



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 Wednesday, 26th July 2018 at 11:00 am in 206. The following agenda will be discussed in the Meeting:

AGENDA

- 1. To confirm the minutes of previous meeting held on 13th April 2018**
- 2. Reconstitution of IQAC as per revised guidelines and AQAR format.**
- 3. Discussion on revised AQAR format criterion wise**
- 4. Feedback mechanism**
 - a. Curriculum**
 - b. Student satisfaction survey (SSS)**
- 5. Faculty development program for new recruits and young teachers**
- 6. Capacity building for Administrative staff**
- 7. Short term courses on teaching methodology**
- 8. Minor research projects**
- 9. Any other matter with the permission of the chair**

Mr. Anil Adagale
Coordinator, IQAC,

Dr. Hrishikesh Soman
Chairman, IQAC.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC held on 26th July 2018

The 1st meeting of the IQAC for the academic year 2018-19 was held on 26th July 2018 at 11 am in AV Hall, SCAC, S.B. Road, Pune.

Dr. Hrishikesh Soman, Principal Symbiosis College of Arts and Commerce and Chairperson IQAC, called the meeting to order and the following business was transacted.

1. To confirm the minutes of previous meeting held on 13th April 2018

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

RESOLUTION

[IQAC/2018/1/1]

UNANIMOUSLY RESOLVED THAT the minutes of IQAC held on 13th April 2018 are hereby confirmed.

2. Reconstitution of IQAC as per revised guidelines and AQAR format.

The UGC and NAAC has revised the guidelines for IQAC and as per the guidelines the IQAC Committee has been reconstituted incorporating members from various sections recommended by UGC and NAAC.

RESOLUTION

[IQAC/2018/1/2]

UNANIMOUSLY RESOLVED that the IQAC Committee has been reconstituted and approved from the Academic Year 2018-19 as per ANNEXURE 1.

3. Discussion on revised AQAR format criterion wise

Mr. Anil Adagale, IQAC Coordinator explained the revised format for AQAR to be implemented from the Academic Year 2018-19. He also informed that the AQAR submission will be online with effect from July 2018. The criteria In-charge were informed the information to be collected throughout the Academic Year which enable the timely submission of AQAR for the year 2018-19.

4. Feedback mechanism

a. Curriculum

Mr. Anil Adagale explained the curricular aspect wherein there is a need to devise a format to elicit information from various stakeholders regarding the revision of the curriculum. Dr. Tessy Thadathil was given the charge to devise the format for getting feedback from students, teachers, parents, employers, and industry while revising the curriculum.

b. Student satisfaction survey (SSS)

As per NAAC requirement the second criteria require the feedback from students on teaching-learning aspect. It was decided to adopt the same format to get feedback from students on teaching learning aspect.

5. Faculty development program for new recruits and young teachers

The members discussed the need to organise FDP for the new and young faculty in the area of teaching learning and Research. It was decided to organise guest lectures and FDP's in Research to augment it.

6. Capacity building for Administrative staff

The members discussed the methods for the upgradation of skills of the administrative staff. It was decided that the administrative staff should participate in various capacity building programme organized by Symbiosis Society and SPPU.

7. Short term courses on teaching methodology

The members expressed the need to conduct Short term courses on teaching methodology for faculty to enhance the quality of teaching and acquaint the faculty with innovative teaching methodology.

8. Minor research projects

The College has constituted Research Cell which will foster the Research culture among the faculty. The College has constituted Center for the Study of Society (CSS) and Research Centre under the In-charge of Dr. Sheena Mathews and Dr. Alpana Vaidya respectively. These centres will prepare the guidelines for the various Minor Research Projects and invite proposals from the faculty to be funded by College.

9. Any other matter with the permission of the chair

No other matter was discussed and the meeting ended with the vote of thanks to the chair.

Mr. Anil Adagale
Coordinator, IQAC,

Dr. Hrishikesh Soman
Chairman, IQAC.

