



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 2021-22



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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 first meeting of the IQAC for the year 2021-22 will be held on Wednesday, 8th December 2021 at 11 am in a virtual mode.

The following agenda will be discussed in the meeting:

1. Confirmation of the minutes of the meeting held on 23 June 2021
2. ATR
3. To analyse the Academic and Administrative Audit (AAA) Report
4. To analyse the feedback on the Academic and Administrative Audit (AAA) Report
5. To discuss the revised policy for Anti-Ragging affidavit
6. To discuss to procure the software for Academic and Administrative Audit (AAA) and National Assessment And Accreditation Council (NAAC)
7. To give extension for the Minor Research Project under RUSA
8. To discuss and approve CSS project for 2021-22
9. Any other matter with the permission of the chair

Dr. 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 First Meeting of the IQAC for the Year 2021-2022 was held on Wednesday 8th December 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. Vinayak Shirgurkar
11. Dr. Chandrakant Rawal
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. Dr. Anil Adagale

Following members were absent :

1. Ms. Pranjali Rajee

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

Dr. Anil Adagale welcomed new member Dr. Chandrakant Rawal, Former Principal of B.M.C.C.

1. Confirmation of the minutes of the meeting held on 23rd June 2021

The minutes of IQAC Meeting held on 23rd June 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 23rd June 2021 were approved without any suggestions.

2. Action Taken Report :

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

a. Initiatives under UGC Mandate

The college has undertaken various activities under the initiatives of the UGC mandate. The committees have worked as per the proposal discussed in the previous meeting. The review on this will be presented on the next IQAC Meeting.

UGC Mandates :

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

b. Integration of CIMA into UG programme.

As per approval received in the last IQAC meeting, the College has introduced an integration of CIMA (Specialization in Management Accounting) programme into UG programme for Second Year B.Com. students from the academic year 2021-2022.

c. Academic Audit of 2019-2020 and 2020-2021

The College has conducted Academic Audit for the academic year 2019-2020 and 2020-2021 on 27th and 28th October 2021. The peer team experts were Dr. Vinayak Shirgurkar and Dr. Chandrakant Rawal. The report of the same is presented in this meeting.

d. SOP for conducting college activities.

As approved in the previous meeting, the College has initiated the process of implementing the SOPs for conducting various college activities. College has conducted 59 activities as per approved SOP's during the three months. The details regarding the activities will be uploaded in the College web-site in due course. Will give update in the next IQAC meeting.

3. To analyze the Academic and Administrative Audit (AAA) Report:

4. To analyze the feedback on the Academic and Administrative Audit (AAA) Report:

Dr. Anil Adagale, IQAC Co-ordinator had shown the feedback on the AAA report. He also presented the report given by the peer team experts Dr. Vinayak Shirgurkar and Dr. Chandrakant Rawal. He congratulates Dr. Shubhada Tamhankar and Team for the efforts taken for conducting AAA online. The audit was conducted very exhaustively, detailed.

Dr. Vinayak Shirgurkar and Dr. Rawal congratulates the college team for the work done for AAA.

Suggestions/ Comments:

- Regarding criteria I and II i.e. curriculum and teaching, learning activities, College has tried effectively to incorporate the requirement of industry, service sector and society at large including the value addition which is visible in syllabus. College has used ICT effectively. College has maintained transferency regarding evaluation. Students / parents expressed their satisfaction regarding evaluation.
- Focus should be done on research activities. There is scope of improvement especially in publications. On an average each individual teacher must publish at least 2 research papers in SCOPUS and minimum one major or minor research project should be done. Quantitative and qualitative change is expected with regard to research.
- Inculcate research culture amongst the students. Allow the students to participate in research projects.
- Extension activities should be stepped up, improved.
- Fulfill the following recommendations and suggestions given in the report.
 - Prepare Manual and SOP for all activities.
 - Devise policies for Research, Consultancy, IT, Maintenance, Scholarship, Fund Mobilization.
 - Strengthen Research of the faculty
 - Strengthen Feedback system
 - Prepare a perspective plan
- Infrastructure is utilized effectively for curricular, co-curricular and extra-curricular activities.
- There is close communication with students and alumni also. Alumni are being invited for various occasions, functions.

- College had performed very best, exceptionally well with regard to 'Best Practices'. College has succeeded to maintain eco-friendly, environmental friendly campus and ambience. Use of solar, energy, rain water harvesting and system is developed by the College to utilize electricity effectively.

Regarding mentor and mentee Dr. Anil Adagale informed the committee members that from this academic year 2021-2022 under 'Diksharambh' College has conducted orientation programme for students. College has distributed the students amongst 40 teachers. The College has developed the google form for the students from which the College will get the data of students. The presentation will be given in the next IQAC meeting. The mentor / mentee activity will be properly executed when the students available on the campus.

