



Sinhgad Institutes

Sinad Technical Educational Society's

SINHGAD INSTITUTE OF MANAGEMENT

(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC, New Delhi)

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax : (020) 24356592 E-mail : director_siom@sinhgad.edu Website :

www.sinhgad.edu

03/05/2024

Internal Quality Assurance Cell (IQAC)

The IQAC has played a pivotal role in enhancing and maintaining the quality of education of SIOM. Its role has become more important with the changing scenario in Indian higher education. SIOM IQAC was established in the year 2018, when the Institute went for its first assessment and accreditation by National Assessment and Accreditation Council (NAAC). Subsequently, SIOM has undergone its first cycle of assessment and accreditation and is conferred with 'B++' grade with a composite score of 2.97.


The IQAC will continue to work on its roles and functions mentioned as under;

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institution needs to be enhanced.
- Quality Enhancement Taking into consideration NEP 2020.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

For the reasons of few changes in the faculty and students with amendment to the organizational structure and changes in students' enrollment with respect to count strategy at the institute, the said SIOM IQAC is recomposed as follows for A.Y. 2023-24:

Internal Quality Assurance Committee (IQAC)

| Sr. No. | Role | Name of Member | Affiliation |
|---------|--|-----------------------|-------------|
| 1 | Director | Dr. Prachi Pargaonkar | Chairman |
| 2 | Campus Director | Dr. A.V. Deshpande | Member |
| 3 | Management Representatives | Dr. Vijaya Puranik | Member |
| 4 | Professor & HOD -MCA | Dr. Chandrani Singh | IQAC Head |
| 5 | Professor & Head Research Cell | Dr. Rupali Jain | Member |
| 6 | Professor | Dr. Daniel Penkar | Member |
| 7 | Asso. Professor-MBA | Dr. Sagar Pawar | Member |
| 8 | Professor-MCA | Dr. Milind Godse | Member |
| 9 | Asst. Professor-MBA | Prof. Amol Khandagale | Member |
| 10 | Asst. Professor - MBA | Prof. Omkar Lad | Member |
| 11 | Asst. Professor - MCA | Dr. Ankush Kudale | Member |
| 12 | Asst. Professor - MCA | Dr. Ramesh Jadhav | Member |
| 13 | Representative - Training & Placement Cell (MBA) | Dr. Rijwan Shaikh | Member |
| 14 | Representative - Training & Placement Cell (MCA) | Prof. Monalisa Bhinge | Member |
| 15 | Registrar & Admin Representative | Mrs. Rupali Worakar | Member |
| 16 | VP, KPIT & Alumni Representative | Mr. Sangram Kadam | Member |
| 17 | Student Representative | Miss. Achal Madhare | Member |
| 18 | Parent Representative | Mr. Amol Patil | Member |
| 19 | VP, Production, Mercedes Benz India Ltd | Mr. Umesh Deshpande | Member |
| 20 | Programme Architect, TCS | Mr. Suhas Patil | Member |


 Dr. Prachi Pargaonkar
 Director, SIOM



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IQAC Meeting

Date: 02/01/2024

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 Academic planning of MBA and MCA department (Academic Year 2024).
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: IQAC Room

Date : 10/01/2024

Time: 11:00 a.m.

All members are required to attend the meeting.

Dr. Chandrani Singh
IQAC Head, SIOM



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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 | Management Representatives | Prof. G. K. Shahani | Member |
| 4 | Professor & HOD -MCA | Dr. Chandrani Singh | IQAC Head |
| 5 | Professor & Head Research Cell | Dr. Rupali Jain | Member |
| 6 | Asso. Professor-MBA | Dr. Sagar Pawar | Member |
| 7 | Professor-MCA | Dr. Milind Godse | Member |
| 8 | Asst. Professor-MBA | Prof. Amol Khandagale | Member |
| 9 | Asst. Professor - MBA | Prof. Omkar Lad | Member |
| 10 | Asst. Professor - MCA | Dr. Ankush Kudale | Member |
| 11 | Asst. Professor - MCA | Dr. Ramesh Jadhav | Member |
| 12 | Representative - Training & Placement Cell (MBA) | Dr. Rijwan Shaikh | Member |
| 13 | Representative - Training & Placement Cell (MCA) | Prof. Monalisa Bhinge | Member |
| 14 | Registrar & Admin Representative | Mrs. Rupali Worakar | Member |
| 15 | VP, KPIT & Alumni Representative | Mr. Sangram Kadam | Member |
| 16 | Student Representative | Miss. Achal Madhare | Member |
| 17 | Parent Representative | Mr. Amol Patil | Member |
| 18 | VP, Production, Mercedes Benz India | Mr. Umesh Deshpande | Member |
| 19 | Programme Architect, TCS | Mr. Suhas Patil | Member |



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Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 06/07/2023 in the IQAC Room at SIOM, 11:00 a.m. onwards.

The following Members were present for the meeting.

1. Dr. Daniel Penkar
2. Dr. Vijaya Puranik
3. Dr. A.V. Deshpande
4. Dr. Chandrani Singh
5. Dr. Rupali Jain
6. Dr. Sagar Pawar
7. Dr. Milind Godse
8. Dr. Rijwan Shaikh
9. Prof. Amol Khandagale
10. Prof. Omkar Lad
11. Dr. Ankush Kudale
12. Dr. Ramesh Jadhav
13. Dr. Girish Bakshi
14. Prof. Monalisa Bhinge
15. Mrs. Rupali Worakar
16. Mr. Sangram Kadam
17. Mr. Umesh Deshpande
18. Miss. Achal Madhare
19. Mr. Amol Patil

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 MBA and MCA departments for Academic Year 2023-2024.

Dr. Daniel Penkar, Chairman asked Dr. Chandrani Singh IQAC Head to brief about the academic planning of MBA and MCA departments. Dr. Sagar Pawar and Dr. Chandrani Singh tabled the draft Academic Planning of MBA and MCA department (Academic Year 2023-2024). 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 01/09/2023 and the term end for classroom teaching would be on 29/12/2023 respectively.
- The internal evaluation for Summer Internship Program (SIP) Project Report would be done in three phases so that students are ready for their final University Viva-voce.
- The Induction Programme for MBA and MCA will be conducted from 1st September 2023 and 2nd September 2023.
- The academic calendar will be prepared and uploaded on to the Institute's website and a copy of same will be on display in each classroom.

Resolution: The proposed Academic Planning of MBA and MCA programme for (A.Y 2023-24) is approved.

Proposed by: Dr. Sagar Pawar

Seconded by: Dr. Milind Godse

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 standardization 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 assemble and conduct a meeting at convenient time on or before 21st August for MCA and 24th August 2023 for MBA to discuss and finalize the Concurrent Evaluation Parameters. It was also decided to call student representatives from MBA and MCA for the meeting and the finalized concurrent evaluation parameters should be displayed on the class notice board.

Resolution: There will be standardization 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.



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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.
- Workshop on Blockchain, Advance Excel, Power BI and Python Certification Courses, Pre placement workshop.
- Financial education for young citizen Kona Kona Siksha (A Kotak Securities CSR Initiative)
- Stree Shakti Series to be organized during month of October during Navratri.
- Campus to Corporate Activity will be organised for the MBA-I students on every Friday.

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. Sagar Pawar

Seconded by: Prof. Omkar Lad

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 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. Daniel Penkar

Seconded by: Dr. Chandrani Singh

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



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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 2023-24.
- Dr. Girish Bakshi (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. Girish Bakshi also explain significance of Pre placement workshop and Certification Courses for improving employability of the students.
- Dr. A.V. Deshpande, expressed his satisfaction on successful conduction of Advance Microsoft Excel Certification Course, Power BI Certification Courses.
- As per tradition of SIOM, Mr. Sangram Kadam (Chairman, SIOM Alumni Association) agreed to shoulder the responsibility of coordinating Alumni Interaction sessions for the first year MBA and MCA students. He will submit a list of alumni to the Hon. Director.

Dr. Chandrani Singh proposed the Vote of Thanks.

The meeting concluded at 12:35 p.m.



IQAC Meeting No. II

Date: 22/12/2023

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 conducted on 26/12/2023.
- To take review of other institutional activities if any.

Resolution – 1

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

Outcomes:

- The Academic term for MBA and MCA programme commenced on 01/09/2023 respectively and the term end for classroom teaching was concluded on 29/12/2023 for MBA and MCA respectively.
- The academic calendar for MBA and MCA programme was prepared and uploaded on the Institute's website and a copy of the same was displayed on Institute's notice board and in each classroom as decided.
- The internal evaluation for Summer Internship Program (SIP) Project Report was carried out in three phases and the final Viva-voce was conducted by Prof. Amol Khandagale and Dr. Manisha Badgajar along with the 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.

Outcome:

A group of faculty appointed to teach a particular course for MBA and MCA programme assembled



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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.Sagar Pawar on 25th January 2024.

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. | Stree Shakti Series | SIOM | 15/10/23 onwards |
| 2. | PANORAMA | MBA | 27/10/2023 |
| 3. | FINANCIAL EDUCATION FOR YOUNG CITIZEN KONA KONA SIKSHA (A KOTAK SECURITIES CSR INITIATIVE) | MBA | 23 rd Oct. 2023 |
| 4. | Pre placement workshop | MBA | 22/11/23 to 24/11/23 |
| 5. | Advance Excel Certification Course | MBA | 28/10/2023 to 01/11/2023 |
| 6. | FIT INDIA WEEK | SIOM | 18/11/2023 to 25/11/2023 |
| 7. | Power BI Certification Course | MBA | 19/11/2023 to 22/11/2023 |
| 8. | Python Certification Course | MBA | 23/11/2023 to 26/11/2023 |



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IQAC Meeting

Date: 28/06/2023

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 Academic Planning for Semester - I of MBA and MCA departments for Academic Year 2023-2024.
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 : IQAC Room
Date : 06/07/2023
Time : 11:00 A.M.

All members are required to attend the meeting either physically.

Dr. Chandrani Singh
IQAC Head, SIOM



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Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was convened on 10/01/2024 in the IQAC Room at SIOM, 11:00 a.m. onwards.

The following Members were present for the meeting.

1. Dr. Daniel Penkar
2. Dr. Vijaya Puranic
3. Dr. A.V. Deshpande
4. Dr. Chandrani Singh
5. Dr. Rupali Jain
6. Dr. Sagar Pawar
7. Dr. Milind Godse
8. Dr. Rijwan Shaikh
9. Prof. Amol Khandagale
10. Prof. Omkar Lad
11. Dr. Ankush Kudale
12. Dr. Ramesh Jadhav
13. Prof. Monalisa Bhinge
14. Mrs. Rupali Worakar
15. Mr. Sangram Kadam
16. Mr. Amol Patil
17. Miss. Achal Madhare

The meeting started with a welcome note Dr. Chandrani Singh, Member 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 Institutional Academic Planning for MBA and MCA departments for Academic Year 2024.

Dr. Daniel Penkar, Chairman asked Dr. Chandrani Singh IQAC Head to brief about the academic planning of MBA and MCA departments. Dr. Sagar Pawar and Dr. Chandrani Singh tabled the draft Academic Planning of MBA and MCA department (Academic Year 2024). The draft of the proposed academic planning was provided to the Members so that they can provide their meaningful suggestions and objections.



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- The Academic term for MCA and MBA programme will commence from 01/02/2024 and 15/01/2024 and the term end for classroom teaching would be on 12/04/2024 and 18/04/2024 respectively.
- The academic calendar will be prepared and uploaded on to the Institute's website and a copy of same will be on display in each classroom.

Resolution: The Academic Planning proposed for MBA and MCA for academic year 2024 is approved.

Proposed by: Dr. Sagar Pawar

Seconded by: Dr. Chandrani Singh

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 meeting at convenient time on or before 15th January 2024 to discuss and finalize the Concurrent Evaluation Parameters. The student representatives from MBA should be called mandatorily for the meeting. The finalized 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 18/01/2024.

Proposed by: Dr. Milind Godase

Seconded by: Dr. Chandrani Singh

All members present in the meeting agreed for the same.

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:



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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 State level, National level and an International conference to Savitribai Phule Pune University (SPPU) under the Quality Improvement Programme (QIP).

Resolution – 5

Any important issue brought to the notice of chair

Outcome:

- The enrolment of Ph.D. students was done as per the norms of Savitribai Phule Pune University for academic year 2023-24. The students desirous to join Research Centre at SIOM were interviewed by an expert committee constituted by Dr.Rupali Jain (Head, Research Centre). The report of the interview panel was submitted to the University for approval of shortlisted candidates.
- 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 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.
- Mr. Sangram Kadam, Alumni Representative, coordinated in organising Alumni Interaction sessions for the first year MBA and MCA 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



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- Dr. Pradip S Thombare will be appointed as a faculty coordinator for the "SINHGAD OLYMPUS (Sports) 2024".
- Prof. Priyanka Pawar will be appointed as a faculty coordinator for the Sinhgad Neon (Cultural) 2024.
- Seminar on AR and VR, Digital Knowledge Competition and Workshop on : Future of Indian Economy: Global Economic Opportunities and Scenario will be organized by MCA and MBA departments.
- Certification courses on Marketing Analytics, Financial Analytics, Financial Modelling and HR Analytics will be conducted by the MBA department and Prof. Amol Khandagale and Prof. Ankush Mahajan has been appointed as faculty coordinators.
- Prof. Priyanka Pawar has been appointed as faculty coordinator for the HR Workshop.

Resolution: The Director, SIOM has nominated faculty as Convener / Coordinator for conduct of co-curricular, extra-curricular and extension activities.

- **Proposed by:** Dr. Sagar Pawar
- **Seconded by:** Dr. Milind Godase

All members present in the meeting agreed for the same.

Dr. Chandrani Singh proposed the Vote of Thanks. The meeting concluded at 12:40 p.m.



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IQAC Meeting No. IV

Date: 03/05/2024

Outcomes of IQAC Meeting conducted on 10/01/2024

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

Agenda

- To discuss and review outcomes of IQAC meeting conducted on 10/01/2024.
- To take review of other institutional activities if any.

Resolution – 1 (Review Academic Planning)

The Academic Planning proposed for MBA and MCA for academic year 2024 is approved.

Outcome:

- The Academic term for MBA and MCA programme commenced from 15/01/2024 and the term end for classroom teaching was 16/04/2024.
- 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.

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 15th January 2024.



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• **Outcome:**

- The concurrent evaluation parameters submitted by faculty were submitted to Dr. Daniel Penkar (Director, SIOM) by Dr. Sagar Pawar on 18th January 2024.
- The individual faculty have displayed the finalized the concurrent evaluation parameters on class notice board and the same was verified by the Director during his class visits for interaction with students.

Resolution – 3

- The Director, SIOM will nominate faculty as Convener / Coordinator for conduct of co- curricular, extra-curricular and extension activities.
- **Outcome:**
- For co-curricular, extra-curricular and extension activities. Prof. Omkar Lad and Prof. Dushyant H. Bodkhey was nominated as overall Coordinators and event wise faculty coordinators were appointed.

Resolution- 5

- The Management of Sinhgad Technical Education Society and IQAC cell of SIOM thank each individual engaged in the assessment process of NAAC.
- **Outcome:**
- Dr. Daniel Penkar (Director, SIOM) expressed his gratitude towards all the stakeholders for the wholehearted co-operation extended to Sinhgad Institute of Management for smooth conduct of NAAC peer team visit.

Resolution –6

- Any important issue brought to the notice of chair



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- **Outcome:**
- The following activities were conducted during the semester:

| Sr. No. | Particulars of Event/Activity | Coordinator | Date |
|---------|---|-------------|---|
| 1 | "SINHGAD OLYMPUS 2024 " | SIOM | 14/1/2024 |
| 2 | Workshop on Blockchain | MCA | 15/1/2024 |
| 3 | Nirbhaya Kanya Abhiyan | SIOM | 6/2/2024 |
| 4 | Sinhgad Neon | SIOM | 13/02/2024 |
| 5 | Seminar on AR and VR | MCA | 14/02/2024 |
| 6 | Digital Knowledge Competition | MCA | 14/02/2024 |
| 7 | Workshop on : Future of Indian Economy: Global Economic Opportunities and Scenario | MBA | 15th March 2024 |
| 8 | HR Workshop | MBA | 15th March 2024 |
| 9 | Marketing Analytics Certification course | MBA | 18 th April – 21 st April 2024 |
| 10 | Financial Analytics Certification course | MBA | 4 th April – 7 th April 2024 |
| 11 | Financial Modelling Certification course | MBA | 18 th April – 21 st April 2024 |
| 12 | HR Analytics Certification course | MBA | 4 th April – 7 th April 2024 |

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. Prachi Pargaonkar
Director and Chairman, IQAC