOLUTION [IQAC/2021/2/2]

UNANIMOUSLY RESOLVED THAT the proposal to integrate CIMA with UG and PG is approved in principle and further resolved that the Principal, SCAC is hereby authorized to take appropriate steps and action to start the programme from this academic year 2021-2022.

### **7. To confirm the date for Academic Audit 2019-2020 and 2020-2021**

Dr. Shubhada Tamhankar informed the committee members that due to pandemic situation of COVID – 19, academic audit could not take place. College will conduct Academic Audit for both the years 2019-2020 and 2020-2021 in month of August. On-line audit will be conducted due to pandemic situation.

Dr. Soman suggested that documents related to audit can be submitted on-line with hyperlinks and then virtual meeting can be conducted.

### **8. To discuss the policy of incorporating apprenticeship / internship / on-job training**

Dr. Tessy Thadathil, Vice Principal informed the committee members that in the last Academic Council Meeting there was a discussion about implementation of apprenticeship / internship / on-job training component in the curriculum. However, the programme with BOAT did not materialize so the College proposes to implement the said programme at local level with the help of respective Board of Studies.

There are also some limitations like number of students, infrastructure hurdle, physical presences of the students. The AEDP can be started after opening of the College may be in summer and winter vacation. This will be of six months. It is not compulsory to all the students. However, College need the help from the industry who will take the students as 'Intern'.

Suggestions:

- To take feedback from alumni.
- To take feedback from industry after student went for internship and change the syllabus accordingly, give training to the students. Then send the students again as intern. Training should be 'job specific'
- College can run it as programme of 6 months duration independently. Students can be allowed to continue to work on part-time basis even after college starts.

Dr. Manisha Ketkar assured that she will help by giving the name of the contact person with mobile number from National HRD framework.

Dr. Soman requested committee members that suggestions can be given by them by sending the mails even afterwards.

He further informed the members that College will put up detailed proposal in the next meeting.

**9. To approve the SOP for conducting college activities**

Mr. Anil Adagale, Co-ordinator informed the committee as per the suggestions in Academic Audit, College has prepared SOP for conducting college activities and as a part of it has formed a format of letter for forwarding the budget for the same to Symbiosis Society. Mr. Anil Adagale presented the format of letter to the committee members.

Suggestions:

Committee suggested that remarks by purchase, Accounts, IQAC and principal should be included in the format.

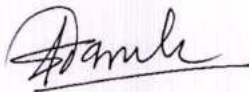
**RESOLUTION [IQAC/2021/2/3]**

UNANIMOUSLY RESOLVED THAT the format / SOP for conducting the college activities has been approved with suggestions.

**10. Any other matter**

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Meeting ended with a vote of thanks.



**Mr. Anil Adagale**  
Member Secretary and  
Co-ordinator, IQAC

**ATTENDANCE**Internal Quality Assurance Cell Meeting (virtual mode) scheduled on 23<sup>rd</sup> June 2021

<b>Sr. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Remarks</b>
1.	<b>Chairperson: Head of the Institution</b>	<b>Dr. Hrishikesh Soman</b>	<b>Present</b>
2.	<b>Vice-Chairperson</b>	<b>Dr. Tessy Thadathil</b>	<b>Present</b>
3.	<b>Teachers to represent all level (Three to eight)</b>	<b>Dr. Yogini Chiplunkar</b>	<b>Present</b>
4.		<b>Dr. Swati Chiney</b>	<b>Present</b>
5.		<b>Dr. Aarti Wani</b>	<b>Present</b>
6.		<b>Dr. Sheena Mathews</b>	<b>Present</b>
7.		<b>Dr. Neelofar Raina</b>	<b>Present</b>
8.		<b>Dr. Shubhada Tamhankar</b>	<b>Present</b>
9.		<b>Mrs. Neha Agashe</b>	<b>Present</b>
10.		<b>Dr. Hilda David</b>	<b>Present</b>
11.		<b>External Expert</b>	<b>Dr. Vinayak Shirgurkar</b>
12.	<b>External Expert</b>	<b>Dr. R.G.Pardeshi</b>	<b>Present</b>
13.	<b>One member from the Management</b>	<b>Dr. Manisha Ketkar</b>	<b>Present</b>
14.	<b>Senior administrative officer</b>	<b>Mrs. Gandhali Parulekar</b>	<b>Present</b>
15.	<b>One nominee each from local society</b>	<b>Dr. Suchitra Date</b>	<b>Present</b>
16.	<b>One nominee each from Students</b>	<b>Ms. Nissi Babu</b>	<b>Present</b>
17.	<b>One nominee each from Alumni</b>	<b>Ms. Narendra Chavan</b>	<b>Present</b>
18.	<b>One nominee each from Stakeholders</b>	<b>Mr. Shankar Gavhane</b>	<b>Present</b>
19.	<b>One nominee each from Employers</b>	<b>Ms. Pranjali Raje</b>	<b>Present</b>
20.	<b>One nominee each from Industry</b>	<b>Mr. Adwait Kurlekar</b>	<b>Present</b>
21.	<b>One of the senior teachers as the coordinator / IQAC</b>	<b>Mr. Anil Adagale</b>	<b>Present</b>
22.	<b>Special Invitee</b>	<b>Dr. Sharayu Bhakare</b>	<b>Present</b>



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## ACTION TAKEN REPORT

### 1. Apprenticeship /Internship Embedded Degree programme

The Symbiosis College of Arts and commerce is keen to initiate AEDP from the academic year 2021-22. The college through its various initiatives always strives to improve the employability and aims to strengthen Industry Academia linkage. We had two meetings with Board of Apprenticeship training (Western Region) and we have identified two Sector Skill councils i.e Retail and BFSI. The Sector Skill Councils, BOAT and industry partners will be sharing their expertise to effectively implement this embedded programme. This programme will be skill based and course will be designed to make our students more employable and industry Ready.

However, the programme with BOAT did not materialize so the college proposes to implement the said programme at local level with the help of respective Board of Studies. The discussion will take place in this meeting to this regard.

### 2. Submission of AQAR 2019-20

The IQAC has submitted the annual report for the academic year 2019-20 on 18 May 2021. The submission is possible because of the timely submission of the data by the Faculty and Administrative staff.

### 3. Action plan for UGC Mandate

The college has constituted the task groups for the UGC mandates in the following areas under the leadership of the below mentioned faculty:

- A. LOCF – **Dr. Sheena Matthews**
- B. DIKSHARAMBH – **Dr. Sharayu Bhakare**
- C. UGC CARE-RESEARCH – **Dr. Aarti Wani**
- D. GURU DAKSHATA – **Dr. Swati Chiney**
- E. JEEVAN KAUSHAL – **Dr. Neelofar Raina**
- F. EXAMINATION REFORMS – **Dr. Yogini Chiplunkar**

The annual plan of these task groups will be presented for approval of the IQAC in this meeting.