



**SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION
AND COMPUTER APPLICATION**

(Affiliated to University of Pune & Approved by AICTE)

Sinhgad Institutes

Kusgaon (Bk), Off Mumbai – Pune Expressway, Lonavala Dist. Pune – 410401

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PROF M.N. NAVALE
M.E. (ELECT.)MIE.,MBA
FOUNDER PRESIDENT

DR.(MRS.) SUNANDA M. NAVALE
B.A., M.P.M. Ph.D.
FOUNDER SECRETARY

DR. VIKAS INAMDAR
B. Sc., MBA, Ph. D
DIRECTOR

IOAC CELL FOR THE A.Y. 2018-19

Sr. No	Position	Name of Member	Designation
<u>1</u>	Chairperson	Dr. Sachin Borgave	Director, SIBACA
<u>2</u>	Management members	Dr. M.S Gaikwad	Campus Director
		Dr. S.U. Gawade	Director-STES
<u>3</u>	Head Research	Dr. Rajendra Bhadale	Associate Professor
<u>4</u>	Head Academics	Dr. Irfan Inamdar	Associate Professor
<u>5</u>	Head Student Training	Dr. Prashant Kalaskar	Associate Professor
<u>6</u>	Academic Coordinator	Mrs. Rebecca Cowan	Sr. Office Staff
<u>7</u>	Employer	Mr. Kishor Shelke	HR Head, Parle
<u>8</u>	Industrialist	Mr. Satish Nande	Hotel Industry
<u>9</u>	IQAC Coordinator	Dr. Krishna Sharma	Asst. Professor
<u>10</u>	Alumni Representative	Mr. Rowland Lopez	Student
<u>11</u>	Student representative	Mr. Jagdish Singh	Student
<u>12</u>	Parent Representative	Mrs. Lopez	Parent


DIRECTOR



Minutes of Meeting -IQAC committee

Date: 7th December 2018

Day: Friday

Time: 11.00am

Venue: cabin No 101

Members Present:

1. Dr. Vikas Inamdar (Director)
2. Dr. Sachin Wankhede (Coordinator)
3. Dr. Rajendra Bhadale (Member)
4. Dr. Anil Nagtilak (IQAC - Member)
5. Dr. Khawaja M. Rahman (Member)
6. Dr. Irfan Inamdar (Member)
7. Dr. Prashant kalaskar (Member)
8. Dr. Reena Nath (Member)

Signatures:

_____ (Signature)
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Agenda:

1. To discuss planning for upcoming Academic Year 2018-19 second half.

Discussions:

Following points were discussed and finalized.

1. Subject Allocation: It is decided that all the subject allocation for the Semester II and IV in 2019 will be kept same as of last year without any changes.
2. All the formats for Course file, evaluation schedule, parameters are discussed and finalized
3. Class time table, Academic calendar is discussed and finalized. It is also decided that many innovative activities for students as well as for faculties to be planned, which should form a part of report of next NAAC submission.
4. It is also discussed that few certification courses to be introduced in SIBACA for MBA students.
5. For improving the quality of dissertation it is discussed that, help of alumni is to be taken. The dissertation students will work with them to improve the quality of report.
6. Research center will initiate the process to upload the journals online. (SMR and Pinnacle)
7. Research center proposal was accepted for making compulsory publication of 2 Research paper in UGC notified Journals per faculty per Year.
8. Admission promotion plan discussed. It is also discussed that Computer Lab to be set up for CET examination
9. New Semester (Sem II and IV) will start from 1st January 2019(as per SPPU circular) and all faculty will keep ready all the required teaching aid (course file, Teaching material etc.) to start the academics.

Meeting adjourned at 11.45 a.m.

Next meeting will be conducted on 4th January 2019 at 11.00 am.

Action taken Report of meeting conducted on 07^h December, 2018

Proposed by :Dr. Krishna Sharma


Particulars	ATR
To review the minutes of last IQAC meeting held and progress status and participation in NIRF	Reviewed the minutes thoroughly to identify crucial action items and recommendations from the last IQAC meeting. Took steps to address concerns and improve advancements in quality assurance initiatives as discussed in the meeting.
To Review of ISR activities and initiatives undertaken by the institution for the social and community welfare.	Conducted a comprehensive survey among students to understand their interests and preferences. Established a dedicated committee to analyze the survey data and identify potential value-added programs.
To Review of research activities, publication records, and strategies for promoting research culture within the institution.	Conducted a comprehensive review of current research activities to assess their scope, impact, and alignment with institutional goals. Scrutinized publication records to identify areas for improvement and potential avenues for increased scholarly output.
Curriculum Review	Evaluation of the existing curriculum, identification of gaps, and discussion on any necessary modifications or updates.



