



**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 Third Meeting of the IQAC for the academic year 2020-21 was held on 23<sup>rd</sup> June 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. Hilda David
11. Dr. Vinayak Shirgurkar
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. Ms. Pranjali Raje
19. Mr. Adwait Kurlekar
20. Mr. Anil Adagale
21. Dr. Sharayu Bhakare

Following members were absent :

1. Dr. R.G. Pardeshi

Mr. Anil Adagale, IQAC Co-ordinator introduced new member Ms. Pranjali Raje and welcomed her.

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

**1. Confirmation of the minutes of the meeting held on 31<sup>st</sup> March 2021**

The minutes of IQAC Meeting held on 31<sup>st</sup> March 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 31<sup>st</sup> March 2021 were approved without any suggestions.

**2. Action Taken Report:**

Mr. Anil Adagale, IQAC Co-Ordinator briefed the Action Taken Report:

**a. Apprenticeship /Internship Embedded Degree programme**

The Symbiosis College of Arts and commerce is keen to initiate AEDP from the academic year 2021-22. The college through its various initiatives always strives to improve the employability and aims to strengthen Industry Academia linkage. College had two meetings with Board of Apprenticeship training (Western Region) and we have identified two Sector Skill councils i.e Retail and BFSI. The Sector Skill Councils, BOAT and industry partners will be sharing their expertise to effectively implement this embedded programme. This programme will be skill based and course will be designed to make our students more employable and industry Ready.

However, the programme with BOAT did not materialize so the college proposes to implement the said programme at local level with the help of respective Board of Studies.

He further informed that the discussion will take place in this meeting to this regard.

**b. Submission of AQAR 2019-20**

The IQAC has submitted the annual report for the academic year 2019-20 on 18 May 2021. The submission is possible because of the timely submission of the data by the Faculty and Administrative staff.

**c. Action plan for UGC Mandate**

The college has constituted the task groups for the UGC mandates in the following areas under the leadership of the below mentioned faculty:

- A. LOCF – **Dr. Sheena Matthews**
- B. DIKSHARAMBH – **Dr. Sharayu Bhakare**
- C. UGC CARE-RESEARCH – **Dr. Aarti Wani**
- D. GURU DAKSHATA – **Dr. Swati Chiney**
- E. JEEVAN KAUSHAL – **Dr. Neelofar Raina**
- F. EXAMINATION REFORMS – **Dr. Yogini Chiplunkar**

The annual plan of these task groups will be presented for approval of the IQAC in this meeting.

**3. To update on the submission of AQAR 2019-2020**

Mr. Anil Adagale informed that AQAR 2019-2020 has been submitted and also displayed on the College website.

**4. To approve the plan of activities for various UGC Quality Mandate**

- A. LOCF
- B. DIKSHARAMBH
- C. UGC CARE-RESEARCH
- D. GURU DAKSHATA
- E. JEEVAN KAUSHAL
- F. EXAMINATION REFORMS

**A. LOCF**

Dr. Sheena Mathews gave the plan of activities under Learning Outcome Based Curriculum Framework (LOCF)

She told that learning outcomes specify what graduates completing a particular programme of study are expected to know, understand and be able to do at the end of their programme of study. Expected learning outcomes are to be used as reference points that would help –

- a) formulate graduating attributes,
- b) qualification descriptors,
- c) programme learning outcomes and
- d) course learning outcomes which in turn will help in curriculum planning and development and in the design, delivery and review of academic programme.

Accordingly, first College need to focus on Expected Learning Outcomes. To understand how to evaluate the expected learning outcomes a Faculty Development Programme (FDP ) on Outcome Based Education is organised from 1st July to 3rd July 2021.



Once the faculty gets clarity on learning outcomes, we can focus on formulating graduating attributes and qualification descriptors. We are planning to organize one Workshop on Formulating Graduate Attributes and Qualification Descriptors during the Last Week of July.

