



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\_mba\_simca@sinhgad.edu Website: www.sinhgad.edu

## AQAR 2023-24

### Criterion 6

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities





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

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

**Dr. Vijaya Puranik**  
M.Sc., M.P.M., M.M.M., Ph. D.  
DIRECTOR, SIMCA

## Composition of IQAC Committee Academic Year 2023-24

Name of the Member	Designation	Mobile No
Dr. Vijaya Puranik	Chairperson & Management Representative	9822081437
Dr. S. U. Gawade	Management Representative	9822607221
Dr. Milind Marathe	Member	9822885236
Dr. Rajesh Gawali	Member	7219425500
Mr. Amit Deshmukh	Member	9923254087
Dr. Poonam Sawant	Member	9604160594
Mr. Manish Kasbekar	Member	9975549630
Ms. Pallavi Khurjekar	Member (Admin)	9511645263
Ms. Pushpa Ghogare	Member (Accounts)	8788015981
Mr. Natansh Dubey	Member (Alumni Representative)	9673459667
Mr. Noor Ul Huda	Member (Alumni Representative)	9767333310
Mr. Vitthal Vichare	Member (Parent MBA)	9850044819
Mr. Manohar Shelar	Member (Parent MCA)	8208569794
Ms. Riya Pipada	Member (Student MBA)	9921846194
Ms. Vaishnavi Sawant	Member (Student MCA)	9511825223
Mr. Sanjiv Desai	Member (Industry Person)	9021094511
Dr. Sudhir Hasabnis	Member (Industry Person)	8308835079
Dr. Prasanna Deshmukh	Member (Local Society Member)	9923254087
Dr. Sudesh K. Sharma	Member Secretary	9657725082



Director - SIMCA



Sinhgad Institutes

Sinhgad Technical Education Society's  
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Narhe, Pune - 411 041.



**Internal Quality Assurance Cell [IQAC]**

Date : 09/08/2023

**SIMCA IQAC COMMITTEE 2023-24  
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, 16/08/2023** 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 2023-24
3. To review and improvise on Teaching pedagogy.
4. To enlist the Activities and focus areas for the Academic Year 2023-24.
5. To conduct National Level Technical Fest "LOGICA 23".
6. To commence new term w.e.f. August 2023.

We look forward to your presence and valuable inputs.

Thanking you.

Yours Sincerely,

Director - SIMCA



Sinhgad Institutes

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Sinhgad Institute of Management and Computer Application,  
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## ***Internal Quality Assurance Cell [IQAC]***

### **MINUTES OF MEETING**

**Date: 16/08/2023**

**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 2023-24

**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:** Review and Improvisation on Teaching pedagogy

**Resolution:**

1. Orientation to all Teaching staff be provided on CO-PO Mapping of university syllabus.
2. Orient Teaching staff on NEP 2020
3. Improve attendance of students.
4. Ensure effective Course Delivery and evaluation.

**Agenda 4:** Enlist Activities and Focus Area for Academic Year 2023-24.

**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: Undertake social activities such as Health Check-up, Blood Donation, Eye Check-up, Connecting with Old Age Homes, Blind Schools, Tree Plantation, etc. Improve connect with local society members, Gram Panchayats etc..
- Conduct of Internal End Term Examination in addition to regular class tests.

**Agenda 5:** To conduct National Level Technical Fest "LOGICA 23".

**Resolution:** Members agreed to the proposal of conducting National Level Technical Fest "LOGICA 23" by MCA Department during the AY 2023-24.

**Agenda 6:** To commence new term w.e.f. August 2023.

**Resolution:** Members proposed to commence New Term the Commencement date provided by DTE. MBA (w.e.f. 17 August 2023) and MCA (w.e.f. 08 August 2023 ).

Meeting ends with thanks to Chair.



## Internal Quality Assurance Cell [IQAC]

Date: 16/08/2023

### PRESENT IQAC MEMBERS 2023-24

Name of the Member	Designation	Signature
Dr. Vijaya Puranik	Chairperson & Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Milind Marathe	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. Vitthal Vichare	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Ms. Riya Pipada	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 K. Sharma	Member Secretary	



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**Internal Quality Assurance Cell [IQAC]**

Date : 23/09/2023

**SIMCA IQAC COMMITTEE 2023-24**  
**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,**  
**04/10/2023** 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 undertake activities under SIMCA Students Council and SIMCA Rotaract Cell (in association of Rotary International)

We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,

Director - SIMCA



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## ***Internal Quality Assurance Cell [IQAC]***

### **MINUTES OF MEETING**

**Date : 04/10/2023**

**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 International Womens' Day on March 8, 2024. 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 make it one activity per week.

**Agenda 5:** To undertake activities under SIMCA Students Council and SIMCA Rotaract Cell (in association of Rotary International)

**Resolution:** Members proposed to undertake activities under SIMCA Students Council and SIMCA Rotaract Cell (in association of Rotary International).

Meeting ends with thanks to Chair.

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Narhe, Pune - 411 041.