Principal Dr. Soman thanked the committee members for their valuable suggestions and assured that College will definitely try to fulfill the recommendations and suggestions given. He also suggested to have interaction with the experts Dr. Vinayak Shirgurkar, Dr. Chandrakant Rawal and teachers to plan the activities to bridge the gaps in this regard.

5. To discuss the revise policy for Anti Ragging Affidavit :

Dr. Anil Adagale requested Mrs. Gandhali Parulekar, Registrar to brief about the revise policy for Anti Ragging Affidavit. Mrs. Gandhali Parulekar, Registrar explained that UGC has sent circular on 27th October 2021 stating revised procedure for students to file online Anti Ragging Affidavit. Previously, College was accepting anti ragging affidavit physically from the students of First Year. But, as per the revised procedure received from the UGC, College would like to follow that procedure where students supposed to submit an online undertaking each academic year at either of the two designated web sites. After submitting the details online, the student will receive an e-mail with registration number and web link. The student will forward the link of the e-mail to the Nodal officer of the College. After clicking on the mail received from the student, the Nodal Officer will get the updated list of the students who have filled the anti-ragging affidavit. Mrs. Gandhali Parulekar assured that College will definitely adopt the procedure laid down by the UGC College will display the notices and procedure regarding this new policy.

RESOLUTION IQAC/2021/2/2]

IT WAS UNANIMOUSLY RESOLVED THAT the revised policy for Anti Ragging Affidavit was approved to be implemented from the Academic Year 2021-22.

6. To discuss to procure the software for Academic and Administrative Audit (AAA) and National Assessment and Accreditation Council (NAAC)

Dr. Anil Adagale informed the committee members about the software to be purchased under RUSA grant for fetching the data for SSR. He informed that College is having the discussion with

INPODS software company as well other vendors also. College will update on the same when it finalized.

7. To give extension for the Minor Research Project under RUSA

Dr. Aarti Wani briefed about minor research projects that were approved and sanctioned in the February 2019 to three teachers namely Dr. Aarti Wani, Dr. Alpana Vaidya and Dr. Anil Adagale. Out of these, one research project is completed by Dr. Alpana Vaidya. However, due to lockdown due to pandemic situation, the two projects were not able to complete. she requested the committee members to give extension for the remaining two projects to complete it till June 2022.

RESOLUTION IQAC/2021/2/3]

IT WAS UNANIMOUSLY RESOLVED THAT the extension to be given to Dr. Aarti Wani, Dr. Alpana Vaidya and Dr. Anil Adagale for the completion of Minor Research Projects till June 2022.

8. To discuss and approve CSS project for 2021-2022

Dr. Sheena Mathews informed that Centre for the Study of Society (CSS) has been established with the intention to under the societal concerns and challenges and in order to provide comprehensive policy measures to resolve these issues. The CSS aims at undertaking short term projects which are relevant to the society by the teachers either individually or in collaboration.

She further told that Research Review Committee (RCC) in her meeting held on 30th October 2018 approved seven projects. Out of these, the following projects have been successfully completed.

1. Ms. Jasmina Kumar and Dr. Hilda David on Aghoras—At the periphery of Hindu Religious Worship.
2. Dr. Yogini Chiplunkar and Dr. Shubhada Tamhankar on A Study of Financial Literacy Among Members of Women Self- Help Groups (SHG) in Pune City
3. Dr. Neelofar Raina and Dr. Sheena Mathews on A Study of Saving and Spending Patterns of Undergraduate students in select Colleges in Pune City.
4. Dr. Sheena Mathews and Ms. Sarika Wagh on Select Case Studies of Community Organizations for the age group 6-14 years in Pune City
5. Ms. Nalini Sapkal and Ms. Jini Jacob on Earn and Learn Scheme' and its correlation with the academic performance of the students. (2014-18)

She further told that RCC was held on 30th November 2021 to give the approval of the Second Cycle of CSS projects. The following projects were approved with suggestions:

1. Dr. Zakira Shaikh on Social Security Scheme extended by the Ministry of Labour and Education during COVID 19 pandemic
2. Dr. Jini Jacob on The Challenges and Prospects of Women Entrepreneurs engaged in Micro, Small and Medium Enterprises located in Pune city
3. Dr. Jayaram Gadekar on Computer Introduction and Hindi Linguistic Applications

The revised proposal will be submitted to RRC on 8th December 2021.

RESOLUTION IQAC/2021/2/4]

IT WAS UNANIMOUSLY RESOLVED THAT the CSS projects to Dr. Zakira Shaikh , Dr. Jini Jacob and Dr. Jayaram Gadekar be approved with suggestions.

