



**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. PRASHANT B. KALASKAR
B. Pharm., MBA, Ph.D.
DIRECTOR

IOAC CELL FOR THE A.Y. 2020-21

Sr. No	Position	Name of Member	Designation
<u>1</u>	Chairperson	Dr. Prashant Kalaskar	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	Mrs. Manisha Badgular	Assistant Professor
<u>5</u>	Head Administration	Dr. Rajendra Bhadale	Associate Professor
<u>6</u>	Head Student Training	Dr. Reena Nath	Assistant Professor
<u>7</u>	Academic Coordinator	Mrs. Rebecca Cowan	Sr. Office Staff
<u>8</u>	Employer	Mr. Kishor Shelke	HR Head, Parle
<u>9</u>	Industrialist	Mr. Vijay Mankar	Hotel Industry
<u>10</u>	IQAC Coordinator	Prof. Sachin Hadapad	Assistant Professor
<u>11</u>	Alumni Representative	Mr. Rowland Lopez	Student
<u>12</u>	Student representative	Mr. Ishwar Turankar	Student
<u>13</u>	Parent Representative	Mrs. Lopez	Parent

Dr. Prashant Kalaskar
Director, SIBACA



NOTICE

A Meeting of the IQAC will be held on 12.10.2020 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 and prepare exhaustive academic calendar for next academic session
4. To plan for profiling of the MBA I Sem. Students
5. To discuss Faculty Development plan
6. To prepare Mentor Mentee meeting calendar
7. To identify CSR/ community development activities
8. To formulate Hostel and Mess committee at Institute Level
9. To discuss about SIBACA magazine for students
10. To identify institutes and colleges for MOU's for knowledge sharing
11. To plan and execute virtual (Online) alumni sessions for Ist Semester students
12. Any other item with the permission of the Chair



Sachin S Hadapad
IQAC Coordinator



Dr. Prashant Kalaskar

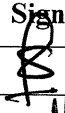

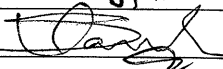
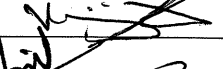
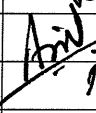
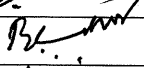
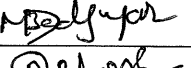
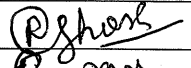
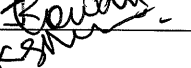
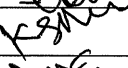
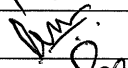
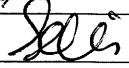
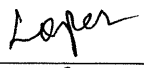
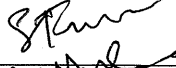
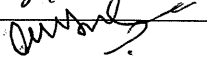
Director SIBACA


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 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 12.10.2020

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

1) Syllabus Completion Review:

It is decided to take syllabus completion status as on 15 Oct 2020 and if required Extra session planning for some subjects were proposed. The said responsibility was given to the Dr. Manisha Badgujar Head Academics.

2) Exhaustive Academic Calendar:

The Director SIBACA suggested to prepare detail academic calendar for SEM I and III by including all co curricular and extra co curricular activities with dates of Continuous Internal Evaluation. The committee members given some important suggestion to the Head Academics for implementing the same in the new detail academic calendar.

3) Student Profiling:

It is decided to implement student profiling for newly admitted first year students. This is very useful to identify slow learner and fast learner student. As per the identification students type institute can offer foundation and enrichment programs to the students. As per the profiling of the students, for identified value added courses, spoken English, basic computer and aptitude test were offered in-house to the slow learners.

4) Faculty Development:

The Director SIBACA highlighted importance of academic development of the faculties in management institution. As per discussion minimum 2 research paper in UGC referred journals in the Academic Year, one Faculty Development Program and workshop per Semester and preparation for funded projects were finalized

5) Mentor-Mentee Program:

It is decided in the meeting that after commencement of the new semester new allotment of the mentees will be done and separate Mentor Mentee meeting calendar will be prepared by the



Mentor Mentee In-charge faculty. This will enable students to meet their Mentors as per decided date and time. The mentees were allocated to the teachers on the basis of teacher-students ratio. As per mentor mentee meeting calendar meetings will be conducted by the respective faculties during the semester.

6) CSR/ Community Development Activities:

The task of identification of villages and their social problems to conduct community development activity were given to the Dr. Nitin Joshi. The Director SIBACA given complete guidelines for the CSR/ community development activities to be conducted at nearby villages with the help of the students. He has given more stress on social problems faced by the rural people where our students can work on that and help the community.

7) Institute Level Hostel and Mess committee:

The IQAC committee recommended Institute Level Hostel and Mess committee to address the problems faced by the hostel students. The said responsibility was given to the Head Administration Dr. Rajendra Bhadale to formulate Hostel and Mess committee by including student's representative.

8) Students SIBACA magazine:

The Director SIBACA suggested Semester wise student's magazine to be published in electronic form for the students of SIBACA. This will be more student oriented and achievements and activities conducted by the students will be published in this magazine. The IQAC committee recommended to include some students for the SIBACA magazine under the guidance of Dr. Nitin Joshi.

9) MOU's for knowledge sharing:


The IQAC committee decided to enter into MOUs with nearby institutes and colleges for knowledge sharing sessions by the faculties. The said responsibility is given to the Head Research Dr. Anil Nagtilk and Placement Officer Dr. Vaibhav Kale. The detail visit plan of action will be prepared by them and submitted to the Director SIBACA for the further suggestions.




Action taken Report of meeting conducted on 12th October, 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 promote research culture and self development among faculty members	Implemented initiatives to foster a research culture and promote self-development among faculty members. Conducted workshops, seminars, and training programs to enhance research skills and knowledge.
To Enhancement of Industry- Institute interaction for practical application of new ideas	Implemented measures to enhance Industry-Institute interaction, fostering practical application of new ideas.
To identify new area of FDP for faculty improvement.	Conducted a comprehensive assessment to identify emerging areas for Faculty Development Programs (FDPs) aimed at enhancing faculty improvement. Engaged in consultations with academic experts and industry leaders to pinpoint relevant topics.
To overview of feedback of students, parents and other stakeholders	Conducted a thorough review of feedback from students, parents, and various stakeholders. Implemented targeted measures to address identified concerns and enhance overall satisfaction. Analyzed trends and insights from feedback to inform strategic improvements.


Dr. Krishna Sharma
IQAC Coordinator


Dr. Anil Nagtilak
Director and Chairman IQAC

