



Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)
S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

IQAC Meeting

Date: 4/12/2020

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that a virtual meeting is scheduled to discuss the following Agenda.

Agenda

1. To discuss the Academic planning of MBA and MCA department for Semester-II & IV and Semester II, IV & VI respectively. (Academic Year 2020-21).
2. To discuss the evaluation parameters for Concurrent Evaluation.
3. To plan the co-curricular, extra-curricular and extension activities.
4. Any important issue brought to the notice of chair.

Venue: Virtual (MS Office Teams)

Date: 21/12/2020

Time: 10:30 a.m.

All members are required to attend the meeting.

Dr. Chandrani Singh
IQAC Head, SIOM



Dr. Daniel Penkar
Director and Chairman, IQAC



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Members of IQAC Cell

Sr. No.	Role	Name of Member	Affiliation
1	Director	Dr. Daniel Penkar	Chairman
2	Campus Director	Dr.A.V. Deshpande	Member
3	Director (Projects) STES and Management Representative	Prof. G.K.Shahani	Member
4	Professor & HOD -MCA	Dr. Chandrani Singh	IQAC Head
5	Professor & Head Research Cell	Dr. Rupali Jain	Member
6	Professor-MCA	Dr. Milind Godase	Member
7	Asso. Professor-MCA	Dr. Vidya Gavekar	Member
8	Asso. Professor-MBA	Dr. Sagar Pawar	Member
9	Asst. Professor-MBA	Prof. Amol Khandagale	Member
10	Asst. Professor-MBA	Prof. Omkar Lad	Member
11	Representative - Training & Placement Cell (MBA, MCA)	Dr. Sanmath Shetty	Member
12	Registrar & Admin Representative	Mrs. Rupali Worakar	Member
13	VP, KPIT & Alumni Representative	Mr.Sangram Kadam	Member
14	Student Representative	Mr. Ranjit Bhintade	Member
15	Parent Representative	Mrs. Ujjvala Kamble	Member
16	VP, Production, Mercedeze Benz India Ltd	Mr. Umesh Deshpande	Member
17	Programme Architect, TCS	Mr. Suhas Patil	Member
18	Professor-MCA	Dr. Manisha Kumbhar	Member





Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 21/12/2020 virtually, 10:30 a.m. onwards.

The following Members were present for the meeting.

1. Dr. Daniel Penkar
2. Dr.A.V. Deshpande
3. Prof. G.K.Shahani
4. Dr. Chandrani Singh
5. Dr. Rupali Jain
6. Dr. Milind Godase
7. Dr. Vidya Gavekar
8. Dr. Sagar Pawar
9. Prof. Amol Khandagale
10. Prof. Omkar Lad
11. Dr. Sanmath Shetty
12. Mrs. Rupali Worakar
13. Mr.Sangram Kadam
14. Mr. Ranjit Bhintade
15. Mrs. Ujjvala Kamble
16. Mr. Umesh Deshpande
17. Mr. Suhas Patil
18. Dr. Manisha Kumbhar

The meeting started with a welcome note by Dr. Chandrani Singh (IQAC Head) with due permission of Dr. Daniel Penkar (Chairman), Dr. Chandrani Singh tabled the Agenda to be discussed in the meeting. The following transaction was conducted in the meeting.

1. To discuss the Academic planning of MBA and MCA department for Academic Year 2020-2021 Semester-II & IV and Semester II, IV & VI respectively..

Dr. Daniel Penkar (Chairman) asked Dr. Chandrani Singh IQAC Head (HoD – MCA) and Dr. Milind Godase to brief about the academic planning of their respective departments. The draft of the proposed academic calendar was provided to the Members so that they can provide their meaningful suggestions and objections.

Dr. Chandrani Singh, IQAC Head (HoD – MCA) and Dr. Milind Godase tabled the draft Academic Planning of MBA and MCA department for Semester-II (Academic Year 2020-2021).





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- The Academic term for MBA and MCA programme will commence from 01/01/2021 and the term end for virtual / classroom teaching would be on 30/03/2021.
- The internal evaluation for Dissertation Report for MBA students will be done in three phases virtually so that students are ready for their final University Viva-voce.
- The Industrial projects progress for MCA students would be virtually accessed forthrightly.
- The academic calendar will be prepared and uploaded on to the Institute's website and a copy of same will be circulated to the students.

