

Compliance Report IQAC Audit 31st May 2017 (year) to 1st June 2018 (year)
 (For the Audit Team)

Name of the Institute/
 Department SIBM

Audit Date 7th AUGUST 2018

Name of the IQAC Audit
 Team Members

1 Dr. Prakash Rao

2 Mr. Venkatesh Iyengar

3 Mr. Rahul Dhargude

4 Dr. Ruby Chanda

Name of the IQAC
 Coordinator Dr. Sonakshree

AQAR Audit -General Observations		
Sr. No.	Observation	Remarks
1.	Layout	<u>N. good</u>
2.	Filing	<u>Adequate</u>
3.	Adequacy of documents	<u>Fairly good</u>
4.	Authentication by Director	<u>Yes</u>
5.	Level of Understanding of Concerned person	<u>N. good</u>
6.	Overall Impression	<u>Documentation is well recorded barring a few minor points in same criterion.</u>
7.	Best Practices, if any	<u>1) Research colloquium 2) Rubric based PIWA process.</u>
8.	Recommendations	<u>Overall process was well organized.</u>

Signature of the Audit Team Members

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2
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Signature of Director

IntituteSta Per 08
 AssAuthSta: Pending
 FinAuthSta Pending

Institute Symbiosis Institute of Business Management, Pune (SIBM Pune)
 Director Dr. Raman
 Year 2017-18

Serial	Criteria	Indicators	Scale	Descriptor	MaxScore	Institute Score	Comment	Assessing / Final Auth	Final Authority Comm
II.1	Retention	Length of s	100%	retention after jk	5	--	--	--	--
II.2a	Progressor	FDP / Confr	100%	of teaching staff	10	10			
II.2b	Progressor	Staff Devel	100%	of non-teaching	5	5			
II.2c	Encouragin	Encouragin	50%	of all staff (Facult	5	1			
II.3a	API - Categ	Average sc	Average	API Score in C	15	--	--	--	--
II.3b	Represent	% of faculty	100%	of Faculty with s	10	1			
II.4a1	Overall pla	% of eligibl	Only	primary programi	15	15			
II.4a2	Progressor a	% of pas:	For UG	>or = 51%= 5 p	5	0	In view of t		
II.4b	Internation	This is an ir	>20%	of total placed =	10	0	SIBM, Pune		
II.4c	Trend of A	Increase in	>25%	increase = 10 pc	10	5			
II.4d	No. of alumn	% of alumn	>=5%	=10 points rest I	10	0	Efforts on t		
Total					100	37		0	0
Minimum Expected						40			

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Institute Symbiosis Institute of Business Management, Pune (SIBM Pune)
 Director Dr. Raman
 Year 2017-18

IntituteSta Done
 AssAuthSt: Pending
 FinAuthSta Pending

Serial	Criteria	Indicators	Scale	Description	MaxScore	Institute Score	Comment	Assessing / Final Authr	Final Authority Comm
V.1	ISR Initiati	Number of >5 = 10 points	 3-		10	10	1. Joy of Gi	--	--
V.2	Student pa	% of stude	90-100 % = 10 points	<	10	6	-- 06	--	--
V.3	Time spent	Average Ni	>5 hrs / week = 10 poi		10	10	Prerna - Tri	--	--
V.4	Has the ou	This indicat	Yes = 8 points	 1	8	8	The ISR init	--	--
V.5	Is there a	F Shows the	Yes = 2 points , No = 0		2	2	Dr. Poornin	--	--
V.6	ISR initiati	This enhan	Yes = 5 points	 Ni	5	5	-- 05	--	--
V.7	Does the Institute	offe	Yes = 5 points	 Ni	5	5	-- 05	--	--
Total					50	46		0	0
Minimum Expected									20

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 17/10/18

Institute Symbiosis Institute of Business Management, Pune (SIBM Pune)

Director Dr. Raman

Year 2017-18

IntituteSta Pending
AssAuthSt: Pending
FinAuthSta Pending

Serial	Criteria	Indicators	Scale	Description	MaxScore	Institute Sc	Comment	Assessing /	Final Auth	Final Authority Comm
IV.1	API in Cate	Avg API scc	<=70	=10 points, 71-1	30	--	--	--	--	--
IV.2	Papers pub	List of Paper	Avg No of Publ	/Projec	10	5	--	--	--	--
IV.3a	Papers Pub	Average nu	Avg No of Publ	per faci	20	8	--	--	--	--
IV.3b	Papers pub	Citations p	>6=	20 points, 5 = 15	20	20	--	--	--	--
IV.4	RESEARCH	% of incom	>5% =	20 Central libr	20	--	--	--	--	--
IV.5	Research C	Research C	National -	5 points per	15	0	--	--	--	--
IV.6	Research Journal	Publi If	YES : 50		50	42	--	--	--	--
IV.7	IP Filed/granted		Licensed =	30 (Details	60	0	--	--	--	0
Total					225	75				0
Minimum Expected										135

