



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

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 Shirkurkar 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 Counsellor to provide counselling to the students. There is Advisory committee consisting Dr. Hrishikesh Soman, Dr. Tessy 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:

- Feedback on curriculum**
- Feedback on College by faculty**
- 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
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