9. Any other matter with the permission of the chair

- a) Establishment of NEP Cell**
- b) Reconstitution of Student Scholarship Cell**
- c) Initiative to support MSME Sector**

a. Establishment of NEP Cell

Dr. Anil Adagale informed the committee members that Government of Maharashtra is likely to implement NEP scheme. As per the circular dated 18th November 2021 received to the College by the UGC, College has established NEP Cell and also College would like to undertake various initiatives for implementation of NEP Regulation. College will give the presentation of the same in the next IQAC meeting.

b. Reconstitution of Student Scholarship Cell

Dr. Anil Adagale informed the committee members that College would like to keep reserve fund for giving scholarships to the students who excel in sports, academics, economically weaker section etc. The Committee would be reconstituted and formed under the chairmanship of Dr. Tessy Thadathi. The other members would be Dr. Neelofar Raina, Mrs. Nalini Sapkal, Mr. Anurudha Sharma. The administrative support will be given by the Registrar, Mrs. Gandhali Parulekar. This committee will explore all the opportunities to offer the scholarships. College will update on the same in the next meeting.

c. Initiative to support MSME Sector

Dr. Anil Adagale requested Dr. Tessy Thadathil, Vice Principal to brief about MSME Sector. Dr. Tessy Thadathil explained that MSME Sector is an engine to growth the economy and increase the GDP. College visited entrepreneurs at Khed, Shivapur, The College aims to set up a Center for supporting the MSME sector. It would be a center which would mutually benefit the MSME sector and the students and faculty of our college. Some of the activities that the center would be involved in would be

- Helping MSMEs register under MSME Act, register for GST, register on the GeM Portal, KYC Verification
- Conducting sessions for providing information on the various training initiatives offered by the government, availability of funding schemes, loans, emergency credit lines
- Help in digital transformation and building a significant online presence
- Helping in Patent registrations
- Indulge in research and brainstorming for example in relation to HR policies
- Preparing and sending newsletters as per needs of MSMEs

Project Strategy

1. The Centre will be managed by a committee
2. Departments can identify developments in their area of specialization and conduct training sessions for MSMEs
3. SMES could approach the center with their issues, and this could be taken up by teachers/departments as research projects and assignments
4. Meetings, consultations, video conferences, workshops could be organized for bringing stakeholders together
5. SOPs for various management functions in an MSME organization could be prepared
6. Business plans, budgeting dashboards and report creation could be worked on by students
7. A two-credit course on MSMEs could be jointly conducted by MSMEs and the college. Value added courses like managing family business could also be offered
8. Internships could be provided to students

Working process of the center will be as follows:

Approach MSMEs for projects and internships

Discussion and on boarding

Sign MOUs

Assign teachers and recruit students

Students work on the project under the guidance of the teacher assigned.


Frequent meetings with MSME and final hand over

Principal Dr. Soman informed that he would be glad to share that College has received 2nd installment 1.25 crores Grant from the RUSA and supposed to spend the same in the next month.

Meeting ended with a vote of thanks.



Dr. Anil Adagale
Member Secretary and
Co-ordinator, IQAC



Dr. Hrishikesh Soman
Chairman, IQAC



ATTENDANCE

for Internal Quality Assurance Cell Meeting scheduled on Wednesday, 8th Dec. 2021

Sr. No.	Designation	Name	Signature
1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman	
2.	Vice-Chairperson	Dr. Tessy Thadathil	
3.	Teachers to represent all level (Three to Nine)	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.	External Expert	Dr. Vinayak Shirgurkar	Present
11.	External Expert	Dr. Chandrakant Rawal	Present
12.	One member from the Management	Dr. Manisha Ketkar	Present
13.	Senior administrative officer	Mrs. Gandhali Parulekar	
14.	One nominee each from local society	Dr. Suchitra Date	Present
15.	One nominee each from Students	Ms. Nissi Babu	Present
16.	One nominee each from Alumni	Mr. Narendra Chavan	Present
17.	One nominee each from Stakeholders	Mr. Shankar Gavhane	
18.	One nominee each from Employers	Ms. Pranjali Raje	Absent
19.	One nominee each from Industry	Mr. Adwait Kurlekar	Present
20.	One of the senior teachers as the coordinator / IQAC	Dr. Anil Adagale	



ACTION TAKEN REPORT

Mr. Anil Adagale, IQAC Coordinator briefed the Action Taken Report:

1. Initiatives under UGC Mandate

The college has undertaken various activities under the initiatives of the UGC mandate. The committees have worked as per the proposal discussed in the previous meeting. The review on this will be presented on the next IQAC Meeting.

