



## SIMCA NAAC SSR CYCLE 2

### Criterion 6

#### Internal Quality Assurance System

##### 6.5.2 *Quality assurance initiatives of the institution include:*

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Quality improvement initiatives identified and implemented.

Dr. VijayaPuranik  
Director, SIMCA





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](mailto:director_mca_simca@sinhgad.edu) Website : [www.sinhgad.edu](http://www.sinhgad.edu)

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**IQAC Minutes of Meetings and Action Taken Report  
Year 2018-19**

Dr. VijayaPuranik  
Director, SIMCA





SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**SINHGAD INSTITUTE OF  
MANAGEMENT & COMPUTER APPLICATION**  
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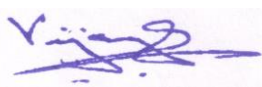
**'NAAC' Accredited with 'A' Grade**

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

**IOAC 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




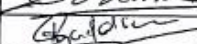

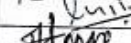


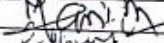
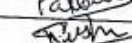
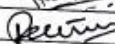
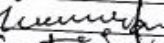

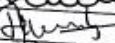
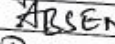
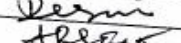
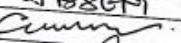
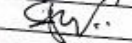




  
Dr. VijayaPuranik  
Director, SIMCA



Date: 08/01/2019

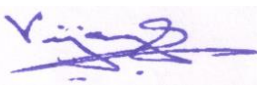
## Meeting Notice

The member of the IQAC hereby informed that the IQAC meeting will be held on 08/01/2019 at 3.00 pm in the IQAC Room to discuss the academic activities of Second Semester. You are requested to attend the same.

Name of the Member	Signature
Dr. Anamika Singh	
Dr. Shivaji D. Mundhe	
Prof. M. G. Bhat	
Prof. S. B. Pharkute	
Dr. Ashutosh Gaddekar	
Dr. Preeti Surkutwar	
Mr. Amit Deshmukh	
Mr. Mangesh Sanap	
Dr. Nilam Jadhav	
Ms. Poonam Sawant	
Mr. Manish Kasbekar	
Ms. Pallavi Khurjekar	
Ms. Pushpa Ghogare	
Mr. Ravi Phadake	
Mr. Noor Ul Huda	
Ms. Gitanjali R. Sahasrabudhe	
Ms. Vanta G Mankar	
Mr. Milind Shetye	
Ms. Darshana Detke	
Mr. Sanjiv Desai	ABSENT
Dr. Sudhir Hasabnis	
Dr. Prasanna Deshmukh	
Mr. Pradeep Shitole	

  
Dr. Anamika Singh  
Director SIMCA, Narhe



  
Dr. VijayaPuranik  
Director, SIMCA





**Minutes of IQAC Meeting**

**Date: 09-01-2019**

The meeting of IQAC-SIMCA, Pune was held on 09-01-2019 at 03.00 pm in the IQAC cell, SIMCA. Following were present for the meeting.

Name of the Member	Designation	Sign
Dr. Anamika Singh	Chairman	[Signature]
Dr. Shivaji D. Mundhe	Member	[Signature]
Prof. M. G. Bhat	Management Representative	[Signature]
Prof. S. B. Pharkute	Management Representative	[Signature]
Dr. Ashutosh Gadekar	Member	[Signature]
Dr. Preeti Surkutwar	Member	[Signature]
Mr. Amit Deshmukh	Member	[Signature]
Mr. Mangesh Sanap	Member	[Signature]
Dr. Nilam Jadhav	Member	[Signature]
Ms. Poonam Sawant	Member	[Signature]
Mr. Manish Kasbekar	Member	[Signature]
Ms. Pallavi Khurjekar	Member (Admin)	[Signature]
Ms. Pushpa Ghogare	Member (Accounts)	[Signature]
Mr. Ravi Phadake	Alumni Representative	[Signature]
Mr. Noor Ul Huda	Alumni Representative	[Signature]
Ms. Gitanjali R. Sahasrabudde	Parent	ABSENT
Ms. Vanta G Mankar	Parent	ABSENT
Mr. Milind Shetye	Student	[Signature]
Ms. Darshana Detke	Student	[Signature]
Mr. Sanjiv Desai	Industry Person	[Signature]
Dr. Sudhir Hasabnis	Industry Person	[Signature]
Dr. Prasanna Deshmukh	Local Society Member	ABSENT
Mr. Pradeep Shitole	Member Secretary	[Signature]