After this workshop a team would be constituted for Formulating Graduate Attributes and Qualification Descriptors. Relook at Programme Learning Outcome (PLO) and Programme Specific Outcome(PSO) ( Second Week of August), Workshop on Mapping of PLO and CLO ( last week of August) will be conducted. All the concerned Departmental BoS meetings are expected to be held during the months of August. In these BoS meetings the members can relook at Programme Specific Outcome(PSO). During these BoS meetings, the members need to also focus on Course Outcome(CO) while framing the First Year Syllabus which is due for change from Academic Year 2022-23. One more Workshop on Course Outcome will be held during the month of December 2021.

**Suggestions :**

- Futuristic new education policy is to be considered.
- Interdisciplinary approach in higher education to be considered.
- Multi-disciplinary global practices to be introduced

**B. DIKSHARAMBH**

Dr. Sharayu Bhakare gave tentative schedule of 6 days' plan of the programme of student induction programme stating the details of activities that to be undertaken. This programme will be organized for the newly admitted students of First Year B.A., B.Com. There will also be a mentorship programme which will be undertaken by teachers with the help of Senior students.

Physical presence of student is a depending factor for success of this 'Diksharambh'.

**Suggestions:**

- Focus should be given on Gender sensitization
- To involve success businessman in the programme.

**C. UGC CARE-RESEARCH**

Dr. Aarti Wani explained the activities that to be undertaken in the year 2021-2022.

**Semester 1**

- a) One guest lecture on CARE and Academic Publishing
- b) One short (1 to 3 days) workshop in Research Methodology

**Semester 2**

- a) One guest lecture on Predatory Publications and Conferences
- b) One short (1 to 3 days) workshop on Academic Writing.

#### **D. GURU DAKSHATA**

Dr. Swati Chiney explained the activities that to be undertaken under 'GURU DAKSHATA'.

UGC has designed Faculty Induction Programmes (FIP) under the Guru-dakhata Scheme. In order to ensure continuous flow of qualified and dedicated teachers to meet the expanding goals of higher education, the teachers, especially the newly recruited faculty, must undergo Faculty Induction Programme, after their appointments in Higher Education. These FIPs shall be implemented across India by the scheme of Ministry of Human Resource Development (MHRD) Govt. of India and 66 Human Resource Development Centres (HRDC) under UGC. These HRDC Centres shall undertake 3 programs every year with a maximum intake of 40 participants.

The Guru-dakshata HRDC Pune Centre is in the premises of Savitribai Phule Pune University and it has planned 4 FIPs in the academic year 2021-22.

**The Guru-Dakshata Committee has finalised the following plan –**

##### **Section A –**

- To identify the needs and requirements of our college teachers to be send by turns to attend the FIPs organised by HRDC Pune centre.
- For this the various Heads of Departments will be consulted and accordingly the teachers will be shortlisted and sent to attend the need based FIPs organised under Guru-dakshata.
- A priority will be given to the new faculty to get a training under this Guru-dakshata scheme after considering their workload, teaching assignments, period of FIP, availability of substitute teacher during their absence and such other parameters.

##### **Section B –**

- Teaching Learning Resource Centre of the College is a knowledge bank for the faculty. The Centre organises various FDPs, Workshops and guest lectures on diverse topics related to education, research and academics for the upgradation of the teachers. This upgradation of teachers directly benefits the teachers and indirectly the students. Thus, the goals of Guru-Dakshata and TLRC are similar.
- The TLRC is taking opinion of faculty for their suggestions of topics on which they want FDPs in the academic year 2021-22, through a google form specially designed for the purpose.
- Based on the feedback received through the google form, the TLRC has planned to organize various FDPs throughout the year. To begin with, in the last week of July2021, a 6 days FDP is being planned.

##### **Suggestions :**

1. To conduct the programme for SET / NET orientation programme for PG students.
2. Research Methodology Workshop can be collaborated with Guru Dakshata.



## **E. JEEVAN KAUSHAL**

Dr. Neelofar Raina informed about Jeevan Kaushal.