UGC Mandates:

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

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As per approval received in the last IQAC meeting, the College has introduced an integration of CIMA (Specialization in Management Accounting) programme into UG programme for Second Year B.Com. students from the academic year 2021-2022.

3. Academic Audit of 2019-2020 and 2020-2021

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4. SOP for conducting college activities.

As approved in the previous meeting, the College has initiated the process of implementing the SOPs for conducting various college activities. College has conducted 59 activities as per approved SOP's during the three months. The details regarding the activities will be uploaded in the College web-site in due course. Will give update in the next IQAC meeting.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

AGENDA

The second meeting of the IQAC for the year 2021-22 will be held on 4th March 2022 at 11:00 am. at Conference Room No. 206.

The following agenda will be discussed in the meeting:

1. Confirmation of the minutes of the meeting held on 8th December 2021
2. ATR - *Dr. Anil Adagale*
3. To discuss and approve the Criterion-wise information and data for AQAR 2020-21:
 - a. Criteria-I - *Dr. Yogini Chiplunkar*
 - b. Criteria-II - *Dr. Swati Chiney*
 - c. Criteria-III - *Dr. Aarti Wani*
 - d. Criteria-IV - *Dr. Sheena Mathews*
 - e. Criteria-V - *Dr. Neelofar Raina*
 - f. Criteria-VI - *Dr. Shubadha Tamhankar*
 - g. Criteria-VII - *Dr. Neha Agashe*
4. To approve the following Policies:
 - a. Research Policy - *Dr. Aarti Wani*
 - b. Maintenance Policy - *Dr. Sheena Mathews*
 - c. Handbook on Human Values and Professional Ethics – *Dr. Neha Agashe*
5. Feedback Mechanism - *Dr. Sheena Mathews*
 - a. Feedback on Curriculum
 - b. Feedback on College by Faculty
 - c. Student Satisfaction Survey
6. Any other matter with the permission of the chair

Dr. Anil Adagale
Member Secretary &
Coordinator - IQAC



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MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING (IQAC)

The Second Meeting of the IQAC for the Year 2021-2022 was held on 4th March 2022 at 11.00 a.m. at Conference Room No. 206.

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. Neha Agashe
9. Dr. Vinayak Shirgurkar
10. Mrs. Gandhali Parulekar
11. Ms. Nissi Babu
12. Mr. Narendra Chavan
13. Ms. Monica Parikh
14. Ms. Pranjali Raje
15. Mr. Adwait Kurlekar
16. Dr. Anil Adagale

Following members were absent :

1. Dr. Chandrakant Rawal
2. Dr. Manisha Ketkar
3. Dr. Suchitra Date
4. Dr. Shubhada Tamhankar

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

1. Confirmation of the minutes of the meeting held on 8th December 2021

The minutes of IQAC Meeting held on 8th December 2021 were circulated amongst all members through email. Dr. Anil Adagale asked members if they have any suggestions.

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

RESOLUTION [IQAC 2022/2/1]

IT WAS UNANIMOUSLY RESOLVED THAT the minutes of the meeting held on 23rd June 2021 were approved without any suggestions.

2. Action Taken Report:

Dr. Anil Adagale, IQAC Coordinator presented the Action Taken Report:

a. Academic and Administrative Audit of 2019-2020 and 2020-2021

Dr. Anil Adagale informed the committee members that the College has conducted Academic and Administrative Audit for the academic year 2019-2020 and 2020-2021. The College is working on the suggestions given by the committee experts Dr. Vinayak Shirgurkar and Dr. Chandrakant Rawal. Most of the policies which were not placed, were defined and will put forward for approval in this meeting.

b. Reconstitution of Student Scholarship Cell

The College has reconstituted the Student Scholarship Cell for giving scholarships to the students who excel in Sports – national and international players and the other parameter is to offer scholarship to the students from the reserved category on merit basis. College is also keeping fund reserved for offering such scholarships. The Committee will explore the funding availability and eligibility criteria, number of students etc. for offering scholarships. In the next meeting College will give submit the detailed guidelines for the same.

Dr. Narendra Chavan suggested that private funds from Dagadushet Ganapati Mandal, Shankar Maharaj Math can be taken.

c. Student Mentorship Programme

Dr. Sharayu Bhakare, teacher in-charge of this programme informed the committee members that the College has established Student Mentorship Program (SMP) to create and foster a mentoring culture and to develop a healthy relationship between teachers and students from the academic year 2021-2022. The whole activity will be on-line for UG and PG students also. College has appointed full-time Psychology Councillor to provide counselling to the students. There is Advisory committee consisting Dr. Hrishikesh Soman, Dr. Tessa Thadathil and Dr. Anil Adagale.