The composition of the IQAC w.e.f. 2018-19

Sr. No.	Designation	Name	Nomination
1.	Chairperson: Head of the Institution	Dr. Hrishikesh Soman	Principal
2.	Vice-Chairperson	Dr. Sunayini Parchure	Vice-Principal
3.	Teachers to represent all level (Three to eight)	Dr. Tessy Thadathil	Criteria 1
4.		Dr. Shirish Limaye	Criteria 2
5.		Dr. Aarti Wani	Criteria 3
6.		Dr. Vijay Behere	Criteria 4
7.		Dr. Sharayu Bakare	Criteria 5
8.		Dr. Marcelle Samuel	Criteria 6
9.		Dr. Swati Dixit	Criteria 7
10.		Dr. Hilda David	Liberal Arts
11.		Dr. Neelofar Raina	Skill Development
12.		One member from the Management	Dr. Manisha Ketkar
13.	Few Senior administrative officers	Mrs. Gandhali Parulekar	Registrar
14.		Mrs. Pallavi Walimbe	Administration
15.		Mr. Ramchandra Kulkarni	Accounts
16.		Ms. Eera Khedkar	IQAC
17.	One nominee each from local society	Dr. Vinayak Shirgurkar	Local Society
18.	One nominee each from Students	Mr. Mayank Goyal	Student
19.	One nominee each from Alumni	Ms. Kashmira Behere	Alumni
20.	One nominee each from Employers	Mr. Sumit Shah	Honeywell
21.	Industrialists	Mr. Advait Kurlekar	CEO, Upohan
22.	Stakeholders	Mr. Shankar Gavhane	Parent
23.	One of the senior teachers as the coordinator/Director of the IQAC	Mr. Anil Adagale	Coordinator



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The meeting of the IQAC will be held on Wednesday, 12th September 2018 at 11:00 am in 206.
The following agenda will be discussed in the Meeting:

AGENDA

1. To confirm the minutes of the Meeting held on 26th July 2018
2. Welcome to the new members
3. Action Taken Report
4. To approve the reconstitution of IQAC as per revised guidelines and AQAR format.
5. To update on mobile app for College activities
6. To discuss the revised AQAR format
7. To discuss the feedback form for Curriculum
8. To conduct Capacity building activities for Administrative staff
9. To update on Minor research projects
10. Any other matter

Mr. Anil Adagale
IQAC Coordinator



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 12th September 2018

The 2nd meeting of the IQAC for the academic year 2018-19 was held on Wednesday, 12th September 2018 at 11 a.m. in Conference Hall, SCAC, S.B. Road, Pune.

Dr. Hrishikesh Soman, Principal Symbiosis College of Arts and Commerce and Chairperson IQAC, called the meeting to order and the following business was transacted:

11. To confirm the minutes of the Meeting held on 26th July 2018

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

RESOLUTION [IQAC/2018/2/1]

UNANIMOUSLY RESOLVED THAT the minutes of IQAC held on 26th July 2018 are hereby confirmed.

12. Welcome to the new members

Mr. Anil Adagale welcomed & felicitated following new members:

- a) Dr. Manisha Ketkar as Management Nominee of Symbiosis Society
- b) Mr. Mayank Goyal as Student Nominee on IQAC

13. Action Taken Report

Mr. Anil Adagale presented the Action Taken Report as follows:

- Development of a Mobile Application for college activities
- Curricular Aspects – Dr. Tessy Thadathil

Dr. Tessy explained that all the information will be collected through our website in excel format twice a year i.e. by the end of December for 1st Semester and March for 2nd Semester. Then the respective Departmental Heads will send the analysis to BOS

and ATR will be sent to IQAC in the first half of January & March. This will enable IQAC to submit its report

- **Student Satisfaction Survey (SSS)**

Dr. Tessy explained that when student will log-on to his e-Mail for obtaining mark-sheet, he will be prompted to give the feedback first & after completion he will be able to generate the mark-sheet.

Dr. Shirgurkar told that NAAC sends e-Mails to selected students directly for feedback and students are expected to reply within 24 hours. We should follow the same procedure. The percentage of students responding e-Mails is important.

Dr. Soman added that instead of giving questioner as an attachment, a link can be sent through e-Mail to all students. This should be properly publicized.

Dr. Manisha Ketkar informed that at SIU, they have devised two different questioners i.e. one is Faculty Feedback (50 questions) – takes 1 hour to complete in computer lab, structured environment & we give 3 hrs attendance as an incentive – at SIU level and second is Students Feedback – generic feedback (20 questions) activated at the end of every semester – sending a link through e-Mail at SIU Level. Thus we inculcate the habit of sending feedback at SIU Level.

Dr. Soman – Those students who used to be absent, will create a problem because they are not attending the classes what feedback they will give.

14. To approve the reconstitution of IQAC as per revised guidelines and AQAR format

Dr. Soman informed committee members that as per revised guidelines of UGC and NAAC, college has nominated additional members on IQAC as per *Appendix-A*.