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Institute Symbiosis Institute of Business Management, Pune (SIBM Pune)
Director Dr. Raman
Year 2017-18

IntituteSta Done
AssAuthSta Pending
FinAuthSta Pending

Serial	Criteria	Indicators	Scale	Description	MaxScore	Institute Sr	Comment	Assessing /	Final Auth	Final Authority Comm
VII.4	Annual He: Attendance	100 % attendance for /	5		5	0	00	--	--	--
VII.1	Wellness : Percent of . more than 50% using v		10		10	2	00	--	--	--
VII.2	Inter Institi Initiation o' Credit programme star		5		5	0	00	--	--	--
VII.3	Participatic Participatic Participation in more t		10		10	10	00	--	--	--
VII.5	Health Insu Timely Reg 100 % Registration for		5		5	5	05	--	--	--
VII.6	Health Edu Conduct of Conduct of 4 (100 %) C		5		5	5	05	--	--	--
VII.7	Nominatioi Nominatioi Nominated as per noti		10		10	10	00	--	--	--
Total			50		50	32	0			0
Minimum Expected						20				

Handwritten signature and date: 8/18/18

Institute Symbiosis Institute of Business Management, Pune (SIBM Pune)
Director Dr. Raman
Year 2017-18

IntituteSta Pending
AssAuthSt: Pending
FinAuthSta Pending

Serial	Criteria	Indicators	Scale	Description	MaxScore	Institute Score	Comment	Assessing / Final Authority	Comment
III.1a	INCOME	>=100%	5	This highlig	5	--	--	--	--
III.1b	% OF INCOME FROM E	>5%	10	This highlig	10	--	--	--	--
III.1c	EXPENSES	>100%	5	This highlig	5	--	--	--	--
III.1d	REVENUE SURPLUS	>=100%	5	This highlig	5	--	--	--	--
III.1e	CAPITAL EXPENDITURE	>100%	5	This highlig	5	--	--	--	--
III.2a	REVENUE SURPLUS	Revenue	10	Measure	10	--	--	--	--
III.2b	NET SURPLUS	Net Surplus:	10	 >40	10	--	--	--	--
III.3	Securing ex % of total	i>10%	35	= 35 marks	35	--	--	--	--
III.4	AUDIT COMMENTS AND COMPLIA	This highlig	15		15	--	--	--	--
Total			100		0	0	0	0	0
Minimum Expected									40

Handwritten signature and date: 11/12/18

Institute Symbiosis Institute of Business Management, Pune (SIBM Pune)
 Director Dr. Raman
 Year 2017-18

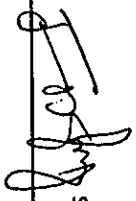
IntituteSta Pending
 AssAuthSta Pending
 FinAuthSta Pending

Serial	Criteria	Indicators	Scale	Description	MaxScore	Institute Score	Comment	Assessing / Assessing / Final	Authr / Final Authority	Comm
I.1.0	Student : T	Number of	10	as per target=	10	10		--	--	--
I.1.a	Quality of c	Rating by C	20	See a target What is bei	20	12		--	--	--
I.1.b	Quality of c	b) Impleme	10	Classification of course	10	--		--	--	--
I.2.a	Quality of f	a) % of UG	10	100% UGC Having ens	10	--		--	--	--
I.2.b	Quality of f	b) Ph.D que	10	100% Ph.D qualified fa	10	--		--	--	--
I.2.c	Quality of f	c) Average	10	If the average work ex	10	--		--	--	--
I.2.d	Quality of f	d) Peer Rev	10	Faculty ratings from 10 - Excellent, 7 to 8 - V Good, 6 - Good, 5 - Average, 3 to 4 - Below-Average, 1 to 2 - Poor. 	10	--		--	--	--
I.2.e	Quality of f	e) Student	10	Faculty ratio Will be aw	10	8		--	--	--
I.2.f	Quality of f	f) % of Fac	10	100% of Faculty = 10 p	10	8		--	--	--
I.2.g	Quality of F	API - Aver	20	<=75 = 2 points , 76 - i	20	--		--	--	--
I.3	Training Pr	Here the in	10	% share of At least om	10	8	SIBM Pune -08	--	--	--
I.4	Courses tal	Specially cr	10	2 points each, max 10	10	2	T2888, cre: 02	--	--	--
I.5	Credits tau	, % of credit:	5	100 % = 10 points, rest	5	2	02	--	--	--
I.6	Credits tau	, % of credit:	10	100 % = 5 points, rest p	10	4	04	--	--	--
I.7	Efforts for	: Identifying	5	2 marks for each initial	5	5	SIBM looks -05	--	--	--
I.8	% of Visiting	Faculty w	5	100 % = 5 points, rest j	5	5	Most griev: 05	--	--	--
I.9	Number of Record	of r	175	5 points if 100 %, Othe	175	75		--	--	--
Total										0
Minimum Expected										105