There is also executive committee consisting following members:

- 1 Dr. Sharayu Bhakare In-charge
- 2 Mrs. Sarika Wagh Member

- 3 Mrs. Alka Arora Member
- 4 Mrs. Tejaswini Shevate Member
- 5 Ms. Vidhi Kalra Member
- 6 Dr. Pooja Prabhavalkar Member

The role of the executive committee will be as follows :

Role of the Mentorship Executive Committee:

1. Devise mechanism for implementation of the mentorship program.
2. Help and support the teacher mentors in successful conduction of the program.
3. Resolve implementation challenges with the help of the advisory committee.

She also informed the role and responsibility of teacher mentor and student mentors.

Implementation Mechanism:

1. The teacher mentors will create a classroom in Microsoft Teams as a platform to communicate with their student mentor and mentees. Once the teams are created, the teacher mentor will add the student mentors to the class.
2. The classroom codes and the teacher mentor-student mentee allocation list will be displayed on the college website. The students are expected to join the classroom using the code.
3. The teacher mentors will collect information of the student mentees allotted to them with the help of the Registration form, proforma of which is provided by the Executive Committee.
4. The teacher mentors will hold their first meeting with all student mentees and introduce the student mentor and orient mentees about the mentorship program. Teacher mentors are required to orient the students to the various statutory committees in college.
5. The teacher mentor is expected to take minimum two meetings with all the student mentees per semester.
6. The teacher mentor will maintain an excel sheet for recording their communication with student mentees with the help of student mentor. (Excel Sheet provided by executive committee)
7. The excel sheet will be submitted at the end of the semester to the IQAC Coordinator and to the mentorship committee head.
8. Any problem of extreme nature if identified by the teacher mentor will be taken to the concerned authority (e.g. counsellor).
9. A feedback of student mentees will be taken by teacher mentor at the end of the semester. (Feedback form will be provided)

RESOLUTION [IQAC 2022/2/2]

IT WAS UNANIMOUSLY RESOLVED THAT the policy of 'Student Mentorship Programme' was approved.

d. Establishment of NEP Cell

Dr. Soman gave the update on NEP. College has constituted the committee as per the guidelines issued by the UGC. The College has started the ground work, planning, restructuring of syllabus etc. in anticipation of the guidelines.

3. To discuss and approve the Criterion-wise information and data for AQAR 2020-2021 :

Dr. Anil Adagale, Member Secretary and Co-ordinator told the committee members that NAAC has given the new guidelines under new format. He requested the concerned teachers to present their criterion-wise report.

Following teachers presented their Criterion-wise information and data for AQAR 2020-2021 informing percentage of the data and information collection, total number of questions in the respective criteria, highlights of the criteria and pending work.

- | | |
|-------------------|-----------------------|
| a. Criteria-I - | Dr. Yogini Chiplunkar |
| b. Criteria-II - | Dr. Swati Chiney |
| c. Criteria-III - | Dr. Aarti Wani |
| d. Criteria-IV - | Dr. Sheena Mathews |
| e. Criteria-V - | Dr. Neelofar Raina |
| f. Criteria-VI - | Ms. Sarika Wagh |
| g. Criteria-VII - | Dr. Neha Agashe |

Mostly the data and information collection work of all Criteria is done on 100% basis. Regarding criteria III, Dr. Aarti Wani informed the committee members that there were no extension activities because of pandemic situation due to Covid -19. Following is the pending work.

Pending work:

- Regarding Criteria III, Dr. Aarti Wani informed that College is facing problem regarding h-index.
- Regarding Criteria IV, Dr. Sheena Mathews informed that College is working on IT policy.
- Regarding Criteria V, Dr. Neelofar Raina informed that Alumni Association Registration and attested list of scholarship and free ship beneficiaries is pending.
- Regarding Criteria VII, Dr. Neha Agashe informed that Green Audit is done under SIU and no separate green audit report is available of the Collee. However, College has already made a proposal to Symbiosis Society for separate 'Green Audit'.

Suggestions :

- To take the help of Mr. Yogesh Patil for improving H-index
- To make MOUS with Government organizations like NABARD, Gokhale Institute.

RESOLUTION [IQAC 2022/2/3 a]

IT WAS UNANIMOUSLY RESOLVED THAT information and data for criteria I for AQAR 2020-2021 was approved.

RESOLUTION [IQAC 2022/2/3 b]

IT WAS UNANIMOUSLY RESOLVED THAT information and data for criteria II for AQAR 2020-2021 was approved.