Resolution: The Academic Planning proposed for MBA (Semester - II & IV) and MCA (Semester - II, IV & VI) for academic year 2020-21 is approved.

Proposed by: Dr. Manisha Kumbhar

Seconded by: Dr. Vidya Gavekar

All members present in the meeting agreed for the same.

2. To discuss the evaluation parameters for Concurrent Evaluation

All the faculty members allotted to teach an individual course should assemble and conduct a virtual meeting at convenient time on or before 12th Jan 2021 to discuss and finalise the Concurrent Evaluation Parameters. The student representatives from MBA should be called mandatorily for the meeting.

The finalised concurrent evaluation parameters should be displayed on the class notice board.

Resolution: The faculty will submit the Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA on or before 12th Jan 2021.

Proposed by: Dr. Chandrani Singh

Seconded by: Dr. Sagar Pawar

All members present in the meeting agreed for the same.





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3. To plan the co-curricular, extra-curricular and extension activities.

After deliberations by the members the following activities were decided to be conducted during the semester. The following activities are decided:

- Training Program on Bloomberg Market concepts free on web Access to be organised on 27th January 2021.
- Bridge Course on Web Technology for MCA to be organised on 4, 5 & 18 February 2021.

Resolution: The Director, SIOM will nominate faculty as Convener / Co-ordinator for conduct of co-curricular, extra-curricular and extension activities.

Proposed by: Dr Manisha Kumbhar

Seconded by: Dr. Milind Godase

All members present in the meeting agreed for the same.

4. Any important issue brought to the notice of chair.

Dr. Daniel Penkar, Director, SIOM informed the members about the nominations sent by him to the Management of Sinhgad Technical Education Society (STES

Dr. Chandrani Singh proposed the Vote of Thanks.

The meeting concluded at 12:50 p.m.

Dr. Chandrani Singh
IQAC Head, SIOM

Dr. Daniel Penkar
Director and Chairman, IQAC





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IQAC Meeting No. IV

Date: 08/04/2021

Outcomes of IQAC Meeting conducted on 16/12/2019

The following outcomes are noted by Dr. Daniel Penkar (Chairman) and Dr. Chandrani Singh (IQAC Head).

Agenda

- To discuss and review outcomes of IQAC meeting conducted virtually on 21/12/2020.
- To take review of other institutional activities if any.

Resolution – 1 (Review Academic Planning)

The Academic Planning proposed for MBA (Semester - II & IV) and MCA (Semester - II, IV & VI) for academic year 2020-2021 is approved.

Outcome:

- The Academic term for MBA and MCA programme will commenced from 01/02/2021 and the term end for classroom teaching was 01/06/2021.
- The internal evaluation for Dissertation t Report for MBA students was carried out in three phases under supervision of Dr. Hemant Patil (SIOM Examination Officer) and the final Viva-voce was conducted by external examiners appointed by Savitribai Phule Pune University.
- The Industrial projects progress of MCA Semester-VI students was accessed forthrightly by the faculty guide.
- The academic calendars for the current semester were prepared and uploaded on to the Institute's website and a copy of the same was displayed on Institute's notice board and in each classroom.





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Resolution – 2 (Review of Concurrent Evaluation Parameters)

The faculty will submit the Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA on or before 11th Jan 2021.

Outcome:

The concurrent evaluation parameters submitted by faculty were submitted to Dr. Daniel Penkar (Director, SIOM) by Dr. Manisha Kumbhar on 15th Jan 2021.

The individual faculty have displayed the finalised the concurrent evaluation parameters on class notice board and the same was verified by the Director and HoD - MCA during their class visits for interaction with students.

Resolution – 3

The Director, SIOM will nominate faculty as Convener / Co-ordinator for conduct of co-curricular, extra-curricular and extension activities.

Outcome:

Dr. Daniel Penkar (Director, SIOM) nominated Dr. Rijwan Ahmed Shaikh and Ms. Samita Rabindranath Mahapatra as Co-ordinator for conduct of co-curricular, extra-curricular and extension activities.

The entire agenda and resolutions passed were meticulously monitored by the IQAC cell to ensure smooth functioning of academics throughout the semester.

Dr. Chandrani Singh
IQAC Head, SIOM

Dr. Daniel Penkar
Director and Chairman, IQAC





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IQAC Meeting

Date: 22/06/2020

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that a meeting is scheduled to discuss the following Agenda.