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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	Yes	
	Number of programs added during the year	SIU Approved Programme Structure	-	
	Number of self financing programmes	Yes for all our programmes		
	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	
	Innovative Programmes	Note explaining innovativeness of the programme	-	
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	
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	

7/8/18
Date:



Signature of Team Members

AQAR Audit - Criteria I

Q. No	Curricular Aspects	To check institute / department level documents	Docs Available Yes / No	Comments
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	
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	-	



Signature of Team Members

7/8/18

Date:

Symbiosis International (Deemed 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	Discrepancy in number
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	—	
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	

Signature of Team Members

7/8/18
Date:

Q/No	Teaching, Learning and Evaluation	To check institute/ department level documents	Docs Available Yes/No	Comments
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 Yes	Resource person (made available)
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	Nothing to be done Student feedback to support
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	Since table print out in hand copy. Academic Calendar available showing start date / End date
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	Yes	NA (Action Taken Report)

[Signature]

Signature of Team Members

#18/18

Date:

Q. No.	Teaching, Learning and Evaluation	To check institute / department level documents	BOS Available Yes / No	Comments
2.9	Number of faculty members involved in curriculum restructuring / revision / syllabus development as member of Board of Study / Faculty / Curriculum Development workshop	<ol style="list-style-type: none"> List of faculty members on various sub-committees The attendance to Sub-Committee meetings and its proof (to be collected from SIU) List of faculty members on BOS / AC / BOM: Proof If any curriculum related workshop at Institute level / TLRC and its proof Mechanism to collect feedback about curriculum from faculty members, visiting faculty members, alumni, industry experts, benchmarking with international universities etc. How this feedback is considered while redesigning curriculum. Supporting for Action taken on Feedback Notification from Registrar 	<p>yes yes yes — yes yes —</p>	
2.10	Average percentage of attendance of students	<ol style="list-style-type: none"> Attendance of Students Summary Statistics 	Yes yes.	
2.11	Course / Programme wise distribution of pass percentage	Examination record (White Ledger)	Yes	
2.12	How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:	<ol style="list-style-type: none"> Check IQAC meetings conducted, attendance record, Minutes of meeting etc. Institute should provide a write up on role of IQAC in its contribution to above processes. 	<p>yes yes. —</p>	write up in wit-1 file can be put.

[Handwritten Signature]

Signature of Team Members

7/8/18

Date:

Sl. No.	Teaching, Learning and Evaluation	To check Institute/ department level documents	Docs Available Yes/ No	Comments
2.13	Initiatives undertaken towards faculty development	For FDPs organised by institutions under TLRC or otherwise Certificates, approvals of such attendance	—	
2.14	Details of Administrative and Technical staff	Actual staff members as per HR letter. Print out from Ekalavya.	Yes	



Signature of Team Members

7/8/18
Date:

Symbiosis International (Deemed 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	
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	- Donor Sanction letter to be provided - Progress report also required.
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	YES	- Documents for completed projects (2) needs to be provided e.g progress report, completion certificate, UC certificates



Signature of Team Members

Date: 7/8/18

Q. No.	Research, Consultancy and Extension	To check institute/ department level documents	Docs Available Yes / No	Comments
3.4	Details on research publications	<ol style="list-style-type: none"> List of publications (in APA style) with URL link Hard and soft copies of publications Google Scholar Citations page of each faculty member & institute as a whole 	YRS	URL link to be provided for all publications
3.5	Details on Impact factor of publications	<ol style="list-style-type: none"> List of publications having Impact Factor (Thomson Reuters/WoS & Scopus). Soft copies with URL link <p>Impact Factor (IF) should only be extracted from the following:</p> <ul style="list-style-type: none"> (i) Journal Citation Report (JCR) – Thomson Reuters (WoS) (ii) CiteScore – Scopus <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>	YRS	<ul style="list-style-type: none"> handle impact factor for all 22 publications As of now 16 publications
3.6	Research funds sanctioned and received from various funding agencies, industry and other organizations	<ol style="list-style-type: none"> Proposal copy Sanction letter from the authority & Consent letter & Emails Fund transfer proofs (Cheque/DD/RTGS details, Emails, etc.) Progress report Utilization certificate Statement of accounts Completion report Publications/Patents, if any 	NA	Change the point related to Prof.ubs sponsored by University College from 1 to 2



Signature of Team Members

7/8/18
Date:

O. No.	Research, Consultancy and Extension	To check institute / department level documents	Does Available Yes / No	Comments
3.7	No. of books published	1. Hard copies 2. URL Link 3. Correspondence with publisher	YES	Book published data to be revised from 1 to 0
3.8	No. of University Departments receiving funds from	List of Depts/Institutes	NA	
3.9	For colleges	List of Depts/Institutes	NA	
3.10	Revenue generated through consultancy	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 6. Statement of accounts 7. Completion report 8. Publications/Patents, if any	YES	Soft copy evidence of cancelled funds, fee/bank details for counter worth the way headed.
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. Abstract 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	1. Invitation letter 2. Conference schedule details 3. Certificate/ Thank you letter	NO	May be connected from 1 to 0
3.13	No. of collaborations	MOUs/Agreements with national and international Univ/corporates (SCIE)	YES	Change from 19 to 1 for int. collaboration - National data from 3 to 0
	International	Proofs of faculty exchange		
	National	Proofs of students exchange		


 Signature of Team Members

7/8/18
 Date:

Q. No.	Research, Consultancy and Extension	To check Institute / department level documents	Docs Available Yes / No	Comments
3.14	No. of linkages created during this year	Emails	YES	
	National	MOUs (with SCIE)		
	International	Emails		
	academic/research bodies	Reports from faculty those involved		
		List of joint publications with Head-Res&Pub		
		Proofs of joint research in the form of MOU/agreement or publications, etc.		
		Emails, if any		
		Research publications copy (soft+hard)		
		URL link of publication		
		All proofs related to students placement from collaboration		
		MOU/agreement for consultancy		
		Emails		
		Funds received		
		Progress reports		
		Approved budget copy		
3.15	Total budget for research for current year		NA	
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	YES	May be modified from 3 to 4.


Signature of Team Members

7/8/18
Date:

Sl. No.	Research, Consultancy and Extension	To check institute / department level documents	Docs Available Yes/No	Comments
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	YES	SIU enrollment letter to be included in each guide.
3.19	No. of Ph.D. awarded by faculty from the Institution	1. List of PhD scholars 2. Degree certificate	YES	None to be changed from SIU
3.20	No. of Research scholars receiving the Fellowships	Letter of recognition Correspondence details	YES	Date of SRF to be shifted to SRF - Total TRF - 5
3.21	No. of students Participated in NSS events:	1. Details of the event 2. Photograph 3. Certificates	NA	
3.22	No. of students participated in NCC events:	1. Details of the event 2. Photograph 3. Certificates	NA	
3.23	No. of Awards won in NSS:	1. Award certificate 2. Trophy 3. Event detail	NA	
3.24	No. of Awards won in NCC:	1. Award certificate 2. Trophy 3. Event detail 4. Correspondence letters	NA	
			NA	
3.25	No. of Extension activities organized	1. List of Programmes 2. Proofs in the form of photos, attendance, registration, appreciation letter, emails, etc. 3. Any other evidences	YES	
3.26	Details of Departments getting assistance/recognition under SAP, COSIST(ASSIST)/DST, FIST and other programmes.	1. List of assistance received 2. Proposal copy 3. List of assistance 4. Financial details	NA	



Signature of Team Members

7/8/18
Date:

O.N.C.	Research, Consultancy and Extension	To attached institute / department level document	Does Available Yes / No	Comments
3.27	Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility	1. List of Programmes	YES	Rayon Smart City Initiative evidence to be included.
		2. Proofs in the form of photos, attendance, registration, appreciation letter, emails, etc.		
		3. Any other evidences		



Signature of Team Members

7/8/18
Date:

Symbiosis International (Deemed 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	Yes	
	Class rooms (in Numbers)	1. Floor Plans, Occupancy or Load chart in Academic Time Table	Yes	
	Laboratories (in Numbers)	2. Refer the attached excel format for Classroom/Seminar Halls/Lab	Yes	
	Seminar Halls (in Numbers)	(NOTE-if rent are shared between campuses for same facility, then only show as facility in Institute's AQAR). If Seminar Hall is shared with other Institute in the	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	Yes	SV
	Value of the equipment purchased during the year (Rs. in Lakhs)	2. Refer the attached format to maintain the list of important equipment purchased and the resp. expenditure (NOTE-	Yes	15-18.?
	Others	1. Includes infrastructre facilities like Studios/Workshop room/Animation Room/Conference Room etc. Mention the exact details and description as Comments Block	No	
	3. If a facility is shared with other Institute, Mention it as a shared facility with the name of that institute as Comments block			
4.2	Computerization of administration and library	1. To attach Library SOP / Manual 2. If any improvements (computerization , additional library software purchased) made then include POs and invoices to show the specific purchases made	Yes	SW