**Agenda 1:** To read and confirm the minute of the last meeting held on 24-10-2018.

1. NAAC first cycle Record keeping in IQAC cell
  - Records kept at IQAC cell
2. All academics need to be routed through IQAC.
  - Time table of MBA & MCA Courses prepared and displayed.
3. Organization of
  - ❖ MBA - National Conference, State level seminar - Dr. Ashutosh Gadekar
    - Scheduled on 20-02-2019 to 22-02-2019
  - ❖ MCA - International Conference - Dr. S. D. Mundhe
    - Scheduled on 14-02-2019 to 16-02-2019

[Signature]  
**Dr. Anamika Singh**  
 Director SIMCA, Narhe



[Signature]  
**Dr. VijayaPuranik**  
 Director, SIMCA



- ❖ State Level Seminar on Research Methodology workshop in Jan-2019 - Dr. Ashutosh Gadekar
  - Research Methodology workshop will be conducted in the month of April 2019 for 5 days.
- 4. Faculty Feedback (MCA - Mr. Sunil Joshi, MBA - Ms. Manisha Shinde and Ms. Pallavi Khurjekar)
  - Taken and documented
- 5. Internal Marks Mechanism with Policy and Parameters
  - Internal marks finalized, entered and submitted online by respective subject teacher.
- 6. Industry Visit (MCA - Mr. Rajesh Gawali, MBA - Dr. Manoj Kulkarni)
  - Proposals taken for visit and informed to students, is in process.
- 7. Organizing Faculty FDP on Business Analytics and ISO
  - Business Analytics FDP planned in 4<sup>th</sup> week of January
  - ISO FDP planned in 1<sup>st</sup> week of March
- 8. ED Cell workshop for students in association with Rotary Club, Pune
  - Planned to conduct in 1<sup>st</sup> week of February - Dr. Ashutosh Gadekar
- 9. Conduct of Internal Examination
  - MCA - 29.10.2018 to 02.11.2018 - Executed
  - MBA - 12.11.2018 to 16.11.2018 - Executed
- 10. Academic Plan for the next Semester (Jan - Jun 2019)
  - Done

**Resolution:** The minutes of IQAC meeting held on 24-10-2018 were read by coordinator. The members unanimously approved the same.

**Agenda 2: Regarding SPPU Exam Internal Senior Supervisor**

**Resolution:** Ms. Pallavi Khurjekar, Mr. Manohar Mungare/ Mr. Yogesh Sharma were appointed as SPPU Exam Internal Senior Supervisor.

**Agenda 3: Old age home visit and/ or Orphanage Visit**

**Agenda 4: Village Adoption by SIMCA under CSR Activity**


**Agenda 5: Conduct of Midterm Exams**

**Agenda 6: It is decided to apply for UGC 2(f) & 12(b) - Dr. Ashutosh Gadekar**

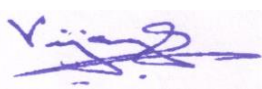
**Agenda 7: AICTE Hackathon participation**

**Agenda 8: Filling of QE Mandates of AICTE to apply for EOA of 2019-20.**

**Next IQAC meeting In 2<sup>nd</sup> week of April 2019 and Vote of Thank proposed by Ms. Poonam Sawant.**

  
Dr. Anamika Singh  
Director SIMCA, Narhe



  
Dr. VijayaPuranik  
Director, SIMCA







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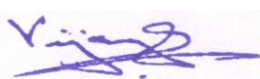
E-mail : director\_mca\_simca@sinhgad.edu Website : www.sinhgad.edu

**Action Taken Report for the minutes of Meeting Dt: 9/1/2019**

Sr. No.	Agenda	Action Taken
1	NAAC First Cycle Record keeping in AQAC Cell	Records kept in IQAC Cell
2	Academic planning through IQAC	Time-Tables for AY 2018-19 Term 2 of MBA and MCA prepared and circulated.
3	Organization of MBA-National Conference, State Level Seminar	Scheduled on 20/2/2019 to 22/02/2019
4	Organization MCA-International Conference  Organization of Research Methodology Works shop in Jan-2019	Scheduled on 14/2/2019 to 16/02/2019  Rescheduled to the month of April 2019 for 5 days
5	Faculty feedback	Student Feedback was collected for Last Semester and Documented.
6	Internal Marks mechanism policy and parameters	Internal Marks finalized according to SPPU guidelines, Entered in the SPPU Portal Online.
7	Industry Visit	Half of the students were taken to Chitale Industries Ltd in the month of Oct/Nov 2018. For remaining students Visit is scheduled in Feb 2019.
8	Organizing Faculty Development Program on Business Analytics and ISO	Rescheduled in Jan 2019 and Mar 2019 respectively

