



SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**SINHGAD INSTITUTE OF  
MANAGEMENT & COMPUTER APPLICATION**



(Affiliated to Savitribai Phule Pune University & Approved by AICTE)

**'NAAC' Accredited with 'A' Grade**

S. No. 49/1, Off Westernly Bypass, Pune – Mumbai Expressway, Narhe, Pune – 411041, Tel : (020) 66831896 / 66831908 / 66831907  
E-mail : director\_mca\_simca@sinhgad.edu Website : www.sinhgad.edu

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**IQAC Minutes of Meetings and Action Taken Report**  
**Year 2021-22**

Dr. VijayaPuranik  
Director, SIMCA





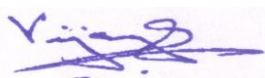
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**IQAC Committee**

Sr. No.	Name of the Member	Designation	Mobile No.
1	Dr. Anamika Singh Director	Chairman	9823440067
2	Dr. Vijaya Puranik, Management Representative	MEMBER	9822081437
3	Dr. S.U.Gawade, Management Representative	MEMBER	9822607221
4	Dr. Milind Marathe, Faculty Representative -MBA	MEMBER	9822885236
5	Dr. Rajesh Gawali, Faculty Representative -MCA	MEMBER	7219425500
6	Dr. Ashwini Brahme, Faculty Representative -MCA	MEMBER	9158982850
7	Dr. Poonam Sawant, Faculty Representative -MCA	MEMBER	9604160594
8	Mr. Amit Deshmukh, Faculty Representative -MBA	MEMBER	9923254087
9	Prof. Nitin Kanade, Faculty Representative -MBA	MEMBER	7038206620
10	Mr. Manish Kasbekar Registrar -Non Teaching Representative	MEMBER	9975549630
11	Ms. Pallavi Khurjekar, Admin Officer -Non Teaching Representative	MEMBER	9511645263
12	Ms. Pushpa Ghogare Accounts -Non Teaching Representative	MEMBER	8788015981
13	Mr. Natansh Dubey, Alumni Representative	MEMBER	9673459667
14	Mr. Pritesh Singh, Alumni Representative	MEMBER	9767333310
15	Mr. Surendra More - Student Parent	MEMBER	7517908486
16	Ms. Shivani S More - Student Representative - MBA	MEMBER	9545902998
17	Mrs. Sangeeta A Tare – Student Parent	MEMBER	9890695071
18	Mrs. Apeksha A Tare , Student Representative –MCA	MEMBER	9518561553
19	Mr. Sanjiv Desai, Industry Invitee	MEMBER	9021094511
20	Dr. Sudhir Hasabnis, Industry Invitee	MEMBER	8308835079
21	Dr. Prasanna Deshmukh, Local Society Member	MEMBER	9923254087
22	Prof. Pradeep Shitole	Member Secretary	9225653740

  
Dr. VijayaPuranik  
Director, SIMCA





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**Internal Quality Assurance Cell [IQAC]**

**Date : 25/03/2022**

**SIMCA IQAC COMMITTEE 2021-22  
MEETING NOTICE**

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application,  
Pune.

A meeting of the members of IQAC has been called on **Wednesday,**  
**06/04/2022** at 11am in IQAC Cell, SIMCA to discuss the following points.

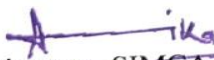
**AGENDA**

1. To review and confirm the Minutes of previous meeting.
2. To initiate creation of Digital Academic Resources Centre
3. To undertake activities under IIC as part of Start-up & Innovation Cell.
4. To Plan Admission Strategy for academic year 2022-23 for MBA & MCA
5. To work out and enhance effective use of Digital Academic Resource Centre


We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,

  
Director - SIMCA





Dr. VijayaPuranik  
Director, SIMCA





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**Internal Quality Assurance Cell [IQAC]**

Date : 06/04/2022

**MINUTES OF MEETING**

**Agenda 1:** Read and confirm previous minutes of meeting.

**Resolution:** The members unanimously approved the same.

**Agenda 2:** To initiate creation of Digital Academic Resource Centre

**Resolution:** All members agreed to set up Digital Academic Resource Centre as a Digital Bank of Academic Resources under the control and review of Librarian. All faculty Members will contribute in terms of Academic Resources available with them – eBooks, PPTs, Class Notes, Question Banks, etc.

**Agenda 3:** To undertake activities under IIC as part of Start-up & Innovation Cell.

**Resolution:** Following Activities are proposed during May and June 2022.

- Business Plan Competition
- Awareness on IPR
- Field Visit
- Financial Planning & Money Management

**Agenda 4:** To Plan Admission Strategy for academic year 2022-23 for MBA & MCA

**Resolution:** Institute may work out ways and means to remain in the top list of sought after institutions for admission. It may consider holding on to few seats in hand for Direct Admission.

**Agenda 5:** To work out and enhance effective use of Digital Academic Resource Centre.

**Resolution:**

- Institute must add more eBooks, PPTs, Class notes, Question Bank and Video Lectures of the faculty members or Links from various sources that may add value to the students learning.
- Institute must also consider subscribing to few databases directly or through NDLI.

Meeting ends with thanks to Chair.

\*\*\*

*A. ika*



*Vijaya Puranik*

Dr. VijayaPuranik  
 Director, SIMCA





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**Internal Quality Assurance Cell [IQAC]**

Date: 06/04/2022

**PRESENT IQAC MEMBERS 2021-22**

Name of the Member	Designation	Signature
Dr. Anamika Singh	Chairperson	
Dr. Milind Mrathe	Member	
Dr. Vijaya Puranik	Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Ashwini Bramhe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Revannath Bhaskar	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Ms. Tejal Indulkar	Member (Student MBA)	
Ms. Vaishnavi Sawant	Member (Student MCA)	
Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh Kumar Sharma	Member Secretary	

**Dr. Anamika Singh**  
Director SIMCA, Narhe



**Dr. Vijaya Puranik**  
Director, SIMCA

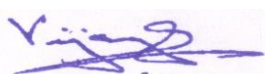


**Action Taken Report for the minutes of Meeting Dt.6/4/2022**

Sr. No.	Agenda	Action Taken
1	Initiate creation of Digital Academic Resources Centre	Set up Digital Academic Resource Centre as a Digital Bank of Academic Resources under the control and review of Librarian w.e.f. New Academic Year 2022-23
2	Undertake activities under IIC as part of Start-up & Innovation Cell	Activities are proposed during May and June 2022 as Awareness on IPR,, Financial Planning & Money Management. Guest sessions are planned.
3	Admission Strategy for academic year 2022-23 for MBA & MCA	Institute decides to surrender its Institute Quota seats. All seats of MBA are to be filled through DTE Central Admission Process. Efforts for direct admission only are made to fill against vacancy seats.
4	Work out and enhance effective use of Digital Academic Resource Centre	eBooks, PPTs, Class notes, Question Bank and Video Lectures of the faculty members or Links from various sources added value to the students learning



**Dr. Anamika Singh**  
Director SIMCA, Narhe



**Dr. VijayaPuranik**  
Director, SIMCA





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**Internal Quality Assurance Cell [IQAC]**

Date : 05/01/2022

**MINUTES OF MEETING**

**Agenda 1:** Read and confirm previous minutes of meeting.  
**Resolution:** The members unanimously approved the same.

**Agenda 2:** To organize One month FDP – TRAIN THE TRAINER for entire Sinhgad Management Institutes Faculty in the month of March/April 2022.

**Resolution:** One month FDP to be organized centrally for all MBA faculty members from all institutes in the month of March / April 2022 depending upon available time slot.

**Agenda 3:** To Organize Research Methodology Workshop and Schedule Presentations.

**Resolution:** It was agreed that some Research Activities such as Research Methodology, Presentations, etc be conducted for our research scholars in the forthcoming months of 2022 in Academic Year 2021-22.

**Agenda 4:** To finalize documentation and submit NAAC AQAR 2020-21.

**Resolution:** Institute must work to finalize AQAR 2020-21 and submit same in time. The Director should allocate responsibilities to various faculty members for collating documents and finalize AQAR in time.

Meeting ends with thanks to Chair.

\*\*\*

*A. Ika*



*Vijaya Puranik*

Dr. VijayaPuranik  
 Director, SIMCA







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**Internal Quality Assurance Cell [IQAC]**

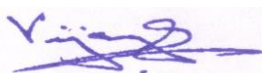
Date: 05/01/2022

**PRESENT IQAC MEMBERS 2021-22**

Name of the Member	Designation	Signature
Dr. Anamika Singh	Chairperson	
Dr. Milind Mrathe	Member	
Dr. Vijaya Puranik	Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Ashwini Bramhe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Revannath Bhaskar	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Ms. Tejal Indulkar	Member (Student MBA)	
Ms. Vaishnavi Sawant	Member (Student MCA)	
Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh Kumar Sharma	Member Secretary	



**Dr. Anamika Singh**  
Director SIMCA, Narhe

**Dr. Vijaya Puranik**  
Director, SIMCA





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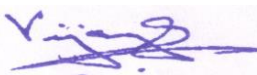
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**Action Taken Report for the minutes of Meeting Dt. 5/1/2022**

<b>Sr. No.</b>	<b>Agenda</b>	<b>Action Taken</b>
1	Organize One month FDP “TRAIN THE TRAINER” for entire Sinhgad Management Institutes Faculty in the month of March / April 2022.	Organized FDP “TRAIN THE TRAINER” for entire Sinhgad Management Institutes Faculty in the month of March / April 2022.
2	Organize Research Methodology Workshop and Schedule Presentations	Research Methodology Workshop for research scholars in the forthcoming months of Academic Year 2022-23planned
3	Documentation and submit NAAC AQAR 2021-22	Planned to submit NAAC AQAR 2021-22 and responsibilities are assigned to the faculties as per the stipulated schedule by NAAC..

  
**Dr. Anamika Singh**  
Director SIMCA, Narhe



  
**Dr. VijayaPuranik**  
Director, SIMCA





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**Internal Quality Assurance Cell [IQAC]**

Date : 24/09/2021

**SIMCA IQAC COMMITTEE 2021-22  
MEETING NOTICE**

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application,  
Pune.

A meeting of the members of IQAC has been called on **Wednesday,  
06/10/2021** at 11am in IQAC Cell, SIMCA to discuss the following points.

**AGENDA**

1. To review and confirm the Minutes of previous meeting.
2. To augment program on Women Empowerment
3. To Orient students to participate in various Competitive Exams and undertake various online courses.
4. To conduct one activity per week apart from regular lectures to keep the students engaged.
5. To commence new term w.e.f. November 2021.

We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,

Director - SIMCA



Dr. VijayaPuranik  
Director, SIMCA






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**Sinhgad Institutes**

Sinhgad Technical Education Society's  
**Sinhgad Institute of Management and Computer Application,**  
 Narhe, Pune - 411 041.

**Internal Quality Assurance Cell [IQAC]**

  
**SIMCA**  
 BREEDING  
 THOUGHTS

Date : 06/10/2021

**MINUTES OF MEETING**

**Agenda 1:** Read and confirm previous minutes of meeting.  
**Resolution:** The members unanimously approved the same.

**Agenda 2:** To augment program on Women Empowerment  
**Resolution:** Members suggested to celebrate Navratras as Nari Shakti celebrations. Women of eminence be involved/invited to share their stories, activities showcasing upliftment, empowerment of women be organized


**Agenda 3:** To Orient students to participate in various Competitive Exams and undertake various online courses.  
**Resolution:** Members suggested that a Career guidance be taken for students to guide them on various Competitive Exams and various available Online Courses that can help them to improve their place ability.

**Agenda 4:** To conduct one activity per week apart from regular lectures to keep the students engaged.  
**Resolution:** It was proposed to undertake activities in a way to at least one activity per week.


**Agenda 5:** To commence new term w.e.f. November 2021.  
**Resolution:** Members proposed to commence New Term w.e.f. 23 November 2021

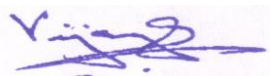
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Meeting ends with thanks to Chair.



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 Dr. VijayaPuranik  
 Director, SIMCA





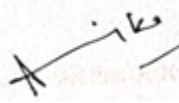
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**Internal Quality Assurance Cell [IQAC]**


Date: 06/10/2021

**PRESENT IQAC MEMBERS 2021-22**

Name of the Member	Designation	Signature
Dr. Anamika Singh	Chairperson	
Dr. Milind Mrathe	Member	
Dr. Vijaya Puranik	Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Ashwini Bramhe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Revannath Bhaskar	Member (Parent MBA)	<b>ABSENT</b>
Mr. Manohar Shelar	Member (Parent MCA)	
Ms. Tejal Indulkar	Member (Student MBA)	
Ms. Vaishnavi Sawant	Member (Student MCA)	
Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	<b>ABSENT</b>
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh Kumar Sharma	Member Secretary	

  
**Dr. Anamika Singh**  
Director SIMCA, Narhe




  
**Dr. Vijaya Puranik**  
Director, SIMCA



### Action Taken Report for the minutes of Meeting Dt.6/10/2021

Sr. No.	Agenda	Action Taken
1	Augment program on women empowerment	Women's Empowerment was highlighted by arranging Rangoli Competition, celebrating Women's Day (Nari Shakti) and sharing experiences by women of repute.
2	Orient student to participate in various competitive exams and undertake various online courses	Career guidance online sessions conducted for students on various Competitive Exams preparation from experts.
3	Conduct one activity per week apart from regular lectures	Two sessions per week allocated for guest session/students activities.
4	Commencement of new term w.e.f. November 2021	Subject allocation, time-table, course files and lesson plans prepared.



**Dr. Anamika Singh**  
Director SIMCA, Narhe



**Dr. VijayaPuranik**  
Director, SIMCA





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**Internal Quality Assurance Cell [IQAC]**



Date : 25/06/2021

**SIMCA IQAC COMMITTEE 2021-22  
MEETING NOTICE**

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application, Pune.

A meeting of the members of IQAC has been called on **Wednesday, 07/07/2021** at 11am in IQAC Cell, SIMCA to discuss the following points.

**AGENDA**

1. To review and confirm the Minutes of previous meeting.
2. To decide on the Admission Strategy for Academic Year 2021-22
3. To improvise on Online Teaching pedagogy.
4. To enlist the Activities and focus areas for the Academic Year 2021-22.
5. To confirm Dr. Sudesh Kumar Sharma as member secretary of IQAC.

We look forward to your presence and valuable inputs.

Thanking you.

Yours Sincerely,

Director - SIMCA



Dr. VijayaPuranik  
Director, SIMCA



**Internal Quality Assurance Cell [IQAC]**

**MINUTES OF MEETING**

**Date: 07/07/2021**

**Agenda 1:** Read and confirm previous minutes of meeting.

**Resolution:** The members unanimously approved the same.

**Agenda 2:** To decide on the Admission Strategy for Academic Year 2021-22

**Resolution:** All members unanimously agreed that all seats of MBA and MCA be filled through DTE Central Admission Process. And effort for Direct Admission be made to the extent of vacant seats, if any.

**Agenda 3:** Improvisation on Online Teaching pedagogy

**Resolution:**

1. Continue with ONLINE Teaching at least for Term 1
2. Training is given to all teaching and non teaching staff about effective use of MS Teams.
3. To ensure all students attend online lectures.
4. Effectively use online platform for Course Delivery and evaluation.
5. Online FDP to be conducted on Innovation in Teaching Learning Methodologies w.e.f. 15/07/2021

**Agenda 4:** Enlist Activities and Focus Area for Academic Year 2021-22.

**Resolution:**

- Teachers Development Activities: Focus more on FDPs, Workshops, Webinars and Seminars to further improve Teaching Quality.
- Student Development Activities: Appropriate number of Bridge Courses, Value Added programs, Remedial Classes, Industrial Visits, Placement Grooming Activities/Trainings be conducted. Induction and Specialization Orientation Programme for students be undertaken to make students comfortable and motivated.
- Stakeholders Connect: Institute must arrange Alumni Meet, Parents Meet.
- Social Connect: Institute must undertake some social activities such as Covid Vaccination, Blood Donation, Eye Check-up, Connecting with Old Age Homes, Blind Schools, Tree Plantation, etc.
- Conduct of Internal Mid-Term and End Term Examination

**Agenda 5:** Confirm Dr. Sudesh Kumar Sharma as new Member Secretary of IQAC

**Resolution:** Dr. Sudesh Kumar Sharma to look after IQAC as Member Secretary of IQAC till further instructions.

Meeting ends with thanks to Chair.

*(Signature)*  
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*(Signature)*

Dr. VijayaPuranik  
Director, SIMCA





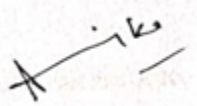
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**Internal Quality Assurance Cell [IQAC]**


Date: 07/07/2021

**PRESENT IQAC MEMBERS 2021-22**

Name of the Member	Designation	Signature
Dr. Anamika Singh	Chairperson	
Dr. Milind Mrathe	Member	
Dr. Vijaya Puranik	Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Ashwini Bramhe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Revannath Bhaskar	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Ms. Tejal Indulkar	Member (Student MBA)	
Ms. Vaishnavi Sawant	Member (Student MCA)	
Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh Kumar Sharma	Member Secretary	

  
**Dr. Anamika Singh**  
Director SIMCA, Narhe



  
**Dr. Vijaya Puranik**  
Director, SIMCA





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**Action Taken Report for the minutes of Meeting Dt.7/7/2021**

Sr. No.	Agenda	Action Taken
1	Improvise on Online Teaching pedagogy,	Faculty members were encouraged to participate in FDPs organized on improving online teaching at Institute Level and Outside.
2	Enlist the Activities and focus areas for the Academic Year 2021-22,	Arranged 15 days of FDP "Train the Trainer" in April 2022,
3	Confirm Dr. Sudesh Kumar Sharma as member secretary of IQAC.	Encouraged Finance Faculty members to join Finance Modeling and Bloomberg Trainings.

**Dr. Anamika Singh**  
Director SIMCA, Narhe



**Dr. VijayaPuranik**  
Director, SIMCA