Signature of Team Members

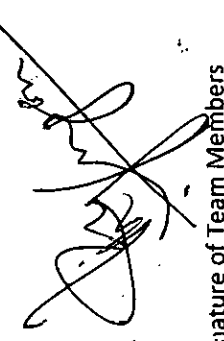
Date:

Symbiosis International (Deemed University)

Internal Quality Assurance Cell

AQAR Audit -Criteria IV

Q.No	Infrastructure and Learning Resources	To check institute/department level documents	Does Available Yes/No	Comments
43	Library services	1. Refer to the definitions given by Central Library (what are text books, reference books etc.) cross check existing no. (Text books, reference books, journal etc.) and newly added no. given in MIS with their manual record. 2. Library Manual	yes	SIU
44	Technology up Gradation (overall)	3. Last page of accession register of the library as a proof of number of books in library and cross check it with KOHA accession register report also (Total no. of books according to last page of accession register and KOHA accession register report should be same). (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; AV resources , e-books etc. purchased for the current year		



Signature of Team Members

Date:



Institute Name :

Format for Classroom, Lab and Seminar Hall

Sr.No.	Facility Type (Seminar hall/Classroom/Lab)	Nomenclature (room No)	Location	ICT Utilization (ICT Resource in that Facility)
Sample	Classroom	S7	First Floor	LCD Projector, Desktop
1				
2				
3				

Signature of Team Members

Date:



Institute Name :

Format for Equipment purchased and Number

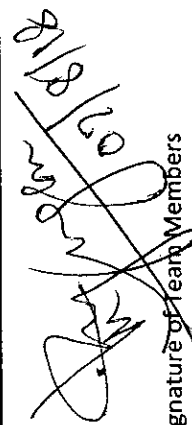
Sr.No.	Name of Equipment	Dt. Of Purchase	Location	Amount (in Lakhs)
Sample 1	XYZ	21/08/2015	First Floor, Computer Lab, Room No:302	2
2				
3				
4				
			Total =	x.xx lacs

Signature of Team Members

Date:

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

Q. No.	Student Support and Progression	To check institute / department level documents	Does Available Yes/No	Comments
5.1	Contribution of IQAC in enhancing awareness about Student Support Services	Agenda of IQAC Minutes of IQAC Meeting Details of constitution of various bodies on Students Services Action Taken Report on Students Services ✓	Yes	
5.2	Efforts made by the institution for tracking the progression	Examination Results 4 Remedial Classes 4 Placement report of individual students Alumni database CA's Students data who have gone for higher education in other institutions of repute nationally or internationally. NW	Yes	
5.3	Total Number of students	Summary table and list of admitted students (country wise, state wise and gender wise) 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 Should match with Eduwiz data	Yes	other 180? 614 616 67 63
a	No. of students outside state			
b	No. of International students			
c	Girls and Boys		Yes	Data Mismatch
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)	—	Drop out?


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Sl. No.	Student Support and Progression	Related 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	Yes	As per report
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.	NIL	N/A
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. Admit Card	NIL	
5.6	Details of student counselling and career guidance	List of Mentor-Mentee list. Buddy System Log books/ attendance sheet/ e-mails of faculty-students interaction for career counseling. Analysis of career drivers test, psychometric test held for counseling. Attendance sheet and schedule for Workshops on soft-skills training, industrial analysis before placement	Yes	504?

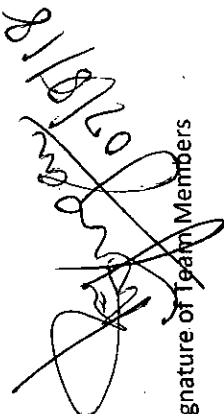

 07/08/20

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Sl. No.	Student Learning and Professional Development	To: Institute / department / level / program	Data Available Yes/No	Comments
5.7	Details of campus placement	List of Students of 16-18 batch and companies they were placed Summary table of maximum, minimum, average salary specialization-wise and sector -wise Offer letters of maximum, minimum salary. Email communication made to companies and their acceptance.	Yes	
5.8	Details of gender sensitization programmes	Schedule, attendance sheet of gender sensitization programs held in the academic year for PG and UG Details of the facilitator. ✓	Yes	
5.9	Student Activities	Academic Calender containing various students events held List of Club/ Committees its student members, faculty mentors. 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	List of students who have participated in sports and other events. Evidences of financial support provided to them. Photos Participation certificate/mails	Yes	