Agenda

1. To discuss the Institutional Academic Planning for Semester - I of MBA and MCA departments for Academic Year 2020-2021.
2. To discuss the assessment parameters for Concurrent Evaluation for individual courses offered during the semester to students of MBA and MCA for all divisions.
3. To plan the co-curricular, extra-curricular and extension activities.
4. Submission of proposal to get financial grants from various governmental and non-governmental agencies
5. Any important issue brought to the notice of chair.

Venue : Virtual (MS Office Teams)

Date : 30/06/2020

Time : 11:00 A.M.

All members are required to attend the meeting.

Dr. Chandrani Singh
IQAC Head, SIOM

Dr. Daniel Penkar
Director and Chairman, IQAC





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Members of IQAC Cell

Sr. No.	Role	Name of Member	Affiliation
1	Director	Dr. Daniel Penkar	Chairman
2	Campus Director	Dr.A.V. Deshpande	Member
3	Director (Projects) STES and Management Representative	Prof. G.K.Shahani	Member
4	Professor & HOD –MCA	Dr. Chandrani Singh	IQAC Head
5	Professor & Head Research Cell	Dr. Rupali Jain	Member
6	Professor-MCA	Dr. Milind Godase	Member
7	Asso. Professor-MCA	Dr. Vidya Gavekar	Member
8	Asso. Professor-MBA	Dr. Sagar Pawar	Member
9	Asst. Professor-MBA	Prof. Amol Khandagale	Member
10	Asst. Professor-MBA	Prof. Omkar Lad	Member
11	Representative - Training & Placement Cell (MBA)	Dr. Sanmat Shetty	Member
12	Representative - Training & Placement Cell (MCA)	Prof. Dharendra Kumar	Member
13	Registrar& Admin Representative	Mrs. Rupali Worakar	Member
14	VP, KPIT & Alumni Representative	Mr.Sangram Kadam	Member
15	Student Representative	Mr. Ranjit Bhintade	Member
16	Parent Representative	Mrs. Ujjvala Kamble	Member
17	VP, Production, Mercedeze Benz India Ltd	Mr. Umesh Deshpande	Member
18	Programme Architect, TCS	Mr. Suhas Patil	Member
19	Professor-MCA	Dr. Manisha Kumbhar	Member



Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 30/06/2020 virtually by using MS Office Teams, 11:00 a.m. onwards.

The following Members were present for the meeting.

1. Dr. Daniel Penkar
2. Dr. A.V. Deshpande
3. Prof. G.K.Shahani
4. Dr. Chandrani Singh
5. Dr. Rupali Jain
6. Dr. Milind Godase
7. Dr. Vidya Gavekar
8. Dr. Sagar Pawar
9. Prof. Amol Khandagale
10. Prof. Omkar Lad
11. Dr. Sanmath Shetty
12. Mrs. Rupali Worakar
13. Mr.Sangram Kadam
14. Mr. Ranjit Bhintade
15. Mrs. Ujjvala Kamble
16. Mr. Umesh Deshpande
17. Mr. Suhas Patil
18. Dr. Manisha Kumbhar

The meeting was started by Dr. Chandrani Singh, IQAC Head. With due permission of Dr. Daniel Penkar, Chairman, Dr. Chandrani Singh tabled the Agenda to be discussed in the meeting. The following are the details of the discussion:



1. To discuss the Institutional Academic Planning for Semester - I of MBA and MCA departments for Academic Year 2020-2021.

Dr. Daniel Penkar, Chairman asked Dr. Chandrani Singh, IQAC Head (HoD – MCA) and Dr. Sagar Pawar, HoD - MBA to brief about the academic planning of their respective Departments. Dr. Chandrani Singh, IQAC Head (HoD – MCA) and Dr. Sagar Pawar, HoD - MBA tabled the draft Academic Planning of MBA and MCA department for Semester-I (Academic Year 2020-2021). The draft of the proposed academic planning was provided to the Members so that they can provide their meaningful suggestions and objections.

- The Academic term for MBA and MCA programme will commence from 01/07/2020 and the term end for virtual teaching would be on 07/12/2020.
- The internal evaluation for Summer Internship Program (SIP) Project Report would be done in three phases virtually so that students are ready for their final University Viva-voce.
- The Induction Programme for MCA, Batch will be conducted on 1st and 2nd Aug - 2020 virtually.
- The Induction Programme for MBA will be conducted virtually from 7th Aug -10th Aug 2020.
- The academic calendar will be prepared and uploaded on to the Institute's website and a copy of same will be circulated to the students.

Resolution: The proposed Academic Planning of MBA (Semester – I & III) and MCA (Semester I, III & V) programme for (A.Y 2020-21) is approved.

Proposed by: Dr. Milind Godase

Seconded by: Dr. Sagar Pawar

All members present in the meeting unanimously agreed for the same.



2. To discuss the assessment parameters for Concurrent Evaluation for individual courses offered during the semester to students of MBA and MCA for all divisions.

It was decided to have standardisation in Concurrent Evaluation Parameters for individual courses offered during the Semester-I to students of MBA and MCA across all divisions. The faculty members allotted to teach an individual course should conduct a virtual meeting at convenient time on or before 16th July 2020 to discuss and finalise the Concurrent Evaluation Parameters. It was also decided to call student representatives from MBA and MCA for the meeting and the finalised concurrent evaluation parameters should be displayed on the class notice board.

Resolution: There will be standardisation in Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA.

Proposed by: Dr. Daniel Penkar
Seconded by: Dr. Chandrani Singh

All members present in the meeting unanimously agreed for the same.

3. To plan the co-curricular, extra-curricular and extension activities.

After discussions by the members the following activities were decided to be conducted during the semester. The following activities are decided:

- ✓ Academic and professional skills development workshops
- ✓ Bloomberg Market Concept Session for Faculty Members from STES Management Institutes and Digital Marketing & Sig Sigma Certification Course for selected MBA students.
- ✓ Tree plantation Drive & Awareness drive Water Conservation in Campus
- ✓ Stree Shakti (Women empowerment program) to be celebrated during Navratri festival.
- ✓ Mahatma Gandhi Jayanti Celebration
- ✓ Personality Development program.
- ✓ Big Data Analytics session (Case Study based, Advanced Level)
- ✓ Unlock Creativity competition
- ✓ Quiz competition.



It was decided that, Dr Daniel Penkar (Hon. Director, SIOM) will delegate the tasks to faculty members as co-ordinators of respective activities. The schedule for activities will be prepared by the concerned faculty member considering the academic engagement and will seek consent from the Hon. Director for the same.

Resolution: The Hon. Director, SIOM will delegate charge of co-curricular, extra-curricular and extension activities to faculty of MBA and MCA.

Proposed by: Dr. Milind Godase

Seconded by: Mr. Amol Khandagale

All members present in the meeting unanimously agreed for the same.

4. Submission of proposal to get financial grants from various governmental and non-governmental agencies

It is proposed that the Institute will host virtual Faculty Development Program, Conference, Seminar and Workshops for faculty and students. For the same the Institute will apply for grants to various governmental and non-governmental agencies. The Hon. Director, SIOM will delegate the responsibility to faculty for identifying agency, submission of proposal and further follow up with agency.

Resolution: The Institute shall submit proposal to get financial grants from governmental and non-governmental agencies for conduct of Conference, Faculty Development Program, Seminar and Workshops for faculty and students.

Proposed by: Dr. Vidya Gavekar

Seconded by: Mr. Omkar Lad

All members present in the meeting unanimously agreed for the same.

5. Any important issue brought to the notice of chair.

- ✓ Review the progress of Research Scholar's work in consent with the respective Research Guides.
- ✓ Enrolment of Ph.D. Students as per the norms of Savitribai Phule Pune University (SPPU) for academic year 2020-21.





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- ✓ Dr. Sanmath Shetty (Representative - Training & Placement Cell (MBA)) discussed the efforts taken by the Institute during the subsequent academic year to provide additional inputs in the form of Student Training Program (STP) in regular class time table aimed at enhancing the employability skills of the students. Dr. Sanmath Shetty also explain significance of TCS Certification and First naukri assessment for improving employability of the students.
- ✓ Prof. G. K. Shahani (Director - Projects, STES) expressed his satisfaction on successful conduction of Bloomberg Certification Program & Harvard Business Case Studies.
- ✓ As per tradition of SIOM, each division of students will have two Alumni as Mentors. Mr. Sangram Kadam (Chairman, SIOM Alumni Association) agreed to shoulder the responsibility of co-ordinating Alumni for finalising the mentors for each division. He will submit a list of alumni to the Hon. Director.

Dr. Chandrani Singh proposed the Vote of Thanks.

The meeting concluded at 12:05 p.m.

Dr. Chandrani Singh
IQAC Head, SIOM

Dr. Daniel Penkar
Director and Chairman, IQAC





IQAC Meeting No. II

Date: 27/10/2020

The following outcomes were noted by Dr. Daniel Penkar (Chairman) and Dr. Chandrani Singh (IQAC Head).

Agenda:

- To discuss and review outcomes of IQAC meeting virtually conducted on 30/06/2020
- To take review of other institutional activities if any.

Resolution – 1

The proposed Academic Planning of Semester - I (2020-21) for MBA and MCA programme is approved.

Outcomes:

- The Academic term for MBA and MCA programme commenced on 01/07/2020 and the term end for virtual teaching was concluded on 31/10/2020.
- The academic calendar for MBA and MCA programme was prepared and uploaded on the Institute's website and a copy of the same was circulated to the students as decided.
- The Induction Programme for MCA and MBA was postponed to next semester as DTE postponed admission process.
- The internal evaluation for Summer Internship Program (SIP) Project Report was carried out in three phases under supervision of Dr. Hemant Patil (SIOM Examination Officer) and the final Viva-voce was conducted by external examiners appointed by Savitribai Phule Pune University.

Resolution – 2

There will be uniformity in Concurrent Evaluation Parameters for individual courses offered during the semester to students of MBA and MCA.





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Outcome:

A group of faculty appointed to teach a particular course for MBA and MCA programme assembled together and finalised the concurrent evaluation parameters by involving student representatives of MBA and MCA. The concurrent evaluation parameters were submitted to Dr. Daniel Penkar (Director, SIOM) by Dr. Manisha Kumbhar on 29th July 2020.

The individual faculty have displayed the finalised the concurrent evaluation parameters on class notice board and the same was verified by The Director, HoD -MBA and HoD - MCA during their class visits for interaction with students.

Resolution – 3

The Hon. Director, SIOM will delegate responsibility of co-curricular, extra-curricular and extension activities to faculty of MBA and MCA.

Outcome:

The following co-curricular, extra-curricular and extension activities were conducted at SIOM:

Sr. No.	Particulars of Activity / Event	Department	Date
1.	Personality Development program	MCA	9 th August 2020
2.	Aptitude Sessions	MCA	23 rd August 2020
3.	Job opportunities and sustainable career progression Session	MBA	12 th September 2020
4.	Big Data Analytics Session	MCA	12 th October 2020
5.	Cloud Computing Session	MCA	16 th October 2020
6.	Stree Shakti Virtual lecture series	MBA & MCA	21 st to 23 rd October
7.	Poster Presentation Competition	MCA	26 th October 2020
8.	Unlock Creativity (short informative video)(competition)	MCA	3 rd November 2020
9.	Project Management and Mindfulness Project Manager(PM)(session)	MCA	9 th November 2020
10.	Math Quiz (competition)	MCA	18 th November 2020
11.	Entrepreneurship (Startup) (Workshop)	MCA	19 th November 2020
12.	Idea Incubation & Innovation (Competition)	MCA	25 th November 2020
13.	Intellectual Property Rights(Workshop)	MCA	25 th November 2020





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Resolution – 4

Submission of proposal to get financial grants from various governmental and non-governmental agencies.

Outcome:

The institute submitted proposal for hosting an International conference to Savitribai Phule Pune University (SPPU) under the Quality Improvement Programme (QIP) and SPPU has not yet decided on the outcome of the submitted proposal.

Resolution – 5

Any important issue brought to the notice of chair

Outcome:

- ✓ The review of research scholar's work was taken by an expert committee constituted by Dr. Rupali Jain (Head, Research Centre). The research students made virtual presentation of their research's progress. The members of expert committee have approved the research progress and have guided the students regarding further conduct of research.
- ✓ The Harvard Case study is inculcated in the course curriculum delivered to MBA students.
- ✓ The student training program has been incorporated into the weekly schedule of academics.

The entire agenda and resolutions passed were meticulously monitored by the IQAC cell to ensure smooth functioning of academics throughout the semester.

Dr. Chandrani Singh
IQAC Head, SIOM



Dr. Daniel Penkar
Director and Chairman, IQAC