

## IQAC Meeting

Date: 16/06/2022

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that a meeting is scheduled to discuss the following Agenda.

### Agenda

1. To discuss the Academic Planning for Semester - I of MBA and MCA departments for Academic Year 2022-2023.
2. To discuss the assessment parameters for Concurrent Evaluation for individual courses offered during the semester to students of MBA and MCA for all divisions.
3. To plan the co-curricular, extra-curricular and extension activities.
4. Submission of proposal to get financial grants from various governmental and non-governmental agencies.
5. Any important issue brought to the notice of chair.

Venue : IQAC Room

Date : 23/06/2022

Time : 11:00 A.M.

All members are required to attend the meeting either physically or virtually.



Dr. Sagar Pawar

Member Co-ordinator,

IQAC, SIOM

## Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 01/11/2022 in the IQAC Room at SIOM, 11:00 a.m. onwards.

The following Members were present for the meeting.

1. Dr. Daniel Penkar
2. Dr. A.V. Deshpande
3. Prof. G.K. Shahani
4. Dr. Chandrani Singh
5. Dr. Rupali Jain
6. Dr. Sunil Khilari
7. Dr. Sagar Pawar
8. Dr. Milind Godse
9. Dr. Rijwan Shaikh
10. Prof. Amol Khandagale
11. Prof. Omkar Lad
12. Dr. Ankush Kudale
13. Dr. Ramesh Jadhav
14. Dr. Girish Bakshi
15. Prof. Monalisa Bhinge
16. Mrs. Rupali Worakar
17. Mr. Sangram Kadam
18. Mr. Chaitanya Sonawane
19. Mr. Padmakar Jagdale
20. Mr. Umesh Deshpande
21. Mr. Suhas Patil

The meeting was started by Dr. Sagar Pawar, Member - IQAC. With due permission of Dr. Daniel Penkar, Chairman, Dr. Sagar Pawar tabled the Agenda to be discussed in the meeting.

The following are the details of the discussion:

- 1. To discuss the Institutional Academic Planning for MBA and MCA departments for Academic Year 2022-2023.**

Dr. Daniel Penkar, Chairman asked Dr. Chandrani Singh, HoD - MCA and Dr. Sagar Pawar, HoD - MBA to brief about the academic planning of their respective Departments.

Dr. Sagar Pawar, HoD - MBA and Dr. Chandrani Singh, HoD - MCA tabled the draft

Academic Planning of MBA and MCA department (Academic Year 2022-2023). The draft of the proposed academic planning was provided to the Members so that they can provide their meaningful suggestions and objections.

- The Academic term for MBA and MCA programme will commence from 25/11/2022 and 01/07/2022 and the term end for classroom teaching would be on 30/03/2023 and 30/12/2022 respectively.
- The internal evaluation for Summer Internship Program (SIP) Project Report would be done in three phases so that students are ready for their final University Viva-voce.
- The Induction Programme for MBA will be conducted from 21<sup>st</sup> November – 24<sup>th</sup> November and for MCA, Induction Programme will be conducted between 17<sup>th</sup> and 18<sup>th</sup> November.
- The academic calendar will be prepared and uploaded on to the Institute's website and a copy of same will be on display in each classroom.

**Resolution:** The proposed Academic Planning of MBA and MCA programme for (A.Y 2022-23) is approved.

**Proposed by:** Dr. Sagar Pawar

**Seconded by:** Prof. Amol Khandagale

*All members present in the meeting unanimously agreed for the same.*

**2. To discuss the assessment parameters for Concurrent Evaluation for individual courses offered during the semester to students of MBA and MCA for all divisions.**

It was decided to have standardisation in Concurrent Evaluation Parameters for individual courses offered during the Semester-I to students of MBA and MCA across all divisions. The faculty members allotted to teach an individual course should assemble and conduct a meeting at convenient time on or before 28<sup>th</sup> June for MCA and 21<sup>st</sup> November for MBA to discuss and finalise the Concurrent Evaluation Parameters. It was also decided to call student representatives from MBA and MCA for the meeting and the finalised concurrent evaluation parameters should be displayed on the class notice board.

**Resolution:** There will be standardisation in Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA.

**Proposed by:** Dr. Daniel Penkar  
**Seconded by:** Dr. Chandrani Singh

*All members present in the meeting unanimously agreed for the same.*

**3. To plan the co-curricular, extra-curricular and extension activities.**

After discussions by the members the following activities were decided to be conducted during the semester. The following activities are decided:

- ✓ Academic and professional skills development workshops.
- ✓ GTT Placement Training, Advance Microsoft Excel Certification, Power BI Certification, First Naukri Placement Training, TCS ION Placement Training will be conducted for MBA students.
- ✓ Marathi Bhasha Diwas to be celebrated on 27<sup>th</sup> February and Women's Day Celebration (Gender Equity Program) to be celebrated on 8<sup>th</sup> March.
- ✓ Campus to Corporate Activity will be organised for the MBA-I students on every Friday.

It was decided that, Dr Daniel Penkar (Hon. Director, SIOM) will delegate the tasks to faculty members as co-ordinators of respective activities. The schedule for activities will be prepared by the concerned faculty member considering the academic engagement and will seek consent from the Hon. Director for the same.

**Resolution:** The Hon. Director, SIOM will delegate charge of co-curricular, extra-curricular and extension activities to faculty of MBA and MCA.

**Proposed by:** Dr. Sagar Pawar

**Seconded by:** Dr. Milind Godse

*All members present in the meeting unanimously agreed for the same.*

**4. Submission of proposal to get financial grants from various governmental and non-governmental agencies**

It is proposed that the Institute will host Faculty Development Program, Conference, Seminar and Workshops for faculty and students. For the same the Institute will apply for grants to various governmental and non-governmental agencies. The Hon. Director, SIOM will delegate the responsibility to faculty for identifying agency, submission of proposal and further follow up with agency.

**Resolution:** The Institute shall submit proposal to get financial grants from governmental and non-governmental agencies for conduct of Conference, Faculty Development Program, Seminar and Workshops for faculty and students.

**Proposed by:** Dr. Daniel Penkar

**Seconded by:** Dr. Chandrani Singh

*All members present in the meeting unanimously agreed for the same.*

**5. Any important issue brought to the notice of chair.**

- ✓ Review the progress of Research Scholar's work in consent with the respective Research Guides.
- ✓ Enrolment of Ph.D. Students as per the norms of Savitribai Phule Pune University (SPPU) for academic year 2022-23.
- ✓ Dr. Girish Bakshi (Representative - Training & Placement Cell (MBA) discussed the efforts taken by the Institute during the subsequent academic year to provide additional inputs in the form of Student Training Program (STP) in regular class time table aimed at enhancing the employability skills of the students. Dr. Girish Bakshi also explain significance of GTT Placement Training , TCS Certification and Firstnaukri assessment for improving employability of the students.
- ✓ Prof. G. K. Shahani (Director - Projects, STES) expressed his satisfaction on successful conduction of Advance Microsoft Excel Certification Course, Power BI Certification Course & Harvard Business Case Studies.
- ✓ As per tradition of SIOM, each division of students will have two Alumni as Mentors. Mr. Sangram Kadam (Chairman, SIOM Alumni Association) agreed to shoulder the responsibility of co-ordinating Alumni for finalising the mentors for each division. He will submit a list of alumni to the Hon. Director.

Dr. Sagar Pawar proposed the Vote of Thanks.

The meeting concluded at 12:45 p.m.

## IQAC Meeting No. II

Date: 05/04/2022

The following outcomes were noted by Dr. Daniel Penkar (Chairman) and Dr. Sagar Pawar (Member Co-ordinator).

### Agenda:

- To discuss and review outcomes of IQAC meeting conducted on 01/11/2022.
- To take review of other institutional activities if any.

### Resolution – 1

The proposed Academic Planning of Semester - I for MBA and MCA programme is approved.

#### Outcomes:

- The Academic term for MBA and MCA programme commenced on 25/11/2022 and 03/06/2022 respectively and the term end for classroom teaching was concluded on 30/03/2023 for MBA and 30/12/2022 for MCA respectively.
- The academic calendar for MBA and MCA programme was prepared and uploaded on the Institute's website and a copy of the same was displayed on Institute's notice board and in each classroom as decided.
- The internal evaluation for Summer Internship Program (SIP) Project Report was carried out in three phases under supervision of Dr. Rijwan Ahmed Mushtak Ahmed Shaikh (SIOM Examination Officer) and the final Viva-voce was conducted by Prof. Amol Khandagale and Dr. Manisha Badgujar along with the external examiners appointed by Savitribai Phule Pune University.

### Resolution – 2

There will be uniformity in Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA.

#### Outcome:

A group of faculty appointed to teach a particular course for MBA and MCA programme assembled together and finalised the concurrent evaluation parameters by involving student

representatives of MBA and MCA. The concurrent evaluation parameters were submitted to Dr. Daniel Penkar (Director, SIOM) by Dr. Sagar Pawar on 21<sup>st</sup> November 2022.

The individual faculty have displayed the finalised the concurrent evaluation parameters on class notice board and the same was verified by The Director, HoD -MBA and HoD - MCA during their class visits for interaction with students.

### Resolution – 3

The Hon. Director, SIOM will delegate responsibility of co-curricular, extra-curricular and extension activities to faculty of MBA and MCA.

### Outcome:

The following co-curricular, extra-curricular and extension activities were conducted at SIOM:

Sr. No.	Particulars of Activity / Event	Department	Date
1.	HAR-GHAR-Tiranga	SIOM	09/08/2022
2.	Aptitude Training Program	MCA	19/10/2022 to 21/10/2022
3.	Parent meet	MCA	30/11/2022
4.	Inauguration of student start up cell and ideation conclave "Udbhavana"	MCA	14/12/2022
5.	SIOM HR Meet	MBA	07/12/2022
6.	GTT Placement Training	MBA	09-01-2023 to 25-01-2023
7.	Advance Microsoft Excel Certification	MBA	27-12-2022 to 06-01-2023
8.	Power BI Certification	MBA	27-12-2022 to 06-01-2023
9.	First Naukri Placement Training	MBA	30-01-2023 to 02-02-2023
10.	TCS ION Placement Training	MBA	10-02-2023 to 24-02-2023
11.	Marathi Bhasha Diwas Celebration	MBA	27-02-2023
12.	Women's Day Celebration (Gender Equity Program)	MBA	08-03-2023

### Resolution – 4

Submission of proposal to get financial grants from various governmental and non-governmental agencies.



**Outcome:**

The institute submitted proposal for hosting State level, National level and an International conference to Savitribai Phule Pune University (SPPU) under the Quality Improvement Programme (QIP).

**Resolution – 5**

Any important issue brought to the notice of chair

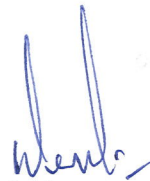
**Outcome:**

- ✓ The enrolment of Ph.D students was done as per the norms of Savitribai Phule Pune University for academic year 2022-23. The students desirous to join Research centre at SIOM were interviewed by an expert committee constituted by Dr. Rupali Jain (Head, Research Centre). The report of the interview panel was submitted to the University for approval of shortlisted candidates.
- ✓ The review of research scholar's work was taken by an expert committee constituted by Dr. Rupali Jain (Head, Research Centre). The research students made presentation of their research's progress. The members of expert committee have approved the research progress and have guided the students regarding further conduct of research.
- ✓ Two Alumni as mentors for each division of MBA and MCA programme were appointed.
- ✓ The student training program has been incorporated into the weekly schedule of academics.

The entire agenda and resolutions passed were meticulously monitored by the IQAC cell to ensure smooth functioning of academics throughout the semester.



**Dr. Sagar Pawar**  
Member, Co-ordinator



**Dr. Daniel Penkar**  
Director and Chairman, IQAC



## **IQAC Meeting**

Date: 20/03/2023

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that a meeting is scheduled to discuss the following Agenda.

### **Agenda**

1. To discuss the Academic planning of MBA and MCA department (Academic Year 2023).
2. To discuss the evaluation parameters for Concurrent Evaluation.
3. To plan the co-curricular, extra-curricular and extension activities.
4. Any important issue brought to the notice of chair.

Venue: IQAC Room

Date: 27/03/2023

Time: 11:00 a.m.

All members are required to attend the meeting.



Dr. Sagar Pawar  
Member Co-ordinator,  
IQAC, SIOM

## Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 27/03/2023 in the IQAC Room at SIOM, 11:00 a.m. onwards.

The following Members were present for the meeting.

1. Dr. Daniel Penkar
2. Dr.A.V. Deshpande
3. Prof. G.K. Shahani
4. Dr. Chandrani Singh
5. Dr. Rupali Jain
6. Dr. Sunil Khilari
7. Dr. Sagar Pawar
8. Dr. Milind Godse
9. Dr. Rijwan Shaikh
10. Prof. Amol Khandagale
11. Prof. Omkar Lad
12. Dr. Ankush Kudale
13. Dr. Ramesh Jadhav
14. Dr. Girish Bakshi
15. Prof. Monalisa Bhinge
16. Mrs. Rupali Worakar
17. Mr.Sangram Kadam
18. Mr. Chaitanya Sonawane
19. Mr. Padmakar Jagdale
20. Mr. Umesh Deshpande
21. Mr. Suhas Patil

The meeting started with a welcome note Dr. Sagar Pawar (Member - Co-ordinator) With due permission of Dr. Daniel Penkar (Chairman), Dr. Sagar Pawar tabled the Agenda to be discussed in the meeting. The following transaction was conducted in the meeting.

### **1. To discuss the Academic planning of MBA and MCA department for Academic Year 2023.**

Dr. Daniel Penkar (Chairman) asked Dr. Chandrani Singh (HoD-MCA) and Dr. Sagar Pawar to brief about the academic planning of their respective departments. The draft of the

proposed academic calendar was provided to the Members so that they can provide their meaningful suggestions and objections.

Dr. Chandrani Singh, HoD-MCA and Dr. Milind Godase tabled the draft Academic Planning of MBA and MCA department Year 2023.

- The Academic term for MBA and MCA programme will commence from 03/04/2023 and 01/01/2023 respectively and the term end for classroom teaching would be on 28/07/2023 for MBA and 30/06/2023 for MCA.
- The Industrial projects progress for MCA students would be accessed forthrightly.
- The academic calendar will be prepared and uploaded on to the Institute's website and a copy of same will be on display in each classroom.

**Resolution:** The Academic Planning proposed for MBA and MCA for academic year 2023 is approved.

**Proposed by:** Dr. Sagar Pawar

**Seconded by:** Prof. Amol Khandagale

*All members present in the meeting agreed for the same.*

## **2. To discuss the evaluation parameters for Concurrent Evaluation**

All the faculty members allotted to teach an individual course should assemble and conduct a meeting at convenient time on or before 31<sup>st</sup> March 2023 to discuss and finalise the Concurrent Evaluation Parameters. The student representatives from MBA should be called mandatorily for the meeting.

The finalised concurrent evaluation parameters should be displayed on the class notice board.

**Resolution:** The faculty will submit the Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA on or before 31<sup>st</sup> March 2023.

**Proposed by:** Dr. Chandrani Singh

**Seconded by:** Dr. Milind Godase

*All members present in the meeting agreed for the same.*

**3. To plan the co-curricular, extra-curricular and extension activities.**

After deliberations by the members the following activities were decided to be conducted during the semester. The following activities are decided:

- FUEL Placement Training to be organised from 27<sup>th</sup> March 2023.
- RUBICON Placement Training Program to be organised from 3<sup>rd</sup> April 2023.
- Six Sigma Certification Program to be organised from 15<sup>th</sup> June 2023.
- Session on Human Rights, Indian Judiciary System and the Constitution of India to be organised on 16<sup>th</sup> June 2023.
- SIOM HR Meet to be organised on 30<sup>th</sup> June 2023.

**Resolution:** The Director, SIOM will nominate faculty as Convener / Co-ordinator for conduct of co-curricular, extra-curricular and extension activities.

