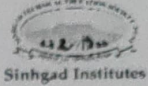




SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION & RESEARCH

(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 : 020 - 67571101 / 02
Email: director_sibar@sinhgad.edu Web: www.sinhgad.edu



Prof. M. N. Navale
M. E. (Elect.), MIE, MBA
FOUNDER PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
B. A., MPM, Ph. D.
FOUNDER SECRETARY

Dr. Dhananjay T. Mandlik
Ph.D. M.Phil., MBA, MCA, MCM, M.COM,
M.A (Psychology), D.L.L. & L.W. DTL
DIRECTOR

Notice

Internal Quality Assurance Cell (IQAC) meeting

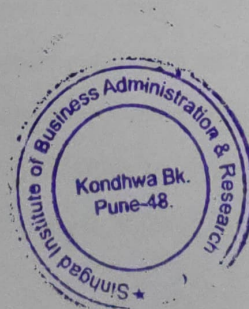
All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on 29th June 2022 at 1:00 pm in MBA Board Room, Ground Floor, SIBAR-MBA, Kondhwa(Bk.) to discuss the points mentioned as per the following agenda.

Agenda:

1. Review of previous academic year 2021-22.
2. Planning for the new academic year activities.
3. Planning of co-curricular activities.
4. Calendar formation for extra-curricular activities.
5. Research center and institute profile readiness.
6. Initiative to be taken for health care and life skills.
7. Reformation of anti-ragging cell.

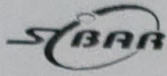
Chairman

IQAC SIBAR



Coordinator

IQAC SIBAR



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DIRECTOR

Internal Quality Assurance Cell (IQAC) meeting

Minutes of the Meeting

Date & Time: 29th June 2022, 1:00 pm

Venue: MBA Board Room

Agenda:

1. Review of previous academic year 2021-22.
2. Planning for the new academic year activities.
3. Planning of co-curricular activities.
4. Calendar formation for extra-curricular activities.
5. Research center and institute profile readiness.
6. Initiative to be taken for health care and life skills
7. Reformation of anti-ragging cell.

Points Discussed:

- Review of the year 2021-22 activities were done and appreciated by the chair. Programs and events left to execute, if any need to be undertaken in the upcoming year. All records related to the same to be maintained and shared on the website.
- IPR activity for the current year must be directed and outcome based. The learning of all the faculties must be put to use, and must form an extension to the previous year activities. Awareness review to be taken from time to time.
- The chair has asked all faculties to undertake content preparation for copyright filling. This should be related to academic content or subject related. The cover page

for all the copyrighted document must be common for all with the institute logo and name. This to be performed at the earliest.

- The research center establishing process to be reviewed. All SPPU compliance to be kept ready for review. An internal committee to review the same and report to the director and research center incharge.
- Dr. S. U. Gawade emphasized and encouraged participation in the SPPU programs, through involvement in every academic process.
- Incubation center to be functional 24*7 all days. The registrar was asked to make required arrangements by the chair.
- The chair informed that the Research Journal has started. The committee must start accepting research papers. Students to be taught, encouraged and involved in research paper writing.
- Application for Research Project proposals and consultancy project to be undertaken by the faculties and students alike.
- SPPU guidelines to be followed for all academic activities. The time line to be scheduled in such a way that no loss of lectures happen and activities are included.
- The continuous Internal evaluation at institute level to be done in time under the academic and exam coordinator.
- The Guest Lectures, talks by influential speakers and corporate leaders, for improving students' skillsets to be part of the time-table in the seminars.
- Specific session to be conducted focused on problem solving methods and techniques must be conducted. Followed by the ideation session on real life problems.
- The IIC Calander to be followed with all activities to be undertaken.
- The yearly faculty development program for STES fraternity to be organized by SIBAR for the year. A plan to be prepared by Dr. Ansari and logistics to be set. The details must be share with all institute before hand.
- Induction for the new students to be conducted as per the guidelines of STES. Preparation to be undertaken by Induction Team.
- Session on Gender Sensitisation to be part of Induction program conducted for 1st year students. The students must be made aware of the same.

- NPTEL participation by the MCA department is appreciated. Implementation of the same to be continue. Students to be encouraged to participate. The SPOC presented the updates of the past semester.
- Students to be given a glimpse of corporate world through industrial visits. Industrial visit team must take charge of it.
- Student committees for the CSR activities must be undertaken with the involvement of local citizens and government bodies.
- An extravagant program to be planned and executed on the occasion of women's day.
- The Grievance redressal and Anti-Ragging & Sexual Harassment Cell committee is active Dr. Netra Patil as chairman. Mr. G.K. Shahani suggested that the cell must undertake awareness programs under the same.
- Conduction of the yearly health check-up Camp to be undertaken. Invitation to local citizen and awareness among them about the event a must. Collaboration with the sister institute to be taken.
- The chair informed all that yoga and fitness to be given priority. For this the campus gym has been revived and appropriate posters displayed.
- Celebration of days with national importance to be undertaken along with an event or activity. Promote awareness of national innovation day and other such initiatives by GOI.

Infrastructure:

- Maintenance and cleaning to be maintained through-out the institute and hostel at all time. All necessary steps must be taken with support from campus CEO.

Chairman

IQAC SIBAR

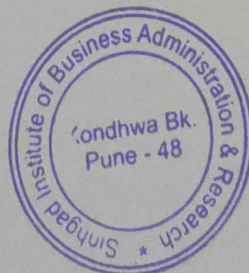


Coordinator

IQAC SIBAR

List of Attendees:

Sr. No.	Name of the Member	IQAC Designation	Sign
1	Prof. Dr. Dhananjay Mandlik	Chairman	<i>[Signature]</i>
2	Ms. Archana Nair	IQAC Coordinator	<i>[Signature]</i>
3	Mr. G.K. Shahani	Trustee Management Institutes	<i>[Signature]</i>
4	Dr. S. U. Gavade	Member	<i>[Signature]</i>
5	Dr. Vijaya Puranik	Member	<i>[Signature]</i>
6	Dr. Netra Patil	Member	<i>[Signature]</i>
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17	Ms. Rubina Sheikh	Member	<i>[Signature]</i>
18	Miss. Aishwarya Jadhav	Member	<i>[Signature]</i>
19	Mr. Janak Chamale	Member	<i>[Signature]</i>





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Notice

Internal Quality Assurance Cell (IQAC) meeting

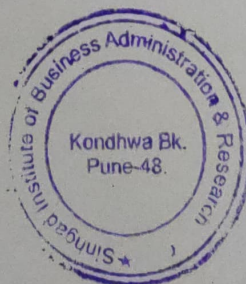
All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on 3rd Oct 2022, 2:00 pm in MBA Board Room, Ground Floor, SIBAR-MBA, Kondhwa(Bk.) to discuss the points mentioned as per the following agenda.

Agenda:

1. Review of activities of July to September.
2. Update on new academic year activities
3. Course outcome and program outcome.
4. AQAR review for the past year.
5. Incubation center preparations.
6. Examination preparedness for the semester
7. Discussion on the upcoming SPPU QIP proposal plans.
8. Self-development of the faculties.

Chairman

IQAC SIBAR



Coordinator

IQAC SIBAR



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M.A (Psychology), D.L.L. & L.W, DTL
DIRECTOR

Internal Quality Assurance Committee

Minutes of the Meeting

Date & Time: 3rd Oct 2022, 2:00 pm

Venue: MCA Board Room

Reference to the IQAC MOM dated: 29-07-2022

Agenda:

1. Review of activities of July to September.
2. Update on new academic year activities
3. Course outcome and program outcome.
4. AQAR review for the past year.
5. Incubation center preparations
6. Examination preparedness for the semester
7. Discussion on the upcoming SPPU QIP proposal plans.
8. Self-development of the faculties.

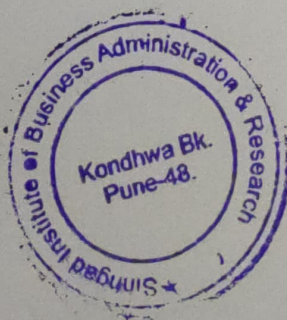
Points Discussed:

- AQAR 2021-2022 filing process undertaken by the IQAC team. The chair asked all to keep the required data ready and as per the new format of AQAR.
- All students have been informed the benefits of ABC and an account has been started all SIBAR students.
- Admission process to begin shortly, planning for the same was done to ensure smooth and hassle free experience.

- As per the SPPU instructions the internal and external exam preparations are up to date and closely been followed up by the CEO and exam committee.
- Dr. Dhole was asked to submit the proposal for an SPPU sponsored quality improvement program (QIP) to be conducted by SIBAR. IQAC to look after the budget and execution.
- The chair asked all faculties to take up various faculty development programs and technical workshop for self-development and quality improvement. This should be any MOOC courses offered by UGC, AICTE, and SWAYAM.
- Faculties were asked to list out unique and innovative projects done by the students. The mentors must identify such projects and encourage students to take it to the next level and also secure the IPR for it.
- Academic coordinators informed that the subject allocation was completed as per the operating procedure or SOP. Allocation and course file preparation completed for both the departments to be completed.
- For the academic session the chair asked all the faculties to bring students attention on outcome-based education and individual course outcomes. The first lecture must be dedicated to sharing and answering students doubts about the same.
- Academic heads requested for training programs on course outcome and program outcome attainment calculation. This will bring all faculties to the same level of understanding.
- Registrar updated the progress on incubation center. The space allotted at the MCA building and facilities like wi-Fi, updated computers and cabin for client meetings.
- Mr. Shahani emphasized on smooth admission processing for the upcoming year. Setting up enquiry centers and display of admission process. All staff must be updated about the each process and help students at every step.

Chairman

IQAC - SIBAR

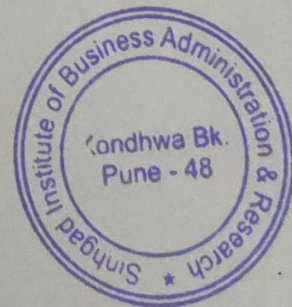


Coordinator

IQAC - SIBAR

List of Attendees:

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1	Dr. Dhananjay Mandlik	Chairman	
2	Ms. Archana Nair	IQAC Coordinator	
3	Mr. G.K. Shahani	Trustee Management Institutes	
4	Dr. Netra Patil	Member	
5	Dr. S. U. Gavade	Member	
6	Dr. Vijaya Puranik	Member	
7	Mr. Santosh Borate	Member	
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Notice

Internal Quality Assurance Cell (IQAC) meeting

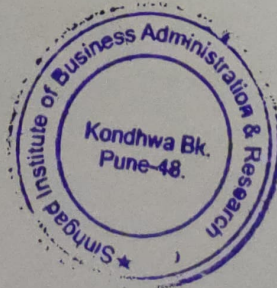
All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on 25th January 2023, 10:00 am in MBA Board Room, Ground Floor, SIBAR-MBA, Kondhwa(Bk.) to discuss the points mentioned as per the following agenda.

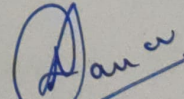
Agenda:

1. Improving the innovation and IPR Awareness.
2. Research initiatives and development.
3. Academic progression, conduction and feedback.
4. Program planning on Mother's Day with parents' involvement.
5. Induction and student onboarding process.
6. Green Campus maintenance plan

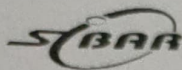
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Sinhgad Institutes

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DIRECTOR

Internal Quality Assurance Committee

Minutes of the Meeting

Date & Time: 25th January 2023, 10:00 am.

Venue: Boardroom MBA

Reference to the IQAC MOM dated: 29th July and 3rd Oct 2022

Agenda:

1. Improving the innovation and IPR Awareness.
2. Research initiatives and development.
3. Academic progression, conduction and feedback.
4. Program planning on Mother's Day with parents' involvement.
5. Induction and student on boarding process.
6. Green Campus maintenance plan

Points Discussed:

Academic:

- The committee appreciated the MCA department for the extra-ordinary SPPU results. With achievement of SPPU rank 1 and 3 students scoring in top 10 and more than 80% students passed with distinction. The efforts of the staff was appreciated and thanked for.

- The registrar updated on the admission status for both the courses. The committee appreciated the efforts of teaching and non-teaching staff in helping students and stream lining the process.
- Onboarding process of the students initiated, along with batch coordinator allocation, mentor allocation and initializing the bridge course program.
- Mr. Shahani and Dr. V Puranik reiterated the importance of sharing the code of conduct with the students.
- Dr. Mandlik put forth an idea to conduct the event 'Maaji Aai Majya Collegyat' event on Mothers day instead of Womens Days this year.
- Mid-term faculty feedback of the 2nd year to be conducted and its report must be shared with the chair for further actions if required.
- Value Added Programs were reviewed for the progress and any amendments/ improvisation for future if any.

IPR Initiative:

- The chair emphasised on IPR awareness among the faculty and students. To stay in alignment with the national policy it was decided to conduct awareness and impact sessions by entrepreneurs and other IPR advisors
- The chair suggested that students to be provided with engaging session with entrepreneurs and start-up builders or incubation center.
- Dr. Patil put a point to appoint Dr. Dange as IP facilitator for both inhouse and out side consultation. The posters for the same to be prepared and displayed. Clear mention of the facilitator to be put in the same.

Research Initiatives:

- Research Project proposals at different levels and consultancy project to be undertaken by the faculties and students alike.
- Research Journal SIBAR has been approved and sent for printing.

- The efforts to be increased and more corporate companies to be approached for collaborations. The small scale start-up companies should also be approached.

Campus Initiatives:

- A per suggestion of committee the energy audit and green audit to be conducted, with inclusions as, restricted movement of traffic in campus, limiting on the use of plastic stationary in the organization. Hostel to be covered with similar initiatives.
- As a green campus initiative all trees in the campus to be marked with a unique numbering system.
- Garden maintenance around the building to be done as per instructions from the registrar. A follow up of all the activites to be taken.

Chairman,

IQAC-SIBAR

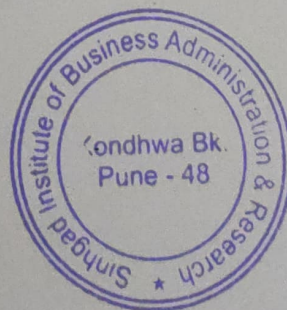


Coordinator

IQAC-SIBAR

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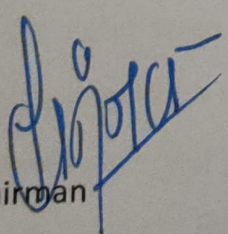
Notice

Internal Quality Assurance Cell (IQAC) meeting

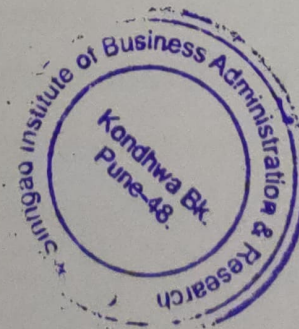
All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on 29th May 2023 at 11:00 am in MBA Board Room, Ground Floor, SIBAR-MBA, Kondhwa(Bk.) to discuss the points mentioned as per the following agenda.

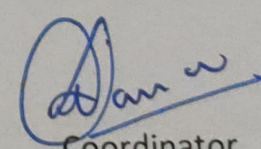
Agenda:

1. Review of previous academic year.
2. Planning for the new academic year activities.
3. Planning of co-curricular activities.
4. Calander formation for extra-curricular activities
5. Research center and institute profile readiness.
6. Initiative to be taken for health care and life skills
7. Reformation of anti-ragging cell.


Chairman

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Coordinator

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DIRECTOR

Internal Quality Assurance Committee

Minutes of the Meeting

Date & Time: 29th May 2023, 11:00 am

Venue: Boardroom, SIBAR MBA

Reference to the IQAC MOM dated: 29th July, 3rd Oct 2022 and 25th Jan 2023

Agenda:

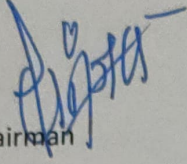
1. Review of activities.
2. SPPU QIP event report
3. Academic progression and conduction
4. Exam preparation for the external and internal exams
5. IIC Calendar review and preparation for activities.
6. Upcoming MoU's and its outcomes.
7. Institute Research profile report to be discussed.
8. Issues any other and not limited to the above mentioned.

