



SYMBIOSIS
INTERNATIONAL UNIVERSITY
(Established under section 3 of the UGC Act, 1956
vide notification No. F.9-12/2001-U3 Govt. of India)
Re-accredited by NAAC with 'A' grade

Compliance Report IQAC Audit 31st May 2016(year) to 1st June 2017(year)
(For the Audit Team)

Name of the Institute/
Department

SIBM, PUNE

Audit Date

09/08/2017

Name of the IQAC Audit
Team Members

1 Dr. Manoj Hudburkar

2 Dr. Sonali Bhattacharya

3 Dr. Madhuker Sharma


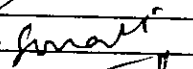

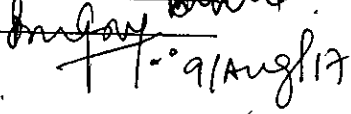
4 Dr. Kiran Sanjay Degan

Name of the IQAC
Coordinator

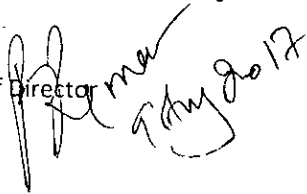
AQAR Audit -General Observations		
Sr. No	Observation	Remarks
1.	Layout	good
2.	Filing	good
3.	Adequacy of documents	Inadequate (FIS data to be updated).
4.	Authentication by Director	Pending at some places
5.	Level of Understanding of Concerned person	good

6.	Overall Impression	Good
7.	Best Practices, If any	Mind mapping as teaching pedagogy. in form of pos Posters for industrial analysis as placement
8.	Recommendations	Good work! Only MIS updates need to be incorporated as per data. Over all Good Documentation.

Signature of the Audit Team Members

1 
 2 
 3 
 4  1-9/Aug/17

Signature of Director


 9 Aug 2017

Symbiosis International University

Internal Quality Assurance Cell

AQAR Audit - Criteria I

Q. No.	Curricular Aspects	To check institute / departmental level documents	Does 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 Approved Programme Structure	yes	1 diploma
	Number of programs added during the year	SIU Approved Programme Structure	yes	01
	Number of self financing programmes	Yes for all our programmes	yes	all
	Number of value added /career oriented programmes	Note explaining value added / career oriented approach of the programme	yes	
	Any inter- disciplinary programmes	Note explaining interdisciplinary nature of the programme	yes	internal note attached
	Innovative Programmes	Note explaining innovativeness of the programme	NA	-
1.2	Core / Elective whether Semester/Trimester/Annual	Approved Programme Structure	yes	
	Flexibility of Curriculum : CBCS	1. Copy of CBCS notification received from SIU 2. How is the CBCS system used? Program structure - Core / Elective whether Semester/Trimester/Annual 3. 10 point scale	yes yes yes	

Signature of Team Members  Dr. Manoj H


Dr. Makina Mishra

9/8/17
Date:

**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
1.3	Feedback from stakeholders on all aspects	Mode of feedback: a) online or/and manual - Copy of the feedback forms, the data collected, the analysis conducted b) Stakeholders from whom it is taken: Alumni, Students, Parents, Employers, Faculty c) Analysis of feedback and Action Taken Report with evidences of action taken	yes yes yes	
1.4	Revision/Update of regulation of syllabi. What are the salient aspects?	1-Summary of changes in Curriculum submitted to SIU for every programme structure 2-Its reflection in the Approved Programme structures	yes yes	
1.5	New Department introduced during the year? Give details.	1. Need Analysis (Note on the structure and functioning of the department) 2. BUD proposal and SIU approval	NA	

Signature of Team Members

Dr. Manoj-H

Dr. Mahima Mishra

Date:

Letter Head Pad (X) IQAC
composition

Check list for IQAC meetings			
Name of the Institute-			
S.no	No of meetings conducted in 2016-2017	Documents to be checked	Yes or No
		Composition as per NAAC recommendation	Yes
		Offer letters to the members	Yes
		Notice	No
		Agenda	
		Attendance Sheet	
		Minutes	
		Whether quorum is met (2/3rd of total members)	Yes

Teacher Nominees - 5 ✓

Letter of Appointment Issued to

3 Meetings Agendas all. No progs to
 ↓
 8/July
 15/Dec
 25/March
 Minutes # Identify /
 Email/Signature

notice / notices have been sent -
 but signatures / emails
 manual / online - / soft copy needs
 to be maintained
 ✓ only 2 members on 8/July
 Absent Only 4. " on 15/Dec
 Only NO Absentism (1 extra)

Jamal Shree
 9/8/17

Pradyumna
 19/Aug/17

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
2.1	Total.No. of permanent faculty	1. Documents for students strength for full time program: ✓ 2. Based on faculty student ratio how many faculty members are required: (Refer to SIU norms per program – OMPI guidelines – Annexure 3) ✓ 3. Out of Q.2 above how many faculty members are permanent (verify document – HR letter) ✓ 4. List of permanent / contractual basis: (ERP Ekalavya Print out as of May 2017) ✓ Auditor should verify the list 5. Other category (TA / RA etc)should not include visiting – Does it match with MIS ✓	yes yes yes yes yes	ATTENDANCE sheet MBA - 220 IIT E - 31 29 - 21 Req - Act. 44 visiting / Rep. 42
2.2	No. of permanent faculty with Ph.D.	Number of faculty with Ph.D. Verify with Certificates in case Ph.D. awarded in 2016-17 ✓ Confirm whether Ph.D. awarded are permanent (Ekalavya List compare with Ph.D. certificates) ✓	yes yes	
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 Human Resource Approved Budget from Symbiosis HR ✓	yes	9 Vacant

Signature of Team Members

Date:

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
2.4	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 ✓	yes yes yes	
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	yes yes NO	please attach approval & ² above ✓
2.6	Innovative processes adopted by the institution in Teaching and Learning	1. List of innovative practices (Including innovation in delivery ie Pedagogy), 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 yes	
2.7	Total number of teaching days:	Working of actual number of days in academic year: Verify timetable (starting date and ending date) Curiosity Print out for details of sessions conducted showing date of commencement & last date of teaching	yes	104 no. of teaching days NOT SEEN IN IAAC REPORT ✓ 91+97+111+54

Signature of Team Members

Date:

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 ✓ 4. Mention reforms introduced in Internal Examination Processes	NA ✓ ✓ NA	change IQAC doc. NA
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 (to be collected from SIU) 3. List of faculty members on BOS / AC / BOM: Proof 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 8. Notification from Registrar	Yes NO NA Yes Yes Yes Yes	
2.10	Average percentage of attendance of students	1.Attendance of Students 2. Summary Statistics	Yes	
2.11	Course/Programme wise distribution of pass percentage	Examination record (White Ledger)	Yes	

Signature of Team Members

Date:

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
2.12	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 yes yes	
2.13	Initiatives undertaken towards faculty development	For FDPs organised by institutions under TLRC or otherwise Certificates, approvals of such attendance	yes yes	
2.14	Details of Administrative and Technical staff	Actual staff members as per HR letter. Print out from Ekalavya.	yes	

Signature of Team Members

Dr. Manoj Hudnurkar

9/8/17
Date:

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
3.1	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 (Research Advisory Committee)RAC ✓ 5. Attendance of RAC ✓ 6. Action taken proofs	Yes/Online needs to be shown in the minutes Yes — Yes —	Research colloquium - 2014 Emails need to be incorporated ✓ ✓
3.2	Details regarding major projects	1. Proposal copy 2. Sanction letter from the authority & Consent letter 3. Fund transfer proofs (Cheque/ DD/ RTGS details, Emails, etc.) 4. Progress report 5. Utilization certificate 6. Statement of accounts 7. Completion report 8. Publications/Patents, if any	Yes Yes Yes —	Major ✓ Minor ✓ check.
3.3	Details regarding minor projects	1. Proposal copy 2. Sanction letter from the authority & Consent letter 3. Fund transfer proofs (Cheque/ DD/ RTGS details, Emails, etc.) 4. Progress report 5. Utilization certificate 6. Statement of accounts 7. Completion report 8. Publications/Patents, if any	MIS needs to be updated	Minor ✓ / Major ✓ Details as per Major / Minor reflected is (0)

General
Signature of Team Members

Amby
9/Aug/18

Date:

3.4	Details on research publications	<p>1. List of publications (in APA style) with URL link</p> <p>2. Hard and soft copies of publications</p> <p>3. Google Scholar Citations page of each faculty member & institute as a whole ✓</p>	Yes ✓	
3.5	Details on Impact factor of publications	<p>1. List of publications having Impact Factor (Thomson Reuters/WoS & Scopus).</p> <p>2. Soft copies with URL link</p> <p>Impact Factor (IF) should only be extracted from the following:</p> <p>(i) Journal Citation Report (JCR) – Thomson Reuters (WoS)</p> <p>(ii) CiteScore – Scopus</p> <p>Note-1: Journal papers that are not indexed/abstracted in WoS and/or Scopus, IF in such case should be considered as 'zero'</p> <p>Note-2: Global Impact Factor (GIF) or IC Value, etc. mentioned on the journal website should not be taken into account for IF computation</p> <p>Details of Google citations</p>	✓	



Signature of Team Members

Date:

3.6	Research funds sanctioned and received from various funding agencies, industry and other organizations	1. Proposal copy ✓ 2. Sanction letter from the authority & Consent letter & Emails ✓ 3. Fund transfer proofs (Cheque/ DD/ RTGS details, Emails, etc.) 4. Progress report 5. Utilization certificate Statement of accounts 6. 7. Completion report 8. Publications/Patents, if any	3 Proposals Yes	check with accounts section the release under heads! at intervals
3.7	No. of books published	1. Hard copies 2. URL Link 3. Correspondence with publisher	NA	✓ Yes updated
3.8	No. of University Departments receiving funds from	List of Depts/Institutes	NA	Only SW
3.9	For colleges	List of Depts/Institutes	NA	
3.10	Revenue generated through consultancy 10 lakhs approx	1. Proposal copy ✓ 2. Sanction letter from the authority & Consent letter & Emails ✓ 3. Fund transfer proofs (Cheque/ DD/ RTGS details, Emails, etc.) ✓ 4. Progress report (NA) 5. Utilization certificate Statement of accounts 7. Completion report ✓ 8. Publications/Patents, if any None	Yes - completed	Account Breakup Yes

Signature of Team Members


Date:

3.11	No. of conferences organized by the Institution	1.Proofs of conferences conducted 2.Brochure/leaflet 3.Registration details 4.Conference video clippings 5.Abstact book / Procedia Publication / Edited book, etc. 6.Email communications 7.List of eminent speakers/scholars 8.Photographs 9. Conference report	NA	
3.12	No. of faculty served as experts, chairpersons or resource persons (2)	1.Invitation letter ✓ 2. Conference schedule details 3.Certificate/ Thank you letter	2 Dr. Preetia Menon Dr. Prabhakar Bandhopadhyay (Any Record) (X)	
3.13	No. of collaborations (2)	MOUs/Agreements with national and international Univ/corporates (SCIE)		
	International	Proofs of faculty exchange	NA	
	National	Proofs of students exchange	NA	
		Emails (X) Reference	NA	
3.14	No. of linkages created during this year	MOUs (with SCIE)	NA	
	National	Emails	NA	
	International	Reports from faculty those involved	NA	
	academic/research bodies	List of joint publications with Head-Res&Pub	NA	
		Proofs of joint research in the form of MOU/agreement or publications, etc.	NA	
		Emails, if any	NA	
		Research publications copy (soft+hard)	NA	
		URL link of publication	NA	

(incoming)
Royal University of Bhutan
copy required

Signature of Team Members

Date:

		All proofs related to students placement from collaboration	NA	
		MOU/agreement for consultancy	NA	
		Emails	NA	
		Funds received	NA	
		Progress reports	NA	
3.15	Total budget for research for current year	Approved budget copy	30 lakhs	(justified by S/BAT 16-13-15 Accounts)
3.16	No. of patents received	1. Patent application letter 2. Patent draft with complete specification 3. Patent Grant certificate 4. URL link	NA	
3.17	Research awards/ recognitions received by faculty and research fellows	1. Certificate 2. Trophy 3. Correspondence details/Emails In case of Editor/Dy. Editor/Editorial Board Member: URL link Letter	NA	
3.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them	1. List of guides and students enrolled under them 2. Guide recognition letter 3. SIU enrollment letter showing both guide and students name	Guides - 08 (one left of SIU Mys Bangalore) Students - 33	
3.19	No. of Ph.D. awarded by faculty from the Institution	1. List of PhD scholars Degree certificate	01 Deepika Landita Convocation Yes	
3.20	No. of Research scholars receiving the Fellowships	Letter of recognition Correspondence details	Yes Yes	02 Mr. Shubhankar / Ms. Bhavna
3.21	No. of students Participated in NSS events:	1. Details of the event 2. Photograph	NA NA	

Signature of Team Members

Date:

		3.Certificates	NA		
3.22	No. of students participated in NCC events:	1.Details of the event	NA		
		2.Photograph	NA		
		3.Certificates			
3.23	No. of Awards won in NSS:	1.Award certificate	NA		
		2.Trophy	NA		
		3.Event detail			
		4.Correspondence letters			
3.24	No. of Awards won in NCC:	1.Award certificate	NA		
		2.Trophy	NA		
		3.Event detail			
		4.Correspondence letters			
3.25	No. of Extension activities organized	1.List of Programmes	SECC		
		2.Proofs in the form of photos, attendance, registration, appreciation letter, emails, etc.	Yes.		
		3.Any other evidences	Reports / Emails ✓		
3.26	Details of Departments getting assistance/recognition under SAP,COSIST(ASSIST)/DST, FIST and other programmes.	1. List of assistance received Proposal copy List of assistance Financial details	2. 3. 4. NA		
3.27	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility	1.List of Programmes	SECC RITES		
		2.Proofs in the form of photos, attendance, registration, appreciation letter, emails, etc.	Yes		
		3.Any other evidences			

Sanctioned & ongoing

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in Acres)	1.3478	0.0000	Self	1.348
Class rooms (in Numbers)	16	0	Self	16
Laboratories (in Numbers)	2	2	Self	4
Seminar Halls (in Numbers)	1	0	Self	1
Number of important equipments purchased (= 1-0 lakh) during the current year	7	-6	Self	1
Value of the equipment purchased during the year (Rs. in Lakhs)	35.72	-32.12	Self	3.60
Others	3	-3	0	0

edit
Presumably Marketing & Behavioural

edit
No Course
edit
No Course
edit

4.2 Computerization of administration and library

Administration
 Use of Eklavya software for management of attendance, time table, classes planned & conducted; evaluations & lesson plans
Central Library:
 - 20 computers are for students, 260 sitting capacity, Wi-Fi and Internet facility, Clear and prominent display of floor plan, adequate signboards, fire alarm
 - ramps at the entrance of the Central Library for differently-abled users, Book-Bank, Question Banks.

only from Mats

no cross verification

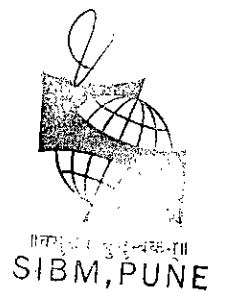
Central

4.3 Library services

	Existing	Newly added	Total
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19/Aug/17

P. Patel



	Number	Value	Number	Value (in Lakhs)	Number	Value (in Lakhs)
Text Books	202290	0.00	0	0.00	0	0.00
Reference Books		0.00		0.00	0	0.00
Journals		0.00	0	0.00	0	0.00
e-Journals		0.00	0	0.00	0	0.00
Digital Database		0.00	0	0.00	0	0.00
CD & Video		0.00		0.00	0	0.00
e-Books		0.00	0	0.00	0	0.00

4.4 Technology up gradation (overall)

	Existing	Added	Total
Total Computers	214	14	228
Computer Labs	2	2	3
Internet (in Mbps)	48	24	72
Browsing Centres	0	0	0
Computer Centres	0	0	0
Office	0	0	0
Departments	0	0	0
Others	0	1	1

Sala
at the
Central
level

edit 20/20

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Upgraded SPSS to 24 version(2016-17) for research
2. Training sessions in usage of Eklavya software

4.6 Amount spent on maintenance in Rupees lakhs

i) ICT	113.60
ii) Campus Infrastructure and facilities	455.04
iii) Equipments	10.21
iv) Others	2.15
Total	581.00

Net of 1,42,86,960 x 2
 Net of 1,70,47,100

Computer Stationary expenses

6.61 CapExps
 2.64 Server
 others |



[Handwritten signature]
 9/Aug/17

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	✓	To be stamped
5.2	Efforts made by the institution for tracking the progression	SNAP (Registrations, no. of applications received) GPA in various semesters ✓ Placement report of individual students ✓ Alumni contribution (Ex: Entrepreneur list) Alumni database Students data who have gone for higher education in other institutions of repute nationally or internationally.	✓	
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.		15-17 Batch Split to be included in the evidence file
a	No. of students outside state			
b	No. of International students			
c	Girls and Boys			
d	Last Academic year students			
e	Current Academic Year students			
f	Drop out	Students who have discontinued the programme (cancellation of admission will not be included)		Evidence to be included

Signature of Team Members

Date:

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
	Demand Ratio	For one seat no. of applications received, data from software (ishinfo) can be taken		Evidence to be included
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, study circles etc, exchange of mails between faculty and the students, scholarship given to applicants, evidences of exemption given in appearing for exam.	NA	
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	✓	
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. 4. Email communication made to companies and their acceptance.	✓	
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		Evidence to be included

Signature of Team Members

Sonal Bhattacharya
Date:

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	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		
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.		One International award excess win to be added
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		Figures are to be corrected billed in FIS
5.10	Scholarships and Financial Support	1. SIU merit scholarship evidences if any. 2. Evidences of national scolarship. 3. Evidences of industry scholarship. 4. Evidences of scholarship for international certification5. Siu sports scholarship 6. Scholarship for international students 7. Scholarships by Govt agencies.		Financial Support from Institution to be corrected as Rs 4,64,000/-
5.11	Student organised / initiatives	1. List of students events 2. Invitation letter. 3. List of participants 4. FB post, event, Bolgpost consisting details of the event, its announcement etc)		Figures to be updated in FIS
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 .List of Marks if the activity is marked and is part of curriculum.		Figures to be updated in FIS

Signature of Team Members

Sonal Bhattacharya

Date:

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

C. No	Student Support and Progression	To check institute / department level documents	Docs Available Yes/No	Comments
5.13	Major grievances of students (if any) redressed	1. Greivance Redressal Mechanism and constitution. (Handbook or otherwise) how was it notified to stduents 2. If Open houses held or committee was activated Details of the same (mail communication) minutes of meeting held, issue resolved and action taken 3. Action taken report 4. Grievance register if any. (refer UGC guidelines on what is included in list of grievances, also refer SIU site for code of conduct and grievance redressal mechanism)	✓	

Snati Bhattacharya

Signature of Team Members

Date:

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

Q. No	Student Support and Progression	Guidelines for the Parameters	Documents to be checked	Does Available Yes / No	Comments
6.1	State the Vision and Mission of the institution	The SIU Vision Mission is the Vision and the Mission of all the Constituent Institutes.	Vision and the Mission of statements of SIU have to be prominently at the Institute. Areas to be displayed could be the entrance Lobby, NAAC room (record room) and other important places. Auditors to physically verify.	✓	
6.2	Does the Institution has a management Information System	Institute may showcase how information systems and softwares being used at the Institute level are helping in the administration of the Institute with reference to the admissions process(to enhance transparency and accuracy), academic coordination (to improve effectiveness of academic delivery - regularity in engaging students, better information dissemination etc), examination and declaration of results. (paper-less and time-bound processes)	MIS System Review in Admission, Academic Co-ordination, Examination, Results Activities to be checked . Screenshots of MIS, FIS, OMPI, Eduwiz, Admission system to be checked.	✓	

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Signature of Team Members

09.08.17

02.09.17

Date:

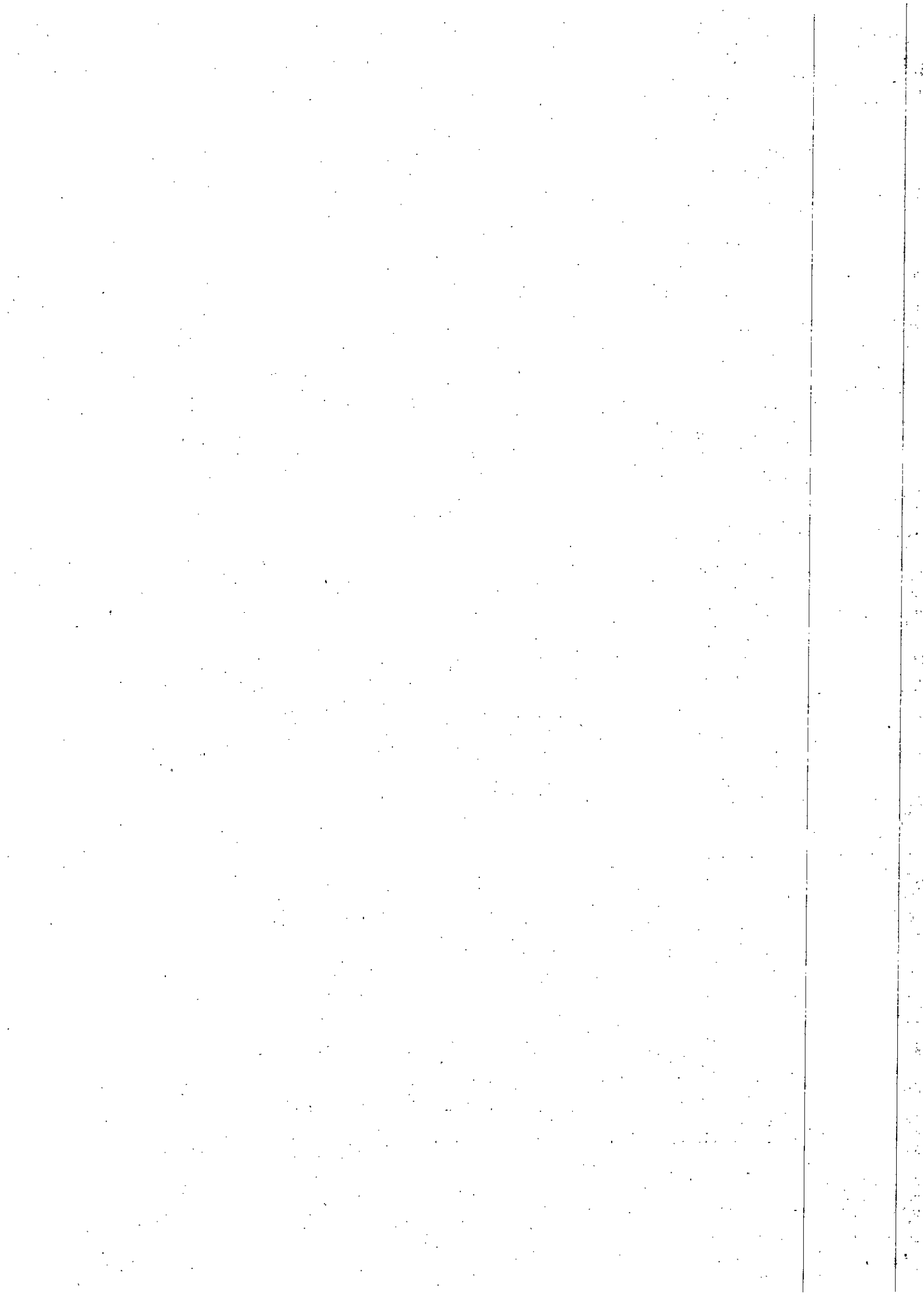
6.3	Quality improvement strategies adopted by the institution for each of the following				
6.3.1	Curriculum Development	All the activities that have been undertaken at the Institute level during the academic year in the nature of quality improvements strategies enriching curriculum as justified by the Institute in their answers.	Suggestive list of documents to support the above include : 1. Approved Programme structure per programmes offered by the Institute. 2. Curriculum Review documents 3. Innovative pedagogies in Teaching, learning enriching curriculum. 4. Stakeholder feedback (Student, Alumni and Corporate feedback) and the action taken on the feedback that has enriched the curriculum. 5. IQAC minutes for curriculum enrichment. 6. Supporting for Action taken on Feedback 7. Communication with parents and students	✓ ✓ ✓ ✓ ✓ ✓	→ Mind Mapping (Cristina H.G.) → IQAC - Working Register → Student Rep. Pu 2016

