



Compliance Report IQAC Audit 31st May ____ (year) to 1st June ____ (year)
(For the Audit Team)

Name of the Institute/
Department

SIBM

Audit Date

25 JULY 2016

Name of the IQAC Audit
Team Members

- 1 Dr. KOMAL CHOPRA
- 2 Dr. SANJAY PAWAR
- 3 Prof. RAHUL DHAIGUDE
- 4 Dr. SUSHIL CHAURASIA
- 5 Dr. NEHA PATWARDHAN.

Name of the IQAC
Coordinator

Prof. MUAZZAM KHAN

AQAR Audit - General Observations		
Sr. No	Observation	Remarks
1.	Layout	VERY GOOD
2.	Filing	GOOD
3.	Adequacy of documents	ADEQUATE
4.	Authentication by Director	VERY GOOD / ALL
5.	Level of Understanding of Concerned person	VERY GOOD
6.	Overall Impression	VERY GOOD
7.	Best Practices, if any	STUDENT DRIVEN ACTIVITIES, MDP, + CONSOLANCIES, HOSPITALITY
8.	Recommendations	

Signature of the Audit Team Members

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

[Handwritten signatures of audit team members]

Signature of Director

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Check list for IQAC meetings

Name of the Institute-

S.no	No of meetings conducted in 2015-2016 (2)	Documents to be checked	Yes or No
		Composition as per NAAC recommendation	YES
		Offer letters to the members	YES
	2	Notice	Yes
	2	Agenda	Yes
	2	Attendance Sheet	Yes
	2	Minutes	Yes
	2	Whether chorum is met	Yes

Need to carry forward the intimation letters along with composition.

SI BM

OUTCOME METRICS AND PERFORMANCE INDICATORS (OMPI)

	Category	Points	Minimum Expected	INSTITUTE'S SCORE	AUDITOR'S SCORE <i>written</i>
I	Academic Outcome	175	105	100	✓
II	HR Outcome	100	40	47	✓
III	Financial Outcome	100	40	-	
IV	Research Outcome	225	135	29	✓
V	Community Service	50	20	18	✓
VI	Internationalisation	100	40	28	✓
VII	Health & Wellness	50	20	23	✓
	Total	800	400	245	

***Note :** Academic outcome and Research outcome account for (175 + 225 =400 points) which is 50% of the total. This is deliberate . Given the focus of the University at this stage, it is imperative to emphasize that Research is critical; and improving Academic outcome is the only way to strengthen our image in the academic fraternity . The minimum percentage points expected as thus pegged at 60% for these two parameters and 40% for the rest

Comments

- Academic Outcome
 1.2(d) :- Peer Review Not done. Score based on Director's View.
 1.2(e) - Summary sheet for feedback not available to verify.
 1.2(g) - No score summary received from SIU. Not able to verify the score.
 1.4 - Credits taught by full time faculty. Calculation is around 5.
 1.9 - No record available to verify.
- II - Human Resource Development
 II 2(a) - Progression of faculty - No records available to verify. However detailed records are available.
Faculty Achievement
 II 3 a - API - category - No data available to verify.
- IV - Research Outcome
 IV 1. - No summary sheet available to verify.
- VI - International Student & Faculty
 VI 1(g) - Definition not clear. If Regular tutorial is remedial then '0'. If regular sessions can be considered then OK.
- VII - Health & Wellness
 VII-3: Participation in event by staff and faculty. No summary sheet (evidence) to verify.

Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria I

Q. No	Curricular Aspects	To check institute / department level documents	Docs Available Yes / No	Comments
1.1	No of existing Programmes for the current academic year (Phd, PG,UG,PG Diploma,Advanced Diploma,Diploma, Certificate) ✓	Cross check with online MIS of the institute,SIU approval of new programme,Fee structure,Note explaining interdisciplinary , value added, Innovative nature of the programme(wherever applicable),Admission policy, fee structure,	Yes	
	Number of programs added during the year		Yes	
	Number of self financing programmes		Yes	
	Number of value added /career oriented programmes		Yes	
	Any inter- disciplinary programmes			
	Innovative Programmes		Yes	
1.2	Core / Elective whether Semester/Trimester/Annual	1 Approved Programme Structures 2. Academic Manual	Yes	
	Flexibility of Curriculum : CBCS	1-Copy of notification received from SIU 2. How is the CBCS system implemented?	Yes	
1.3	Feedback from stakeholders on all aspects	Feedback(online,manual - Aumni,Students,Parents,Employers and Analysis of feedback on the folowing: - Curriculum development(BOS) -Other	Yes	
1.4	Revision/Update of regulation of syllabi. What are the salient aspects?	1-Summary of changes in Curriculum 2-Feedback on curricula from various stakeholders like Alumni, students, industry experts. & its analysis 3-Approved Programme structures.	Yes	

Signature of Team Members

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Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria I

Q. No	Curricular Aspects	To check institute / department level documents	Docs Available Yes / No	Comments
1.5	New Department introduced during the year? Give details.	1. Need Analysis 2. Financials - Fee Structure, Approval of CFO	Yes:-	Not introduced any department

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Internal Quality Assurance Cell
AQAR Audit -Criteria II

Q. No	Teaching, Learning and Evaluation	To check institute / department level documents	Docs Available Yes / No	Comments
2.1	Total No. of permanent faculty	1. Documents for students strength for full time program: Eligibility Documents completion status, PRN list of students, Data from Accounts Dept (Any one document) 2. Based on faculty student ratio how many faculty members are required: (Ratio as per SIU norms Annexure - 3) 3. Out of Q.2 above how many faculty members are permanent (verify document – HR letter / Ekalavya Print out) 4. List of permanent / contractual basis: Auditor should verify the list HR letter / Ekalavya Print out 5. Other category should not include visiting – Does it match with MIS (RA / TA)	Yes	All documents are available
2.2	No. of permanent faculty with Ph.D.	1. Number of faculty with Ph.D. 2. Certificates of Ph.D. awarded 3. Ekalavya List of permanent employees being Ph.D.	Yes	All documents available
2.3	No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Out of Q.2 how many are vacant along with reasons (HR Letter)	Yes	No Reason for vacant post

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AQAR Audit -Criteria II

Q. No	Teaching, Learning and Evaluation	To check institute / department level documents	Docs Available Yes / No	Comments
2.4	No. of Guest and Visiting faculty and Temporary faculty	1. Guest faculty: List of faculty visited, their topics and feedback 2. Supporting for Action taken on Feedback 3. Visiting faculty: List of faculty, HR approval and feedback 4. Adjunct faculty : List and HR approval 5. email / faculty register etc.	Yes	Well maintained documents
2.5	Faculty participation in conferences and symposia	1. List of faculty members attended conferences along with proof 2. In case of papers presented, certificates as proof 3. Approvals if any for above In case of resource persons, proof such as mails, certificates, photos etc 4. Certificates of above	Yes	
2.6	Innovative processes adopted by the institution in Teaching and Learning	1. List of innovative practices, along with a write up as why it should be called as innovative 2. Proof of such processes at Institute level: Photos, MOUs, students feedback, snapshots etc. 3. -Supporting for Action taken on Feedback	Yes	Snapshots of the assignments Bloomberg assignments
2.7	Total number of teaching days:	Working of actual number of days in academic year: Verify timetable (starting date and ending date)	Yes	

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**Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria II**