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



  
**Dr. VijayaPuranik**  
Director, SIMCA





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E-mail : director\_mca\_simca@sinhgad.edu Website : www.sinhgad.edu

Date:20/10/2018

**MEETING NOTICE**

Dear IQAC Member,

All the member of IQAC cell hereby informed that the annual meeting of the IQAC cell will be held on 24<sup>th</sup> Oct, 2018 at 11.00 a.m. in the IQAC Room to discuss the academic activities of first semester. You are requested to attend the same.

SR.NO	NAME	DESIGNATION	SIGN
	Dr. Anamika Singh	Chairman	<i>[Signature]</i>
	Dr. Shivaji D. Mundhe	Member	<i>[Signature]</i>
	Prof. M. G. Bhat	Management Representative	<i>[Signature]</i>
	Prof. S. B. Pharkute	Management Representative	<i>[Signature]</i>
	Dr. Ashutosh Gadekar	Member	<i>[Signature]</i>
	Dr. Preeti Surkutwar	Member	<i>[Signature]</i>
	Mr. Amit Deshmukh	Member	<i>[Signature]</i>
	Mr. Mangesh Sanap	Member	<i>[Signature]</i>
	Dr. Nilam Jadhav	Member	<i>[Signature]</i>
	Ms. Poonam Sawant	Member	<i>[Signature]</i>
	Mr. Manish Kasbekar	Member	<i>[Signature]</i>
	Ms. Pallavi Khurjekar	Member (Admin)	<i>[Signature]</i>
	Ms. Pushpa Ghogare	Member (Accounts)	<i>[Signature]</i>
	Mr. Ravi Phadake	Alumni Representative	<i>[Signature]</i>
	Mr. Noor Ul Huda	Alumni Representative	ABSENT
	Ms. Gitanjali R. Sahasrabudhe	Parent	<i>[Signature]</i>
	Ms. Vanta G Mankar	Parent	ABSENT
	Mr. Milind Shetye	Student	<i>[Signature]</i>
	Ms. Darshana Detke	Student	<i>[Signature]</i>
	Mr. Sanjiv Desai	Industry Person	<i>[Signature]</i>
	Dr. Sudhir Hasabnis	Industry Person	<i>[Signature]</i>
	Dr. Prasanna Deshmukh	Local Society Member	ABSENT
	Mr. Pradeep Shitole	Member Secretary	<i>[Signature]</i>

*[Signature]*

Dr. Anamika Singh

Director -SIMCA

*[Signature]*

Dr. VijayaPuranik  
Director, SIMCA






### Minutes of Meeting

**Date: 24-10-2018**

Points Discussed:

1. Annual Quality Assurance Report (AQAR) uploading before Dec-2018.
2. NAAC first cycle Record keeping in IQAC cell
3. All academics need to be routed through IQAC.
4. Organization of
  - MBA - National Conference, State level seminar - Dr. Ashutosh Gadekar
  - MCA - International Conference - Dr. S. D. Mundhe
  - Research Methodology workshop in Jan-2019 - Dr. Ashutosh Gadekar
5. Faculty Feedback (MCA - Mr. Sunil Joshi, MBA - Ms. Manisha Shinde and Ms. Pallavi Khurjekar)
6. Internal Marks Mechanism with Policy and Parameters
7. Industry Visit (MCA - Mr. Rajesh Gawali, MBA - Dr. Manoj Kulkarni)
8. Organizing Faculty FDP on Business Analytics and ISO
9. ED Cell workshop for students in association with Rotary Club, Pune - G.
10. Conduct of Internal Examination
  - MCA - 29.10.2018 to 02.11.2018
  - MBA - 12.11.2018 TO 16.11.2018
11. Academic Plan for the next Semester (Jan - Jun 2019)
12. Next IQAC meeting in First week of January 2019.

*A. ika*




Dr. VijayaPuranik  
Director, SIMCA



**Minutes of IQAC Meeting**

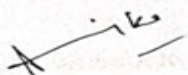
**Date: 24-10-2018**

The meeting of IQAC-SIMCA, Pune was held on 24-10-2018 at 10.00 am in the IQAC cell, SIMCA. Following were present for the meeting.