Dr. Krishna Sharma
IQAC Coordinator



Dr. Anil Nagtilak
Director and Chairman IQ



Sinhgad Technical Education Society's
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Minutes of Meetings

INTERNAL QUALITY ASSURANCE COMMITTEE

Date: 4th July 2018

Day: Wednesday

Time: 10.30am

Venue: Directors Cabin

Discussions:

Dr. Sachin Wankhede, Coordinator IQAC, welcomed all the members of the IQAC. The meeting started with a permission of the chairperson.

Following points were discussed:





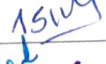




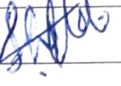
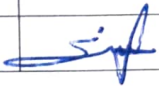
1. Taken the review of the points discussed in the first meeting of IQAC held on 16th August 2017.
2. Progress for NAAC preparation is discussed and a mock assessment process is planned.
3. It is decided to Promote and encourage Faculty and Research students to publish their papers in reputed journals.
4. Budget of the Institute for Current Academic year is discussed.
5. It is decided to increase the Outreach and Extension program for overall development of the students
6. A stock of MOUs is taken and strategy to add new and rejuvenate the old MOU is discussed.
7. It is discussed and decided to plan for improving the quality of placement in terms of package and job profile
8. It is discussed to focus more on STP and HBR cases to increase the problem solving ability of the students.

8. It is decided that the AMC will continue to perform its function under the supervision of IQAC.

It is decided that next meeting will be scheduled in 1st week of July 2018. Meeting ended with Chairman Dr. Sachin Borgave, Director thanking the members present for their contribution and attendance.

Meeting adjourned at 11.30 a.m.

The following members attended the meeting

Sr. No.	Name	Designation and Affiliation	Sign
Chairperson			
1	Dr. Sachin Borgave	Director	
Members of the Management			
2	Dr. M. S. Gaikwad	Member-Campus Director	
Administrative officers			
3	Mr. Prakash Patil	OS	
Faculty Members			
4	Dr. Rajendra Bhadale	Associate Professor	
5	Dr. Irfan Inamdar	Associate Professor	
6	Dr. K.M. Rahman	Associate Professor	
7	Dr. Prashant Kalaskar	Associate Professor	
8	Dr. Rakesh Bhati	Associate Professor	
Student , Alumni, parent			
9	Mr. Roland Lopes	Student	
10	Mr. Jagdish Singh	Alumni	
Employers /Industrialists/stakeholders			
11	Mr. Kishor Shelke	Employers	
12	Mr. Satish Nande	Industrialists	
Coordinator/Director of the IQAC			
13	Dr. Sachin Wankhede	Associate Professor	



Action taken Report of meeting conducted on 4th July, 2018

Proposed by :Dr. Krishna Sharma

Particulars	ATR
To examine the minutes of the previous IQAC meeting, assessing the progress status and evaluating participation in the National Institutional Ranking Framework (NIRF).	Reviewed the notes from the last IQAC meeting to find important tasks and suggestions. Took steps to deal with issues and improve the advancement of quality assurance plans discussed in the meeting.
Evaluation of alumni engagement	Established an alumni feedback mechanism to gather insights on their experiences, expectations, and suggestions for improvement.
Review of initiatives and practices related to Environmental Sustainability	Conducted a thorough review of existing initiatives and practices related to environmental sustainability across all departments.
Evaluation of the effectiveness of institutional governance and leadership	Conducted a comprehensive evaluation of institutional governance structures, assessing their alignment with organizational goals and industry best practices. Instituted a 360-degree feedback mechanism to gather insights from stakeholders, including faculty, staff, and students, regarding leadership effectiveness
Data Security and Privacy	Implemented enhanced encryption measures to safeguard sensitive information and ensure compliance with data protection regulations.
Planning and discussion on the institution's preparedness for handling crises, emergencies, and unforeseen situation	Conducted staff training programs to promote awareness of data security best practices and privacy policies. Established a dedicated response team to address and mitigate potential data breaches, ensuring a swift and effective response.



Dr. Krishna Sharma
IQAC Coordinator




Dr. Anil Nagtilak
Director and Chairman IQ