SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF BUSINESS ADMINISTRATIONAND COMPUTER APPLICATION

(**Affiliated to University of Pune & Approved by AICTE)**

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

Tel.: 2114-304308, Telfax :2114-270203, email: director_sibaca@sinhgad.edu Website :www.sinhgad.edu

Sinhgad Institutes

IQAC CELL FOR THE A.Y. 2022-23

Sr. No	Position	Name of Member	Designation
1	Chairperson	Dr. Anil Nagtilak	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. Rajendra Bhadale	Associate Professor
4	Head Academics	Dr. Reena Nath	Assistant Professor
5	Head Student Training	Dr. Bharati Jagdale	Associate Professor
6	O. S.	Mr. Prakash Patil	Sr. Office Staff
7	Employer	Mr. Kishor Shelke	HR Head, Parle
8	Industrialist	Mr. Vijay Mankar	Hotel Industry
9	IQAC Coordinator	Dr. Sachin Wankhede	Asst. Professor
10	Alumni Representative	Mr. Rowland Lopez	Student
11	Student representative	Mr. Ishwar Turankar	Student

Dr. Anil Nagtilak
Director, SIBACA

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PROF M.N. NAVALE	DR. (MRS.) SUNANDA M. NAVALE	DR. Anil D. Nagtilak
M.E. (ELECT.) MIE., MBA	B.A., M.P.M. Ph.D.	M.Com, M. Phil, MBA, Ph.D
FOUNDER PRESIDENT	FOUNDER SECRETARY	DIRECTOR

Notice

A Meeting of the IQAC will be held on 30/8/2022 at 1.30 pm. All members of the IQAC are requested to attend.
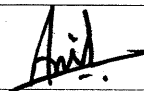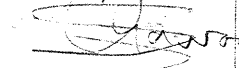
Agenda
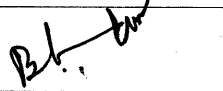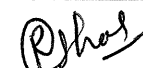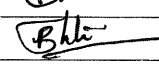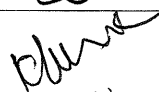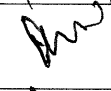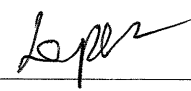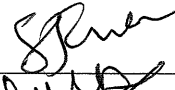
1. Overall review of previous meetings and execution.
2. SIP follow-up & Alumni Meet conduction
3. Research and QIP based programme in association with SPPU

Dr. Krishna Sharma
IQAC Coordinator

Dr. Anil Nagtilak
Director-SIBACA
DIRECTOR
Sinhgad Institute of Business Administration
& Computer Application
Kusgaon (Bk.),
Off Mumbai-Pune Expressway,
Lonavala. Dist. Pune 410 401

IQAC ATTENDANCE

Sr. No	Position	Name of Member	Designation	Signature
1	Chairperson	Anil Nagtilak	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. Rajendra Bhadale	Professor	
	Head Academics	Dr. Reena Nath	Asst. Professor	
	Head Student Training	Dr. B. Jagdale	Asst. Professor	
	Academic Coordinator	Mrs. Rebeca Cowan	Sr. Office Staff	
4	Employer	Mr. Kishor Shelke	HR Head, Parle	
	Industrialist	Mr. Vijay Mankar	Hotel Industry	
5	IQAC Coordinator	Dr. Krishna Sharma	Associate Professor	
6	Alumni Representative	Mr. Rowland Lopez		
7	Student representative	Mr. Ishwar Turankar		
8	Parent Representative	Mr. Gaikwad		

25.8.22
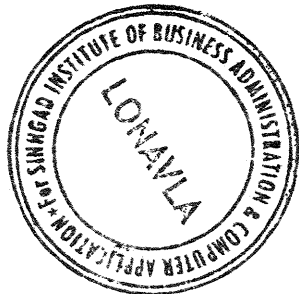
DIRECTOR
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& Computer Application
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Lonavala. Dist. Pune 410 401

MINUTES OF IQAC MEETING HELD ON 30.8.2022

The meeting of IQAC was held on 30th Aug. 2022 in the board room at 1.30 p.m . The minutes of the meetings are as follows:-

The IQAC Coordinator welcomed everybody to the meeting and recites the agenda in front of the members.

