

①

## Notice

A Meeting of the IQAC will be held on 12/7/2021 at 11 am. 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 low attendance in online session
3. To take review and necessary action plan for syllabus completion status.
4. To take review of students assignments, test, MCQ etc
5. To Plan for profiling of the students for placement perspective
6. To analyze the status of mentor mentee.
7. To identify new MOU opportunities
8. To plan online guest lecturers session online
9. Any other item with the permission of the Chair

  
Dr. Krishna Sharma

IQAC Coordinator

  
Dr. Anil Nagtilak

Director-SIBACA



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

### IQAC ATTENDANCE

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



## MINUTES OF IQAC MEETING HELD ON 12.07.2021

IQAC Coordinator Dr. Krishna Sharma welcomed all members of the IQAC. The meeting began with the importance & agenda of IQAC meeting with members present online/offline.

- 1) Review of the minutes of the last meeting.
- 2) The issue of poor attendance during on line session was discussed among the committee members to improve the attendance.
- 3) The status for the syllabus coverage discussed by the Academic Head Dr. Reena Nath
- 4) The IQAC committee also recommended to improve the industry interaction with colleges through different kind of MOU's and live assignments.
- 5) Director and Management members' emphasis on research activities of faculty members.
- 6) Research Head, Dr. Rajendra Bhadale motivated to Ph.D Registered faculty for early submission of their thesis.
- 7) Director Dr. Anil Nagtilak also suggested the industry linked students training programme for better placement to Head-Students Training, Dr. Reenanath.
- 8) Faculty members were guided for more MOU's for enhancing the Industry interface.
- 9) The IQAC committee also suggested arranging more numbers of guest lecturers from Industry.

The meeting ended with vote of Thanks.

Dr. Anil Nagtilak

Director SIBACA

**DIRECTOR**

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



Sr. No	Decision	Action Initiated
1	Syllabus Completion in time	Head Academic- Dr. Reena Nath took the syllabus completion status faculty wise, subject wise and guided to faculty members for timely completion of syllabus before exam schedule of SPPU, Pune
2	Profiling of MBA I Sem. Students	All MBA I students were guided by Placement Head- Dr. B. Jagdale and highlighted the skills set required by different companies sector wise.
3	Formulation of Hostel and Mess committee at Institute level	Formed the committee for solving issues related to hostel and others if any at institute level.
4	Identification of institutes and colleges for MOU's for knowledge sharing	Faculty members were directed to sign MOU with the help of Head-Placement Cell.

**Action Taken on the basis of MOM of meeting held on 12.10.2020**



## Notice

A Meeting of the IQAC will be held on 25/10/2021 at 12 am. All members of the IQAC are requested to attend.


### Agenda

1. To take the review of previous meeting.
2. To discuss time table, subject allocation for new semester.
3. Enhancement of Industry- Institute interaction for practical application of new ideas.
4. To identify new area of FDP for faculty improvement.
5. Implementation of NPTEL, SWAYAM and spoken tutorial online courses.
6. Enhancing Alumni Interaction for better industry linkage
7. To give overview of feedback of students, parents and other stakeholders.

  
Dr. Krishna Sharma

IQAC Coordinator



  
Dr. Anil Nagtilak

Director-SIBACA

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



### IQAC ATTENDANCE

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



## MINUTES OF IQAC MEETING HELD ON 25.10.2021

The meeting of IQAC was held on 25<sup>th</sup> Oct. 2021 in the board room at 12 a.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. To discuss time table and plan for new semester.
3. Academic Head discussed about time table structure and academic calendar, various value added sessions under enriched Thursday.
4. Enhancement of Industry institute interaction for betterment of students, Dr. B. Jagdale briefed about pre placement grooming sessions which includes GD, PI, communication skills, coding, email etiquettes, presentation skills etc were discussed for the improvement of students.
5. Dr. Anil Nagtilak guided to faculty members for enrollment of FDP programme under SPPU, SWAYAM, NPTEL for skill development.
6. Head Academics, Dr. Reena Nath discussed about the various criteria for feedback system of different stakeholders for the continued improvement.
7. Committee recommended that students should given proper guidance before registration during placement process for better understanding and improving selection ratio.

The meeting ended with vote of Thanks.



