



SYMBIOSIS INSTITUTE OF TECHNOLOGY, PUNE

Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Sit/ Admin/2026/ 496

23.02.2026

Quality Improvement Cell

The Quality Improvement Cell at Symbiosis Institute of Technology as follows:

Director (Ex-Officio)	Chairperson
Dy Director Administration (Ex-Officio)	Member
Dy Director Academics (Ex-Officio)	Member
Dr Dibakar Rakshit (IIT Delhi)	Member
Dr Yogesh Dandavate (VIIT Pune)	Member
Dr Sonali Kothari	Member
Dr Amol Dhumane	Member
Dr BS Veena	Member
Dr Ramesh B.T	Member
Mr Sagar Fadtare	Member
Ms Mrunal Madiwale	Member
Mr Raunak Sharma	Member
Mr Dhruv Sawant	Member
Dr Anupkumar Bongale	Member Secretary


Dr Ketan Kotecha

 Director

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Quality Improvement Cell

Function / Roles and Responsibilities


To meet at least once in a quarter with fixed agenda points and record the minutes of all such meetings. The minutes shall be submitted to University IQAC which may be incorporated as Agenda Points for the University IQAC meetings.

(x) QMB/IQAC shall periodically review the functions of the respective Constituent QIC and their proposed QA initiatives and subsequent implementation.

In continuation to CIRCULAR NO. 37 of 2020, the nomenclature of Institutional Quality Assurance Committee (IQAC) at Constituent level has been changed to **Quality Improvement Cell (QIC)** and the functions of these Cells shall be as follows:

- To actively coordinate with other committees of the respective constituents such as PRC (Programme Review Committee) etc., and play an active role in planning and implementing quality initiatives as proposed by the University/IQAC/QMB from time to time.
- To facilitate the timely implementation of procedures laid down in manuals, policies, guidelines as issued by the University/IQAC/QMB from time to time.
- To analyse the trends and evaluate the data quarterly; which shall act as respective Constituent benchmark (a target to achieve). Institutional quarterly plans to be discussed & updated in respective constituent QIC documents.
- To facilitate in conducting AQAR/Quality/Academic & Admin audits as scheduled by University/IQAC/QMB.
- To discuss all the institutional/departmental activities (except financial) process flows developed/ being implemented/amended.
- To discuss and record any changes/process improvements in any of the institution processes and the same need to submitted to IQAC/QMB.
- To conduct periodic internal assessments at the level of Constituent/department in order to identify the existing & persistent gaps spread across and facilitate the closure of gaps identified in line with document evidences.
- To actively coordinate with Institutional feedback analysis committees for regular monitoring & analysis of feedback on Quarter/semester wise basis and generate trends for further actions.

Frequency of the Meetings will be held once per semester


Dr. Ketan Kotecha
Director