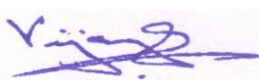
Sr. No	Name of the Member	Designation	Sign
1	Dr. Shivaji D. Mundhe	Chairman	
2	Prof. M.G.Bhat	Management Representative	
3	Prof. S. B. Pharkute	Management Representative	
4	Ms. Poonam Sawant	Coordinator	
5	Dr. Nilam Jadhav	Coordinator	
6	Dr. Preeti Surkutwar	Member	
7	Mr. Mangesh Sanap	Member	
8	Mr. Pradeep Shitole	Member	
9	Mr. Manish Kasbekar	Member	
10	Mr. Ravi Phadake	Alumni	
11	Mrs. Urmila Yadav	Parent	
12	Mr. Jitesh Chabadiya	Student	
13	Mr. Amit Deshmukh	Local Society	
14	Mr. Sanjiv Desai	Industry Person	
15	Dr. Ashutosh Gadekar	Member Secretary	

**Agenda 1: Reconstitution of IQAC committee as below**

Name of the Member	Designation
Dr. Anamika Singh	Chairman
Dr. Shivaji D. Mundhe	Member
Prof. M. G. Bhat	Management Representative
Prof. S. B. Pharkute	Management Representative
Dr. Ashutosh Gadekar	Member
Dr. Preeti Surkutwar	Member
Mr. Amit Deshmukh	Member
Mr. Mangesh Sanap	Member
Dr. Nilam Jadhav	Member
Ms. Poonam Sawant	Member
Mr. Manish Kasbekar	Member
Ms. Pallavi Khurjekar	Member (Admin)
Ms. Pushpa Ghogare	Member (Accounts)
Mr. Ravi Phadake	Alumni Representative
Mr. Noor Ul Huda	Alumni Representative
Ms. Gitanjali R. Sahasrabuddhe	Parent
Ms. Vanta G Mankar	Parent
Mr. Milind Shetye	Student
Ms. Darshana Detke	Student
Mr. Sanjiv Desai	Industry Person
Dr. Sudhir Hasabnis	Industry Person
Dr. Prasanna Deshmukh	Local Society Member
Mr. Pradeep Shitole	Member Secretary

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




  
**Dr. VijayaPuranik**  
Director, SIMCA



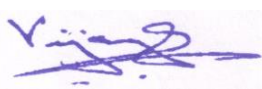


**Action Taken Report for the minutes of Meeting Dt: 24/10/2018**

Sr. No.	Agenda	Action Taken
1	AQAR Uploading on website	All efforts were put in to upload / submit AQAR 2018-19 in time.
2	Organization of MBA-National Conference, State Level Seminar	National Conference, State Level Seminar was tentatively scheduled in Feb 2019 and Jan 2019 respectively.
3	Organization MCA-International Conference	MCA-International Conference is tentatively scheduled Feb 2019.
4	Organization of Research Methodology Works shop in Jan-2019	Schedule prepared
5	Faculty feedback	Student Feedback for last Semester was collected and analyzed; Committee members guided and appreciated teachers.
6	Internal Marks mechanism policy and parameters	Internal Marks to be finalized in accordance of the university prescribed parameters by all concerned faculty.
7	Industry Visit	Scheduled. To be conducted in Oct/Nov 2018 for all students.
8	Organizing faculty FDP on Business Analytics and ISO	Scheduled in Dec 2018.
9	ED Cell Workshop for students in association with Rotary Club, Pune	Scheduled in Nov 2018.
10	Conduct of Internal Examination MBA & MCA	Scheduled in Oct/Nov 2018.
11	Academic Plan for the next Semester (Jan-Jun 2019)	Academic Calendar for Academic Year 2018-19 Term 2 prepared.

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




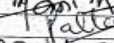
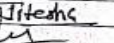
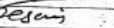


  
**Dr. VijayaPuranik**  
Director, SIMCA





Minutes of I.Q.A.C. Meeting

The meeting of I.Q.A.C. (SIMCA), pune was held on 18<sup>th</sup> July 2018 at 9.30 a.m. in the Director's cabin. Following members were present for the meeting

Sr. No	Name of the Member	Designation	Signature
1	Dr. S. D. Mundhe	Director-MBA & Chairperson	
2	Prof. M.G.Bhat	Management Representative	
3	Prof. S. B. Pharkute	Management Representative	
4	Ms. Poonam Sawant	Director-MBA & Coordinator	
5	Dr. Nilam Jadhav	Member	
6	Dr. Preeti Surkutwar	Member	
7	Mr. Mangesh Sanap	Member	
8	Mr. Pradeep Shitole	Member	
9	Mr. Manish Kasbekar	Member	
10	Dr. Ashutosh Gadekar	Member Secretary	
11	Mr. Ravi Phadake	Alumni	
12	Mrs. Urmila Yadav	Parent	ABSENT
13	Jitesh Chabadiya	Student Representative	
14	Amit Deshmukh	Local Society Member	
15	Sanjiv Desai	Industry Expert	

Agenda 1 : To read and confirm the minute of the last meeting.