**1.Year of Implementation**-June 21-22

**2.Courses:** College will be offering the Following life Skill courses under Jeevan Kaushal

- a) Learning Communications Skills
- b) Professional Skills
- c) Leadership & Management skills
- d) Universal human Values

**3.Duration/No. of Hours Per Course-** 30 Hours

**4.Credits Awarded-** 2 Credits

**5.Beneficiaries:** Undergraduate Students (FY, SY, TYBA/BCom)

**6.Mentor, felicitator and Student Ratio (Batch Size):** 1:30 Students

**7.Course Facilitators:** Industry Experts, Corporate Trainers, Professionals, Psychologists, Senior Academicians, Language Experts. Motivational Speakers

**8 Nature of Courses:** The Courses will be optional, and students will be encouraged on a continuous basis to enroll for these courses to hone their life skills and earn extra credits. (2 credits)

**9.Assessments**-Innovative internal Evaluation (Course Specific)

**10.Certificate:** Students Beneficiaries will be awarded certificate of Completion

**11. Implementing Agencies:** Symbiosis Centre for liberal Arts, Centre for Human Excellence and Symbiosis Centre for Skill Development will be the implementing these well designed programmes with innovative pedagogy and evaluation under the aegis of Symbiosis college of Arts and commerce.

### **Suggestions :**

- 1. To add Financial Literacy Programme
- 2. Skills like problem solving, active thinking should be integrated in pedagogy.

## **F. EXAMINATION REFORMS**

Dr. Yogini Chiplunkar informed the committee members the activities that are to be conducted from the point of view of examination. Workshop for teachers on 'Use of Rubrics in Assessment and Evaluation'

will be conducted in the last week of August 2021. Also workshop for teachers on 'linking of assessment to course outcomes and programme specific outcomes' will be conducted in the 1<sup>st</sup> week of September 2021. She further added that additional workshop can be conducted in the 2<sup>nd</sup> term if required.

Mr. Anil Adagale informed the members that academic calendar showing all the activities that are to be undertaken will be presented in next meeting.

#### **5. To discuss SPPU Guidelines on starting Research Centres for Ph.D.**

Principal Dr. Soman informed the committee members that as per circular of SPPU, an Autonomous College can start the Ph.D. Centre. However, there are some conditions mentioned in that circular which are :

- Existence of Master Programme
- Two teachers duly approved by SPPU as guide
- UGC guideline of 2016 to be followed for admission
- Students who have passed PET examination conducted by SPPU are also eligible for admission.
- Freedom to decide the fees

However, no specific guidelines are there for starting of Ph.D. Centre. He further informed that college can start the Ph.D. Centre by informing to the SPPU. College is working on the conditions, modalities and wants to start the Ph.D. centre in Economics, English and Commerce. Ph.D. centre in Commerce can immediately start. Proposal will be submitted to SPPU for Commerce.

#### **6. To approve the proposal for integration of CIMA into M. Com. Programme**

Dr. Tessy Thadathil briefed about the CIMA. CIMA means Chartered Institute of Management Accountants.

It is a professional qualification based on three pillars of Enterprise, performance and Finance. This course is divided over three levels namely Operational, Management and Strategic. Each level has three subjects as mentioned below. At the end of each level, the evaluation is done based on a case study which will test for the application of all the three subjects studied at the respective level.

Total subject under the CIMA program = 9

<b>Operational Level</b>	<b>E1</b> Managing Finance in a Digital World <b>P1</b> Management Accounting <b>F1</b> Financial Reporting
<b>Management Level</b>	<b>E2</b> Managing Performance <b>P2</b> Advanced Management Accounting <b>F2</b> Advanced Financial Reporting
<b>Strategic Level</b>	<b>E3</b> Strategic Management <b>P3</b> Risk Management <b>F3</b> Financial Strategy

