



Sinhgad Institutes



SINHGAD TECHNICAL EDUCATION SOCIETY'S®

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

(Affiliated to University of Pune & Approved by AICTE)

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

Ref. No. SIBACA/2021-2022/001

Date: 18/03/2022

**Notice - IQAC Meeting**

2<sup>nd</sup> 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 Friday, 18<sup>th</sup> March 2022 at 11.00 a.m at SIBACA in the IQAC office, Kusgaon, Lonavala 4101401. The meeting Agenda is as follows:-

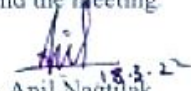
**AGENDA**

1. To confirm the minutes of last IQAC meeting held on 24th Dec 2021 and note the action taken report.
2. To review the submission of NAAC- AQAR- and allied reports including NIRF for the academic year 2020-2021.
3. To review the overall performance of the college for the academic year 2020-2021.
4. To introduce new quality initiatives for the academic year 2021-2022.
5. To assess the progress status of SIP Project report and conduction of internal viva-voce.
6. To organize the Industrial visit for students.
7. To organize Swachata Abhiyan Diwas in A.Y 2021-22
8. Any other points with the permission of the chair.

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

Dr. Krishna Sharma  
IQAC Coordinator



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

**IQAC ATTENDANCE**  
Date 18/3/2022

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	
		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	Asst. Professor	
	Academic Coordinator	Mrs. Rebeca Cowan	Sr. Office Staff	<i>Rebecca</i>
4	Employer	Mr. Kishor Shelke	HR Head, Parle	
	Industrialist	Mr. Vijay Mankar	Hotel Industry	
5	IQAC Coordinator	Dr. Krishna Sharma	Professor	<i>Dr. Krishna</i>
6	Alumni Representative	Mr. Rowland Lopez		
7	Student representative	Mr. Ishwar Turankar		<i>Ishwar</i>
8	Parent Representative	Mr. Gaikwad		<i>Mr. Gaikwad</i>

Dr. Krishna Sharma  
*[Signature]*  
IQAC Coordinator



*Anil*  
Dr. Anil Nagtilak  
**DIRECTOR**  
Sindhyas **Director** Business Administration  
& Computer Application  
Kusgaon (B.K.),  
Off Mumbai-Pune Expressway,  
Lonavala Dist. Pune 410 401

### Minutes of IQAC meeting

The 2<sup>nd</sup> Internal Quality Assurance Committee (IQAC) (First of A.Y. 2021-2022) of Sinhgad Institute of Business Administration and Computer Application was held on Friday, 18<sup>th</sup> March, 2022 at 11.00 am at SIBACA in IQAC office.

At the outset Dr. Anil Nagtilak, Director, SIBACA Welcome all the members.

The following Points were discussed in the meeting:

**Point No. 1: To confirm the minutes of last IQAC meeting held on 24<sup>th</sup> Dec, 2021 and note the Action Taken Report (ATR).**

The minutes of the last IQAC meeting held on 24<sup>th</sup> December, 2021 were presented by IQAC coordinator. Following are the important highlights of ATR.

Particulars	ATR
Preparation of time table, allocation of subjects among faculty members for smooth conduction of new session	Academic head prepared the time table, allocated the subjects among faculty members and taken the approval from Director. .
STP session was planned in advance	STP Program was executed by all the allotted faculty members and review was taken by STP Coordinator.
Placement orientation of students	Placement officer conducted placement orientation session.
Industry Interaction	Faculty members interacted with various industries for making a MOU's. Many industries responded positively and signed MOU's with Institute for mutual benefits.

Hon members gave some suggestions and minutes of meeting were confirmed to resolve as follows:

***"Resolved that the minutes of the last IQAC meeting held on 24<sup>th</sup> December, 2021 be accepted and approved".***

*Proposed by :Dr. Krishna Sharma*

*Seconded by :Dr. Anil NagtilakK*

*The resolution was passed collectively*

**Point No. 2: To consider the submission of NAAC- AQAR (2020-2021) and allied reports/submission including NIRF for the academic year 2020-2021.**

NAAC-AQAR (2020-2021) As submission date was extended therefore all the criteria's were reviewed before submission and all necessary changes were made during the presentation. This was also decided that final approved AQAR will be filed on or before 28<sup>th</sup> march 2022. The progress of NIRF submission was explained by Dr. Rajendra Bhadale, He discussed in detail the various aspects and obtained the suggestions from various stakeholders with respect to placement information, research related activities, financial resources and sponsored research project along with consultancy project.

***Resolved that the submission of 4<sup>th</sup> AQAR for the year 2020-21 be noted while progress of NIRF report was shared by Dr. Rajendra Bhadale .***

*Proposed by : Dr. Krishna Sharma, Dr. Rajendra Bhadale*

*Seconded by : Dr. Anil Nagtilak*

**Point No. 3: To Review performance improvement strategy for academic year 2020-2021**

The overall performance of the college for the academic year 2020-2021 was reviewed and necessary suggestions by Academic coordinator and the respective Coordinators were given.

The members expressed the satisfaction and gave some suggestions for further improvement as follows:

- a. Feedback of various stakeholders' i.e parents, alumni and Industry shall be recorded making it more accountable.
- b. Members also expressed their concern to increase the association with undergraduate colleges which are in the vicinity of the Institute.
- c. The elements of the best practices were discussed to create the differentiation among the nearby institute of the vicinity.
- d. More skill development and value added program relevant to required skills for best industry fit i.e advance excel, GST, Taxation were proposed and suggested by members.

The suggestion given by the members were noted to resolve as follows

**“Resolved that the annual performance report of the college for the academic year 2020-2021 be noted”.**

*Proposed by : Dr. Reena Nath*

*Seconded by : Dr. Nilesh Patil*

*The resolution was passed collectively and mutually.*

**Point No. 4: To introduce new quality initiatives for the academic year 2021-2022.**

The following initiatives for the improvement of quality enhancement in the college for the Academic Year 2021-2022 were proposed by IQAC coordinator which is as follows:

- a) Field base small projects apart from summer internship project.
- b) Organization of various events such as Traffic awareness programme, blood donation camp, swachata abhiyan, Yoga day, Women day, business plan competition, drama stage show, cultural program, more industry visit, visit to orphan houses as a part of corporate social responsibility should be organized as a regular practice.
- c) Bridge course for subjects of Marketing Management, Human resource Management, Financial Management, Operation and Supply Chain Management and Economics.
- d) Need to focus on UGC & AICTE Granted funded projects from Industry by students and faculty members.
- e) This was decided in meeting that each and every faculty members will publish minimum two research papers in Scopus and ABCDE listed journals
- f) Focus on Active MOU's
- g) Faculty members to be encouraged for the Membership for various society i.e NIPM, Maratha Chamber of Commerce, Pune Chapter.
- h) Good and selective SIP can be converted into good research papers in association with respective students.
- i) State and National level seminars and workshop should be conducted in association with SPPU under Quality Improvement Program.
- j) Leadership and entrepreneurship special sessions should be organized for the development of students.

The members suggested that the timeline and planning for each of these initiatives shall be made carefully in view of the probable distortion of the academic term and it was resolved as follows:

**“ Resolved that the various quality initiatives proposed by IQAC coordinator for the academic year 2021-2022 be accepted”.**

**Further resolved that in the annual financial budget 2021-22 suitable provision be made for the said initiatives**

*Proposed by : Dr. Krishna Sharma*

*Seconded by : Dr. S.U Gawade*

*The resolution was passed unanimously.*

**Point No.5 To assess the progress status of SIP Project report and conduction of internal viva-voce.**

Summer Internship Project is part of MBA program and mentor wise SIP status was reviewed and shared by respective Mentor and it was decided to conduct internal viva-voce before announcement of University Viva –voce date.

**Point No.6 To organize Industrial Visit**

Industry visits also seems to present networking opportunities for the students with the company's HR, thereby increasing the opportunities for internships, placements, etc., for students. The domain wisdom and practical outlook towards the industry & requisite skills for the industry is also known to the students. This was decided that at least one industry visit must be planned in this semester and since last two years we could not provide any practical exposure to students due covid-19.

**Point No. 7 To organize Swachata Abhiyan Diwas in A.Y 2021-22**

**"Cleanliness is next to Godliness."**It is the mantra of Mahatma Gandhiji . He demonstrated propagated and instead for individual and community cleanliness throughout his life. Following his footprints, Swachh bharat Mission campaign achieved encouraging results. Therefore, with the intention to contribute in Swachh bharat Mission all the members suggested to organize Swaccata Abhiyan Day in A.Y. 2021-22

**Point No. 8: Any other items with the permission of the chair.**

The following issues were raised to be considered for the Academic Year 2021-2022.

1. The students are going for University offline examination after a gap of 2 years, therefore, few measures are being taken by the college. They include question bank, mock test, assignment and counseling to improve the writing skills of the students. As wells as this was decided in the meeting to conduct internal exam for developing the skills of writing that will help them to attempt University exam effectively.
2. Research Head, Dr. Rajendra Bhadale expressed that we are lacking in research where students as well as faculty member should contribute in research and to get publish their research papers in reputed journal base i.e ABCDE Journals, Scopus and UGC care list as

available in Savitribai Phule Pune University website to boost current research activities and enhance the quality of research in the Institute.

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

**Dr. Krishna Sharma**  
IQAC Coordinator



  
**Dr. Anil Nagtilak**  
Director and Chairman IQAC  
**DIRECTOR**  
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