



**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

Tel.: 2114-304308, email: director_sibaca@sinhgad.edu Website : www.sinhgad.edu

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. 2019-20

Sr. No	Position	Name of Member	Designation
<u>1</u>	Chairperson	Dr. Vikas Inamdar	Director, SIBACA
<u>2</u>	Management members	Dr. M.S Gaikwad	Campus Director
		Dr. S.U. Gawade	Director-STES
		Dr. Vijaya Puranik	Member
<u>3</u>	Head Research	Dr. Anil Nagtilak	Professor
<u>4</u>	Head Academics	Dr. Prashant Kalaskar	Associate Professor
<u>5</u>	Head Student Training	Dr. Reena Nath	Assistant 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. Vijay Mankar	Hotel Industry
<u>9</u>	IQAC Coordinator	Prof. Sachin Hadapad	Asst. Professor
<u>10</u>	Alumni Representative	Mr. Rowland Lopez	Student
<u>11</u>	Student representative	Mr. Ishwar Turankar	Student
<u>12</u>	Parent Representative	Mrs. Lopez	Parent


DIRECTOR




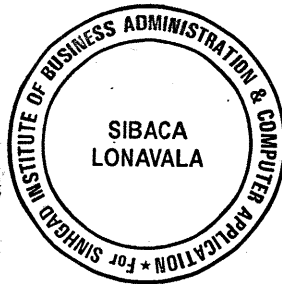
NOTICE


A Meeting of the IQAC will be held on 10.02.2020 at 11 am in the Director's Cabin. All members of the IQAC are requested to attend.

Agenda:

1. To discuss proposed activities in academic calendar
2. To identify Value Added Programs to be offered to students
3. To motivate faculty members to take up minor research projects offered by SPPU
4. To promote research culture and self development among faculty members
5. To Identify activities under Training and Placement cell for students.
6. Any other item with the permission of the Chair.



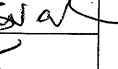

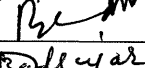
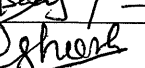
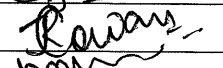
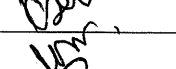
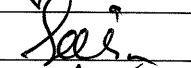
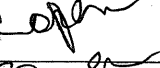






Sachin S Hadapad
IQAC Coordinator





Dr Prashant Kalaskar
Director
SIBACA
Sinhgad Institute of Business
Administration & Computer Application
Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401

IQAC Attendance

Following are the stakeholders and members of IQAC of SIBACA, Lonavala

Sr. No.	Position	Name of Member	Designation	Signature
1	Chairperson	Dr. Prashant Kalaskar	Director, SIBACA	
2	Management Members	Dr. M. S. Gaikwad	Campus Director	
		Dr. S. U. Gawade	Director-STES	
		Dr. Vijaya Puranik	Member	
3	Head Research	Dr. Anil Nagtilak	Professor	
	Head Administration	Dr. Rajendra Bhadale	Asso. Professor	
	Head Academics	Dr. Manisha Badgujar	Asst. Professor	
	Head Student Training	Dr. Reena Nath	Asst. Professor	
	Academic Coordinator	Mrs Rebecca Cowan	Sr. Office Staff	
4	Employer	Mr. Kishor Shelke	HR Head, Parle	
	Industrialist	Mr. Vijay Mankar	Hotel Industry	
5	IQAC Coordinator	Prof. Sachin Hadapad	Asst. Professor	
6	Alumni Representative	Mr. Rowland Lopez		
7	Student Representative	Mr. Ishwar Turankar		
8	Parent Representative	Mr. Gaikwad		


Dr. Prashant B. Kalaskar

Director, SIBACA
Director
Sinhgad Institute of Business
Administration & Computer Application
Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401



Minutes of IQAC Meeting held on 10.02.2020

IQAC Coordinator Sachin S Hadapad welcomed all members of the IQAC. The meeting began with the importance & agenda of IQAC meeting with all the present members.

1. Proposed activities:

The review was taken by the Director SIBACA as per the academic calendar. He discussed about implementation plan and responsibilities given to the faculty members for conducting activities with involvement of students and other staff.

2. Value Added Programs:

As per the NAAC Team report introduction of Value Added Programs is required to be aligned with the curriculum and should be conducted as according to the plans effectively. The said responsibility was given to Criteria I Head Dr Reena Nath.