15. To update on mobile app for College activities

Mr. Anil Adagale informed committee members about the development of a new Mobile App for college activities.

16. To discuss the revised AQAR format

Dr. Tessy Thadathil explained the working done on revised AQAR format. She has developed excel format which contain Revision of Syllabus, Academic Flexibility, Curriculum Enrichment & Feedback System from Stakeholders.

17. To discuss the Feedback Form for Curriculum

The members discussed the procedure of taking feedback from students and other stakeholders. The following suggestions were given by the experts:

Dr. Soman recommended to upload the curriculum on college website for the stakeholders. He also recommended to obtain feedback from students every year.

Dr. Shirgurkar suggested that immediately after lecture teachers should note down the points, consolidate the report and submit it in BOS, as every teacher realizes what is required or lacking in syllabus during the lecture.

Students' Satisfaction Survey - Feedback Form:

- Dr. Shirgurkar recommended to make the suitable changes in the form created by NAAC as well as to increase the number of questions.

18. To conduct capacity building activities for Administrative staff

Mr. Anil Adagale expressed the need to conduct various seminars / workshops to strengthen the administrative staff. Symbiosis Society organises various seminars / workshops to develop the skills of administrative staff. Further he informed that recently a workshop on 'Excel' has been conducted by Symbiosis Society. Administrative staff should come up with the ideas that what kind of training they required and accordingly we can organise the same.

19. To update on Minor research projects

To strengthen the Minor Research Projects college has established the Research Cell under the in-charge of Dr. Sunayini Parchure.

Dr. Parchure we are doing many activities but they are in scattered form. For streamlining, better control, documentation & co-ordination of those activities, we established Research Cell. Under Research Cell there is:

1. **M.Phil. / Ph.D. Research Cell** (for Commerce & Humanities) looked after by Dr. Shirish Limaye as Faculty In-charge
2. **Research Project Cell (Major / Minor Research Projects)** looked after by Dr. Aplana Vaidya as Faculty In-charge
3. **The Centre for Study of Society (CSS)** under College with Potential for Excellence (CPE) looked after by Dr. Sheena Mathews

4. Publication Cell

- a. **Faculty Publications** under Dr. Aarti Wani as Faculty In-charge - To motivate the faculty & get their papers published in UGC approved Journals
- b. **Students Publications** under Dr. Neelofar Raina as Faculty In-charge

All the FDPs / Seminars / workshops related to research will be conducted under Teaching Learning Resource Centre (TLRC).

Further she briefed that that we already got the permission from Savitribai Phule University (SPPU) to start the Ph.D. Centre for the college.

Dr. Soman – Proposal of having one Common Entrance Test for all (47) autonomous colleges to be put up in the meeting of all autonomous colleges in Maharashtra.

Dr. Parchure informed committee members that:

1. College got eight Minor Research Projects already and more projects will be coming directly under Minor / Major Research Projects (MRP).
2. College has prepared guidelines to sanction the MRP as per UGC & SPPU. The duration & grant allocated is:
 - a. For Minor Projects – From 1 to 2 years – Up to Rs. 3 Lakhs
 - b. For Major Projects – From 2 to 3 years – Up to Rs. 5 Lakhs

c. CSS Projects under CPE – Up to 1 year – Up to Rs. 1.5 lakhs

Dr. Soman said that policy for sharing the revenue by faculty to college received from consultancy is required. We will be approaching parents, alumni also for getting paid consultancy & pursue it every day.

Dr. Parchure suggested to establish a Consultancy Cell.

20. Any other matter

- Mr. Adagale informed that:
 - The Non-Applicable points / methods: College can omit the ‘Criteria-3.5 Consultancy’ from NAAC report. The point ‘Remuneration to College from paid consultancy’ can be omitted from report.
 - UGC is preparing the subject wise document on ‘Course Outcome & Program Outcome’.
- Dr. Soman informed committee members that Dr. Limaye has developed a good metrics. He developed the Criteria Feedback Form for all five-stake holders – all heads should come up with new ideas & would present respective criteria in next meeting.
- Administrative data collection as per NAAC format.
Mrs. Gandhali Parulekar will be responsible for data management aspect whether it is NAAC, RUSA, NIRF, AISHE etc.
- AQAR will be put up & approved by December.

The meeting ended with the vote of thanks to the chair.

Mr. Anil Adagale
Coordinator, IQAC

Dr. Hrishikesh Soman
Chairman, IQAC