RESOLUTION [IQAC 2022/2/3 c]

IT WAS UNANIMOUSLY RESOLVED THAT information and data for criteria III for AQAR 2020-2021 was approved with suggestions.

RESOLUTION [IQAC 2022/2/3 d]

IT WAS UNANIMOUSLY RESOLVED THAT information and data for criteria IV for AQAR 2020-2021 was approved.

RESOLUTION [IQAC 2022/2/3 e]

IT WAS UNANIMOUSLY RESOLVED THAT information and data for criteria V for AQAR 2020-2021 was approved.

RESOLUTION [IQAC 2022/2/3 f]

IT WAS UNANIMOUSLY RESOLVED THAT information and data for criteria VI for AQAR 2020-2021 was approved.

RESOLUTION [IQAC 2022/2/3 g]

IT WAS UNANIMOUSLY RESOLVED THAT information and data for criteria VII for AQAR 2020-2021 was approved.

4. To approve the following policies:

- a. Research Policy**
- b. Maintenance Policy**
- c. Handbook on Human Values and Professional Ethics**

a. Research Policy

Dr. Aarti Wani briefed about the Research Policy. The College is committed to promoting research and to create a vibrant research culture amongst its faculty and students. The research policy of the college provides a definite framework for facilitating and coordinating research

initiatives by faculty and students in the area of humanities & commerce/ business studies. The document serves as a broad policy framework, which must be interpreted in the context of the other relevant policy and procedural documents of the Symbiosis Society as a whole.

She told about :

- the applicability of the policy
- objectives
- fundamental principles of research ethics and scientific integrity
- financial aspects, conflict of interest and intellectual property
- collaboration, mentorship and authorship
- data acquisition and management

Soon the research policy approved in this meeting, College will put the same in the College website.

RESOLUTION [IQAC 2022/2/4 a]

IT WAS UNANIMOUSLY RESOLVED THAT the research policy of the college was approved.

b. Maintenance Policy

Dr. Sheena Mathews briefed about the Maintenance Policy. College is committed to provide best in class infrastructure to all its functionaries to ensure that the infrastructure meets the requirements of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality

She told about:

- the applicability of the policy
- Procedures for infrastructure Management- enhancement of infrastructure, record of infrastructure, Physical verification, Depreciation, phasing out, Obsolescence and writing off
- Infrastructure Enhancement and Maintenance – upkeep and maintenance, SOPs for infrastructure enhancement and maintenance, Central Renovation requisition, Central maintenance requisition, Central purchase requisition

Soon the maintenance policy approved in this meeting, College will put the same in the College website.

RESOLUTION [IQAC 2022/2/4 b]

IT WAS UNANIMOUSLY RESOLVED THAT the maintenance policy of the college was approved.

c. Handbook on Human Values and Professional Ethics

Dr. Shweta Kapoor briefed about the handbook on human values and professional ethics. The College as an educational institution plays an important role in creating skilled and knowledgeable citizens with a sense of moral obligation. Therefore, there is a necessity in understanding what the educational institution offers to its stakeholders and a list of expected ethical practices that would be followed by the institution. The handbook contains:

Part I – Human Values

- Objectives
- Human values
- Civic Virtues
- Respect for others
- Living peacefully
- Caring
- Sharing
- Honesty
- Courage
- Valuing Time
- Co-operation
- Commitment
- Empathy
- Self-confidence
- Character
- Spirituality

Part II – Professional Ethics

- Types of Ethics – Common morality, Personal morality, professional ethics, work ethics, moral dilemmas, moral autonomy
- Ethics to be observed by Governing Body Members
- Ethics to be observed by Administrative staff
- Ethics to be observed by Teachers
- Teachers and students
- Teachers and colleagues
- Teachers and authorities
- Teachers and non-teaching staff
- Teachers and community

- Ethics to be observed by students
- Code of conduct for on-line teaching learning
- Code of conduct for students
- Code of conduct for teachers

Suggestions:

Code of conduct for students can be converted into legal document. The College can get the signature of the students at the time of admission.

RESOLUTION [IQAC 2022/2/4 c]

IT WAS UNANIMOUSLY RESOLVED THAT the proposal to approve the Handbook on Human Values and Professional Ethics was approved with suggestions.

5. Feedback Mechanism:

- a. Feedback on curriculum**
- b. Feedback on College by faculty**
- c. Student Satisfaction Survey**

Dr. Sheena Mathews briefed about feedback mechanism. Three types of feedback were taken from the stakeholders namely Feedback on curriculum, feedback on College by faculty and student Satisfaction Survey

a. Feedback on curriculum

- 166 students Responded (TYB.Com and TYBA)
- Online Learning was challenging and the students faced a lot of technical glitches during the Assessments
- All the courses received positive feedback
- Majority of the students agreed that the syllabus was relevant to the title, workload was manageable, syllabus was completed satisfactorily, and adequate study material was available

Students Suggestions:

- Feedback must be given for the Assignments Submitted
- To introduce the current accounting standards and inclusion of Current Topics
- Greater Practical Training

b. Feedback on College by faculty

Following points are to be considered as feedback on College by faculty.