1. Review of last meeting, action taken to implement last meeting decision.

2. Academic head reviewed discussed the future plan to organize the Alumni meet in the second week of Nov. 2022 and requested to faculty members to contact to all the alumni as per their list of mentor-mentee.

3. Director Dr. Nagtilak, discussed the plan to file the application for the conduction of state level seminar and deputed to Dr. Pravin and guided him to file the application under Quality improvement plan to SPPU.

4. Director, Dr. Anil Nagtilak instructed to faculty members to issue the SIP letter to their project students and take the follow up regarding SIP progress time to time.

20 . 8 .22

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Action Taken on the basis of Report of MOM July 2022

Sr. No	Decision	Action Initiated
1	Course completion status	completed
2	Placement review	Placement officer submitted the till date placement report to Director
3	To organize Alumni Meet	Academic head and Director instructed to faculty members for the necessary contact plan with alumni's to identify the suitable dates

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& Computer A
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Off Mumba Pune
Lonavala, Dist.

SINHGAD TECHNICAL EDUCATION SOCIETY'S®

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PUN Code : IMMP012210   A.I.S.H.E. Code : C-41698

Kusgaon (Bk), Off Mumbai-Pune Expressway, Lonavala, Dist. Pune 410 401
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PROF. M. N. NAVALE	DR. (MRS.) SUNANDA M. NAVALE	Dr. Vidya A. Nakhate
M.E. (ELEC.), MIE, MBA	B.A., M.P.M., PH.D.	Ph.D., NET (Mang.), M.Phil (Mang.), MBA (Marketing),
FOUNDER PRESIDENT	FOUNDER SECRETARY	B.A. additional (Eng. Lit.), B.Pharma **DIRECTOR**

Ref. No.SIBACA/2022-2023/002

Date: 28/02/2023

Notice - IQAC Meeting

Internal Quality Assurance Committee (IQAC) (First of AY 2021-22) of Sinhgad Institute of Business Administration and Computer Application (SIBACA) will be held on the Tuesday, 28th Feb at 11.00 a.m at SIBACA in the IQAC office, Kusgaon, Lonavala 4101401. The meeting Agenda is as follows:-

AGENDA

1. To confirm the minutes of IQAC meeting held on 23rd Jan 2023.
2. Guide and Review the update of AQAR 21-22.
3. Guide and update about filling of AQAR 22-23 as well as SSR.
4. Review of Academic Reports and AAA audit by Aug. end 2023.

All the IQAC members are requested to kindly make it convenient to attend the meeting.

Dr. Krishna Sharma

IQAC Coordinator

Dr. Vidya Nakhate

Director

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

Sinhgad Institute of Business Administration & Computer Application (SIBACA), Lonavala.

<u>Agenda</u>   Date:28/02/2023

1]. Guide & Review f. the update of AQAR 21-22

2] Guide & update about filling of AQAR 22-23 as well as SSR

3] Review of Academic Reports & AAA audit dey Aug, end 2023.

Timings : 2:45 pm to 5:10 pm

Attendance for Meeting regarding NAAC Review

Sr.No.	Name of the Faculty	Designation	Signature
1	Dr. S. U. Gawade	Director STES	
2	Dr. Vijaya Puranik	NAAC advisory committee STES	28/2/2023
3	Dr. Vidya Nakhate	Director SIBACA	
4	Dr Bharth Jagdale	Assi prof	
5	Dr. Reena Nath.	Asst. Prof	
6	Prof. Sadhana Argde	Assist. prof	
7	Dr. Nilesh Patil	Ast. Prof	
8	Dr. Pravin Bodade	Asst. prof	
9	mr. Satish Kamble	Librarian	
10	Dr. Rajendra Bhadd	Asso. Professor	
11	Dr. Anil Nagtilak	Professor	
12	Dr. Krishna Shama	Professor	

1. The minutes of the last IQAC meeting held on 23rd Jan 2023 were presented by IQAC Coordinator.. Following are the important highlights of ATR (Action Taken Report):-