Q. No	Teaching, Learning and Evaluation	To check institute / department level documents	Docs Available Yes / No	Comments
2.8	Examination/ Evaluation Reforms initiated by the Institution	1. The list of reforms along with proof at Institute level should be verified. 2. Exam feedback from students 3.-Supporting for Action taken on Feedback	Yes	
2.9	Number of faculty members involved in curriculum restructuring /revision /syllabus development as member of Board of Study /Faculty /Curriculum Development workshop	1. List of faculty members on various sub-committees 2. The attendance to Sub-Committee meetings and its proof (do not insist since it is available at SIU) 3. List of faculty members on BOS / AC / BOM: Proof - notification from SIU 4. If any curriculum related workshop at Institute level / TLRC and its proof 5. Mechanism to collect feedback about curriculum from faculty members, visiting faculty members, alumni, industry experts, benchmarking with international universities etc. 6. How this feedback is considered while redesigning curriculum 7-Supporting for Action taken on Feedback	Yes	
2.10	Average percentage of attendance of students	1.Attendance of Students - Average of all semesters in 2015-16 2.Statistics	Yes	Authenticable attendance sheets
2.11	Course/Programme wise distribution of pass percentage	Examination record - As received from Eduwiz software	Yes	

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AQAR Audit -Criteria II

Q. No	Teaching, Learning and Evaluation	To check institute / department level documents	Docs Available Yes / No	Comments
2.12	How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:	1. Check IQAC meetings conducted, attendance record, 2. Minutes of meeting etc. 3. Institute should provide a write up on role of IQAC in its contribution to above processes.	Yes	
2.13	Initiatives undertaken towards faculty development	Certificates, approvals of such attendance		
2.14	Details of Administrative and Technical staff	Actual staff members as per HR letter / Ekalavya software print.	Yes	

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AQAR Audit -Criteria III

Q. No	Research, Consultancy and Extension	To check institute / department level documents	Docs Available Yes / No	Comments
3.1	Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution	1. Agenda of IQAC 2. Minutes of IQAC Meeting 3. Documents on action taken 4. Minutes of RAC	YES	Two meetings Feb & May 2014 RAC meeting would happen in September 2014 2015
3.2	Details regarding major projects	1. Proposal 2. Sanction letter from the authority 3. Progress report 4. Completion report 5. Publications if any	-NA-	No major projects
3.3	Details regarding minor projects	1. Proposal 2. Sanction letter from the authority 3. Progress report 4. Completion report 5. Publications if any	No. Not all documents available	✓ Form Completed - April 2014 Sanction letter not available. Completion report not yet received. ✓ Submitted - Sanction letter not available ✓ Ongoing - Out of 5, 3 sanction letters complete from 1/2 available not available.
3.4	Details on research publications	Hard and soft copies of publications	Not all.	Newsletters do not mention out of 32 where 35 exist
3.5	Details on Impact factor of publications	Details of Google citations	YES	Major project IBM - Proposal letter not available
3.6	Research funds sanctioned and received from various funding agencies, industry and other organizations	1. Proposal 2. Sanction letter from the authority 3. Progress report		
3.7	No. of books published	1. Hard copies 2. URL Link 3. Correspondence with publisher	YES	One book & 3 chapters
3.8	No. of University Departments receiving funds from	Correspondence letter	NA	
3.9	For colleges	Correspondence letter	NA	

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Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria III

Q. No	Research, Consultancy and Extension	To check institute / department level documents	Docs Available Yes / No	Comments
3.10	Revenue generated through consultancy	1. Correspondence letter 2. Account statement		Financial Statement yet to come
3.11	No. of conferences organized by the Institution	1. Proofs of conferences conducted at Lavale, SIU 2. brochure 3. Registration details 4. Conference video clippings 5. Abstract book / Procedia Publication / Edited book, etc. 6. Email communications 7. List of eminent speakers/scholars 8. Photographs	NA	
3.12	No. of faculty served as experts, chairpersons or resource persons	3. Certificate/ Thank you letter	NA	
3.13	No. of collaborations	MOUs/Agreements with national and international Univ/corporates (SCIE)	Yes	Symbiosis Exchange Programme with Dauphine Univ. (Paris)
	International	Proofs of faculty exchange	NA	
	National	Proofs of students exchange	Yes	
3.14	No. of linkages created during this year	Emails	-	Through SCIE
	National	MOUs (with SCIE)	Yes	
	International	Reports from faculty those involved	No	
	academic/research bodies	List of joint publications with Head-Res&Pub	No	