1. **Curriculum Design and Development:** Provide more choice-based options to the students for selecting the subjects of their interest.
2. **Teaching, Learning, Evaluation and Research:** Appointment of teacher assistants for the overall improvement in teaching, learning, evaluation and research.
3. **Infrastructure:** More Work Stations, Research Unit and Edu Labs for Humanities and Commerce
4. **Governance:** A proper system of data maintenance.
5. **Value-Added Courses:** ERP, SPSS, Banking Exams Training, UPSC, Digital Marketing, Water Budgeting and Watershed Management, Green Economy, etc.
6. **New Academic Programs:** Certificate Course in Insurance, Enterprise risk management, business analytics, Retail management, International Business, Supply Chain Management, Culture, Media & Film studies etc.

c. Student Satisfaction Survey

There were responses from 1723 students. 75% students have said 100% syllabus was covered in the class. Overall students were satisfied. However, there are some suggestions from the students which are as follows:

- The online mode of teachings not that effective
- Due to time difference NRI students face lot of challenges.
- Classes should be 5 days a week
- The time limit for the semester should be increased in order to finish the ACCA portion.
- The burden of assignments should be reduced since numerous assignments in a single subject keeps us overburdened
- Provide internships opportunity to work along with ongoing college
- Company/field visits to understand how a specific industry or a company actually works.
- Organise events and interactive session with teachers so students and teachers get to know each other well
- Feedbacks on assignments
- Interdisciplinary students should get a wider range of subjects to choose

Ms. Nissi Babu told on behalf of the students that most of the students are not satisfied with the teaching of newly recruited teachers.

5. Any other matter with the permission of the chair :

a. To approve the NISP Policy

Dr. Sharayu Bakhare, NISP Co-coordinator briefed about the National Innovation and Startup Policy (NISP). As per the guidelines of Ministry of Education, the College has constituted the Institution's Innovation Council and therefore has formed a committee headed by the Principal for implementation of NISP policy. This will help to build a conducive entrepreneurial environment through encouraging and promoting student entrepreneurs and alumni entrepreneurs. The College is committed towards entrepreneurship development and has taken necessary actions to foster the entrepreneurship eco system by institutionalizing entrepreneurship development through the formation of a dedicated Centre for Entrepreneurship and Innovation.

RESOLUTION [IQAC 2022/2/5]

IT WAS UNANIMOUSLY RESOLVED THAT the proposal to approve the NISP and implementation thereof was approved.

b. Update on On-line Degree Programme:

Dr. Anil Adagale updated about 'on-line degree programme' that College wants to start. This programme will be completely 'on-line'. This is an additional programme that College will offer to the students. Difficulties also will be solved online (live) only. However, lectures/sessions can be recorded. These lectures will be uploaded in the College website, so that students can listen the lectures as per their time. For this college will make the se-up for recording.

Meeting ended with a vote of thanks.



Dr. Anil Adagale
Member Secretary and
Coordinator, IQAC



Dr. Hrishikesh Soman
Principal &
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

For Internal Quality Assurance Cell Meeting scheduled on Friday, 4th March 2022

Sr. No.	Designation	Name	Signature	
1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman		
2.	Vice-Chairperson	Dr. Tessa Thadathil	Tessa Thadathil 4/3/22	
3.	Teachers to represent all level (Three to Nine)	Dr. Yogini Chiplunkar	Yogini Chiplunkar	
4.		Dr. Swati Chinye	Swati Chinye 4/3/22	
5.		Dr. Aarti Wani	Aarti Wani	
6.		Dr. Sheena Mathews	Sheena Mathews	
7.		Dr. Neelofar Raina	Neelofar Raina	
8.		Dr. Shubhada Tamhankar	Absent	
9.		Dr. Neha Agashe	Neha Agashe	
10.		External Expert	Dr. Vinayak Shirgurkar	Vinayak Shirgurkar
11.		External Expert	Dr. Chandrakant Rawal	Absent
12.	One member from the Management	Dr. Manisha Ketkar	Absent	
13.	Senior administrative officer	Mrs. Gandhali Parulekar	Gandhali Parulekar 04/3/22	
14.	One nominee each from local society	Dr. Suchitra Date	Absent	
15.	One nominee each from Students	Ms. Nissi Babu	Nissi Babu	
16.	One nominee each from Alumni	Mr. Narendra Chavan	Narendra Chavan	
17.	One nominee each from Stakeholders	Mrs. Monika Parikh	Monika Parikh	
18.	One nominee each from Employers	Ms. Pranjali Raje	Absent	
19.	One nominee each from Industry	Mr. Adwait Kurlekar	Adwait Kurlekar	
20.	One of the senior teachers as the coordinator / IQAC	Dr. Anil Adagale	Anil Adagale	
21.	Special Invitee	Dr. Sharayu Bhakare	Sharayu Bhakare	
22.	Special Invitee	Dr. Shweta Kapoor	Shweta Kapoor	
23.	Special Invitee	Mrs. Sarika Wagh	Sarika Wagh	



