



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION & RESEARCH
KondhwPUNE-411048

Minutes of the meeting					
Subject:	IQAC Meeting				
Topic:	Planning the Academic Term				
Date:	01 st January 2019	Time:	03:00 – 5:15 pm	Location:	SIBAR Board Room
Attendees:	Meetings with IQAC team				

AGENDA OF THE MEETING

The agenda to be discussed was disclosed and all present agreed to go ahead with the same.

The points discussed were as below:

1. Academics

- a. To review the previous semester conduct of sessions and devise strategies for corrective / remedial measures.
- b. To plan the current term in view of the various activities scheduled in the current semester.
- c. To make necessary arrangements for additional / supplementary learning.
- d. To enrich teaching learning by making effective use of Videos, Case studies, etc.
- e. Preparation of the Academic Calender
- f. Analysis of the semester result

2. Student Development [Co-curricular & Extra-curricular]

- a. Encourage student participation for various activities
- b. Supplementary learning by means of workshops / certification programs.
- c. To arrange alumni interactions to enable learning and development, and to orient students towards the Real Corporate World.
- d. Career Counselling / Specialization orientation session for first year students.
- e. Social initiatives and awareness programs

3. Faculty Development:

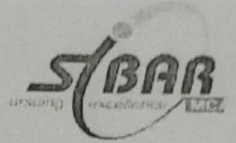
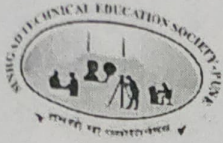
- a. To enrich teaching by encouraging participation in workshops & FDPs
- b. To motivate faculty to undertake supplementary learning programs. (NPTEL, Coursera)
- c. Professional Development through continuous education. (DLL, Ph.D.)



**SINIGAD INSTITUTE OF BUSINESS ADMINISTRATION AND
RESEARCH KONDHWA (BK) PUNE-48**

Sr. No.	Name	Signature
1.	Dr. Avadhoot Pol (Director)	
2.	Dr. Vijay Dhole (Dean)	
3.	Mr. G. K. Shahani (Management Representative)	
4.	Dr. Rajendran Panickar (PRO - Corporate Office)	
5.	Dr. S. U. Gawade (Senior Management Administrator)	
6.	Prof. Vivek Swami (Associate Professor)	
7.	Prof. Sachin Deshmukh (Assistant Professor)	
8.	Prof. Anil Sharma (Assistant Professor)	
9.	Prof. Soumyakant Dash (Assistant Professor)	
10.	Mr. Santosh Borate (Registrar)	
11.	Mr. Vineet Joshi (Industry Representative)	
12.	Mr. Gaurav Vishkarma (Alumni and Entrepreneur)	
13.	Mr. Siddharth Ravindran (Alumni)	
14.	Mr. Shrikant Ragnath Lonkar (Parent)	
15.	Mr. Mayur Nagdive	
16.	Miss. Mayuri Nakul Tale	

Date: 01/01/2019



**Internal Quality Assurance Committee
Minutes of the Meeting**

Date & Time: 2nd Jan 2019, 11:00 am

Venue: Board Room

Agenda:

1. Half yearly review for academic year 2018-19
2. Planning of activities for the academic year 2018-19.

Points Discussed:

Research Initiative:

- Emphasizes on the importance of research by faculties and students, and short term measures for increased research activities.
- Research Cell (RC) discussed the need and the nature of proposals of QIPs to be submitted to BCUD, SPPU, Pune. This was followed by a discussion to decide on the core areas the RC focuses on. Guidelines for conduction were also given.

Co-curricular Initiatives:

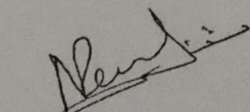
- The chair shared the effectiveness of online courses offered by NPTEL and that the department will be initializing a departmental activity on the same.
- Registration of the institute as NPTEL Local Chapter. Faculties and students to be made aware and motivated to take at least 3 NPTEL courses per semester.

Academic Monitoring:

- Case based teaching to be extended, in-depth and detailed course content coverage. The members acknowledged and accepted.
- Course Content Development Program: The chair informed all the faculties to prepare and present a plan on the subject they will be teaching. It must cover the following points:
 - Content depth and coverage
 - Delivery methodology
 - Assignment development and evaluation parameters.
 - Lab exercises
 - Case preparation and elaboration

Industry Institute Connect:

- Industry institute interaction activities, industry visit and IT expert talk to be conducted.
- Placement cell member to organize an industry visit. A clear objective and outcome of the visit is to be stated and achieved. Questionnaires to be prepared with contribution from students and a review and feedback to be conducted on every visit.
- A series of mock interviews to be conducted only for the MCA 3rd year students. Inclusions of 2 technical and 1 HR interview to be conducted. To be scheduled in the month of October.


Director,
SIBAR- MCA



Sinhgad Technical Education Society's
Sinhgad Institute of Business Administration and Research
Kondhwa(Bk), Pune - 411013
Master of Computer Application

SIBAR

List of Attendees:

Sr No.	Name	Designation	Sign
1	Dr. Netra Patil	Chairman	<i>Netra Patil</i>
2	Dr. Sharada Patil	IQAC Coordinator	<i>Sharada Patil</i>
3	Mr. G.K. Shahani	Member	<i>G.K. Shahani</i>
4	Dr. Rajendran Paniekar	Member	<i>Rajendran Paniekar</i>
5	Dr. S. U. Gavade	Member	<i>S. U. Gavade</i>
6	Prof. Archana Nair	Member	<i>Archana Nair</i>
7	Mr. Santosh Borate	Member	<i>Santosh Borate</i>
8	Mr. Avesh Tanvar	Member	<i>Avesh Tanvar</i>
9	Mrs. Gauravi Pimpalkhare	Member	<i>Gauravi Pimpalkhare</i>
10	Mr. K. Pillai	Member	<i>K. Pillai</i>
11	Mr. Lokesh Bachwani	Member	<i>Lokesh Bachwani</i>
12	Miss. Arati Thakkar	Member	<i>Arati Thakkar</i>