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Internal Quality Assurance Cell
AQAR Audit -Criteria III

Q. No	Research, Consultancy and Extension	To check institute / department level documents	Docs Available Yes / No	Comments
		Proofs of joint research in the form of MOU/agreement or publications, etc.	NA	No joint research
		Emails, if any	NA	
		Research publications copy (soft+hard)	NA	No research publications
		URL link of publication	NA	
		All proofs related to students placement from collaboration	NA	subscribed No placed to the website Collaboration activity
		MOU/agreement for consultancy	NA	
		Emails	NA	
		Funds received	-	
		Progress reports	-	
3.15	Total budget for research for current year	Approved budget copy	YES	(35.95+7) Budgeted Research Expenses 35.95
3.16	No. of patents received	1. Patent application letter 2. Patent Grant certificate	NA	Zero
3.17	Research awards/ recognitions received by faculty and research fellows	1. Certificate 2. Trophy 3. Correspondence details	NA	
3.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them	Guide recognition letter Snap short of website	YES	(Six Research Guides) not 1 as mentioned Recognition Letter
3.19	No. of Ph.D. awarded by faculty from the Institution	Degree certificate	-	Correction to be made in AQAR

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AQAR Audit -Criteria III

Q. No	Research, Consultancy and Extension	To check institute / department level documents	Docs Available Yes / No	Comments
		List of Ph.d Scholars	-	
3.20	No. of Research scholars receiving the Fellowships	Letter of recognition	YES NO	JRF 3 docs are available
		Correspondence details	YES	
3.21	No. of students Participated in NSS events:	1.Details of the event	NA	Zero
		2.Photograph		
		3.Certificates		
3.22	No. of students participated in NCC events:	1.Details of the event	NA	Zero
		2.Photograph		
		3.Certificates		
3.23	No. of Awards won in NSS:	1.Award certificate	NA	Zero
		2.Trophy		
		3.Event detail		
		4.Correspondence letters		
3.24	No. of Awards won in NCC:	1.Award certificate	NA	Zero
		2.Trophy		
		3.Event detail		
		4.Correspondence letters		

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AQAR Audit -Criteria III

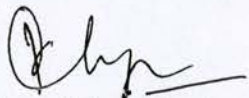
Q. No	Research, Consultancy and Extension	To check institute / department level documents	Docs Available Yes / No	Comments
3.25	No. of Extension activities organized	1.List of Programmes	YES	
		2.Proofs in the form of photos, attendance, registration, appreciation letter, emails, etc.		Attendance sheet not available
		3.Any other evidences		
3.26	Details of Departments getting assistance/recognition under SAP,COSIST(ASSIST)/DST, FIST and other programmes.	1.List of Programmes		
		2.Proofs in the form of photos,attendance, registration, appreciation letter, emails, etc.		
		3.Any other evidences		
3.27	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility	1.List of Programmes		
		2.Proofs in the form of photos, attendance, registration, appreciation letter, emails, etc.		
		3.Any other evidences		

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Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria IV