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Sl. No.	Student Success and Progression	Department / Departmental Initiatives	Evidences Available	Comments
5.9.2	No. of medals /awards won by students in Sports, Games and other events	List of Students of who have won medals in sports, national and international events. Evidences such as certificates, photographs, newspaper reports, financial support given by the institute	Yes	
5.10	Scholarships and Financial Support	SIU merit scholarship evidences if any. Evidences of national scholarship. Evidences of industry scholarship. SCOPE scholarship for economically backward class Evidences of scholarship for international certification SIU sports scholarship Scholarship for international students by SIU Scholarships by Govt agencies.	Yes	
5.11	Student organised / initiatives	List of students events . Invitation letter. List of participants FB post, event, Bolgpost consisting details of the event, its announcement etc)	Yes	Exhibition - Heat night
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.	Yes	Bernard 2.0

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Sl. No.	Question	Answer	Yes/No/NA	Comments
5.13	Major grievances of students (if any) redressed	Grievance Redressal Mechanism and constitution. (Handbook or otherwise) how was it notified to students If Open houses held or committee was activated Details of the same (mail communication) minutes of meeting held, issue resolved and action taken Action taken report 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)	Yes	N/A

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 02/08/19

Signature of Team Members

Date:

6.1	State the Vision and Mission of the institution	The SI(DU) Vision Mission is the Vision and the Mission of all the Constituent Institutes.	Vision and the Mission of statements of SI(DU) 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.	N/A
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)	Screenshots of MIS, FIS, OMP, Eduwiz, Admission system software to be checked. If the Institute has implemented any specific system in addition to the above, proof of implementation of the same with screen shots of the system. System can be checked on line as well.	N/A
6.3	Quality improvement strategies adopted by the institution for each of the following			

Signature of Team Members

<p>6.3.1 Curriculum development</p>	<p>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.</p>	<p>Suggestive list of documents to support the above include : <input checked="" type="checkbox"/> Approved Programme structure per programmes offered by the Institute. <input checked="" type="checkbox"/> Curriculum Review documents (ROS Subcommittees correspondence. <input checked="" type="checkbox"/> Proofs of innovative pedagogies in Teaching, learning enriching curriculum. <input checked="" type="checkbox"/> Proofs of Stakeholder feedback (Student, Alumni and Corporate feedback) and the action taken on the feedback that has enriched the curriculum <input checked="" type="checkbox"/> IQAC minutes for curriculum enrichment. <input checked="" type="checkbox"/> Supporting for Action taken on feedback <input checked="" type="checkbox"/> Communication with parents and students</p>	<p>Yes</p>
<p>6.3.2 Teaching and Learning</p>	<p>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 programme to improve instruction 6. Best practices and innovation in teaching /learning. (Blended learning, Industry visits, Student research projects) 7. Academic Audit report</p>	<p><input checked="" type="checkbox"/> Periodic review of faculty - faculty feedback and action taken <input checked="" type="checkbox"/> Peer evaluation of faculty score sheets <input checked="" type="checkbox"/> Innovative pedagogies - supporting documents <input checked="" type="checkbox"/> Academic audit reports <input checked="" type="checkbox"/> Institutes support to faculty for attending training programmes on teaching effectiveness- proofs <input checked="" type="checkbox"/> Industry visits <input checked="" type="checkbox"/> Student research projects <input checked="" type="checkbox"/> Other documents supporting the answer</p>	<p>Yes</p>

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 P/18/16
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6.3.3	Examination and Evaluation	<p>Reforms introduced in the manner of conduction of the internal evaluation (at the Institute level) Whether the evaluation is aligned to desired learning outcomes. Suitability of evaluation tools to different domains: (Financial Accounting, Analysis of Balance Sheet, Lab experiments for Science, Presentation/Newsletter for Communication,)Project for textile designing etc</p>	<p>1. Proofs of Internal evaluation reforms 2. Sample questions papers / Sample Projects/ Academic audit reports 5 Supporting for Action taken on Feedback</p>	<p>yes</p>	<p>FRG - be maintained Appendix 2 U</p>
6.3.4	Research and Development	<p>Quality improvement strategies for writing research among faculty and students.</p>	<p>Suggestive documents could be : 1. In house publication/ Journal 2. Measures undertaken that have enhanced publication ratio of the faculty. (eg: Customized FDP's/Flown Bag seminars/ Research Cluster/Research mentors) Opportunities made available for growth and development of faculty. 4. RAC/IRC meetings-agenda-minutes-ATR 5. Proofs of incremental growth in the no. of publications due to the above activities</p>	<p>yes</p>	
6.3.5	6.3.5 Library, ICT and physical infrastructure / instrumentation	<p>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 (fibs, computers, library softwares) notice boards, Charts other amenities</p>	<p>Photographs, Physical verification of the amenities PO, Asset Register, other supporting documents</p>	<p>yes</p>	<p>-</p>