ACTION TAKEN REPORT

Dr. Anil Adagale, IQAC Coordinator presented the Action Taken Report:

1. Academic and Administrative Audit of 2019-2020 and 2020-2021

Dr. Anil Adagale informed the committee members that the College has conducted Academic and Administrative Audit for the academic year 2019-2020 and 2020-2021. The College is working on the suggestions given by the committee experts Dr. Vinayak Shirgurkar and Dr. Chandrakant Rawal. Most of the policies which were not placed, were defined and will put forward for approval in this meeting.

2. Reconstitution of Student Scholarship Cell

The College has reconstituted the Student Scholarship Cell for giving scholarships to the students who excel in Sports – national and international players and the other parameter is to offer scholarship to the students from the reserved category on merit basis. College is also keeping fund reserved for offering such scholarships. The Committee will explore the funding availability and eligibility criteria, number of students etc. for offering scholarships. In the next meeting College will give submit the detailed guidelines for the same.

Dr. Narendra Chavan suggested that private funds from Dagadushet Ganapati Mandal, Shankar Maharaj Math can be taken.

3. Student Mentorship Programme

Dr. Sharayu Bhakare, teacher in-charge of this programme informed the committee members that the College has established Student Mentorship Program (SMP) to create and foster a mentoring culture and to develop a healthy relationship between teachers and students from the academic year 2021-2022. The whole activity will be on-line for UG and PG students also. College has appointed full-time Psychology Councillor to provide counselling to the students. There is Advisory committee consisting Dr. Hrishikesh Soman, Dr. Tessa Thadathil and Dr. Anil Adagale.

There is also executive committee consisting following members:

- 1 Dr. Sharayu Bhakare In-charge
- 2 Mrs. Sarika Wagh Member



- 3 Mrs. Alka Arora Member
- 4 Mrs. Tejaswini Shevate Member
- 5 Ms. Vidhi Kalra Member
- 6 Dr. Pooja Prabhavalkar Member

The role of the executive committee will be as follows :

Role of the Mentorship Executive Committee:

1. Devise mechanism for implementation of the mentorship program.
2. Help and support the teacher mentors in successful conduction of the program.
3. Resolve implementation challenges with the help of the advisory committee.

She also informed the role and responsibility of teacher mentor and student mentors.

Implementation Mechanism:

1. The teacher mentors will create a classroom in Microsoft Teams as a platform to communicate with their student mentor and mentees. Once the teams are created, the teacher mentor will add the student mentors to the class.
2. The classroom codes and the teacher mentor-student mentee allocation list will be displayed on the college website. The students are expected to join the classroom using the code.
3. The teacher mentors will collect information of the student mentees allotted to them with the help of the Registration form, proforma of which is provided by the Executive Committee.
4. The teacher mentors will hold their first meeting with all student mentees and introduce the student mentor and orient mentees about the mentorship program. Teacher mentors are required to orient the students to the various statutory committees in college.
5. The teacher mentor is expected to take minimum two meetings with all the student mentees per semester.
6. The teacher mentor will maintain an excel sheet for recording their communication with student mentees with the help of student mentor. (Excel Sheet provided by executive committee)
7. The excel sheet will be submitted at the end of the semester to the IQAC Coordinator and to the mentorship committee head.
8. Any problem of extreme nature if identified by the teacher mentor will be taken to the concerned authority (e.g. counsellor).



9. A feedback of student mentees will be taken by teacher mentor at the end of the semester.
(Feedback form will be provided)

RESOLUTION [IQAC 2022/2/2]

IT WAS UNANIMOUSLY RESOLVED THAT the policy of 'Student Mentorship Programme' was approved.

d. Establishment of NEP Cell

Dr. Soman gave the update on NEP. College has constituted the committee as per the guidelines issued by the UGC. The College has started the ground work, planning, restructuring of syllabus etc. in anticipation of the guidelines.