**Proposed by:** Dr. Milind Godase

**Seconded by:** Dr. Sagar Pawar

*All members present in the meeting agreed for the same.*

Dr. Sagar Pawar proposed the Vote of Thanks.

The meeting concluded at 12:20 p.m.

## **IQAC Meeting No. IV**

Date: 01/08/2023

### **Outcomes of IQAC Meeting conducted on 01/08/2023**

The following outcomes are noted by Dr. Daniel Penkar (Chairman) and Dr. Sagar Pawar (Member Co-ordinator).

#### **Agenda**

- To discuss and review outcomes of IQAC meeting conducted on 27/03/2023.
- To take review of other institutional activities if any.

#### **Resolution – 1 (Review Academic Planning)**

The Academic Planning proposed for MBA and MCA for academic year 2023 is approved.

#### **Outcome:**

- The Academic term for MBA and MCA programme commenced from 03/04/2023 and the term end for classroom teaching was 28/07/2023.
- The internal evaluation for Industrial projects progress of MCA students was carried out in three phases and the final Viva-voce was conducted by external examiners appointed by Savitribai Phule Pune University.
- The academic calendars for the current semester were prepared and uploaded on to the Institute's website and a copy of the same was displayed on Institute's notice board and in each classroom.

#### **Resolution – 2 (Review of Concurrent Evaluation Parameters)**

The faculty will submit the Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA on or before 31<sup>st</sup> December 2021.

#### **Outcome:**

The concurrent evaluation parameters submitted by faculty were submitted to Dr. Daniel Penkar (Director, SIOM) by Dr. Sagar Pawar on 03<sup>rd</sup> April 2023.

The individual faculty have displayed the finalised the concurrent evaluation parameters on class notice board and the same was verified by the Director and HoD - MCA during their class visits for interaction with students.

**Resolution – 3**

The Director, SIOM will nominate faculty as Convener / Co-ordinator for conduct of co-curricular, extra-curricular and extension activities.

**Outcome:**

For co-curricular, extra-curricular and extension activities. Prof. Omkar Lad and Prof. Dushyant H. Bodkhey was nominated as Co-ordinator.

**Resolution- 5**

The Management of Sinhgad Technical Education Society and IQAC cell of SIOM thank each individual engaged in the assessment process of NAAC.

**Outcome:**

Dr. Daniel Penkar (Director, SIOM) expressed his gratitude towards all the stakeholders for the wholehearted co-operation extended to Sinhgad Institute of Management for smooth conduct of NAAC peer team visit.

**Resolution – 6**

Any important issue brought to the notice of chair

**Outcome:**

The following activities were conducted during the semester:

Sr.No	Particulars of Event/Activity	Co-ordinator	Date
1.	"Cyber Security and Cyber Crime Awareness and Women Health and Hygiene Session"	MCA	24/02/2023 to 25/02/2023
2.	Nirbhya Kanya Abhiyan	MCA	26/02/2023
3.	FUEL Placement Training	Dr. Girish Bakshi	27 <sup>th</sup> March to 1 <sup>st</sup> April 2023
4.	RUBICON Placement Training	Dr. Girish Bakshi	3 <sup>rd</sup> April to 7 <sup>th</sup> April 2023
5.	FDP	MCA	09/05/2023 to 13/05/2023
6.	Six Sigma Certification Program	SIOM MBA	15th to 19th June 2023

7.	Session on Human Rights, Indian Judiciary System and the Constitution of India	SIOM MBA	16th June 2023
8.	Shivswarajya Din Celebration	SIOM	06/06/2023
9.	"Cyber Security and Cyber Crime Awareness "	MCA	23/06/2023
10.	Eye Checkup Camp	SIOM MBA	20th June 2023
11.	International Yoga Day Celebration	SIOM MBA	21st June 2023
12.	SIOM HR Meet	SIOM MBA	30th June 2023

The entire agenda and resolutions passed were meticulously monitored by the IQAC cell to ensure smooth functioning of academics throughout the semester.

**Dr. Sagar Pawar**  
Member, Co-ordinator

**Dr Daniel Penkar**  
Director & Chairman, IQAC