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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

<u>AGENDA</u>

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

The following agenda will be discussed in the meeting:

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

Mr. Anil Adagale
Member Secretary & Coordinator - IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 12th September 2018

The 2nd meeting of the IQAC for the academic year 2018-19 was held on Wednesday, 12th September 2018 at 11 a.m. in Conference Hall, SCAC, S.B. Road, Pune.

Dr. Hrishikesh Soman, Principal Symbiosis College of Arts and Commerce and Chairperson IQAC, called the meeting to order and the following business was transacted:

1. To confirm the minutes of the Meeting held on 26th July 2018

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

RESOLUTION [IQAC/2018/2/1]

UNANIMOUSLY RESOLVED THAT the minutes of IQAC held on 26th July 2018 are hereby confirmed.

2. Welcome to the new members

Mr. Anil Adagale welcomed & felicitated following new members:

a) Dr. Manisha Ketkar as Management Nominee of Symbiosis Society

b) Mr. Mayank Goyal as Student Nominee on IQAC

3. Action Taken Report

Mr. Anil Adagale presented the Action Taken Report as follows:

- Development of a Mobile Application for college activities

- Curricular Aspects – Dr. Tessy Thadathil

  Dr. Tessy explained that all the information will be collected through our website in excel format twice a year i.e. by the end of December for 1st Semester and March for 2nd Semester. Then the respective Departmental Heads will send the analysis to BOS and ATR will be sent to IQAC in the first half of January & March. This will enable IQAC to submit it's report

- **Student Satisfaction Survey (SSS)**

  Dr. Tessy explained that when student will log-on to his e-Mail for obtaining mark-sheet, he will be prompted to give the feedback first & after completion he will be able to generate the mark-sheet.

  Dr. Shirgurkar told that NAAC sends e-Mails to selected students directly for feedback and students are expected to reply within 24 hours. We should follow the same procedure. The percentage of students responding e-Mails is important.

Dr. Soman added that instead of giving questioner as an attachment, a link can be sent through e-Mail to all students. This should be properly publicized.

Dr. Manisha Ketkar informed that at SIU, they have devised two different questioners i.e. one is Faculty Feedback (50 questions) – takes 1 hour to complete in computer lab, structured environment & we give 3 hrs attendance as an incentive – at SIU level and second is Students Feedback – generic feedback (20 questions) activated at the end of every semester – sending a link through e-Mail at SIU Level. Thus we inculcate the habit of sending feedback at SIU Level.

Dr. Soman – Those students who used to be absent, will create a problem because they are not attending the classes what feedback they will give.

4. **To approve the reconstitution of IQAC as per revised guidelines and AQAR format**

Dr. Soman informed committee members that as per revised guidelines of UGC and NAAC, college has nominated additional members on IQAC as per *Appendix-A*.

5. **To update on mobile app for College activities**

Mr. Anil Adagale informed committee members about the development of a new Mobile App for college activities.

6. **To discuss the revised AQAR format**

Dr. Tessy Thadathil explained the working done on revised AQAR format. She has developed excel format which contain Revision of Syllabus, Academic Flexibility, Curriculum Enrichment & Feedback System from Stakeholders.

7. **To discuss the Feedback Form for Curriculum**

The members discussed the procedure of taking feedback from students and other stakeholders. The following suggestions were given by the experts:

Dr. Soman recommended to upload the curriculum on college website for the stakeholders. He also recommended to obtain feedback from students every year.

Dr. Shirgurkar suggested that immediately after lecture teachers should note down the points, consolidate the report and submit it in BOS, as every teacher realizes what is required or lacking in syllabus during the lecture.

Students' Satisfaction Survey - Feedback Form:

- Dr. Shirgurkar recommended to make the suitable changes in the form created by NAAC as well as to increase the number of questions.

8. **To conduct capacity building activities for Administrative staff**

Mr. Anil Adagale expressed the need to conduct various seminars / workshops to strengthen the administrative staff. Symbiosis Society organises various seminars / workshops to develop the skills of administrative staff. Further he informed that recently a workshop on 'Excel' has been conducted by Symbiosis Society. Administrative staff should come up with the ideas that what kind of training they required and accordingly we can organise the same.

9. **To update on Minor research projects**

To strengthen the Minor Research Projects college has established the Research Cell under the in-charge of Dr. Sunayini Parchure.

Dr. Parchure we are doing many activities but they are in scattered form. For streamlining, better control, documentation & co-ordination of those activities, we established Research Cell. Under Research Cell there is:

1. **M.Phil. / Ph.D. Research Cell** (for Commerce & Humanities) looked after by Dr. Shirish Limaye as Faculty In-charge

2. **Research Project Cell (Major / Minor Research Projects)** looked after by Dr. Aplana Vaidya as Faculty In-charge

3. **The Centre for Study of Society (CSS)** under College with Potential for Excellence (CPE) looked after by Dr. Sheena Mathews

4. **Publication Cell**

   a. **Faculty Publications** under Dr. Aarti Wani as Faculty In-charge - To motivate the faculty & get their papers published in UGC approved Journals

   b. **Students Publications** under Dr. Neelofar Raina as Faculty In-charge

   All the FDPs / Seminars / workshops related to research will be conducted under Teaching Learning Resource Centre (TLRC).

Further she briefed that that we already got the permission from Savitribai Phule University (SPPU) to start the Ph.D. Centre for the college.

Dr. Soman – Proposal of having one Common Entrance Test for all (47) autonomous colleges to be put up in the meeting of all autonomous colleges in Maharashtra.

Dr. Parchure informed committee members that:

1. College got eight Minor Research Projects already and more projects will be coming directly under Minor / Major Research Projects (MRP).
2. College has prepared guidelines to sanction the MRP as per UGC & SPPU. The duration & grant allocated is:
   a. For Minor Projects – From 1 to 2 years – Up to Rs. 3 Lakhs
   b. For Major Projects – From 2 to 3 years – Up to Rs. 5 Lakhs
   c. CSS Projects under CPE – Up to 1 year – Up to Rs. 1.5 lakhs

Dr. Soman said that policy for sharing the revenue by faculty to college received from consultancy is required. We will be approaching parents, alumni also for getting paid consultancy & pursue it every day.

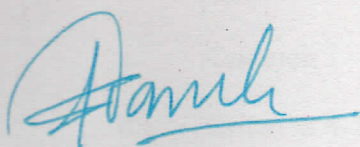Dr. Parchure suggested to establish a Consultancy Cell.

10. **Any other matter**

   - Mr. Adagale informed that:
     - The Non-Applicable points / methods: College can omit the 'Cirterian-3.5 Consultancy' from NAAC report. The point 'Remuneration to College from paid consultancy' can be omitted from report.
     - UGC is preparing the subject wise document on 'Course Outcome & Program Outcome'.
   - Dr. Soman informed committee members that Dr. Limaye has developed a good metrics. He developed the Criteria Feedback Form for all five-stake holders – all
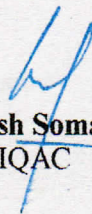
heads should come up with new ideas & would present respective criteria in next meeting.

- Administrative data collection as per NAAC format.
  Mrs. Gandhali Parulekar will be responsible for data management aspect whether it is NAAC, RUSA, NIRF, AISHE etc.
- AQAR will be put up & approved by December.

The meeting ended with the vote of thanks to the chair.

Mr. Anil Adagale
Coordinator, IQAC

Dr. Hrishikesh Soman
Chairman, IQAC