3. Plan for Minor Research Project:

The Director SIBACA suggested that faculty members should apply and take up minimum Minor Research Project offered by SPPU this year. He asked SIBACA research centre head Dr. Anil Nagtilak to help faculty member to prepare and apply for BCUD projects. The common meeting and research title finalization meeting arrangement responsibility were given to the Dr. Anil Nagtilak.

4. Research Culture and Self Development through FDP:

The Research Centre Head Dr Anil Nagtilak explained importance of research culture in educational institute. Thus as per discussion faculties were encouraged to do research with students and publish research papers in UGC notified journals or presenting through the students in National and International conference or seminar. At least one FDP per



faculty per academic year is proposed by the Research Centre Head Dr Anil Nagtiak and its approved by the Director SIBACA

5. Training and Placement Activities:

The placement coordinator was advised to identify and plan student development activities by aligning it with STP programs. The Director SIBACA focused on getting help of alumni to get summer internship projects and final placement for the students. So it is advised to placement coordinator for planning more alumni interaction programs during the academic year.

6. Library:

The Librarian were asked to strengthen library resources by procuring new books as per revised syllabus. The separate provision of computers and one library asstant for Massive Open Online Courses (MOOC) content were suggested by the Director SIBACA Dr Prashant B Kalaskar. The said responsibility is given to the Librarian Mr. Satish Kamble.



Dr Prashant B Kalaskar
Director SIBACA

Action taken Report of meeting conducted on 10th February, 2020

Proposed by :Dr. Krishna Sharma

Particulars	ATR
To review the minutes of last IQAC meeting held and progress status and participation in NIRF	Scrutinized the minutes to identify key action items and recommendations from the previous IQAC meeting. Implemented measures to address concerns and enhance progress on quality assurance initiatives discussed during the meeting.
To Review the syllabus completion status	Conducted a thorough analysis of syllabus coverage across courses and academic levels. Identified any gaps or delays in syllabus completion through collaboration with faculty.
To Discuss on innovative teaching methods	Explored and researched cutting-edge teaching methodologies to enhance engagement and learning outcomes. Facilitated workshops to share innovative teaching approaches among educators.
To Evaluate the student support services	Conducted a comprehensive assessment of existing support services to identify strengths and areas for improvement. Implemented targeted enhancements, including increased counseling resources and streamlined communication channels.
Discussion on the budget allocation for various activities and projects related to quality improvement.	Incorporated valuable input to refine and optimize the budget distribution. Ensured alignment of budget allocations with strategic goals for enhanced quality. Conducted a thorough analysis of proposed budgets for quality improvement initiatives.
To Examine academic performance data	Identified key trends and patterns through in-depth results analysis, highlighting areas of strength and improvement. Communicated findings and improvement strategies transparently to faculty and students, fostering a collaborative approach



Dr. Krishna Sharma
IQAC Coordinator



1 of 1




Dr. Anil Nagtilak
Director and Chairman IQAC

NOTICE


A Meeting of the IQAC will be held on 03.03.2020 at 11 am in the Director Sir's Cabin. All members of the IQAC are requested to attend.

Agenda:

1. Review of the previous meeting
2. To take review and necessary action plan for syllabus completion
3. To plan more number of Industrial visits for students
4. To discuss Faculty Development plan
5. Action plan to take up SPPU BCUD minor research projects
6. Any other item with the permission of the Chair




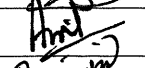
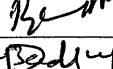
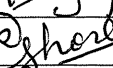
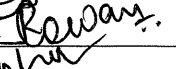
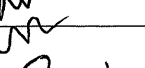
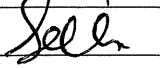
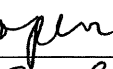
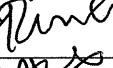
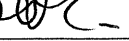




Sachin S Hadapad
IQAC Coordinator





Dr. Prashant Kalaskar
Director SIBACA
Director
Sinhgad Institute of Business
Administration & Computer Application
Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401