Q. No	Infrastructure and Learning Resources	To check institute / department level documents	Docs Available Yes / No	Comments
4.1	Details of increase in infrastructure facilities			
	Campus area (in Acres)	Proof of establishment- 1. Building/facility plan with the area/classroom/lab/hall	Yes.	
	Class rooms (in Numbers)	1.Floor Plans 2.Refer the below mentioned format for Classroom/Seminar Halls/Lab (NOTE-If rent are shared between campuses for same facility, then only show as facility in Institute's AQAR)	Yes	
	Laboratories (in Numbers)		Yes.	
	Seminar Halls (in Numbers)		Yes	
	Number of important equipments purchased (= 1-0 lakh) during the current year	1.For newly purchased equipment, approvals for purchasing them, POs and invoices 2.Refer the below mentioned format for important equipment purchased	Yes	
	Value of the equipment purchased during the year (Rs. in Lakhs)	(NOTE-Equipments and its values above one lakh should be	Yes	
	Others	1.Includes infrastructre facilities like Studios/Workshop room/Animation Room/Conference Room etc . 2.If Yes, then Excel sheet(from Finance Dept.) for Entries and Expenditures	NA	
4.2	Computerization of administration and library			
		1.To attach Library SOP/Manual 2.If any improvements (computerization , addtional library software purchased) made then include POs and invoices to show the specific purchases made	Yes	

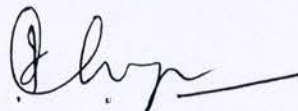


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**Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria IV**

Q. No	Infrastructure and Learning Resources	To check institute / department level documents	Docs Available Yes / No	Comments
4.3	Library services	1.Refer to the definitions given by Central Library to Institute Librarians while updating these numbers (what are text books, reference books etc) 2.Library SOP 3.Stock taking from software or last page of accession register of the library as a proof of number of books in library (DO NOT INCLUDE purchase of SIU Central Library Software/E-resources in institute purchases. Only Institute Level procurement (Quotation, PO and Invoice) for books, software or e-resources) 4. For e-journals / journals / databases, AV resources , e-books etc) : POs and invoices of these library resources procured 5. Separate Inventory List for e-journals / journals / databases, A-V resources , e-books etc purchased for the current year	NA	Library committee meeting document available
4.4	Technology up gradation (overall)			



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Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria IV

Q. No	Infrastructure and Learning Resources	To check institute / department level documents	Docs Available Yes / No	Comments
	Total Computers	1.IT SOP/IT Manuals, 2.Copy of asset register of all IT infrastructure (hardware and software)(crosschecked with Finance) 3.For IT-related purchases(computers/laptops/printers etc.) POs and invoices to be attached as proof 4.IT Infrastructure Photographs 5. Refer the below mentioned format for Classroom & Lab	Yes	
	Computer Lab	1.IT Infrastructure Photographs 2. Refer the below mentioned format for Classroom & Lab	Yes	
	Internet(In Mbps)	1. Internet Bandwidth Lease line details in each institute(Quotation, PO and Invoice)	Yes	
	Browsing Center	1.Definition of Browsing Center :- Solely dedicated for browsing(over and above computer labs) 2.If above definition true for the institute , then Infrastructure Evidences(Photograph, details etc.)	NA	
	Computer Center	1.Definition of Computer Center :- Facility over and above regular Computer Labs, which will be used for dedicated and specialized Purpose(Not used for regular Practical Session) 2.If above definition true for the institute, then Infrastructure Evidences(Photograph, details etc.)	Yes	

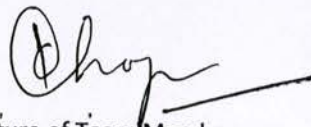


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Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria IV

Q. No	Infrastructure and Learning Resources	To check institute / department level documents	Docs Available Yes / No	Comments
	Office	1. Definition of Office :- Not Administrative Offices (If any center over and above the regular office and department) 2. If Yes, then Infrastructure Evidences (Photograph, details etc.)	NA	
	Department	1. Any new department facility added. 2. If above definition true for the institute, then Infrastructure Evidences (Photograph, details etc.)	NA	
	Others	1. Any other facility not defined in above 2. If Yes, then Infrastructure Evidences (Photograph, details etc.)	NA	
4.5	Computer, Internet access, training to teachers and students and any other programme for technology upgradation	1. If any such program has been conducted, Following details to be included as proof : content of the technology upgradation programme , duration, participation, attendance	Yes.	Training done for staff & students
4.6	Amount spent on maintenance in lakhs			
	ICT	1. ICT maintenance expenditure to include :- computer hardware and software maintenance, Printers an ICT maintenance , website maintenance. Infrastructure includes regular annual maintenance expenditure		
	Campus Infrastructure			
	Equipment			
	Others			

