



SINHGAD TECHNICAL EDUCATION SOCIETY'S<sup>TM</sup>  
**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION  
AND COMPUTER APPLICATION**<sup>TM</sup>

(Affiliated to University of Pune & Approved by AICTE)

Kusgaon (Bk.), Off Mumbai - Pune Expressway, Lonavala, Dist. - Pune - 410 401.

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

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

**DR. ANIL NAGATILAK**  
M.com., M.Phil., FDP(IIMA), Ph.D.  
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, 23<sup>rd</sup> 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 5<sup>th</sup> July 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	<i>Anil</i> 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		<i>M.R.</i>
3	Head Research	Dr. Rajendra Bhadale	Associate Professor	<i>R.B.</i>
	Head Academics	Dr. Reena Nath	Asst. Professor	
	Head Student Training	Dr. B. Jagdale	Asst. Professor	<i>B.J.</i>
	Academic Coordinator	Mrs. Rebeca Cowan	Sr. Office Staff	
4	Employer	Mr. Kishor Shelke	HR Head, G.M Parle Mitsuchem P.Ltd	<i>K. Shelke</i> 23/01/2023
	Industrialist	Mr. Vijay Mankar	Hotel Industry	<i>V.M.</i>
5	IQAC Coordinator	Dr. Krishna Sharma	Professor	<i>K.S.</i>
6	Alumni Representative	Mr. Rowland Lopez		
7	Student representative	Mr. Ishwar Turankar		
8	Parent Representative	Mr. Gaikwad		

*K.S.*  
Dr. Krishna Sharma  
IQAC Coordinator



*Anil*  
Dr. Anil Nagtilak  
Director  
23.1.2023

### MINUTES OF MEETING OF IQAC MEETING HELD ON 23.1.2023

The minutes of the last IQAC meeting held on 5<sup>th</sup> 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 5 <sup>th</sup> & 6 <sup>th</sup> Jan and taken the approval for the same from Director.
Alumni Meet	Dr. Bharti Jagdale organized the Alumni Meet in the month of Dec. 2022
Registration for Academic Bank of Credits (ABC)	Dr. Rajendra Bhadale and Mrs. Reebeca 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 23<sup>rd</sup> 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 5<sup>th</sup> 2022 and note the Action Taken Report (ATR)

The minutes of the last IQAC meeting held on 5<sup>th</sup> July 2022 were presented 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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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.

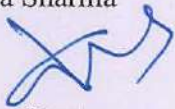
4. Dr. Reena nath Academic Coordinator presented the subject wise syllabus completion report to Director and Director Dr. Vidya Nakhate suggested to all the faculty members to organize additional sessions as per need and requirement and complete the syllabus in time as well as complete all the submission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

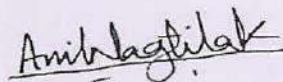
Dr. Krishna Sharma



IQAC Coordinator



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Director

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