## Integration with M.COM

<b>Semester 1</b>	<p><b><u>Compulsory Subjects:</u></b></p> <p>Contemporary Strategic Management P1 Management Accounting</p> <p><b><u>Special Subjects:</u></b></p> <p>E1 Managing Finance in a Digital World F1 Financial Reporting</p>
<b>Semester 2</b>	<p><b><u>Compulsory Subjects:</u></b></p> <p>Financial Analysis and control Business Research Methodology</p> <p><b><u>Special Subjects:</u></b></p> <p>E2 Managing Performance P2 Advanced Management Accounting</p>
<b>Semester 3</b>	<p><b><u>Compulsory Subjects:</u></b></p> <p>Business Finance Industrial Economics</p> <p><b><u>Special Subjects:</u></b></p> <p>F2 Advanced Financial Reporting E3 Strategic Management</p>
<b>Semester 4</b>	<p><b><u>Compulsory Subjects:</u></b></p> <p>Capital Market and Financial Services Global Economic Environment</p> <p><b><u>Special Subjects:</u></b></p> <p>P3 Risk Management F3 Financial Strategy</p>

If there is a response from at least 15 students, college will start the programme from this academic year 2021-2022. Dr. Soman informed that the fees for this course will be 1,00,000/- to 1,07,000/- per year. Out of which College has to give the contribution to CIMA. He put the proposal for integrating of CIMA with UG and PG.



## **RESOLUTION [IQAC/2021/2/2]**

UNANIMOUSLY RESOLVED THAT the proposal to integrate CIMA with UG and PG is approved in principle and further resolved that the Principal, SCAC is hereby authorized to take appropriate steps and action to start the programme from this academic year 2021-2022.

### **7. To confirm the date for Academic Audit 2019-2020 and 2020-2021**

Dr. Shubhada Tamhankar informed the committee members that due to pandemic situation of COVID – 19, academic audit could not take place. College will conduct Academic Audit for both the years 2019-2020 and 2020-2021 in month of August. On-line audit will be conducted due to pandemic situation.

Dr. Soman suggested that documents related to audit can be submitted on-line with hyperlinks and then virtual meeting can be conducted.

### **8. To discuss the policy of incorporating apprenticeship / internship / on-job training**

Dr. Tessy Thadathil, Vice Principal informed the committee members that in the last Academic Council Meeting there was a discussion about implementation of apprenticeship / internship / on-job training component in the curriculum. However, the programme with BOAT did not materialize so the College proposes to implement the said programme at local level with the help of respective Board of Studies.

There are also some limitations like number of students, infrastructure hurdle, physical presences of the students. The AEDP can be started after opening of the College may be in summer and winter vacation. This will be of six months. It is not compulsory to all the students. However, College need the help from the industry who will take the students as 'Intern'.

Suggestions:

- To take feedback from alumni.
- To take feedback from industry after student went for internship and change the syllabus accordingly, give training to the students. Then send the students again as intern. Training should be 'job specific'
- College can run it as programme of 6 months duration independently. Students can be allowed to continue to work on part-time basis even after college starts.

Dr. Manisha Ketkar assured that she will help by giving the name of the contact person with mobile number from National HRD framework.

Dr. Soman requested committee members that suggestions can be given by them by sending the mails even afterwards.

He further informed the members that College will put up detailed proposal in the next meeting.

**9. To approve the SOP for conducting college activities**

Mr. Anil Adagale, Co-ordinator informed the committee as per the suggestions in Academic Audit, College has prepared SOP for conducting college activities and as a part of it has formed a format of letter for forwarding the budget for the same to Symbiosis Society. Mr. Anil Adagale presented the format of letter to the committee members.

Suggestions:

Committee suggested that remarks by purchase, Accounts, IQAC and principal should be included in the format.

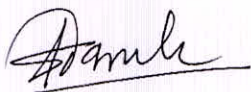
**RESOLUTION [IQAC/2021/2/3]**

UNANIMOUSLY RESOLVED THAT the format / SOP for conducting the college activities has been approved with suggestions.

**10. Any other matter**

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Meeting ended with a vote of thanks.



**Mr. Anil Adagale**  
Member Secretary and  
Co-ordinator, IQAC