IQAC Attendance

Following are the stakeholders and members of IQAC of SIBACA, Lonavala

Sr. No.	Position	Name of Member	Designation	Signature
1	Chairperson	Dr. Prashant Kalaskar	Director, SIBACA	
2	Management Members	Dr. M. S. Gaikwad	Campus Director	
		Dr. S. U. Gawade	Director-STES	
		Dr. Vijaya Puranik	Member	
3	Head Research	Dr. Anil Nagtilak	Professor	
	Head Administration	Dr. Rajendra Bhadale	Asso. Professor	
	Head Academics	Dr. Manisha Badgular	Asst. Professor	
	Head Student Training	Dr. Reena Nath	Asst. Professor	
	Academic Coordinator	Mrs Rebecca Cowan	Sr. Office Staff	
4	Employer	Mr. Kishor Shelke	HR Head, Parle	
	Industrialist	Mr. Vijay Mankar	Hotel Industry	
5	IQAC Coordinator	Prof. Sachin Hadapad	Asst. Professor	
6	Alumni Representative	Mr. Rowland Lopez		
7	Student Representative	Mr. Ishwar Turankar		
8	Parent Representative	Mr. Gaikwad		


Dr. Prashant B. Kalaskar

Director, SIBACA
Director
Sinhgad Institute of Business
Administration & Computer Application
Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401



Minutes of IQAC Meeting held on 03.03.2020

IQAC Coordinator Sachin S Hadapad welcomed all members of the IQAC. The meeting began with the importance & agenda of IQAC meeting with members present.

- 1) Review of the minutes of the last meeting
- 2) The committee members appreciated the Director and staff members for successful submission of NAAC AQAR
- 3) The status for the syllabus coverage discussed by the Academic Head Dr Manisha Badgajar
- 4) The IQAC committee also suggested arranging more number of industrial visits to ensure industry based learning among the students.
- 5) Director Dr Prashant B Kalaskar told that self up gradation of the faculty members and hence he advised faculty members to undertake courses on NPTEL.
- 6) Director Dr Prashant B Kalaskar further insisted that the faculties should concentrate more on research and bring out BCUD research proposals at least one per faculty and minimum two research papers per faculty in UGC referred journals for every academic year.

The meeting ended with vote of thanks.



Dr Prashant B Kalaskar

Director SIBACA

Director

Sinhgad Institute of Business
Administration & Computer Application
Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401



Action taken Report of meeting conducted on 03rd March, 2020

Proposed by :Dr. Krishna Sharma

Particulars	ATR
To review the minutes of last IQAC meeting held and progress status and participation in NIRF	Scrutinized the minutes to identify key action items and recommendations from the previous IQAC meeting. Implemented measures to address concerns and enhance progress on quality assurance initiatives discussed during the meeting.
To identify Value Added Programs to be offered to students	Initiated communication with students to create awareness and garner feedback on the proposed Value Added Programs for further refinement. Engaged with industry experts and professionals to identify relevant and contemporary Value Added Programs.
To Encourage faculty members to engage in minor research projects provided by SPPU by fostering motivation.	Implemented motivational strategies to encourage faculty participation in SPPU's minor research projects, resulting in increased engagement. Conducted awareness sessions and recognized outstanding contributions to enhance motivation levels.
To pinpoint initiatives within the Training and Placement Cell that cater to the needs of students	Implemented measures to identify and enhance student-centric initiatives within the Training and Placement Cell. Conducted a thorough assessment of student needs and tailored programs accordingly.
Discussion and updates on the implementation of decisions and action points from the previous meetings.	Incorporated valuable input to refine and optimize the budget distribution. Ensured alignment of budget allocations with strategic goals for enhanced quality. Conducted a thorough analysis of proposed budgets for quality improvement initiatives.



Dr. Krishna Sharma
IQAC Coordinator



Dr. Anil Nagtilak
Director and Chairman IQAC

NOTICE

A Meeting of the IQAC will be held on 06.12.2019 at 11 am in the Director Sir's Cabin. All members of the IQAC are requested to attend.

Agenda:

1. Review of the previous meeting
2. To discuss about internal academic audit
3. To take review and necessary action plan for syllabus completion and planning for next Semester
4. To analyze weak areas based on AQAR 2018-2019 and work out scope for further improvement
5. To discuss Faculty Development plan
6. Mentor mentee program for student counselling
7. To plan industrial visit to Kulu Manali
8. Any other item with the permission of the Chair





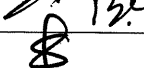
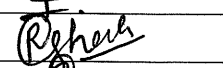

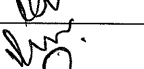
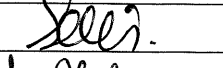
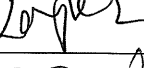




Sachin S Hadapad

IQAC Coordinator



IQAC Attendance

Following are the stakeholders and members of IQAC of SIBACA, Lonavala

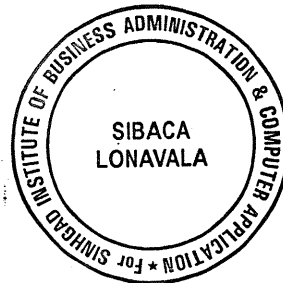
Sr. No.	Position	Name of Member	Designation	Signature
1	Chairperson	Dr. Vikas Inamdar	Director, SIBACA	
2	Management Members	Dr. M. S. Gaikwad	Campus Director	
		Dr. S. U. Gawade	Director-STES	
		Dr. Vijaya Puranik	Member	
3	Head Research	Dr. Anil Nagtilak	Professor	
	Head Administration	Dr. Rajendra Bhadale	Asso. Professor	
	Head Academics	Dr. Prashant Kalaskar	Asso. Professor	
	Head Student Training	Dr. Reena Nath	Asst. Professor	
	Academic Coordinator	Mrs Rebecca Cowan	Sr. Office Staff	
4	Employer	Mr. Kishor Shelke	HR Head, Parle	
	Industrialist	Mr. Vijay Mankar	Hotel Industry	
5	IQAC Coordinator	Prof. Sachin Hadapad	Asst. Professor	
6	Alumni Representative	Mr. Rowland Lopez		
7	Student Representative	Mr. Ishwar Turankar		
8	Parent Representative	Mr. Gaikwad		

Dr.  Inamdar

Director, SIBACA

Director

**Sinhgad Institute of Business
Administration & Computer Application
Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401**



Minutes of IQAC Meeting held on 06.12.2019

IQAC Coordinator Sachin S Hadapad welcomed all members of the IQAC. The meeting began with the importance & agenda of IQAC meeting with members present.

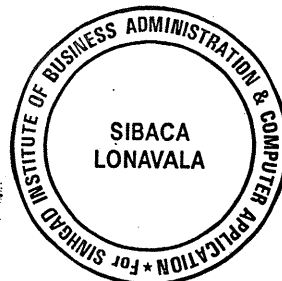
- 1) Review of the minutes of the last meeting
- 2) The committee members planned for internal academic audit in the first week of January 2019.
- 3) The status for the syllabus coverage was discussed and planning for the next semester shared by the Academic Head Dr Manisha Badgular
- 4) The overall analysis of AQAR 2018-19 were discussed to find out weak areas to work out and further improvement.
- 5) The committee members focused to enhance the research potential of the teachers and motivate them to do research and get minor research projects from government and other funding agencies apart from university.
- 6) The mentoring and counseling of students and provide special efforts through STP for improving On campus Placement.
- 7) The Committee also suggested arranging one out state industrial visits for the students . i.e. Kullu Manali.

The meeting ended with vote of thanks.

Dr. Vikas Namdar

Director SIBACA
Director

Sinhgad Institute of Business
Administration & Computer Application
Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401



Action taken Report of meeting conducted on 6th December, 2019

Proposed by :Dr. Krishna Sharma

Particulars	ATR
To review the minutes of last IQAC meeting held and progress status and participation in NIRF	The review taken of last meeting and NIRF participation was also done and necessary submission was done by Dr. Rajendra Bhadale
To Review the syllabus completion status	Dr. Pravin Bodade Conducted a comprehensive assessment of syllabus completion status across all academic subjects. Initiated regular monitoring mechanisms to track progress and address deviations promptly.
Introduce new quality initiatives for the academic year 2018-2019.	Launched interactive learning modules, enhancing classroom engagement and student participation. Established a robust student feedback mechanism for course and teaching evaluation. Initiated engagement projects, enabling students to apply knowledge in real-world scenarios.
To evaluate the current status of the SIP project report and the implementation of an internal viva-voce examination.	Implemented an internal viva-voce examination system to enhance the evaluation process. Identified areas for improvement in the SIP project and initiated corrective measures.
Establishing a mentor-mentee program for student counseling.	Successfully initiated a Mentor-Mentee Program to enhance student support and guidance. Allocated mentors to students, facilitating personalized counseling and academic assistance. Positive feedback received, indicating the program's effectiveness in fostering student well-being.
To organize Industrial Visit	Conducted thorough research to identify suitable industries for the visit, considering relevance to the curriculum and students' learning objectives.



Dr. Krishna Sharma
IQAC Coordinator



Dr. Anil Nagtilak
Director and Chairman IQAC