Points Discussed:

- The committee took the review of the activities for the year and list of events preplanned for the next 2 months.
- Event report of the SPPU QIP was presented by the team and SPPU was thanked for the support. The participation number and documentation of all SPPU files to be maintained with respective coordinators.

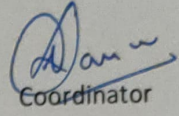
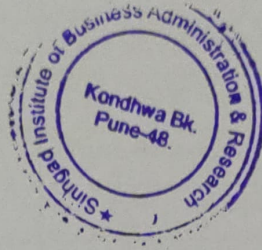
- Activities of Institution's Innovation Council (IICs), was discussed and report was presented by the IIC president. The activities for the upcoming quarter and visit to other IIC centers to be planned for better understand and functioning.
- The chair, asked the research team to prepare a research hand book, that displays all the research work undertaken by the faculties.
- IPR activities for the year, was appreciated and students' projects, were reviewed. Selected once were put in for copyright filing.
- Mr. Shahani appreciated the initiative taken by the chair for copyright filling and assured to boost the ecosystem.
- Activities of the Research Center formation was reported to the committee by Dr. Vijay Dhole and suggestions and reviews were noted.
- Publication process of the SIBAR research Journal was reviewed by the committee. The suggested changes were noted down by the research cell for further deliberation.
- NPTEL SPOC presented the latest half yearly report of enrollment and certifications.
- Dr. Netra Patil and Faculties Dr. Z. Ansari, Dr. S. Patil were congratulated by the committee for being recognized as research guides in their area of expertise.
- MoU with organizations to be invited for collaboration on technology exchange and placements. The internship for students of MBA and MCA to be considered while any discussion on exchange of resources and ideas.
- Event reports and details were presented by the co-ordinators for the last year.
- The chair appreciated the one day "The Basic of Design Thinking Workshop" conducted at the Institute. The proposal prepared by the students to be sent forward for university level competitions.
- NAAC Accreditation workshop was conducted successfully on 2nd & 3rd February 2023.
- The chair took the status of FDPs and self-development initiatives taken by the faculties and non-teaching staff from the IQAC coordinator.
- Academic coordinator was asked to prepare for the yearly academic audit.

- Internal exams for both the programs to be conducted as per the university pattern.
Schedule and duties to be circulated.



Chairman

IQAC-SIBAR



Coordinator

IQAC SIBAR

List of Attendees:

Sr. No.	Name of the Member	IQAC Designation	Sign
1	Prof. Dr. Dhananjay Mandlik	Chairman	<i>[Signature]</i>
2	Ms. Archana Nair	IQAC Coordinator	<i>[Signature]</i>
3	Mr. G.K. Shahani	Trustee Management Institutes	<i>[Signature]</i>
4	Dr. S. U. Gavade	Member	<i>[Signature]</i>
5	Dr. Vijaya Puranik	Member	<i>[Signature]</i>
6	Dr. Netra Patil	Member	<i>[Signature]</i>
7	Mr. Santosh Borate	Member	<i>[Signature]</i>
8	Mr. Sajeew Nair	Member	<i>[Signature]</i>
9	Mr. Avesh Tanvar	Member	<i>[Signature]</i>
10	Mr. Vinit Joshi	Member	<i>[Signature]</i>
11	Mrs. Gauravi Pimpalkhare	Member	<i>[Signature]</i>
12	Mr. Vasant Kumbhar	Member	<i>[Signature]</i>
13	Mr. Venkatesh Mailarkar	Member	<i>[Signature]</i>
14	Mr. Sunil Thadani	Member	<i>[Signature]</i>
15	Mr. Lokesh Bachwani	Member	<i>[Signature]</i>
16	Miss. Urmila Nikam	Member	<i>[Signature]</i>
17	Ms. Rubina Sheikh	Member	<i>[Signature]</i>
18	Miss Shraddha Badhe	Member	<i>[Signature]</i>
19	Miss. Supriya Jadhav	Member	<i>[Signature]</i>

