



**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 Thursday, 2 January 2020 in Room No. 206 at 3.00 pm.

The following agenda will be discussed in the Meeting:

**AGENDA**

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

**Mr. Anil Adagale**  
IQAC Coordinator

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



**SYMBIOSIS COLLEGE OF ARTS AND COMMERCE**  
(An Autonomous College under SavitribaiPhule Pune University)  
SenapatiBapat Road, Pune 411004.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the IQAC held on 20<sup>th</sup> August 2019**

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

The following members were present:

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

The following members expressed their inability to attend the meeting.

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

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

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

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

**1. To confirm the minutes of the previous meeting held on 12<sup>th</sup> September 2018**

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

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

**2. Action Taken Report**

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

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

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

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

**3. Criterion wise presentation of AQAR**

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

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

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

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

The following suggestions for criterion 1 were given:

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

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

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

Following suggestions were given for Criterion 2:

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

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

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

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

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

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

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

Dr. Shirgurkar gave following suggestions:

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

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

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

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

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

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

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

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

The members have given following suggestions for criteria 6

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

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

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

The members have given following suggestions for the effective implementation:

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

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

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

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

**5. To discuss the UGC Scheme "PARAMARSH"**

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

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

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

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

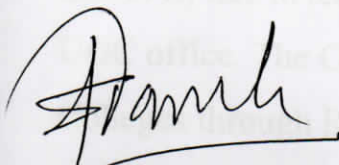
Mr. Anil Adagale informed that the college has developed a mobile APP to record and monitor the activities of the college. Before conducting activity all teachers has to go through this app and take approval.

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

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

**8. Any other matter with the permission of the chair**

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



**Mr. Anil Adagale**  
Coordinator, IQAC



**Dr. Hrishikesh Soman**  
Chairman, IQAC

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