Particulars	ATR
Concurrent Evaluation Review	Academic Coordinator Dr. Reena Nath presented the overall review of concurrent evaluation and explained that various assessment parameters i.e. class test, presentation, assignments, home assignments etc were conducted by concerned subject faculty to assess the students.
To Review performance improvement strategy for academic year 2020-2021	On the basis of performance review of A.Y 2020-2021 implementation for A.Y 2021-2022 includes signing of MOU's with ExcelR to impart various training modules i.e Advance excel, digital marketing etc. Feedback form was improved for more value added suggestions from various stakeholders.
Introduce new quality initiatives for the academic year 2021-2022.	As overall development of students are very important therefore in this regard various field activities i.e blood donation camp, swachata abhiyan, Yoga day, Women day, business plan competition were organized by Institute.
To assess the progress status of SIP Project report and conduction of internal Viva-voce.	Internal viva-voce for all the specializations was conducted by the Internal guide of the Institute
To conduct concurrent subjective evaluation	Internal exam was conducted to improve the writing skills of students i.e class test, assignment, topic presentation, GD&PI and term end exam.
To organize Industrial Visit	Industry visit was organized at Mala's sweets at Wai, Dist.Satara, Maharashtra total 36 students participated along with two faculty members

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2. As AQAR 21-22 submission was due, NAAC Coordinator and all the criteria heads were present during the meeting. Director, Dr. Vidya Nakhate and NAAC Coordinator provided necessary guidance for the improvement of Criteria's.

3. Director, Dr. Vidya Nakhate guided to all the faculty members with required document as needed to prepare the AQAR 22-23 side by side apart from submission of AQAR 21-22.

4. Dr. Reena Nath Academic Coordinator presented the academic report along with course completion status, activities conducted during the year, various guest sessions report, cultural reports and feedback after successful conduction of state level seminar which was scheduled in the month of Jan.2023 etc discussed by the Academic Coordinator.

5. Dr. Rajendra Bhadale, Head Research also discussed about the status of AAA audit report which is mandatory to submit on or before end of Aug. 2023.

The meeting was concluded with vote of thanks by the IQAC Coordinator for the chair and the members.

Dr. Krishna Sharma

IQAC Coordinator

Dr. Vidya Nakhate

Director & Chairman IQAC

SIBACA
LONAVALA

Director
Sinhgad Institute of Business
Administration & Computer Application
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PROF. M. N. NAVALE	DR. (MRS.) SUNANDA M. NAVALE	DR. ANIL NAGATILAK
M.E. (ELECT.) MIE., MBA.	B.A., M.P.M. Ph.D.	M.com.,M.Phil.,FDP(IIMA),Ph.D
FOUNDER PRESIDENT	FOUNDER SECRETARY	DIRECTOR

Ref. No. SIBACA/2022-2023/138   Date: 23/1/2023

Notice - IQAC Meeting

Internal Quality Assurance Committee (IQAC) (AY 2022-23) of Sinhgad Institute of Business Administration and Computer Application(SIBACA) will be held on the Mon, 23rd 2023 at 11.00 a.m at SIBACA in the Research Centre , Kusgaon, Lonavala 4101401. The meeting Agenda is as follows:-

AGENDA

1. To confirm the minutes of IQAC meeting held on 5thJuly 2022 and take the note of Action Taken Report.
2. Concurrent Evaluation Review
3. Planning for Internal Examination
4. Industry Visit
5. Syllabus Completion Review
6. Management Fest
7. SSR Preparation
8. CSR activities

All the IQAC members are requested to kindly make it convenient to attend the meeting.

Dr. Krishna Sharma
IQAC Coordinator

Dr. Anil Nagtilak
Director

DIRECTOR
Sinhgad Institute of Business Administration
& Computer Application
Gate No. 309/310, Kusgaon (Bk),
Off. Mumbai-Pune Expressway,
Lonavala - 410 401. Dist. Pune

IQAC MEETING ATTENDANCE

Date: 23/1/2023

Sr. No	Position	Name of Member	Designation	Signature
1	Chairperson	Anil Nagtilak	Director, SIBACA	Anil 23.1.2023
2	Management members	Dr. M.S Gaikwad	Campus Director	
		Dr. S.U. Gawade	Director-STES	
		Dr. Vijaya Puranik	Member	
		Dr. Milind Rohakle		αβ
3	Head Research	Dr. Rajendra Bhadale	Associate Professor	he.
	Head Academics	Dr. Reena Nath	Asst. Professor	
	Head Student Training	Dr. B. Jagdale	Asst. Professor	Bhtu .
	Academic Coordinator	Mrs. Rebeca Cowan	Sr. Office Staff	
4	Employer	Mr. Kishor Shelke	HR Head, G.M ~~Parle~~ Mitsuchem P.Lb	23/01/2023
	Industrialist	Mr. Vijay Mankar	Hotel Industry	
5	IQAC Coordinator	Dr. Krishna Sharma	Professor	
6	Alumni Representative	Mr. Rowland Lopez		
7	Student representative	Mr. Ishwar Turankar		
8	Parent Representative	Mr. Gaikwad		