Audit - Criteria VI

Sl. No.	National Skill Development Corporation	Criteria for the Parameters	Documents to be checked	Findings/Availability of Documents	Comments
6.3.6	Human Resource Management	<p>1. HR documents - promotions/ transfer letters pertaining to additional responsibilities given to the faculty/ staff</p> <p>2. HR manual and reports</p> <p>3. Organizational chart of HR department, roles</p> <p>4. HR recruitment policy, sources of recruitment, process of recruitment strategy and implementation of measures/tools to retain faculty</p> <p>5. Policy regarding attending conferences, travel, Research budget for grants to faculty</p>	<p>1. Faculty provided with goal setting opportunity, <input checked="" type="checkbox"/> Making the HR policy documents available to all, <input checked="" type="checkbox"/> Training to all the faculty/Staff on employee benefits available to them, <input checked="" type="checkbox"/> Ekalavya portal 5. <input checked="" type="checkbox"/> PAR Process 6. Policy regarding attending conferences, travel, Research budget for grants to faculty</p>	yds	
6.3.7	Faculty and Staff recruitment	<p>Quality improvements in selection of faculty- (research oriented - leading to enhanced quality of peer learning).</p> <p>2. Induction or orientation for the newly appointed faculty/ staff. 3. Senior faculty act as mentors to the newly recruited faculty.</p>	<p>Supporting documents in line with the answer provided</p>	HA	HA
6.3.8	Industry Interaction / Collaboration	<p>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 7. MDP programmes.</p>	<p><input checked="" type="checkbox"/> Correspondence emails with the Industry. <input checked="" type="checkbox"/> Schedule of Guest lectures with Industry experts <input checked="" type="checkbox"/> Details of corporates on the PI Panels/ Various committees/ QAC minutes Communication <input checked="" type="checkbox"/> Schedule of MDPs / Feedback and action taken on feedback</p>	yds	

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Date:

	<p>6.3.9 Admission of Students</p>	<p>Quality improvements in the admission process. Suggestive measures can be: selection parameters in the PI process. Manner of conduct of the admissions. Selection of the panelists & inviting alumni in the selection process. Eligibility Documents verification process. 6. Detailed Induction programme.</p>	<p>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</p>	<p>Application in Admission process</p>
<p>6.4</p>	<p>6.4 Welfare schemes for</p>	<p>1. Dedicated Research Budget 2. Mediclaim Policy 3. Transportation facility 4. Maternity leave policy 5. Support provided in pursuing PhD in terms of fee concession 6. Duty leave for attending FDPs workshops and Conferences 7. Organizing common Breakfast and Lunch on certain occasions 8. Celebration of birthdays 9. Research Incentives 10. Promotion of research through online access to journals 11. Annual Health checkups 12. Festival Gifts 13. STLRC Institutional membership of professional bodies</p>	<p>1. Duty leaves budget claims 2. Research 3. Email communication 4. Faculty participation in Health check ups documents in-line with the answer</p>	<p>Team welfare</p>
	<p>Non-Teaching</p>	<p>Suggested measures could in the nature of: 1. Mediclaim 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</p>	<p>Health Insurance Documents and other supporting documents</p>	<p>Team welfare</p>

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Audit-Criteria VI

Sl. No.	Criteria	Does it comply? No	Comments
Students	1. Health Insurance Documents 2. Outdoor Activities/training		1. Health and wellness facilities on campus 2. student engagement - through outboard programs 3. Student clubs 4. Student participation on various committees 5. student feedback on action taken.
6.5	Total corpus fund generated	not for the Institutes	H/A
6.6	Whether annual financial audit has been done	Self explanatory	YES
6.7	Whether Academic and Administrative Audit (AAA) has been done?	Proof of various reports stated in the OMPI	YES
	Academic audits reports		YES
	E-mail correspondence		YES
	Proofs of the audit		YES
	audit reports		
	conveyances Forms of the auditors		
6.8	Does the University/ Autonomous College declares results within 30 days?	not for the Institutes	H/A
6.9	What efforts are made by the University for Examination Reforms?	Institutes to only cover Internal evaluation reforms.	YES
6.10	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?	Response to be filled at the University level	H/A

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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	<p>1. Alumni cell- its constitution, its functions <input checked="" type="checkbox"/> Proofs Alumni meets <input checked="" type="checkbox"/> News letters <input checked="" type="checkbox"/> Social media connect with alumni <input checked="" type="checkbox"/> Showcasing the achievements of the alumni <input checked="" type="checkbox"/> IQAC Minutes <input checked="" type="checkbox"/> Placement Assistance Proofs</p> <p>8. <input checked="" type="checkbox"/> Guest Lecture Proofs</p>	yes	Permanent representative to the
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	yes	Permanent representative to the
6.13	Development programmes for support staff	Measures undertaken for the development of support staff.	<p><input checked="" type="checkbox"/> Training Programmes Conducted Proofs</p> <p>2. Records of training sessions conducted / attended by Faculty/ Staff</p> <p>3. Feedback forms and ATR</p>	yes	-
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. Measures taken to conserve 2. Reducing usage of paper 3. Use of energy efficient lightning. 4. Awareness drives for the cause of the environment.	All the measures undertaken must be supported by proofs like photos/ emails/ reports/media coverage/website updation	AT	NIS