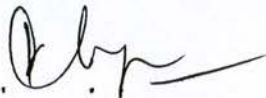


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**Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria V**

Q. No	Student Support and Progression	To check institute / department level documents	Docs Available Yes / No	Comments
5.1	Contribution of IQAC in enhancing awareness about Student Support Services	1. Agenda of IQAC 2. Minutes of IQAC Meeting 3. Details of constitution of various bodies on Students Services 4. Action Taken Report on Students Services		refer to A6
5.2	Efforts made by the institution for tracking the progression	Evidences of tracking students progress: SNAP, GPA at various semesters, placement company & emoluments	Yes	Progression from SNAP to placements & placement column.
5.3	Total Number of students	Summary table and list of admitted students (country wise, state wise and gender wise) of batches 15-17, 14-16 of various programs. List of NRI/ foreign students with country to which they belong. Attendance Sheet for number of students enrolled in each program, data from Examination on number of students enrolled, passed, and dropouts.	Yes	
a	No. of students outside state		Yes	
b	No. of International students		Yes	
c	Girls and Boys		Yes	
d	Last Academic year students		Yes	
e	Current Academic Year students		Yes	
f	Drop out		Yes NA	
5.4	Details of student support mechanism for coaching for competitive examinations	List of number of students appearing for various competitive exam. Evidences of coaching support such as tutorial classes, exchange of mails between faculty and the students, scholarship given to applicants, evidences of exemption given in appearing for exam.	NA	



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AQAR Audit -Criteria V

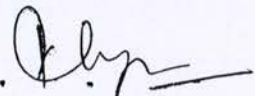
Q. No	Student Support and Progression	To check institute / department level documents	Docs Available Yes / No	Comments
5.5	No. of students qualified in these examinations	List of students who have qualified in such competitive exams, their certificates, marksheet, Letter of communication.	NA	
5.6	Details of student counselling and career guidance	1. List of Mentor-Mentee list. 2. Log books/ attendance sheet/ e-mails of faculty-students interaction for career counseling. 3. Analysis of career drivers test, psychometric test held for counseling. 4. Attendance sheet and schedule for Workshops on soft-skills training, industrial analysis before placement	Yes	
5.7	Details of campus placement	1. List of Students of 15-17 batch and companies they were placed 2. Summary table of maximum, minimum, average salary specializationwise-wise and sector -wise 3. Offer letters of maximum, minimum salary.	Yes	
5.8	Details of gender sensitization programmes	1. Schedule , attendance sheet of gender sensitization programs held in academic year -2015-16. Details of the facilitator	Yes	
5.9	Student Activities	1. Academic Calender containing various students events held 2. List of Club/ Committes its student members, faculty mentors. 3. Student Newsletters, publications, name of students in various administrative bodies of the institute	Yes	
5.9.1	No. of students participated in Sports, Games and other events	1. List of students who have participated in sports and other events. 2. Evidences of financial support provided to them.	Yes	


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Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria V

Q. No	Student Support and Progression	To check institute / department level documents	Docs Available Yes / No	Comments
5.9.2	No. of medals /awards won by students in Sports, Games and other events	1. List of Students of who have won medals in sports, national and international events. 2. Evidences such as certificates, photographs, newspaper reports, financial support given by the institute	Yes	
5.10	Scholarships and Financial Support	1. SIU merit scholarship evidences if any. 2. Evidences of national scholarship. 3. Evidences of industry scholarship. 4. Evidences of scholarship for international certification	Yes	
5.11	Student organised / initiatives	1. List of students events 2. Invitation letter. 3. List of participants	Yes	
5.12	No. of social initiatives undertaken by the students	1. List of social initiatives. 2. List of students who participated along with attendance sheet. 3. Report on Analysis of Impact of Social Initiatives .	Yes	
5.13	Major grievances of students (if any) redressed	1. Greivance Redressal Mechanism and constitution. 2. If Open houses held 3. Action taken report	Yes	No greivances reported



