SINHGAD TECHNICAL EDUCATION SOCIETY'S®

SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION AND COMPUTER APPLICATION®

(Affiliated to Savitribai Phule Pune University & Approved by AICTE) College PUN CODE NO:- IMMP012210

PUN Code : IMMP012210   A.I.S.H.E. Code : C-41698

Kusgaon (Bk), Off Mumbai-Pune Expressway, Lonavala, Dist. Pune 410 401
Tel.: 02114-673 308, Telefax : 02114-673 583 Email : director_sibaca@sinhgad.edu, Website : www.sinhgad.edu

Sinhgad Institutes

| **PROF. M. N. NAVALE**
M.E. (ELEC.), MIE, MBA
FOUNDER PRESIDENT | **DR. (MRS.) SUNANDA M. NAVALE**
B.A., M.P.M., PH.D.
FOUNDER SECRETARY | **Dr. Vidya A. Nakhate**
Ph.D., NET (Mang.), M.Phil (Mang.),
MBA (Marketing),
B.A. additional (Eng. Lit.), B.Pharma
DIRECTOR |

Ref. No.SIBACA/2022-2023/002   Date: 28/02/2023

Notice - IQAC Meeting

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 Tuesday, 28th Feb 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 23rd Jan 2023.
2. Guide and Review the update of AQAR 21-22.
3. Guide and update about filling of AQAR 22-23 as well as SSR.
4. Review of Academic Reports and AAA audit by Aug. end 2023.

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

Dr. Krishna Sharma

IQAC Coordinator

Dr. Vidya Nakhate

Director

Director
Sinhgad Institute of Business
Administration & Computer Application
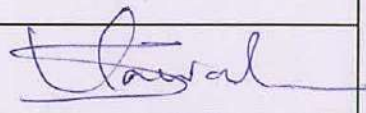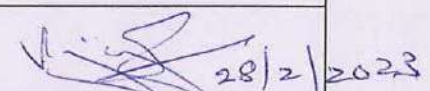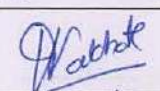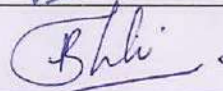Kusgaon (Bk), Off Mumbai-Pune Expressway
Lonavala, Dist. Pune-410401
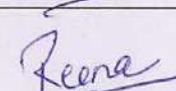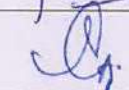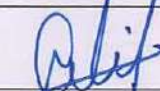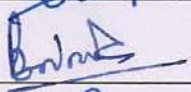
Sinhgad Institute of Business Administration & Computer Application (SIBACA), Lonavala.

<u>Agenda</u>   Date:28/02/2023

1] Guide & Review f. the update of AQAR 21-22

2] Guide & update about filling of AQAR 22-23 as well as SSR

3] Review of Academic Reports & AAA audit by Aug end 2023.

Timings: 2:45 pm to 5:10 pm

Attendance for Meeting regarding NAAC Review

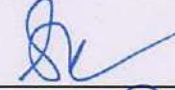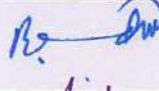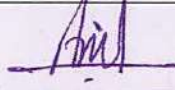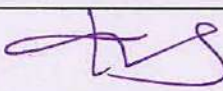| Sr.No.	Name of the Faculty	Designation	Signature
1	Dr. S. U. Gawade	Director STIES	*(signature)*
2	Dr. Vijaya Puranik	NAAC advisory committee STES	*(signature)* 28/2/2023
3	Dr. Vidya Nakhate	Director SIBACA	*(signature)*
4	Dr Bharti Jagdale	Asst prof	*(signature)*
5	Dr. Reena Nath	Asst. Prof	*(signature)*
6	Prof. Sadhana Arak	Assist. Prof	*(signature)*
7	Dr. Nilesh Patil	Ast. Prof	*(signature)*
8	Dr. Pravin Bodade	Asst. prof	*(signature)*
9	mr. Satish Kamble	Librarian	*(signature)*
10	Dr. Rajendra Bhadd	Asso. Prof	*(signature)*
11	Dr. Anil Nagtilak	Professor	*(signature)*
12	Dr. Krishna Shama	Professor	*(signature)*

1. The minutes of the last IQAC meeting held on 23rd Jan 2023 were presented by IQAC Coordinator.. Following are the important highlights of ATR (Action Taken Report):-

Particulars	ATR
Concurrent Evaluation Review	Academic Coordinator Dr. Reena Nath presented the overall review of concurrent evaluation and explained that various assessment parameters i.e. class test, presentation, assignments, home assignments etc were conducted by concerned subject faculty to assess the students.
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

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

2. As AQAR 21-22 submission was due, NAAC Coordinator and all the criteria heads were present during the meeting. Director, Dr. Vidya Nakhate and NAAC Coordinator provided necessary guidance for the improvement of Criteria's.

3. Director, Dr. Vidya Nakhate guided to all the faculty members with required document as needed to prepare the AQAR 22-23 side by side apart from submission of AQAR 21-22.

4. Dr. Reena Nath Academic Coordinator presented the academic report along with course completion status, activities conducted during the year, various guest sessions report, cultural reports and feedback after successful conduction of state level seminar which was scheduled in the month of Jan.2023 etc discussed by the Academic Coordinator.

5. Dr. Rajendra Bhadale, Head Research also discussed about the status of AAA audit report which is mandatory to submit on or before end of Aug. 2023.

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

Dr. Krishna Sharma

IQAC Coordinator

Dr. Vidya Nakhate

Director & Chairman IQAC

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