Sinhgad Institutes

## Internal Quality Assurance Cell [IQAC]

Date: 04/10/2023

### PRESENT IQAC MEMBERS 2023-24

Name of the Member	Designation	Signature
Dr. Vijaya Puranik	Chairperson & Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Milind Marathe	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. Vitthal Vichare	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Ms. Riya Pipada	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 K. Sharma	Member Secretary	



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## **Internal Quality Assurance Cell [IQAC]**

*Date : 24/03/2024*

### **SIMCA IQAC COMMITTEE 2023-24 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,**  
**03/04/2024** at 11am in IQAC Cell, SIMCA to discuss the following points.

#### **AGENDA**

1. To review and confirm the Minutes of previous meeting.
2. To undertake activities under IIC as part of Start-up & Innovation Cell.
3. To Plan Admission Strategy for academic year 2024-25 for MBA & MCA
4. To work out and enhance effective use of Digital Academic Resource Centre.
5. To review the progress on NAAC Cycle 2 Accreditation
6. To review the progress on NAAC AQAR 2022-23.

We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,

Director - SIMCA



**MINUTES OF MEETING**

**Date: 03/04/2024**

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

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

**Agenda 2:** To undertake activities under IIC as part of Start-up & Innovation Cell.

**Resolution:** Following Activities are proposed during May and June 2023.

- Field Visit

**Agenda 3:** To Plan Admission Strategy for academic year 2024-25 for MBA & MCA

**Resolution:** Institute may work out ways and means to remain in the top list of sought after institutions for admission. For smooth handling of admission, review of Admission process was taken up with SIMCA staff and faculty. Members in-charge of Admission were briefed about the same and no change was necessitated.

**Agenda 4:** To work out and enhance effective use of Digital Academic Resource Centre (DARC).

**Resolution:**

- Institute needs to further strengthen DARC with 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.

**Agenda 5:** To review progress on NAAC Cycle 2 Accreditation.

**Resolution:** Members reviewed progress for NAAC Cycle 2 Accreditation. It needs to be further improved. Institute must ensure to submit IICQA by October 2023. The Director may speed up collating documents for NAAC SSR and take review periodically.

**Agenda 6:** To review progress NAAC AQAR 2022-23.

**Resolution:** Members reviewed progress w.r.t. AQAR 2022-23. It can be submitted at appropriate time with small modifications.

Meeting ends with thanks to Chair.

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## Internal Quality Assurance Cell [IQAC]

Date: 05/04/2024

### PRESENT IQAC MEMBERS 2023-24

Name of the Member	Designation	Signature
Dr. Vijaya Puranik	Chairperson & Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Milind Marathe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
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**Internal Quality Assurance Cell [IQAC]**

Date :20/12/2023

**SIMCA IQAC COMMITTEE 2023-24**  
**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,**  
**03/01/2024** at 11am in IQAC Cell, SIMCA to discuss the following points.

**AGENDA**

1. To review and confirm the Minutes of previous meeting.
2. To schedule Faculty Workshop for entire Sinhgad Management Institutes MBA Faculty in the month of January 2024 on Case Studies to be undertaken in Term 2 of Academic Year 2023-24.
3. To schedule Faculty Workshop for SIMCA Faculty (MBA & MCA) in the month of February 2024 on CO-PO Mapping with university syllabus.
4. To Organize Research Methodology Workshop and Schedule Presentations.
5. To review the institutes preparedness for NAAC Cycle 2 Accreditation and NAAC AQAR 2022-23.

We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,

Director - SIMCA

## ***Internal Quality Assurance Cell [IQAC]***

### **MINUTES OF MEETING**

**Date : 04/01/2024**

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

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

**Agenda 2:** To schedule Faculty Workshop for entire Sinhgad Management Institutes MBA Faculty in the month of January 2024 on Case Studies to be undertaken in Term 2 of Academic Year 2023-24.

**Resolution:** Faculty Workshop to be organized centrally for all MBA faculty members from all institutes in the month of January 2024 depending upon available time slot.

**Agenda 3:** To schedule Faculty Workshop for SIMCA Faculty (MBA & MCA) in the month of February 2024 on CO-PO Mapping with university syllabus.

**Resolution:** Faculty Workshop to be organized centrally for all MBA faculty members from all institutes in the month of February 2024 on CO-PO Mapping with university syllabus.

**Agenda 4:** 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 Academic Year 2023-24.

**Agenda 5:** To review institutes preparedness for NAAC Cycle 2 Accreditation and NAAC AQAR 2022-23.

**Resolution:** Institute must initiate work for NAAC Cycle 2 Accreditation (being current Accreditation expiring in November 2023) and ensure to submit IQA by October 2023. Also it should finalize, side by side, AQAR 2022-23 for submission in time. The Director should allocate responsibilities to various faculty members for preparing and collating documents for NAAC SSR and AQAR in time and take review periodically.

Meeting ends with thanks to Chair.

\*\*\*

**Internal Quality Assurance Cell [IQAC]**

Date: 04/01/2024

**PRESENT IQAC MEMBERS 2023-24**

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Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
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