Signature of Team Members

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**Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria VI**

Q. No	Criterion VI Sub-point	To check institute / department level documents	Docs Available Yes / No	Comments
6.1	State the Vision and Mission of the institution	Vision Mission Statements (SIU) Is it displayed in the Institute		
6.2	Does the Institution have a management Information System	MIS System Review		Excalanga
6.3	Quality improvement strategies adopted by the institution for each of the following			
6.3.1	Curriculum Development	1. Approved Programme Structure per course offered 2. Curriculum Development related Committees & reports 3. Academic improvements – e- learning 4. Evidence of interaction with students, Industry representatives, parents as stakeholders 5. Students' feedback 6. Supporting documents for Action taken on Feedback	✓ ✓ ✓ ✓ ✓ ✓	
6.3.2	Teaching and Learning	1. Academic Audit Reports 2. Documents of procedure for academic audit, schedules, appointment of faculty 3. Time Table Checks 4. Summary of % of sessions conducted / cancelled 5. Proof of Student feedback forms, analysis and action taken report	✓ ✓ ✓ ✓ ✓	

Signature of Team Members

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Internal Quality Assurance Cell
AQAR Audit -Criteria VI

Q. No	Criterion VI Sub-point	To check institute / department level documents	Docs Available Yes / No	Comments
6.3.3	Examination and Evaluation	1. Audit reports * 2. Term end exam feedback (CoE) 3. Supporting documents for Action taken on Feedback 4. Records of all the academic audit documents based on the academic audit contents and its compliances	✓ ✓ ✓ ✓	
6.3.4	Research and Development	1. Policy document regarding attending conferences, travel, Research budget for grants to faculty 2. No of Research Papers published 3. Research papers 4. Book/s Chapters published (Proofs) 5. Published case studies	YES YES YES YES	ACAR & actual visny.
6.3.5	6.3.5 Library, ICT and physical infrastructure / instrumentation	1. Accounts statements of relevant purchases in Library / ICT. 2. Knowledge management portal 3. Software development labs (If any) 4. Network access for academic information	YES YES NA YES	ERalamya

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Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria VI

Q. No	Criterion VI Sub-point	To check institute / department level documents	Docs Available Yes / No	Comments
6.3.6	Human Resource Management	1. HR manual 2. HR documents – promotions/ transfer letters pertaining to additional responsibilities given to the faculty/ staff 3. Staff & Faculty Trainings conducted records	YES YES YES	
6.3.7	Faculty and Staff recruitment	1. Staff and Faculty Details 2. Recruitment Policy (Sanctioned and Actual intake details), Procedure Documents 3. Attrition Details	YES YES NA	
6.3.8	Industry Interaction / Collaboration	1. Industry interaction Documents and Communication 2. Guest lectures Documents and Communication 3. Communications with speakers	YES YES YES	
6.3.9	Admission of Students	1. Admission process and its documents 2. Distribution of students admitted including SC/ST/Differently abled /KM 3. Audited copies of students fees deposited, 4. MOU/ Agreements- various tieups with educational institutes/universities/organizations	YES YES YES	Audit not yet been done - pending for 2015-16 Pending for Singapore HFD

Signature of Team Members

Date:

**Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria VI**

Q. No	Criterion VI Sub-point	To check institute / department level documents	Docs Available Yes / No	Comments
6.4	Welfare schemes for			
	Teaching	1. Health Insurance Documents 2. Faculty memberships on professional bodies 3. Various areas in which FDPs are conducted 4. Travel approvals, Notices, Schedules, Attendance ,feedback for training. 5. Festival gifts (documentary proof)	YES YES YES YES YES	NA/From SID
	Non-Teaching	1. Non-teaching staff training programme 2. Health Insurance Documents	YES	
	Students	1. Health Insurance Documents 2. Outdoor Activities/training documents	YES	
6.5	Total corpus fund generated	NA	NA	NA
6.6	Whether annual financial audit has been done	Policy, Financial audit Reports		fin audit pending for 2015-16

Signature of Team Members

Date:

Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria VI

Q. No	Criterion VI Sub-point	To check institute / department level documents	Docs Available Yes / No	Comments																			
6.7	Whether Academic and Administrative Audit (AAA) has been done?	Academic audits reports																					
		<table border="1"> <thead> <tr> <th rowspan="2">Audit Type</th> <th colspan="2">External</th> <th colspan="2">Internal</th> </tr> <tr> <th>Yes/No</th> <th>Agency</th> <th>Yes/No</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>Academic</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Administrative</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Audit Type	External		Internal		Yes/No	Agency	Yes/No	Authority	Academic					Administrative					✓	
Audit Type	External			Internal																			
	Yes/No	Agency	Yes/No	Authority																			
Academic																							
Administrative																							
			NA	As discussed in meetings not required.																			
6.8	Does the University/ Autonomous College declare results within 30 days?	1. Exam Process Audit Reports																					
6.9	What efforts are made by the University for Examination Reforms?	1. Proof of Examination Process Improvements 2. Time Tables	✓																				
6.10	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?	NA	NA	NA																			
6.11	Activities and support from the Alumni Association	1. Placement Assistance Proofs 2. Guest Lecture Proofs 3. IQAC meetings proofs of contribution from Alumni	✓	alumni contrib ⁿ in IQAC																			
6.12	Activities and support from the Parent – Teacher Association	NA	NA																				

**Symbiosis International University
Internal Quality Assurance Cell
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Q. No	Criterion VI Sub-point	To check institute / department level documents	Docs Available Yes / No	Comments
6.13	Development programmes for support staff	1. Training Programmes Conducted Proofs 2. Records of training sessions conducted / attended by Faculty/ Staff	YES YES	Need a summary sheet
6.14	Initiatives taken by the institution to make the campus eco-friendly	1. Supporting Communications & Documents	YES	initiatives by SIU

Signature of Team Members

Date:

Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria VII

Q. No	Innovations and Best Practices	To check institute / department level documents	Docs Available Yes / No	Comments
1	Green Audit	Course Catalogue, Green Products (Paper Files, Jute Bags)	NA	
2	Energy Audit	1.Use of LED, CFL bulbs, 2.Natural Light and Ventilation, 3.EEC compliant technology products, 4.Battery operated golf carts 5.Use of N- Computing devices	NA	
3	Renewable Energy	6.Solar Power Plants, Bio-Gas	YES	
4	Tree Plantation	Photos		
5	Waste Management	Photos, Documents (computer), Dry and Wet Garbage Bins, Motivational quotes	YES	
6	SCOPE (Institute Social Responsibility and Service Learning)	Photos, Reports (Hard copy and Soft copy)	YES	
7	Innovation in teaching (Technology)	Softwares- moodle, curiosity	NA	
8	Fostering International Relations	Seminars, Workshops (photos, MOUs signed, Lectures, Internships and Placements	YES	

Signature of Team Members

Date:

Symbiosis International University
Internal Quality Assurance Cell
AQAR Audit -Criteria VII

Q. No	Innovations and Best Practices	To check institute / department level documents	Docs Available Yes / No	Comments
9	Environment Sustainability	Programme Structure, Syllabus, Special Lectures on Environment Sustainability, Projects involving students	NA	
10	Research	Paper presentations, conferences attended, published papers	NA	
11	Carbon Emissions	PUC of Vehicles	YES	Use of bicycles + symbiosis

Signature of Team Members

Date: