



Sinhgad Institutes

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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.

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

Ref. No. SIBACA/2021-2022/001

Date: 5/07/2022

**Notice - IQAC Meeting**

3<sup>rd</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 IQAC meeting held on 18<sup>th</sup> March 2022
2. To Review Placement status
3. Planning for state level seminar/workshop to SPPU for grant under Quality improvement program
4. Conduction of Alumni Meet
5. Registration for Academic Bank of Credits (ABC)
6. Academic Audit
7. Planning for MBA admission for the A.Y 2022-2023
8. Preparation for time table, academic calendar for next semester.

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



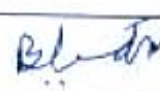





Dr. Krishna Sharma  
IQAC Coordinator



Dr. Anil Nagtilak  
DIRECTOR


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

**IQAC ATTENDANCE**  
Date 5/7/2022

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	Associate Professor	
	Head Academics	Dr. Reena Nath	Asst. Professor	
	Head Student Training Academic Coordinator	Dr. B. Jagdale	Asst. Professor	
		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	Professor	
6	Alumni Representative	Mr. Rowland Lopez		
7	Student representative	Mr. Ishwar Turankar		
8	Parent Representative	Mr. Gaikwad		

Dr. Krishna Sharma  
IQAC Coordinator



  
 5/7/22  
 Dr. Anil Nagtilak  
 DIRECTOR  
 Sinhgad Director Business Administration  
 & Computer Application  
 Kusalpur (Sk.),  
 Off Mumbai-Pune Express  
 Lonavala Dist. Pune 410 401

### **Minutes of IQAC meeting**

The 1<sup>st</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 18<sup>th</sup> March 2022 and note the Action Taken Report (ATR).**

The minutes of the last IQAC meeting held on 18<sup>th</sup> March 2022 were presented by IQAC coordinator. Following are the important highlights of ATR.

***"Resolved that the minutes of the last IQAC meeting held on 18<sup>th</sup> March 2022 be accepted and approved".***

<b>Particulars</b>	<b>ATR</b>
To review the minutes of last IQAC meeting held and progress status and participation in NIRF	AQAR Report of 2020-2021 was successfully submitted on 28 <sup>th</sup> March and Accepted by NAAC . NIRF participation was also done and necessary submission was done by Dr. Rajendra Bhadale
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

*Proposed by :Dr. Krishna Sharma*

*Secoded by :Dr. Anil NagtilakK*

*The resolution was passed collectively*

### **Point No. 2: To Review Placement Status**

Placement Officer Dr. Bharti Jagdale presented the placement report in front of all the members. Data reveals that only 6 students were placed through campus placement process, Placement officer also discussed that in majority of cases students are not showing interest in registration while more than 250 companies visited for central placement process at Pune. In this regard Director Dr. Anil Nagtilak Sir instructed to all the mentors to coordinate with mentees and to address the reason for poor registration in spite of when huge companies are visiting for placement process.

### **Point No. 3 Planning for state level seminar/workshop to SPPU for grant under Quality improvement program**

As state level seminars and workshops are very important platform for learning and provides huge opportunities to students as well as faculty members. Academic Coordinator Dr. Reena nath discussed the need for conduction of such seminars and Dr. Anil Nagtilak Sir assigned the responsibilities same to Dr. Pravin Bodade Sir to process the application to SPPU for further process and approval.

### **Point No. 4 Conduction of Alumni Meet**

Dr. Anil Nagtilak Sir shared his views regarding conduction of Alumni meet as Institute was unable to organize such alumni meet since last two years due to Covid-19. As this is well known facts that alumni's are important source for industry connect and support to institute for providing summer placement and as well as final placement. Director Sir advised to Placement officer Dr. Bharti Jagdale to Plan alumni meet in current semester.

### **Point 5 Registrations for Academic Bank of Credits (ABC)**

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. storehouse of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, As Institute is affiliated with Savitribai Phule Pune University, Pune therefore Dr. Anil Nagtilak Sir assigned the responsibility in this regard to Dr. Rajendra Bhadale Sir and Mrs. Rebecca Cowan to upload the same in SPPU / necessary portal.

### **Point 6 Academic Audit**

The Academic Audit is routine practice in the institute to explore future opportunities in the areas of research, teaching learning process, conduction of FDP on various areas as well as organization of state and national level seminar which provides the better learning opportunities to students as well as faculty members. Academic Coordinator Dr. Reena Nath presented the overall performance report of the institute i.e syllabus completion status, internal evaluation, internal exam and student feedback to improve the gray areas.

### **Point 7 Planning for MBA admission for the A.Y 2022-2023**

Admission Incharge Dr. Nilesh Patil shared the admission plan for A.Y 2022-23 and identified the potential areas for admission campaign and assigned the roles and responsibilities to all the members.

### **Point 8 Preparation for time table, academic calendar for next semester.**

Dr. Anil Nagtilak Sir instructed to Academic Coordinator Dr. Reena Nath to prepare the time table , academic calendar and activity chart for the entire semester .

*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 well 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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