



SINHGAD TECHNICAL EDUCATION SOCIETY'S
**SINHGAD INSTITUTE OF BUSINESS
ADMINISTRATION AND RESEARCH**



(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University)

Near PMC Octroi Post, Kondhwa - Saswad Road, Kondhwa (Bk), Pune - 411048

Phone : +91 20 26933635 / 26934543 Email: director_sibar@sinhgad.edu Web: www.sinhgad.edu

Faculty Team for MBA INDUCTION Program November 2022

21st and 22nd November 2022

CORE TEAM

Dr. Zamarrud Ansari*, Prof. Urmila Nikam, Prof. Shraddha Kakade, Prof. Kaustubh Virkar, Prof. Pradnya Kulkarni

COMMITTEES FOR INDUCTION

1. Invitation & Registration Committee

Committee Members	Roles / Activities
Prof. Pradnya Kulkarni* Prof. Kritika Sinha Prof. Amit Pise	<ul style="list-style-type: none">• Invitation to Students• Procuring registration kit and distributing it to students.• Making e-invites for students• Collecting the list of students from Prof. Amit Pise.• Preparation of the registration kit.• Operating Registration desks on Day 1 & Day 2.• Confirmation & Registration of students and guiding them towards venue.• Maintaining a record of total registered students & kit inventory.

2. Logistics Committee

Committee Members	Role of the Committee
Prof. Pramod Sasane*	<ul style="list-style-type: none">• Coordination and communication with the core team for transport arrangements of the guest speakers.

3. Stage & Seating Arrangement Committee

Committee Members	Role of the Committee
Dr. Prachi Murkute* Prof. Aruna Kulkarni Prof. Vinay Munde	<ul style="list-style-type: none"> • Complete Stage Arrangement. • Technical arrangements in coordination with technical committee. • Procuring table program from anchoring committee. • On stage seating arrangement of the guests. Tent Cards. • Coordination with hospitality committee. • Felicitation of the guests and ensuring mementos, floral compliment go with the resource person after the session. • Banner Display at the venue (inside the hall)

4. Reception & Hospitality

Committee Members	Names of committee Members
Mrs. Manisha Araikar* Prof. Shraddha Kakade	<ul style="list-style-type: none"> • Refreshment for the Guest speakers • Lunch arrangements for guests • Coordinating for students refreshment • Overall administrative support for all the sessions coordination with stage committee

5. Report, Media & Photograph Committee

Committee Members	Role of the Committee
Dr. Zamarrud Ansari* Prof. Kaustubh Virkar Prof. Vinay Munde Prof. Shwetlana Katkar	<ul style="list-style-type: none"> • Preparation of Induction Program Report and submission of same within three days from the completion of Induction Program. (ZA) • Designing & Printing of Promotion collaterals & banners for induction program. • Display of banners • Arrangement of photographer and ensuring photography of each session and activity. • Pre event, during event and post event communication and coordination with press for press release and Social Media

6. Finance Committee

Committee Members	Role of the Committee
Prof. Urmila Nikam + Prof. Rutuja Pakhare	<ul style="list-style-type: none"> • Preparation of Budget for Induction Program (Already done) • Allocating the amounts to respective Teams, collecting the bills for each purpose from teams. • Voucher preparation and payments to Guest Speakers (if any)

- Payments to other suppliers, vendors, etc.
- Expense Statement post the event.

7. Technical Support Committee

Committee Members	Role of the Committee
Mr. Patil (MCA) Mr. Anand Mr. Nilesh Girme	<ul style="list-style-type: none"> • Technical Arrangement (LCD, Collar Mike, Projector, Marker, White Board, Sound system) • Power Backup • Coordination with stage committee • Playing of videos as per the program flow.

8. Anchoring Committee:

Committee Members	Role of the Committee
Dr. Zamarrud Ansari & Prof. Shwetlana Katkar (Day 1) Prof. Shraddha Kakade & Prof. Urmila Nikam (Day 2)	<ul style="list-style-type: none"> • Preparation of table program in coordination with core team. • Coordination (rehearsing, scripting, etc.) for anchoring. • Collection of guest profiles from core committee.

9. Student Coordination, Attendance & Feedback Committee:

Committee Members	Role of the Committee
Dr. Vijay Dhole Prof. Aruna Kulkarni Prof. Pramod Sasane	<ul style="list-style-type: none"> • Preparation of feedback form, attendance sheets. • Maintenance of daily Attendance Record (Before and After Lunch) • Collection of feedback forms from the students • Submission of feedback analysis to the core committee.

10. Memento / Gifts:

Committee Members	Role of the Committee
Prof. Amit Pise Prof. Pradnya Kulkarni	<ul style="list-style-type: none"> • Memento / Gift for Dr. Parag Kalkar • Memento for the Alumni Panel

• ADMINISTRATION SUPPORT COMMITTEE

Committee Members	Role of the Committee
Dr. Santosh Borate* Mrs. Manjusha Kulkarni	<ul style="list-style-type: none"> • Assigning peons for the venues. • Providing the admin support as and when required.

• **ALUMNI INTERACTION COMMITTEE**

Committee Members	Role of the Committee
Prof. Urmila Nikam* Prof. Rutuja Pakhare	<ul style="list-style-type: none"> • Contacting Alumni • Coordinating & Moderating the Panel Discussion • Feedback forms for Alumni • Documentation of Alumni sessions • Coordinating with the hospitality team

• **GUEST COORDINATION COMMITTEE:**

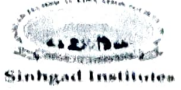
Committee Members	Role of the Committee
Dr. Zamarrud Ansari* Prof. Urmila Nikam Prof. Shraddha Kakade	<ul style="list-style-type: none"> • Coordination and communication with the speakers. (ZA) • Guest Escort & other assistance needed by guest (UN, SK) • Welcome & Accompanying guest until they leave the premises. (UN, SK)

**Head of Committee*


Prof. (Dr.) Dhananjay Mandlik
Director SIBAR



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Proposed MBA Budget Induction Programme Academic Year 2022-23

Date of Induction : 21st and 22nd Nov. 2022

Sr. No	Particulars	Amount (Rs.)
1	Honorarium to Guest Speakers (02 Nos. x Rs.2000)	4000
2	Honorarium to Alumni Speakers (04 Nos. x Rs.500)	2000
3	Guest felicitation - Plant for all Speakers (7 Nos. x Rs.100)	600
4	Guest Refreshments + Lunch (if any) (6 Guests)	2000
5	Students Registration Kit To be Provided Centrally (80% of admitted Students)
6	Student's Refreshments (\$nacks) To be Provided Centrally (80% of admitted Students)
7	Student's Refreshments (Tea) (80% of admitted Students x Rs.10)	2000
8	Logistics - Travelling and Conveyance of Speakers (if any)	
9	Banners (02 Nos. x Rs.350)	700
10	Stage Decoration	2000
11	Photography and Media Publicity
12	Ice- Breakers Material	2000
13	Certificates for Volunteers (Volunteers as actual x Rs.10)
14	Miscellaneous & Contingencies	1000
	GRAND TOTAL	16,300

Prof. (Dr.) Dhananjay Mandlik
Director

S.I.B.A.R.
INWARD No. 171
DATE 14/11/2022

APPROVED

President

Hon'ble Vice-President
kindly approve
Rs. 16,300/-



Sinhgad Technical Education Society's



SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION & RESEARCH, KONDHWA

MBA Induction Program - Batch 2022-24

21-22 November, 2022

(Monday & Tuesday)

DAY 1 : Monday - 21 November, 2022		
	Time	Session Details & Resource Person
	9:00 am - 10:00 am	Registration of students
	10:00 am - 10:10 am	Welcome & Inaugural
	10:10 am - 10:20 am	Lamp Lighting & Sarasvati Vandana
Session 1	10:20 am - 10:30 am	Chief Guest Introduction & Felicitation - Dr. Jitendra Joshi Felicitation of Guest of Honour - Mr. Anand Dave, Entrepreneur
	10:30 am - 11:30 am	Address by Chief Guest - Dr. Jitendra Joshi President - Global India Business Forum
Session 2	11:30 am - 11:40 am	Guest Speaker - Introduction & Felicitation
	11:40 am - 01:00 pm	Address by Guest Speaker - Mr. Ramanuj Choubey Associate Director- Global HRBP & Capability Development,
	1:00 pm - 1:10 pm	Vote of Thanks - Prof. Shraddha Kakade
		LUNCH BREAK
Session 3	2:00 pm - 2:10 pm	Introduction & Welcome - Guest Speaker
	2:10 pm - 3:30 pm	Address by Mr. Shreyas Bangad Founder - Brand Matterz
Session 4	3:30 pm - 3:40 pm	Introduction & Welcome - Guest Speaker
	3:40 pm - 4:40 pm	Speaker 2 - Universal Human Values Dr. Sangita Gorde - Faculty STES Warje
	4:45 pm - 5:00 pm	Vote of Thanks - Prof. Pradnya Kulkarni