Dr. Krishna Sharma

IQAC Coordinator

Dr. Anil Nagtilak   23.1.2023

Director

MINUUTES OF MEETING OF IQAC MEETING HELD ON 23.1.2023

The minutes of the last IQAC meeting held on 5th July 2022 were presented by IQAC Coordinator.. Following are the important highlights of ATR (Action Taken Report):-

Particulars	ATR
Placement Review	Dr. Bharti Jagdale presented the placement report in front of all the presented members. Placement officer shared the data of total placed students. She also highlighted the need of students grooming session before final interview. Director Dr. Vidya Nakhate provided necessary guidance to placement cell.
State level Seminar/Workshop	Dr. Pravin Bodade planned the dates for state level seminar for the month of 5th & 6th Jan and taken the approval for the same from Director.
Alumni Meet	Dr. Bharti Jagadale organized the Alumni Meet in the month of Dec. 2022
Registration for Academic Bank of Credits (ABC)	Dr. Rajendra Bhadale and Mrs. Reebeeca completed the process in University portal.
Academic Audit	Dr. Reena Nath conducted the academic audit
Academic Calendar and Time Table	Dr. Reena Nath and Dr. Nilesh Patil prepared the time table and academic calendar for new semester and taken the approval of Director.

Minutes of IQAC Meeting

The IQAC meeting of Sinhgad Institute of Business Administration and Computer Application was held on Monday 23rd Jan at 12 a.m at SIBACA in IQAC Office.

At the outset Director Dr. Vidya Nakhate, SIBACA welcome all the members.

The following points were discussed in the meeting:-

1.Point No.1: To confirm the minutes of last IQAC meeting held on July 5th 2022 and note the Action Taken Report (ATR)

The minutes of the last IQAC meeting held on 5th July 2022 were preented by IQAC Coordinator. Following are the important highlights of ATR:-

Particulars	ATR
Placement Review	Dr. Bharti Jagdale presented the placement report in front of all the presented members. Placement officer shared the data of total placed students. She also highlighted the need of students grooming session before final interview. Director Dr. Vidya Nakhate provided necessary guidance to placement cell.
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Registration for Academic Bank of Credits (ABC)	Dr. Rajendra Bhadale and Mrs. Reebeeca completed the process in University portal.
Academic Audit	Dr. Reena Nath conducted the academic audit
Academic Calendar and Time Table	Dr. Reena Nath and Dr. Nilesh Patil prepared the time table and academic calendar for new semester and taken the approval of Director.

2. Dr. Reena Nath and Dr. Nilesh Patil shared the different parameters for concurrent evaluation i.e class test, presentation, end term exam which are already prescribed in details in the syllabus of Savitribai Phule Pune University and took the approval for the same from Director.

3. Director Dr. Vidya Nakhate asked to Dr. Nilesh Patil and Dr. Rajendra Bhadale to submit the detail plan for internal examination.

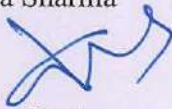3. This was decided in meeting to organize Industry visit for MBA-I students before End term examination.

4. Dr. Reena nath Academic Coordinator presented the subject wise syllabus completion report to Director and Director Dr. Vidya Nakhate suggested to all the faculty members to organize additional sessions as per need and requirement and complete the syllabus in time as well as complete all the submission as per planned parameters of CCE .

5. Director, Dr. Vidya Nakhate guided and presented the overall process of SSR for NAAC.

6. Prof. Sadhna presented the report of all the activities and shared the planned calendar of remaining activities including CSR.

The meeting was concluded with vote of thanks by the IQAC Coordinator for the chair and the members.
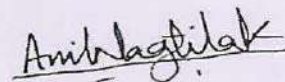
Dr. Krishna Sharma

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