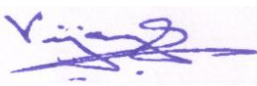
Resolution : The minutes of I.Q.A.C. meeting held on 12<sup>nd</sup> Feb 2018 were read by co-ordinator. The members unanimously approved the same.

Agenda 2 : Reconstitution of I.Q.A.C. Committee.

Discussion : Dr. Ashutosh Gadekar informed that the present I.Q.A.C. committee was constituted in 2016 but due to some reasons some committee members resigned the institute. It was time to reconstitute and give chances to other members in the institute to work in the committee for the coming five years.

  
Dr. Anamika Singh  
Director SIMCA, Narhe



  
Dr. VijayaPuranik  
Director, SIMCA







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

Resolution: Resolved to recommend to the management to reconstitute J. Q. A. C. committee to be functional from academic year 2018-19.

Agenda 3: Conduction of Induction Program

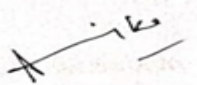
Discussion: As new batches of students has taken admission in MBA & MCA, Dr. S. D. Mundhe proposed that both the departments should organize Induction program. For induction program respective department is expected to prepare a separate table of program involving Institute orientation & syllabus orientation. The basic idea of the induction program is to make the new students aware and comfortable in the Institute. The idea behind this is to sensitize the students who will be spending 2 to 3 years on this campus.

Resolution: Resolved that the induction program be implemented.

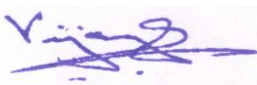
Agenda 4: Discussion of the students feedback of the year 2017-18

Discussion: Mr. Paadeep shitole informed about the analysis of student feedback. Respective subject teachers feedback were discussed by committee members and suggested by them that appreciation letters should be given to the good performers and poor performers should improve their performance.

Resolution: All the members unanimously approved the suggestions to be implemented.

  
 Dr. Anamika Singh  
 Director SIMCA, Narhe



  
 Dr. VijayaPuranik  
 Director, SIMCA





Agenda 5: preparation of Academic plan for even sem.

Discussion: Prof. Poonam Sawant brought to the notice of the committee members that academic calendar should be prepared for smooth teaching learning & evaluation process which includes lecture plan, time-table, exam-schedule, Assignments, project & so on. The task assigned to prof. Yogesh Sharma & respective subject teachers.

Resolution: Academic planning be done.

Agenda 6: Discussion of various issues related to the ~~future~~ NAAC visit.


Discussion: Dr. Prati Suskutar brought to the notice of the committee members, that there are lot of issues related the NAAC visit. We should resolve them. Each and every issue was discussed and ended with solution.

Resolution: Issues resolved with the solutions.

Next meeting is planned on after three months. Vote of Thank proposed by Dr. Nilam Khamkar.

Director  
Sinhgad Institute of Management  
& Computer Application (SIMCA)  
Narhe, Pune - 411 041

Read & Confirmed







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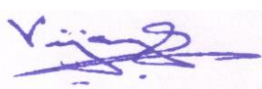
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**Action Taken Report for the minutes of Meeting Dt: 18/7/2018**

Sr. No.	Agenda	Action Taken
1	Discussion on reconstitution of IQAC Committee	The IQAC Committee was reconstituted for Academic Year 2018-19 to update students' representatives, parents' representatives and other members.
2	Induction of MBA and MCA.	Induction for MBA & MCA was conducted involving Senior Industry Leaders.
3	Discussion of student feedback of the year 2017-18	Student Feedback taken was analyzed and committee members guided and appreciated teachers
4	Academic plan for even semester	Academic Calendar is prepared for Academic Year 2018-19.
5	Discussion on various issues related to the NAAC visit	Issues were discussed one by one and resolved.

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



  
**Dr. VijayaPuranik**  
Director, SIMCA