- Working on curriculum.

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9/10/2017



6.3.2	Teaching and Learning	Quality improvements strategies in the sphere of teaching and learning. Suggestive measures can be: 1. Periodic review of faculty teaching effectiveness. 2. Peer evaluation of faculty 3. Participation of faculty in seminars on Understanding student learning, 4. Institutes support to faculty to attend training on improving teaching effectiveness. 5. Faculty review of academic programs to improve instruction. 6. Best practices and innovation in teaching /learning. (Blended learning, Industry visits, Student research projects) 7. Academic Audit report	<ol style="list-style-type: none"> 1. Periodic review of faculty - faculty feedback and action taken. 2. Peer evaluation of faculty score sheets 3. Innovative pedagogies - supporting documents 4. Academic audit reports. 5. Institutes support to faculty for attending training programmes on teaching effectiveness- proofs 6. Industry visits 7. Student research projects 8. Other documents supporting the answer 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>→ Duty leave, etc.</p> <p>→ Cross-Ref. - Criteria I</p> <p>→ RITES / SCWRM</p>
6.3.3	Examination and Evaluation	Reforms introduced in the manner of conduction of the internal evaluation (at the Institute level) and external evaluation (SIU mandated) Whether the evaluation is aligned to desired learning outcomes. Suitability of evaluation tools to different domains. (Financial Accounting- Analysis of Balance Sheet, Lab experiemnts for Science, Presentation/Newsletter for Communication,)Project for textile designing etc	<ol style="list-style-type: none"> 1. Emails from CoE on external examination reforms 2. Proof of Implementation of the above 3. Sample questions papers 4. Academic audit reports 5. Term end exam feedback (CoE) 6. Supporting for Action taken on Feedback 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>→</p>	<p>→ (Aadhar Card)</p> <p>Art. R. is done at University level.</p>

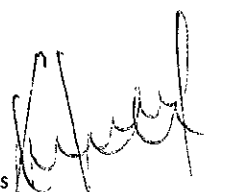
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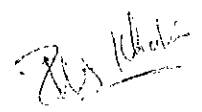
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9th Aug' 17

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6.3.4	Research and Development	Quality improvement strategies fostering research among faculty and students.	Suggestive documents could be : 1. In house publication/ Journal 2. Measures undertaken that have enhanced publication ratio of the faculty. (eg: Brown Bag seminars/ Research Cluster/Research mentors) 3. Opportunities made available for growth and development of faculty. 4. RAC/IRC meetings-agenda-minutes-ATR 5. Increase in publications since last year	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	SAMVAD Research Collection - monthly (Research & local faculty criteria iii)
6.3.5	6.3.5 Library, ICT and physical infrastructure / instrumentation	Quality measure taken in the Library, ICT and infrastructure .Suggestive measures can be 1. Better dissemination of information to students and staff 2. Improvement in the infrastructure (lifts, computers, library softwares) notice boards. Charts other amenities	Photographs, Physical verification of the amenities PO, Asset Register, other supporting documents	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	(iv) Criteria iv
6.3.6	Human Resource Management	1. HR documents – promotions/ transfer letters pertaining to additional responsibilities given to the faculty/ staff 2. HR manual and reports 3. Organizational chart of HR department, roles. 4. HR recruitment policy, sources of recruitment , process of recruitment strategy and implementation of measures/tools to retain faculty 5. Policy regarding attending conferences, travel, Research budget for grants to faculty	1. Faculty provided with goal setting opportunity , 2. making the HR policy documents available to all, 3. Training to all the faculty/Staff on 'employee benefits available to them'. 4. Ekalavya portal 5. PAR Process 6. Policy regarding attending conferences, travel, Research budget for grants to faculty	(1) <input checked="" type="checkbox"/> (2) <input checked="" type="checkbox"/> (3) Organizational Chart - not available. (4) Recruitment Plan (man-power) (5) PAR Process - <input checked="" type="checkbox"/> (6) Dr. Prabir visited Auton Univ, U.K. in Jan' 2017	Promotion & Transfer of faculty