DAY 2 : Tuesday - 22 November, 2022		
	Time	Session Details & Resource Person
	9:00 am - 10:00 am	Registration of students
Session 1	10:00 am - 10:10 am	Introduction & Felicitation of Guest Speaker
	10:15 am - 12:00 pm	Address by Guest Speaker - Dr. Parag Kalkar Dean - Commerce & Management, SPPU
Session 2	12:15 pm - 01:45 pm	Placement Address by Dr. Jayesh Minase Dean - Central Placement Cell [SMI]
	1:45 pm - 2:00 pm	Vote of Thanks - Prof. Kaustubh Virkar
	2:00 pm - 03:00 pm	LUNCH BREAK
Session 3	3:00 pm - 3:30 pm	Introduction & Welcome of Alumni
	3:30 pm - 5:00 pm	Alumni Panel Discussion - Prof. Urmila Nikam Mr. Kawalijyot Singh Kohli - Ms. Unnati Yande Kirtikar -
	5:00 pm - 5:10 pm	Vote of Thanks - Dr. Zamarrud Ansari
		National Anthem

COOL BREEZE

Maintenance & Service

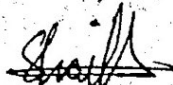
S. No. 48, Sai Baba Nagari Road, Opp. Azad Floor Mill, Kondhwa Khurd,
Mithanagar, Pune - 48. ● Tel : 6932550 / 9011116607

M/s. <u>SIBAR</u>	Invoice No. <u>7834232</u>	Date <u>31/05/23</u>
	Purchase Order No. <u>2023/05/01</u>	Date _____
	Challan No. _____	Date _____

Qty.	PARTICULARS	RATE		PER	AMOUNT	
		Rs.	Ps.		Rs.	Ps.
1)	Bluestar water cooler (Drinking water dispenser) Compressor replacement and gas charging with 1 year warranty. (KCS513HAE) B420 Htr's - comp Model.				10,000	00
Rupees <u>Ten Thousand Only</u>					Total	10,000/00

B.S. 10/S/176 w.e.f. 1/1/2017
I / We here certify that our registration certificate under the B.S.T Act, 1959 is in force on the date on which the sales of the goods specified in this bill /cash memorandum is made by me/us & that transaction of sale covered by this bill/cash memorandum has been effected by me/us in the regular course of my/our business.

For Cool Breez Maintenance & Service


Prop.

DHANANJAY
Y
TUKARAM
MANDLIK

Digitally signed by DHANANJAY TUKARAM MANDLIK
DN: cn=IN, o=PERSONAL, pseudonym=e01fb392172a48d6b3b938e653993b33, 2.5.4.20=a4929168721a6425cd507656474a65742d09d1239641ccd986e91535d0d43a37, postalCode=411046, st=MAHARASHTRA, serialNumber=092c72e4e839e5f48e3495185d07fd880ec6b636b5a0ce28c7f1f59d0fedd, cn=DHANANJAY TUKARAM MANDLIK
Date: 2023.09.12 17:13:17 +05'30'



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PROFORMA FOR FILLING COMPLAINT WITH THE GRIEVANCES REDRESSAL CELL

Name of Student: Tikam Motwani

Class & Semester: FY MBA (sem II)

Roll No: F81

Department: MBA

Institution: SIBAR

Date(DD/MM/YY): 29/05/2023

Mobile No: 9588427387

Details of Grievance's: Water purifier is not working.

Comments of Secretary: —

Action Taken By Grievances Redressal Cell:

T. Motwani

Student Signature:



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PROFORMA FOR FILLING COMPLAINT WITH THE GRIEVANCES REDRESSAL CELL

Name of Student: Hemant Mandal

Class & Semester: MBA 1 (Sem 2)

Roll No: 45

Department: MBA

Institution: SIBAR

Date(DD/MM/YY): 26/05/2023

Mobile No: 8600784680

Details of Grievance's: Drinking water not available.

Comments of Secretary:

Action Taken By Grievances Redressal Cell:

Hemant
Student Signature:



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PROFORMA FOR FILLING COMPLAINT WITH THE GRIVENCES REDRESSAL CELL

Name of Student: Sourav Tadhar.

Class & Semester: Sem - II .

Roll No: 31

Department: MBA

Institution: SIBAR

Date(DD/MM/YY): 26/05/2023

Mobile No: 9011778283

Details of Grievance's: Purifier is not working properly.
So, need immediate repairing

Comments of Secretary:

Action Taken By Grievances Redressal Cell:

Sourav
Student Signature:

DHANANJA
Y TUKARAM
MANDLIK

Digitally signed by DHANANJAY TUKARAM
MANDLIK
DN: cn=DHANANJAY TUKARAM MANDLIK
o=PERSONAL
pseudonym=e01fb292172a4846b3b938e65
3993b33,
2.5.4.20=a4929168721a6425cd507656474a6
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serialNumber=e092cf2c4e839e5f48e349518
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Date: 2023.09.12 17:14:09 +05'30'