



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

**MINUTES OF INTERNAL QUALITY ASSURANCE CELL MEETING**

The first meeting of the IQAC for the academic year 2020-21 was held on 23<sup>rd</sup> February 2021 at 11 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. Mrs. Neha Agashe
10. Dr. Hilda David
11. Dr. Vinayak Shirgurkar
12. Dr. R. G. Pardeshi
13. Mrs. Gandhali Parulekar
14. Mrs. Pallavi Walimbe
15. Mr. Sandeep Pawar
16. Ms. Eera Khedkar
17. Dr. Suchitra Date
18. Ms. Nissi Babu
19. Mr. Shankar Gavhane
20. Mr. Adwait Kurlekar
21. Mr. Anil Adagale

Following members were absent:

1. Dr. Manisha Ketkar
2. Mr. Narendra Chavan
3. Ms. Ankita Yadav

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

**1. To confirm the minutes of the Meeting held on 26<sup>th</sup> February 2020**

The minutes of IQAC meeting held on 26<sup>th</sup> February 2020 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/2020-21/1/1]**

IT IS UNANIMOUSLY RESOLVED THAT the minutes of the IQAC meeting held on 26<sup>th</sup> February 2020 were approved without any suggestions.

**2. Welcome to the new members**

Mr. Anil Adagale informed the committee members about the retirement of senior faculties such as Dr. Sunayini Parchure who was the Vice-Principal and Dr. Marcell Samuel who was the Controller of Examination. And he welcomed new members and congratulated to Dr. Tessy Thadathil for accepting charge of 'Vice-Principal' and Dr. Yogini Chiplunkar for accepting charge as 'Controller of Examination'.

Further he told about the following structural changes in IQAC:

- 1] Head of NAAC Criteria-1 – Dr. Yogini Chiplunkar
- 2] Head of NAAC Criteria 5 – Dr. Neelofar Raina
- 3] Head of NAAC Criteria-6 – Dr. Shubhada Tamhankar
- 4] Head of NAAC Criteria-7 – Mrs. Neha Agashe
- 5] Representative of Account Section – Mr. Sandeep Pawar
- 6] Students Representative – Ms. Nissi Babu

**3. Action Taken Report (ATR)**

Mr. Anil Adagale informed committee members that the committee has modified the Graduating Attributes and Program Outcomes as per the suggestions received in the last meeting and were approved in Academic Council Meeting held on 19<sup>th</sup> June 2020.

#### **4. To discuss the Administrative Audit report**

As per the suggestion from Principal Dr. Hrishikesh Soman, the College has appointed a 'Committee for Administrative Quality Assurance' (CAQA) consisting of four members viz. Mr. Anil Adagale, Dr. Tessy Thadathil, Dr. Neelofar Raina and Ms. Tejaswini Shevate, under Internal Quality Assurance Cell (IQAC), with objectives to, restructure the administrative sections, develop systems and SOP's for smooth functioning of Admin. Office, define the job responsibilities, digitalization and formalization of examination systems, etc.

Discussion took place on the proposal of 'Digitalization of Old Documents'. Mr. Anil Adagale told that it will be implemented after the approval from Principal.

The College will conduct the Administrative Audit at the end of every year. The College will appoint / invite 'External Expert' to carry out the 'Administrative Audit'.

On the basis of various meetings and interactions with all the administrative staff, this committee has submitted its report with the help of Mrs. Gandhali Parulekar and Mrs. Eera Khedkar.

#### **5. To discuss Student Mentorship Programme**

The College has appointed the Psychology Counsellor to mentor the students. The College is also planning to introduce the student mentorship Programme as per the UGC Guidelines provided in Deeksharambha - Student Induction Programme.

Mr. Adwait Kurlekar asked about the current status of the 'Student Mentorship Programme'.

Dr. Hrishikesh Soman informed the committee members that the plan will be discussed in the next IQAC meeting, the college will submit the concrete proposal for approval which will be implemented from the next academic year i.e. 2021-2022. Further he said that the implementation is possible only if the college starts physically / fully offline.

#### **6. To finalise the dates for Academic Audit for 2019-20**

Mr. Anil Adagale informed the committee members that the NAAC has issued new guidelines in 1<sup>st</sup> Apr of 2020. He told NAAC Criterion Heads to submit the data by the end of March 2021. So that the College will conduct the AAA in April 2021.

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

**a) Implementation of Apprenticeship/Internship Embedded Degree Programs in the Higher Education Institutes as per UGC Guidelines:**

Recently the College has received the guidelines from the UGC for implementation of Apprenticeship/Internship Embedded Degree Programs in the Higher Education Institutes.

By the end of this academic year, the Centre for Skill Development (CSD) will come up with a concrete plan. The CSD will do this with the NIOS & University Grants Commission (UGC) and accordingly the program will be designed & will be put for the approval in Academic Council Meeting as a kind of UG program.

Dr. Soman appealed to Mr. Adwait Kurlekar for the industry partnership to implement this program. Further he informed the committee members that there will be a webinar on this and our staff will be attending the same. [Our staff will be attending a virtual meeting with Mr. N. N. Wadode, Deputy Director of Training, Board of Apprenticeship Training (WR), Mumbai in last week of February 2021. This programme will be for B.Com. and B.A. also. The College will update on this point in due course in the next meeting.

**b) More frequent Meetings of IQAC:**

Dr. Soman Sir informed the committee members that due to COVID-19 pandemic, college couldn't conduct the meetings as per schedule. So more regular meetings will be carried out in this academic year as per the UGC mandate.

Meeting ended with a vote of thanks.



**Mr. Anil Adagale**  
Coordinator, IQAC



**Dr. Hrishikesh Soman**  
Chairman, IQAC