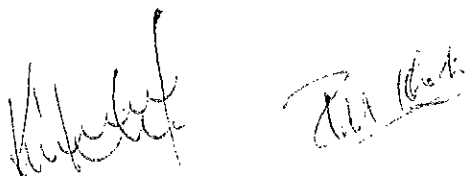
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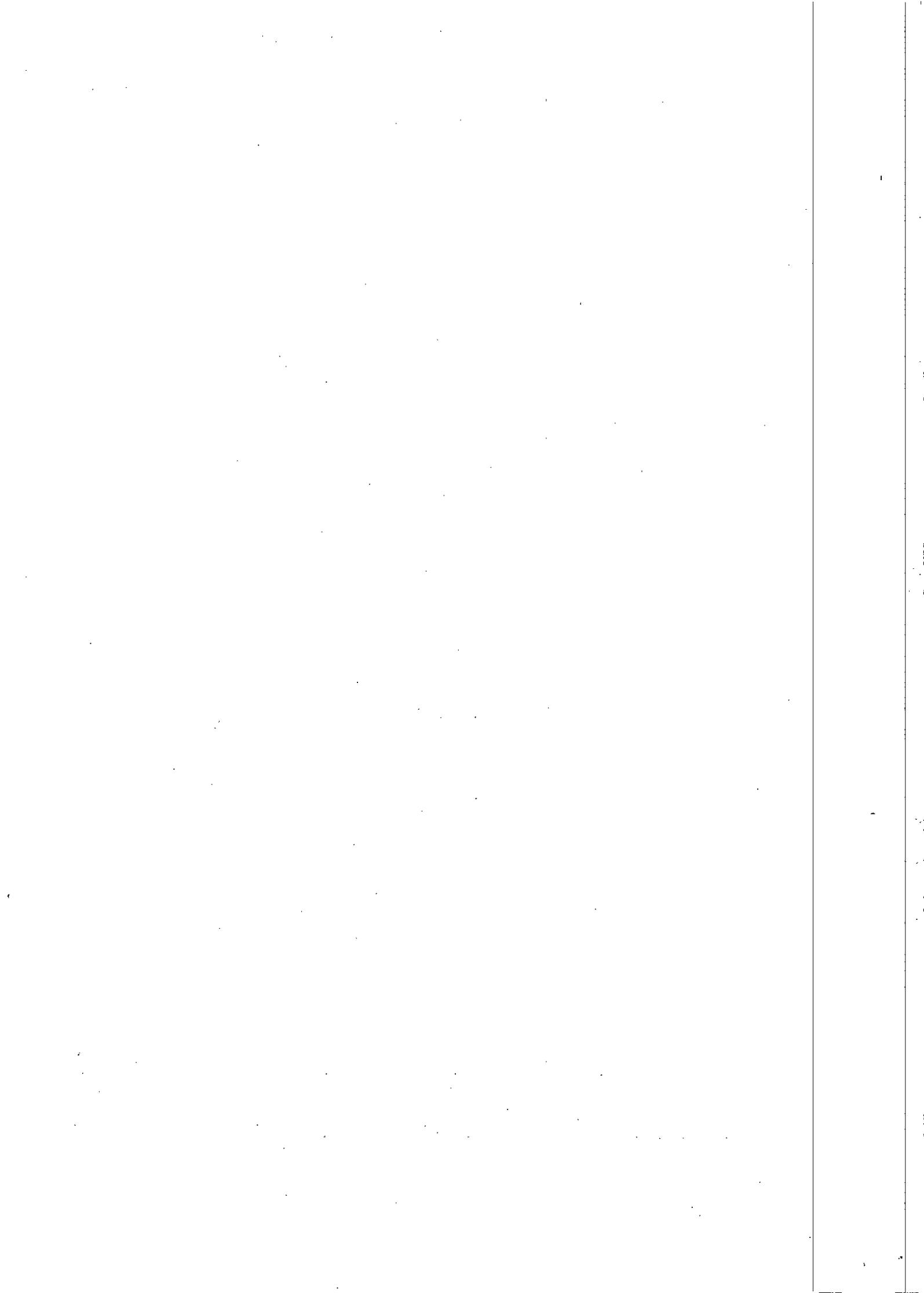
6.3.7	Faculty and Staff recruitment	Quality improvements in selection of faculty-(research oriented - leading to enhanced quality of peer learning). 2. Induction or orientation for the newly appointed faculty/ staff. 3. Senior faculty act as mentors to the newly recruited faculty.	Supporting documents in line with the answer provided	(1) Induction for New Staff Jan'17 (2) Research Workshop - Senior Faculty members act as mentors to Jr. Faculty.	
6.3.8	Industry Interaction / Collaboration	Quality measures supporting Corporate / Industry interaction. Suggested points could be 1. Corporate training conducted by faculty. 2. Corporate research projects. 3. Guest speakers from the Industry 4. corporate participation in the student selection process, 5. Corporate participation on various committees. 6. Feedback from industry experts	1. Industry interaction Documents and Communication 2. Guest lectures Documents and Communication 3. Speakers Documents and Communication. 4. Feedback and action taken on feedback	(1) Guest lectures by Industry people (2) ✓ (3) ✓ (4) Feedback A.T.R. ✓	Guest speaker was invited again.
6.3.9	6.3.9 Admission of Students	Quality improvements in the admission process. Suggestive measures can be 1. selection parameters in the PI process. 2. Manner of conduct of the admissions 3. Selection of the panelists 4. Inviting alumni in the selection process 5. Eligibility Documents verification process 6. Detailed Induction programme.	1. Personal Interview parameters- if any quality changes initiated. 2. PI Panelist profiles 3. Alumni invited as panelists in the selection process. 4. Table programme of the Induction of the batch during the academic year 2016-17 and other supporting documents	(1) ✓ (2) ✓ (3) ✓ Mr. Anil Shigabare (4) ✓	
6.4	6.4 Welfare schemes for				