8/12/16
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Signature of Team Members

Date:

Check list for IQAC meetings

Name of the Institute-

S.no	No of meetings conducted in 2017-2018	Documents to be checked	Yes or No
1	03	Composition as per NAAC recommendation	Yes
2		Offer letters to the members	Yes
3		Notice	Yes
4		Agenda	Yes
5		Attendance Sheet	Yes
6		Minutes	Yes
7		Whether quorum is met (2/3rd of total members)	Yes

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Symbiosis International (Deemed University)
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Criteria	Criteria particulars	To check institute/department level documents	Docs Available Yes/No	Comments
7.1	Innovations	Check whether it is in standard format / template		
	In Teaching, Learning, Evaluation/ Research / Internationalisation / ISR / Administration / Placements / Governance / Any other	Why, What & How of the Innovation	yes	Adequate documents
		✓ Process / flow chart (desired)	yes	
		✓ Measurement of impact	yes	feedback analysis ✓
		Beneficiary feedback		
		✓ Email communications.	yes	
		Photographs if applicable		
7.2	Action Taken Report against Plan	Point wise for every plan note on Action taken		
	Plan 1.	Documents related to activity undertaken for plan 1.	yes	
	Plan 2.	Documents related to activity undertaken for plan 2.	yes	

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Sr. No.	Criteria Particulars	Info checked/institute/department level/documents	Docs Available Yes/No	Comments
Plan 3.		Documents related to activity undertaken for plan 3.	N/A	
Plan 4.		Documents related to activity undertaken for plan 4.		
7.3	Best Practices. (Should have been in practice for at least 2-3 Years)	Check whether it is in standard format / template. Why, What & How of the Innovative best practice Process / flow chart (desired) Measurement of impact Beneficiary feedback Email communications, Photographs if applicable	N/A	Does not conform
7.4	Environmental awareness / protection	Programme Structure, Syllabus, Special Lectures on Environment Sustainability, Projects involving students	N/A	
	Curriculum / Academics/ reflecting Environmental Sensitivity	For e.g International Union for Conservation of Nature (IUCN) or National Green Tribunal or 3. Smart Campus Cloud Network (SCCN) etc.	N/A	
	Institutional Memberships and		N/A	

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Criteria Particulars	Location/Institute/department/level/documents	Evidence Available Yes/No	Comments
	Evidences : Mails/MOU/Photos/Participation /projects undertaken		
Awareness Initiatives	Various Drives, Rallies, Campaigns, Heritage walks, Events, workshops with evidences in form of mails/event photos/reports/feedbacks, Tree Plantation	yes	tree plantation drive
Research	Paper presentations, conferences attended, published papers on environment and sustainability.	yes	a research paper published
Energy Conservation:	Calculations showing impact, units of consumption reduced, electricity bills etc/Quantified evidences /According to formula given /		SIO
Specific Projects /Initiatives Like Carbon Neutrality, Carbon Emissions, Paper use reduction, Recycling of paper waste, No vehicle day,	Evidences in form of reports/articles /Photos /Feedback /Press coverage	yes	NA
SCOPE (Institute Social Responsibility and Service Learning)	Photos, Reports (Hard copy and Soft copy), Measurable Impact, Evidences	NA	
Water Management and Water	Reports with photos/Quantified evidences of water consumption reduction /Drip Irrigation etc	yes	SIO
Waste Management: Regular waste	Composts/Recycling/Segregation of waste/process evidences/photos		

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Criteria Particulars	Through Institution / Department Level Comments	Does it apply Yes/No	Comments
Hazardous waste management/UPS/Contract/Other practices	E waste disposal procedure/Vendor tie ups/Contract/Other practices		
Swatch Bharat Abhiyan Initiative	Any Initiative undertaken /mails/event reports /photos		SSD
7.5 Environmental Audit			
Green Audit	Agency report/SIU Audit/any other	NA	NA
Energy Audit (As applicable)	Agency report/SIU Audit/any other		
Others	Report/photos		
7.6 SWOC	Evidences in form of communications, feedback etc		
S	Evidences in form of communications, feedback etc		social and online
W	Evidences in form of communications, feedback etc		SWOC report
O	Evidences in form of communications, feedback etc		SWOC report
T	Evidences in form of communications, feedback etc		SWOC report

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Signature of Team Members

Date: