



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 Raje

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 undertaking 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 (Specilization 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. SarikaWagh 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 MSMED 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