Dr. Anil Nagtilak

**DIRECTOR**  
Sinhgad Institute of Business Administration  
& Computer Application  
Gat No. 309/310, Kusgaon (Ok),  
Off. Mumbai Pune Express Highway,  
Lonavala-410 401 Dist. Pune



**Action Taken Report based on MOM of 12<sup>th</sup> July 2021 Meeting**

Sr. No	Decision	Action Initiated
1	To Improve Attendance	Faculty called to parents and intimated the non attendance issue with their parents and importance of regular session for better placement.
2	To complete the syllabus in time, revision, class test, internal exam etc as per schedule to fill the internal marks in SPPU website	Dr. Reena Nath conducted the faculty wise review, subject wise and all the faculty completed the course as per given deadline.
3	Timely submission of Ph.D Thesis of enrolled students in research centre	Research Head- Dr. Rajendra Bhadale coordinated with all Ph.D Guides and registered students and guided them for timely submission of their progress report
4	To prepare the Industry link STP( Students Training Programme)	STP Coordinator, Dr. Krishna Sharma and Students Training Coordinator jointly prepared the new STP module for effective students training.





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

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

**DR. ANIL NAGTILAK**  
M. Com., M.Phil., FDP (IIMA),  
**DIRECTOR**

## Notice

A Meeting of the IQAC will be held on 24/12/2021 at 12 am. All members of the IQAC are requested to attend.

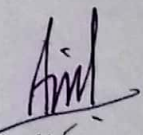
### Agenda

1. To take the review of previous meeting.
2. To discuss about new STP module for skill development of students.
3. Enhancement of Industry- Institute interaction for practical application of new ideas.
4. To discuss about approval of outside state Industry visit.
5. Addition of NPTEL Certification courses for students as per their specialization.
6. Review of students and parents feedback.

Dr. Krishna Sharma

  
IQAC Coordinator



  
Dr. Anil Nagtilak

Director

**DIRECTOR**  
Sinhgad Institute of Business Administration  
& Computer Application  
Cat No. 308/311, Kusgaon (Bk.),  
Off. Mumbai Pune Express Highway,  
Lonavala-410 401 Dist. Pune

### IQAC ATTENDANCE

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







**SINHGAD TECHNICAL EDUCATION SOCIETY'S®**  
**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION**  
**AND COMPUTER APPLICATION®**  
(Affiliated to University of Pune & Approved by AICTE)  
Kusgaon (Bk.), Off Mumbai-Pune Expressway, Lonavala, Dist.-Pune - 410401.  
Tel.: 2114-673 306, Email: director\_sibaca@sinhgad.edu, Website: www.sinhgad.edu

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

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

**DR. ANIL NAGTILAK**  
M. Com., M.Phil., FDP (IIMA),  
**DIRECTOR**

## **MINUTES OF IQAC MEETING HELD ON 24.12.2021**

The meeting of IQAC was held on 24<sup>th</sup> Dec 2021 in the board room at 12 a.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. To discuss time table and plan for new semester.
3. Head Academic discussed about time table structure and academic calendar, various value added sessions under enriched Thursday.
4. Enhancement of Industry institute interaction for betterment of students, Dr. B. Jagdale briefed about pre placement grooming sessions which includes GD, PI, communication skills, coding, email etiquettes, presentation skills etc were discussed for the improvement of students.
5. Campus Director, Dr. Gaikwad guided to faculty members for enrollment of FDP programme under SPPU, SWAYAM, NPTEL for skill development.
6. Head Academics, Dr. Reena Nath discussed about the various criteria for feedback system of different stakeholders for the continued improvement. She also identified the training needs for MBA Final Years students for Aptitude, reasoning and PI areas to crack the interviews for improving placement ratio.



SINHGAD TECHNICAL EDUCATION SOCIETY'S®

**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION  
AND COMPUTER APPLICATION®**

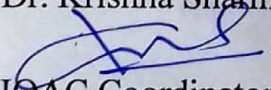
(Affiliated to University of Pune & Approved by AICTE)  
Kusgaon (Bk.), Off Mumbai - Pune Expressway, Lonavala, Dist. - Pune - 410401.  
Tel.: 2114-673 306, Email: director\_sibaca@sinhgad.edu, Website: www.sinhgad.edu

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

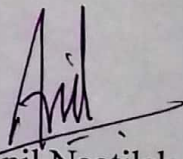
**DR. (MRS.) SUNANDA M. NAVALE**  
B.A. M.P.M. Ph.D.  
**FOUNDER SECRETARY**

**DR. ANIL NAGTILAK**  
M. Com., M.Phil., FDP (IIMA),  
**DIRECTOR**

7. Dr. Anil Nagtilak, Director SIBACA, emphasis on Industry Interaction and active MOU's for overall development of students.
  8. Head Research, Dr. Rajendra Bhadale guided to faculty members for writing Book Chapters, Research papers and case study
- The meeting ended with vote of Thanks.

Dr. Krishna Sharma  
  
IQAC Coordinator



  
Dr. Anil Nagtilak

**Director**  
**DIRECTOR**  
Sinhgad Institute of Business Administration  
& Computer Application  
Gat No. 309/310, Kusgaon (Bk),  
Off. Mumbai Pune Express Highway,  
Lonavala-410 401 Dist. Pune