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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

The following agenda will be discussed in the Meeting:

AGENDA

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

2. To approve the Graduating Attributes

3. To approve the Programme Outcomes

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

5. To review the Student Mentorship Programme

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

7. To update on RUSA Purchases

8. Any other matter.

Mr. Anil Adagale
IQAC Coordinator

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

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)

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

Following members were present:

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

Following members were absent:

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

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

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

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

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

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

2. Action Taken Report

- ### To prepare AQAR 2018-19

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

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

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

- ### To update on PARAMARSH scheme

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

3. To approve the AQAR 2018-19

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Criteria-I: Curricular Aspects

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

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

Criteria-II: Teaching-Learning and Evaluation

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

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

Criteria-III: Research, Innovations and Extension

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

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

Criteria-IV: Infrastructure and Learning Resources

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

Criteria-V: Student Support and Progression

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

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

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

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

Criteria-VI: Governance, Leadership and Management

Mr. Anil Adagale told committee members that:

1] College has accepted the e-Governance

2] The College is in the process of preparing a Code of Conduct for all stakeholders i.e. for students, teachers, and administrative staff.

3] NAAC gives value for celebration of National and International Days. The College has taken notice of the same.

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

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

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

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

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

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

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

The committee members gave following suggestions:

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

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

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

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

8. **To approve the format for presenting curriculum**

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

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

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

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

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

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

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

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

- Starting of two new programs in academic year 2018-19, one at UG level (B.Com. with Accounting and Finance) and another at PG Level (M.A. Psychology) and revised courses of B.A. and B.Com.

- The Student Feedback which was obtained through Student Satisfaction Survey as per the guidelines of NAAC through Google Form and analysis was done.

- Providing Foreign Travel Grant for promoting research to the teachers. Dr. Aarti Wani to present paper in 2018-19 and availed the Foreign Travel Grant.

- Offering minor projects of 1-year duration by giving seed money to teachers through the Centre for Study of Society (CSS), an initiative under CPE. Three minor projects are going on under RUSA.

- The Examination Result of B.A., B.Com., M.A., M.Com.

- The SCLA course – essence of course, courses offered, activities - workshops done.

- Academic and Administrative Audit Report for the academic year 2016-2017 and the recommendations thereof.

- Further Mr. Anil Adagale updated committee members that during year 2018-19, the college got sanction of Rs. 5 Cores from RUSA. The college has received Rs. 1.5 Crore from Central Government and Rs. 1 Core from State Government until date. The college is expected to submit the expenditure statement to RUSA for spending at least 75% of 1st instalment, then the college will receive the next instalment.

- NIRF - participation in ranking for the academic year 2018-19.

- Symbiosis Centre for Skill Development - in academic year 2018-19, the centre has organized seven certificate courses, five guest lectures, five workshops, two extracurricular activities and two field visits.

- Outreach activities – various activities are conducted under National Service Scheme

- Placement – the placement drive was conducted for UG and PG students. 111 students were placed in the academic year 2018-19.

- Entrepreneurship Development Cell – guests lectures and workshops, competitions. Dr. Soman informed committee members that on 15th and 16th January 2020, the college is conducting 'SymBiZ – A Global Entrepreneurship Summit.

- Sports – participation in the various international events and receiving medals inter-collegiate events. Mr. Anirudha Sharma, Physical Director of the college selected as a Coach for Softball for India team to Malaysia.

- The governance - The autonomous college is governed by the statutory and non-statutory committees such as Governing Body, Academic Council, Bard of Studies, Finance Committee, College Development Committee, Exam Committee, Purchase Committee and IQAC.

Suggestions:

- Dr. Soman suggested that resolution which was passed in Academic Council Meeting should be enclosed while introducing new programs or revision of programme.

- Dr. Shirgurkar suggested that the Student Research Project should be carried for M.Com. program while discussing on promoting research.

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

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

10. **To implement Student Mentorship Programme**

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

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

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

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

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

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

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

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

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

12. **Update on NIRF**

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

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

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

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

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

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

14. **Any other matter**

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

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

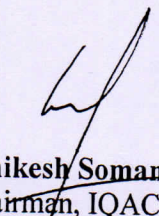 Dr. Shirgurkar suggested that committee should be appointed for implementation.

- Mr. Narendra Chavan suggested that college should mentor the students who don't get placement but are interested in getting the same. Dr. Soman assured that college will take a feedback from companies for not getting these students placed. The college will identify these students and guide them after placement.

- Dr. Soman put across the member the problem that college facing about the contradictory question of NAAC in Point No. 5.2.1 i.e. placement ratio and Point No. 5.2.2 asking for higher education. This effects on getting good marks in ranking.

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

Mr. Anil Adagale
Coordinator, IQAC

Dr. Hrishikesh Soman
Chairman, IQAC