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	Teaching	1. Dedicated Research Budget 2. Medclaim Policy 3. Transportation facility 4. Maternity leave policy 5. Support provided in pursuing PhD in terms of fee concession 6. Duty leave for attending FDP's workshops and Conferences 7. Organizing common Breakfast and Lunch on certain occasions 8. Celebration of birthdays 8. Research Incentives 9. Promotion of research through online access to journals subscribed by SIU 10. Annual Health checkups 11. Festival Gifts 12. FDPs by STLRC 13. Institutional membership of professional bodies	1. Duty leaves 2. Research budget claims 3. Email communication 4. Faculty participation in Health check ups 5. Other supporting documents in line with the answer	✓ ✓ ✓	Criteria in (1) 2 - 4 - 5 - 6 has received)
	Non-Teaching	Suggested measures could in the nature of: 1. Medclaim Policy 2. Transportation 3. Maternity leave policy 4. Support for pursuing further studies 5. Organizing common Breakfast and Lunch on certain occasions 6. Financial assistance for Housing and Marriage non-teaching staff training programme	Health Insurance Documents and other supporting documents	(1) ✓ (2) ✓ (3) ✓ (H.R. manual) (4) ✓ Mr. Nilesh (Financial support in CCMA) (5) ✓ (6) ✓ Loan Against Salary to Mr. Kankesh	
	Students	1. Health Insurance Documents 2. Outdoor Activities/training documents	1. Health and wellness facilities on campus 2. student engagement - through outbound programs 3. Student clubs 4. Student participation on various committees 5. student feedback on action taken	(1) ✓ (2) ✓ (June 16) (3) ✓ Nine Student Councils (4) ✓ (5) ✓	
6.5	Total corpus fund generated	Approved budget copy- Letter of Intent for allocation of seed fund for research activities	not for the Institutes		
6.6	Whether annual financial audit has been done	Policy, Financial audit Reports	Self explanatory	✓	(mail - April 2017)

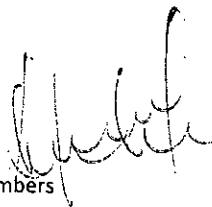
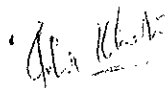
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9 Dec 2017

6.7	Whether Academic and Administrative Audit (AAA) has been done?	Proof of various reports stated in the OMPI																						
		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>S.I.U.</td> <td></td> <td></td> </tr> <tr> <td>Administrative</td> <td>✓</td> <td>Sevick Society</td> <td></td> <td></td> </tr> </tbody> </table>	Audit Type	External		Internal		Yes/No	Agency	Yes/No	Authority	Academic	✓	S.I.U.			Administrative	✓	Sevick Society			Email correspondence	✓	April, 2017
Audit Type	External			Internal																				
	Yes/No	Agency	Yes/No	Authority																				
Academic	✓	S.I.U.																						
Administrative	✓	Sevick Society																						
				Proofs of the audit	✓																			
				audit reports	✓																			
				conveyances Forms of the auditors	✓																			
6.8	Does the University/ Autonomous College declares results within 30 days?	Exam Process Audit Reports	not for the Institutes																					
6.9	What efforts are made by the University for Examination Reforms?	Self explanatory.1.	1.Proof of Examination Process Improvements 2. Time Tables	(1) ✓ (Aachal Land) (2) ✓																				
6.10	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?		Not for the Institutes																					
6.11	Activities and support from the Alumni Association	Alumni cell- Composition, Functions of the cell, Support from Alumni in terms of placements , Alumni participation in IQAC/ Institution building	1. Alumni cell- its constitution, its functions 2. Alumni meets 3. News letters 4. Social media connect with alumni 5. Showcasing the achievements of the alumni 6. IQAC Minutes 7. Placement Assistance Proofs 8. Guest Lecture Proofs	(1) ✓ Alumni Team (2) ✓ (3) ✓ (4) ✓ Blog (I-Social-Team) (5) ✓ posted on the wall of fame (6) ✓ (7) ✓ PAT- Criteria ✓ (8) ✓																				

Signature of Team Members

9th Aug '17
Date:

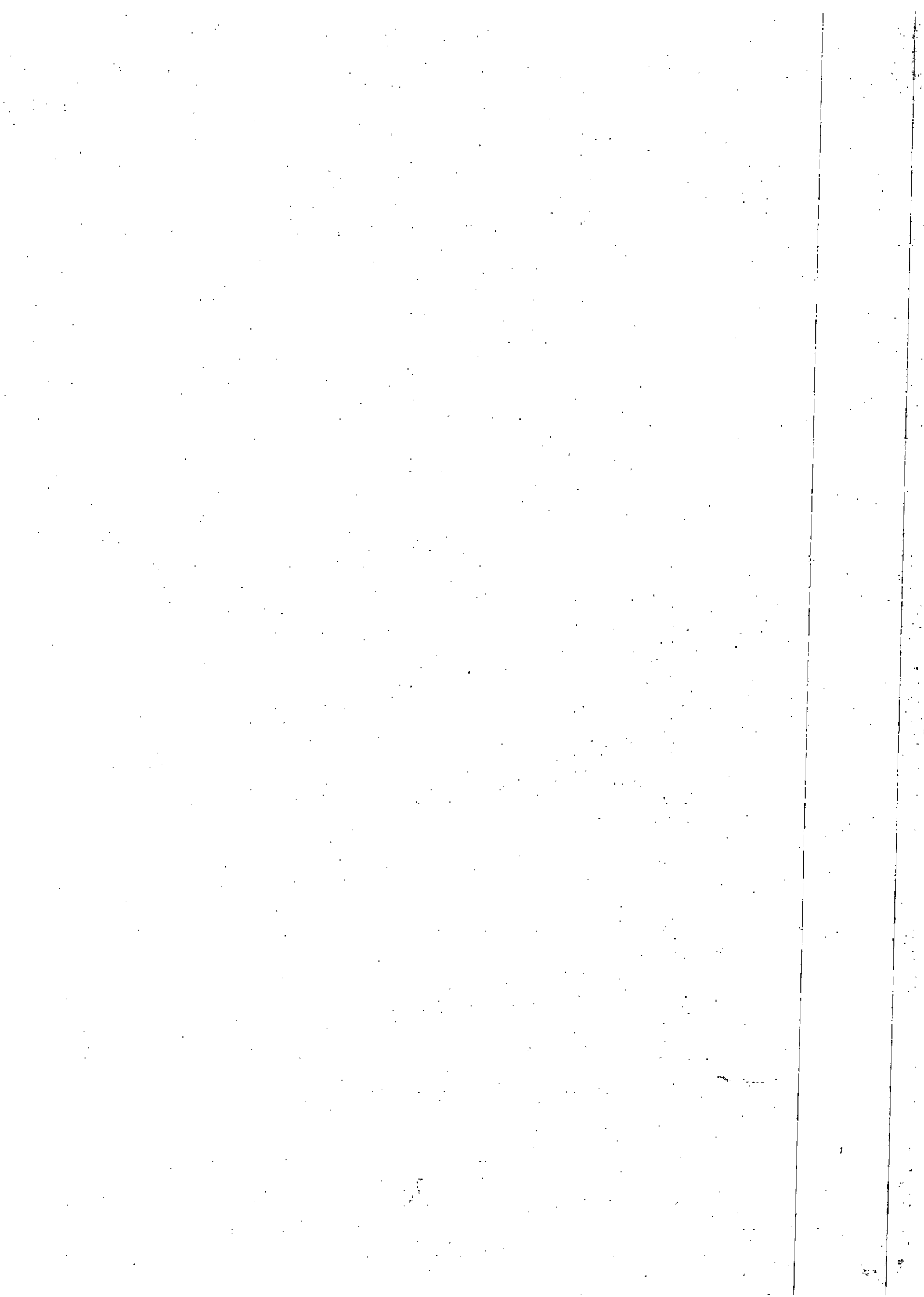
6.12	Activities and support from the Parent – Teacher Association	Quality Measures taken by the Institutes to establish a connect with the Parents through any means.1. Parent representation on various committees at the Institute level (eg: Anti ragging). 2. Ways through which Parents are informed about the their wards progress. 3. Any means through which Institutes have been able to leverage volunteer power from the parents for its activities.	Supporting documents in line with the answer provided	(1) Parent member P.T.A. (2) N/A (3) Parent member P.T.A.	Anti Ragging Committee
6.13	Development programmes for support staff	Measures undertaken for the development of support staff.	1. Training Programmes Conducted Proofs 2. Records of training sessions conducted / attended by Faculty/ Staff 3. Feedback forms and ATR	(1) Employee- training for staff (2) F.O.P. / M.D. - (Criteria) (3) ✓	for staff
6.14	Initiatives taken by the institution to make the campus eco-friendly	Measures taken by the Institute to make the campus eco friendly.Suggestive measures can be in the nature of 1. Tree Plantation drive at the campus, conservation of resources like water. 2.Reducing usage of paper 3. Use of energy efficient lightining, 4. Awareness drives for the cause of the environment.	All the measures undertaken must be supported by proofs like photos/ emails/ reports/media coverage	(1) N/A (2) ✓ (3) ✓ (4) ✓	




Signature of Team Members

September 17

Date:



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

Q.No.	Criteria particulars	To check institute/ department level documents	Docs Available Yes/No	Comments
7.1	Innovations	Check whether in given format or no		
	In Teaching/Administration/Process	Softwares- moodle, curiosity/Guidelines/Format/evaluation	✓	
		Email communications	✓	
		Measurement of impact	✓	
		Beneficiary feedback	✓	
		Process chart	✓	
		Flow Chart	✓	
		Photographs if applicable	✓	
	Fostering International Relations	Seminars, Workshops (photos, MOUs signed, Lectures, Internships and Placements	✓	
7.2	Point wise for every plan			
	Action Taken Report against Plan			
	Plan 1.	Documents related to activity	✓	1) KICIAVA -
	Plan 2.	Documents related to activity	✓	2) KICICIO - WEBEX
	Plan 3.	Documents related to activity	✓ ✓	(3) KICIAVA of new RITEs (4) Marketing & Behavioural labs

K. K. K. *D. K. K.*

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

Q. No	Criteria particulars	To-check institute / department level documents	Docs Available Yes / No	Comments
	Plan 4.	Documents related to activity	✓	(4) marketing lab
7.3	Best Practices	Check whether in given format or no		
		Email communications	✓	
		Measurement of impact	✓	Annual Reports of various committees
		Beneficiary feedback	✓	Periodical feed back of MP for feedback of faculty
		Process chart	✓	
		Flow Chart	✓	
		Photographs if applicable	✓	
7.4	Environmental awareness / protection			
	Environment Sustainability	Programme Structure, Syllabus, Special Lectures on Environment Sustainability, Projects involving students	✓	Integration in b/w/M courses by Dr. Khatke through use of campus of SIU.
	Research	Paper presentations, conferences attended, published papers	✓	Project on waste management done by the students - report submitted.
	Tree Plantation	Photos	X	
	Carbon Emissions	PUC of Vehicles	X	
	SCOPE (Institute Social Responsibility and Service Learning)	Photos, Reports (Hard copy and Soft copy)	✓	
	Waste Management	Photos, Documents (computer), Dry and Wet Garbage Bins, Motivational quotes	✓	Students of SIMM did Project with SCWMM
	Projects	Reports with photos	✓	
	Others			
	Others			
7.5	Environmental Audit			
	Green Audit	Agency report/SIU Audit/any other	X	

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Signature of Team Members

09.02.11

Date:

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

Q/ No	Criteria particulars	To check institute / department level documents	Docs Available Yes / No	Comments
	Energy Audit (As applicable)	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	✓	
	Renewable Energy	6.Solar Power Plants, Bio-Gas	✓	
	Measureable Impact	Quantified evidences	✓	
	Others	Report/photos	✓	
7.6	SWOC	Evidences in form of reports/articles	✓	

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(Dr. Madhukar S.)

Signature of Team Members

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09.02.17

Date: