

Sinhgad Technical Education Society's

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

(Approved by AICTE & Affiliated to Pune University)

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Date: 22/10/2018

### **Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Friday, 26<sup>th</sup> October 2018 at 04:30PM in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

### **AGENDA**

1. To take measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
2. To review budget plans for various departments and ensuring tax and other financial compliances from accounting system.
3. To review the compliance as per the guidelines of UGC/ AICTE/ DTE/Pune University for affiliation and recognition.
4. To ensure health and safety provisions are up-to-date for all staff and students.
5. To ensure flow of necessary information from university to students through student section.
6. To plan the internal exam related schedule and its implementation.
7. To ensure the necessary arrangement are in place for smooth functioning of SPPU Exam.

  
Dr. Dhananjay Mandlik

**Cordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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

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**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

**Date:** 26/10/2018

**Time:** 4:30 PM

### **MINUTES OF MEETING**

The meeting was presided by Dr. Dhananjay Mandlik and the following points were discussed during the meeting .

1. Based on the recommendation of NAAC peer team, it is decided to form the committees criterion-wise to prepare the data as per the AQAR. Each criterion head will look after this responsibility.
2. It is decided to share all NAAC related information to the common data centre at the institute . The repository of the events will be maintained and criteria heads can retrieve the information from the same.
3. To promote CBCS of SPPU, The students are encouraged to pursue cross-specialization for Summer Internship Program (SIP) and Dissertation. Dr. Bharati will prepare guidelines for the same.
4. To monitor the project progress during SIP, It is decided to create "progress report" for guiding students. Dr. Atul Pise will handle this responsibility.
5. To promote research activities among faculty members and students under "Research Cell" Dr. Sachin Vyavhare is appointed as a research head.

6. Prof. Harshali Bhalerao is appointed as coordinator of "Incubation Cell" to promote entrepreneurship and business ideas among students.


7. Prof. Vishal Gaikwad will plan and implement the best practices regarding academic and administration related activities.

**Following Suggestions were made in the meeting**

- a) An integrated database is to be created and accessible to all the teaching and administrative staff through Ms. Deepali More Madam.
- b) To improve quality and to bridge gap, Institute must include certification courses for all streams like financial modeling. Six Sigma, Digital Marketing, Advanced Excel etc.

  
Dr. Dhananjay Mandlik

**Coordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**

# SINHGAD BUSINESS SCHOOL,

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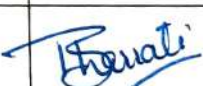






Meeting: IQAC

Date: 26/10/2018

Venue: IQAC, Cell 4<sup>th</sup> floor  
SBS Erandwane

Time: 6:30 pm

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Dhananjay Mandlik	Coordinator	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Bharati Kumar	Member	
5	Dr. Sachin Vyavhare	Member	
6	Dr. Vidyut Deshpande	Member	
7	Miss. Rohini Madrekar	Member	
8	Mr. Vishal Meharwade	Member	
9	Mrs. Dipali More	Member	
10	Mr. Namdev Navale	Member	

**SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

(Approved by AICTE & Affiliated to Pune University)

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Date: 15/11/2018

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Tuesday, 20<sup>th</sup> November 2018 at 04:30PM in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

8. To take measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
9. To decide the policies for maintaining transparency in execution of academic, administration and research related activities.
10. To take the review of end term exam and plan for effective execution of SPPU Exams.

  
Dr. Dhanraj Mandlik

**Cordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

**Date:** 20/11/2018

**Time:** 4:30 PM

### **MINUTES OF MEETING**

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting

8. The criteria-wise analysis was discussed and suggestion for bringing the improvement was given.
9. The Academic review was given by both the overall coordinators regarding completion of the sem I and Sem III.
10. Dr. Sachin Vyavhare briefed about the conduct of End term exam and informed about the display of results.
11. Prof. Vishal Gaikwad will plan conferences/seminar/ workshops in next semester.

#### **Following Suggestions were made in the meeting**

- a. All the faculty members are informed to publish at least 2 research papers in scopus ABDC journals/ UGC listed journals.
- b. More emphasis has to be given on extension related activities/ outreach program .
- c. Faculty should take more certifications from approved institutes /organization.
- d. Provisions for infrastructure maintenance system should be planned.

- e. Institute must encourage the state/national level participation in sports and academics.
- f. Alumni interaction- needs to be given more importance to discuss the expectations from industry from budding managers and also generate the placement opportunities. Prof. Vishal Gaikwad and Mr. Ravindranath Panicker will take appropriate initiative in this regards.

  
Dr. Dhapanjay Mandlik

Coordinator of IQAC

  
Dr. Vijaya Puranik

Director

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


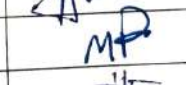







Meeting: IQAC

Date: 20/11/2018

Venue: IQAC - cell - 4<sup>th</sup> floor

Time 4:30 pm

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Dhananjay Mandlik	Coordinator	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Sachin Vyavhare	Member	
5	Prof. Anuradha Khare	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
8	Prof. Harshali Bhalerao	Member	
9	Prof. Jairaj Sasane	Member	
10	Prof. Mahesh Pol	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
13	Dr. Atul A. Pise	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	



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Date: 22/03/2019

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Thursday, 28<sup>th</sup> March 2019 at 04:30PM in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

11. To take measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
12. To discuss the implementation of forthcoming event planned for the academic session.
13. To take the review of Schedule of internal exams and the execution of upcoming SPPU Exams.
14. To discuss on Alumni chapter and initiatives of Alumni for SBS.
15. To discuss about the German language certification of the students

  
Dr. Dhananjay Mandlik

**Cordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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

**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

**Date:** 28/03/2019

**Time:** 4:30 PM

### **MINUTES OF MEETING**

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting

1. GS selection:- All Class Coordinator & Dr. Vrinda Pandit will shortlist the name of GS for the next year.
2. Honor Function ( 3rd April 2019):- Function's presentation will be prepared by Dr. Phule and Prof. Smita and will be presented by Dr. Gaikwad and Dr.Saxena. below points should be included.
  - NAAC Accreditation of SBS
  - Faculty- PhDs, New certification/ up gradation
  - Students- Participation & Winners of various external events.
3. Alumni Function (5th April 2019):- Function's presentation will be prepared by Dr. Phule and Prof. Smita and will be presented by Dr. Bharati Kumar and Dr.Vrinda Pandit . below points should be included.
  - Last Two year's Events
  - Faculty- New joining, Phds, New certification/ up gradation
  - Shashwat's CSR Activity
  - Top 10 Placements of last two years
  - Entrepreneurship cell
  - To welcome Alumni, Photogrid wall will be made.

- Dr. Mandlik will brief about Alumni chapter and initiatives of Alumni for SBS.
  - Mr. Panicker will speak about placement.
  - Vote of Thanks will be presented by Prof. Harshali.
4. Internal Marks:- Dr. Bharati Kumar will resend the internal Marks scheme to all.
- For working Students/ Genuine reason students who are unable to attend End term examination at college, Faculty member has to take individual Viva and collect assignment too. Ratio of marks will be 60:40 for Viva & Assignment.
  - For Semester IV, Lectures didn't happen due to non-attendance of Students so straight away ZERO will be given for the attendance criteria.
5. Entrepreneurship Meeting:- Prof. Harshali has briefed about Entrepreneurship Meeting which is scheduled on 2nd April,2019.
6. German Certification:- First Year students who have attended German Language Lab at college will get letter of appreciation on the basis of their Performance and Attendance.

**Following Suggestions were made in the meeting**

- a) All the storage of subject contents in soft copy format (E-books/ppts) is to be created and link should be shared to the student to access from library and through web.
- b) During Mentor-Mentee Interaction, More counseling should be done related to placement
- c) The students failed in internal evaluation should be given assignment and evaluation should be done by taking viva-voce.

  
Dr. Dhananjay Mandlik

**Coordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**

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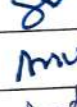
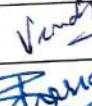
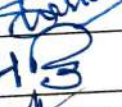
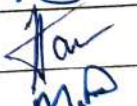




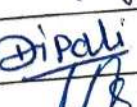





Meeting: JQAC

Date: 28/3/2019

Venue: JQAC-cell 4th floor

Time: 4:30 pm

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Dhananjay Mandlik	Coordinator	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Sachin Vyavhare	Member	
5	Prof. Anuradha Khare	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
8	Prof. Harshali Bhalerao	Member	
9	Prof. Jairaj Sasane	Member	
10	Prof. Mahesh Pol	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
13	Dr. Atul A. Pise	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	


Date: 08/07/2019

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Thursday, **17<sup>th</sup> July 2019 at 03:30PM** in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

1. To take review & measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
2. To take the review of previous meeting's suggestions & it's completion/ execution status
3. To discuss the implementation of forthcoming event planned for the academic session.
4. To discuss on forthcoming events & it's execution plan .
5. To discuss about the third semester lectures plan & summer internship completion status.

  
Dr. Dhananjay Mandlik  
Director of IQAC

  
Dr. Vijaya Puranik  
Director

**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
**Time:** 3:30 PM

**Date:** 17/07/2019

### MINUTES OF MEETING

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting.

#### **1- Review taken regarding work completion status of last meetings suggestions**

- a) All the storage of subject contents in soft copy format (E-books/ppts) is to be created and link should be shared to the student to access from library and through web.

**Action Taken – with the help of library staff & support team**

- b) During Mentor-Mentee Interaction, More counselling should be done related to placement.

**Action Taken – Through**

- 1- Whatsapp group created for latest updates about placements to all mentors

- c) The students failed in internal evaluation should be given assignment and evaluation should be done by taking viva-voce.

**Action Taken – through viva ( personal interview) along with assignments to write**

2 – Reviews are taken from freshly formed committees for existing academic year

3 – Finalized forthcoming events & plans about the academic year.

4-Discussion & review taken about the Summer internship completion status & further plans like internal viva .

5 – Discussion about CSR activities to be done

**Following Suggestions are made in the meeting**

- 1 If required bridging course will be arranged for engineering & non commerce background students
- 2) Provision regarding out station students accommodation
- 3) Suggestions regarding arrangement of national level conference in second semester.



**Dr. Dhananjay Mandlik**  
**Director of IQAC**



**Dr. Vijaya Puranik**  
**Director**

# SINHGAD BUSINESS SCHOOL,

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


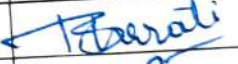






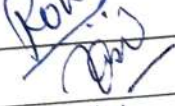
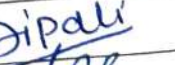
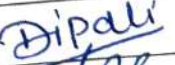

Meeting: IQAC

Date: 17/07/2019

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

Time: 3:30 PM

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairperson	
2	Dr. Dhananjay Mandlik	Director of IQAC	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Sachin Vyavhare	Member	
5	Prof. Sandhya Shelar	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
8	Prof. Harshali Bhalerao	Member	
9	Prof. Jairaj Sasane	Member	
10	Prof. Mahesh Pol	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
13	Dr. Atul A. Pise	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	




**Date:** 11/11/2019

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Thursday, **22<sup>nd</sup> NOV 2019 at 010:30AM** in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

1. To take review & measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
2. To take the review of previous meeting's suggestions & it's completion/ execution status
3. To discuss about forthcoming events planned for the next semester( sem II & IV).
4. To discuss about sinhgad "KARANDAK & SPECTRUM"& it's execution.
5. To discuss about the II &IV semester lectures plan & DESSERTATION status.

  
Dr. Dhananjay Mandlik  
Director of IQAC

  
Dr. Vijaya Puranik  
Director

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 10:30 AM

Date: 22/11/2019

### MINUTES OF MEETING

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting.

#### 2- Review taken regarding work completion status of last meetings suggestions

1 If required bridging course will be arranged for engineering & non commerce background students.

Action Taken – Extra sessions are provided

2) Provision regarding out station students accommodation

Action Taken – arranged accommodation facility at local level near campus & through passed out students ( IV sem students)

3) Suggestions regarding arrangement of national level conference in second semester.

Action Taken – National level conference date is finalized which was on 17 th & 18 th Jan 2020

2 – Discussion done about forthcoming event “KARANDAK & SPECTRUM.”  
Teams & event in-charge finalized for its successful execution


3 – Finalized forthcoming events & plans about the next semester( sem II & IV) in next year starting from 1st January 2020.


4-Discussion & review taken about the Summer internship completion status & further plans like internal & external viva .

5 – Discussion done & finalized industrial visit for II semester students

**Following Suggestions are made in the meeting**

- 1 Regarding date finalization & activities to be conducted about ALUMNI MEET event & It's execution plan in 2020
- 2) Further plan regarding II SEMESTER Students specializations counseling & specialization wise division allocations
- 3) Suggestions regarding teaching plan & course files to be ready

  
Dr. Dhananjay Mandlik  
Director of IQAC

  
Dr. Vijaya Puranik  
Director

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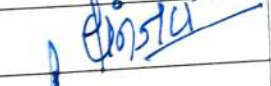



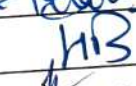

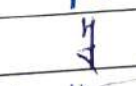









**Meeting:** IQAC

**Date:** 22/11/2019

**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

**Time:** 10:30 AM

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairperson	
2	Dr. Dhananjay Mandlik	Director of IQAC	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Sachin Vyavhare	Member	
5	Prof. Sandhya Shelar	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
8	Prof. Harshali Bhalerao	Member	
9	Prof. Jairaj Sasane	Member	
10	Prof. Mahesh Pol	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
13	Dr. Atul A. Pise	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on **Friday, 13th Mar 2020 at 010:30AM** at IQAC Cell 4<sup>th</sup> Floor, SBS, Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

1. To take review & measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
2. To take the review of previous meeting's suggestions & it's completion/ execution status.
3. To discuss about alternative syllabus completion arrangements pertaining to the pandemic situation.
4. To discuss about alternative internal evaluation arrangements pertaining to the pandemic situation.
5. To discuss about alternative Dissertation Viva arrangements pertaining to the pandemic situation.

  
Dr. Vijaya Puranik  
Director

**CC To:**

- |                            |                                |
|----------------------------|--------------------------------|
| 1. Dr. Dhananjay Mandlik   | -Director of IQAC              |
| 2. Dr. S. U. Gawade        | -Member from Management        |
| 3. Dr. Vijaya Puranik      | -Member from Management        |
| 4. Mr. Kunal Gandhi        | -Industrialist                 |
| 5. Mrs. Padmaja Godbole    | -Nominee from local society    |
| 6. Dr. Prashant Kotasthane | -Teacher                       |
| 7. Dr. Bharati Kumar       | -Teacher                       |
| 8. Dr. Vishal Gaikwad      | -Teacher                       |
| 9. Prof. Harshali Bhalerao | -Teacher                       |
| 10. Dr. Atul Pise          | -Teacher                       |
| 11. Prof. Sidhharth Karale | -Senior Administrative officer |
| 12. Dr. Dhananjay Mandlik  | -Alumni                        |
| 13. Mr. Shikhar Saluja     | -Student                       |
| 14. Mr. Siddharth Kadam    | -Director SBS, Pune            |
| 15. Dr. Vijaya Puranik     |                                |

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 10:30 AM

Date: 13/03/2020

### MINUTES OF MEETING

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting.

#### Review taken regarding work completion status of last meetings suggestions

1. Faculties should write a research paper, books etc  
Action Taken – Faculties has been motivated to write the research papers, books and published at renowned sources and financial and other assistance was provided.
2. Since government has declared lockdown due to pandemic situation alternative arrangements to cover the Syllabus has to be made.  
Action Taken – It's decided that faculties should take online lectures on Zoom or Google meet to cover the syllabus.
3. Alternative internal evaluation arrangements pertaining to the pandemic situation.  
Action Taken – It's decided that faculties should conduct online evaluation of students on Zoom or Google meet .
4. Alternative Dissertation Viva arrangements pertaining to the pandemic situation.  
Action Taken – It's decided that faculties should conduct online Viva for evaluation of students dissertation reports on Zoom or Google meet and they should submit the PDF file of the report to internal faculty guide.
5. Other alternative arrangements for mass communication and knowledge sharing.  
Action Taken – It's decided that college will start a Telegram channel and all the communication will be shared on it while focus will be related to Knowledge sharing and all the e-content and e-books will be broadcasted on this channel.

**Following Suggestions are made in the meeting**

- 1) All the faculty members and students should start using the online platforms like Google Class room, Zoom, Google meet, What's App, Telegram etc to keep intact with the change happened.
- 2) Faculty members should attend the webinars and also develop the skills for online teaching.
- 3) Faculty members should start developing the E-content.

  
Dr. Dhananjay Mandlik  
Director of IQAC

  
Dr. Vijaya Puranik  
Director

# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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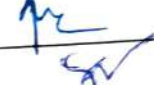
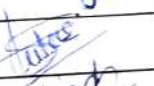

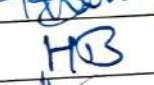
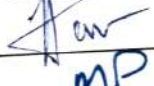
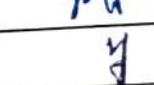


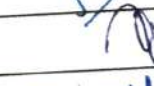






Meeting: IQAC

Date: 13/03/2020

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

Time: 10:30 AM

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairperson	
2	Dr. Dhananjay Mandlik	Director of IQAC	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Sachin Vyavhare	Member	
5	Prof. Sandhya Shelar	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
8	Prof. Harshali Bhalerao	Member	
9	Prof. Jairaj Sasane	Member	
10	Prof. Mahesh Pol	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
13	Dr. Atul A. Pise	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	



Date: 20/05/2020

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Friday, **26th May 2020 at 04:00PM** on Zoom online platform to discuss the points mentioned as per the following agenda. Link of the same will be shared with you soon on E-Mail and What's app.

**AGENDA**

1. To take review & measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
2. To take the review of previous meeting's suggestions & it's completion/ execution status
3. To take the review of online platform usage by faculties and students.
4. To take the review of evaluation done.
5. To discuss about the plan of action and fall back plan based on pandemic situation.



**Dr. Vijaya Puranik**  
**Director**

CC To:

- |                            |                                |
|----------------------------|--------------------------------|
| 1. Dr. Dhananjay Mandlik   | - Director of IQAC             |
| 2. Dr. S. U. Gawade        | - Member from Management       |
| 3. Dr. Vijaya Puranik      | - Member from Management       |
| 4. Mr. Kunal Gandhi        | -Industrialist                 |
| 5. Mrs. Padmaja Godbole    | - Nominee from local society   |
| 6. Dr. Prashant Kotasthane | -Teacher                       |
| 7. Dr. Bharati Kumar       | -Teacher                       |
| 8. Dr. Vishal Gaikwad      | -Teacher                       |
| 9. Prof. Harshali Bhalerao | -Teacher                       |
| 10. Dr. Atul Pise          | -Teacher                       |
| 11. Prof. Sidhharth Karale | -Teacher                       |
| 12. Dr. Dhananjay Mandlik  | -Senior Administrative officer |
| 13. Mr. Shikhar Saluja     | -Alumni                        |

Sinhgad Technical Education Society's  
**SINHGAD BUSINESS SCHOOL,**  
19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004  
(Approved by AICTE & Affiliated to Pune University)

---

Date: 20/05/2020

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Friday, **26th May 2020 at 04:00PM** on Zoom online platform to discuss the points mentioned as per the following agenda. Link of the same will be shared with you soon on E-Mail and What's app.

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2. To take the review of previous meeting's suggestions & it's completion/ execution status
3. To take the review of online platform usage by faculties and students.
4. To take the review of evaluation done.
5. To discuss about the plan of action and fall back plan based on pandemic situation.

  
Dr. Vijaya Puranik  
Director

CC To:

- |                            |                                |
|----------------------------|--------------------------------|
| 1. Dr. Dhananjay Mandlik   | - Director of IQAC             |
| 2. Dr. S. U. Gawade        | - Member from Management       |
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| 6. Dr. Prashant Kotasthane | -Teacher                       |
| 7. Dr. Bharati Kumar       | -Teacher                       |
| 8. Dr. Vishal Gaikwad      | -Teacher                       |
| 9. Prof. Harshali Bhalerao | -Teacher                       |
| 10. Dr. Atul Pise          | -Teacher                       |
| 11. Prof. Sidharth Karale  | -Senior Administrative officer |
| 12. Dr. Dhananjay Mandlik  | -Alumni                        |
| 13. Mr. Shikhar Saluja     |                                |

**Venue:** Zoon Online  
**Time:** 04:00 PM

**Date:** 26/05/2020

### MINUTES OF MEETING


The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting.

#### Review taken regarding work completion status of last meetings suggestions

1. Usage of online platform for teaching learning process.  
**Action Taken:-** Faculties and students started using online teaching platform like Google Class room, Zoom, Google Meet etc.
2. Online Syllabus completion.  
**Action Taken:-** Faculties have completed and covered the syllabus online using above mentioned platforms.
3. Internal Evaluation.  
**Action Taken:-** Faculties has conducted online evaluation of students through MCQ, online assignments and Viva.
4. Dissertation Viva.  
**Action Taken:-** Viva of dissertation was conducted by the faculty members using above mentioned platforms and students has submitted their reports in PDF format over email to their respective guides.
5. Plan of action for next semester.  
**Action Taken:-**
  - a. Looking at pandemic situation and lockdown faculty members started preparing E-Content and learned online platforms.
  - b. Lectures of 3<sup>rd</sup> semester students will be started immediately online with the start of next academic year.
  - c. Faculty members and staff members has been assigned the roles and duties in the changed circumstances.

**Following Suggestions are made in the meeting**

- 1) Faculties should start preparing and developing the content and E-content of next batch also.
- 2) Further plan regarding III SEMESTER Students specializations counseling & specialization wise division allocations
- 3) Suggestions regarding teaching plan & course files to be ready.

  
Dr. Dhananjay Mandlik  
Director of IQAC

  
Dr. Vijaya Puranik  
Director

# SINHGAD BUSINESS SCHOOL,






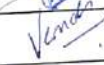
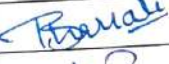
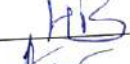

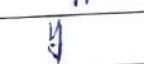
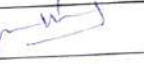


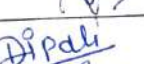



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Savitribai Phule Pune University)

Meeting: IQAC

Date: 26/05/2020

Time: 04:30 PM

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairperson	
2	Dr. Dhananjay Mandlik	Director of IQAC	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Sachin Vyavhare	Member	
5	Prof. Sandhya Shelar	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
8	Prof. Harshali Bhalerao	Member	
9	Prof. Jairaj Sasane	Member	
10	Prof. Mahesh Pol	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
13	Dr. Atul A. Pise	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	

Sinhgad Technical Education Society's

## SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

(Approved by AICTE & Affiliated to Pune University)

---

Date: 20/10/2020

### Notice of the Internal Quality Assurance Cell (IQAC) meeting:


All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Friday, **26<sup>th</sup> October 2018** at **04:30PM** in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

### AGENDA

1. To take measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
2. To review budget plans for various departments and ensuring tax and other financial compliances from accounting system.
3. To review the compliance as per the guidelines of UGC/ AICTE/ DTE/Pune University for affiliation and recognition.
4. To ensure health and safety provisions are up-to-date for all staff and students.
5. To ensure flow of necessary information from university to students through student section.
6. To plan the internal exam related schedule and its implementation.

  
Dr. Dhananjay Mandlik

**Cordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**

Sinhgad Technical Education Society's

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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

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**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

**Date:** 26/10/2020

**Time:** 4:30 PM

### **MINUTES OF MEETING**

The meeting was presided by Dr. Dhananjay Mandlik and the following points were discussed during the meeting .

1. Based on the recommendation of NAAC peer team, it is decided to form the committees criterion-wise to prepare the data as per the AQAR. Each criterion head will look after this responsibility.
2. It is decided to share all NAAC related information to the common data centre at the institute . The repository of the events will be maintained and criteria heads can retrieve the information from the same.
3. To promote CBCS of SPPU, The students are encouraged to pursue cross-specialization for Summer Internship Program (SIP) and Dissertation. Dr, Bharati will prepare guidelines for the same.
4. To monitor the project progress during SIP, It is decided to create "progress report" for guiding students. Dr. Atul Pise will handle this responsibility.

5. To promote research activities among faculty members and students under "Research Cell" Dr. Sachin Vyavhare is appointed as a research head.
6. Prof. Harshali Bhalerao is appointed as coordinator of "Incubation Cell" to promote entrepreneurship and business ideas among students.
7. Selected faculty members will plan and implement the best practices regarding academic and administration related activities.
- 8.

**Following Suggestions were made in the meeting**

- a) An integrated database is to be created and accessible to all the teaching and administrative staff through Ms. Deepali More Madam.
- b) To improve quality and to bridge gap, Institute must include certification courses for all streams like financial modeling. Six Sigma, Digital Marketing, Advanced Excel etc.

  
Dr. Dhananjay Mandlik

**Coordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**



# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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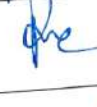



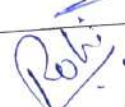



Meeting: IQAC

Date: 26/10/2020

Venue: IQAC cell 4<sup>th</sup> floor

Time: 4:30 pm

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Dhananjay Mandlik	Coordinator	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Bharati Kumar	Member	
5	Dr. Sachin Vyavhare	Member	
6	Dr. Vidyut Deshpande	Member	
7	Miss. Rohini Madrekar	Member	
8	Mr. Vishal Meharwade	Member	
9	Mrs. Dipali More	Member	
10	Mr. Namdev Navale	Member	

Sinhgad Technical Education Society's

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

(Approved by AICTE & Affiliated to Pune University)

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Date: 16/11/2020


### **Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Tuesday, **20<sup>th</sup> November 2020 at 04:30PM** in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

### **AGENDA**

7. To take measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
8. To decide the policies for maintaining transparency in execution of academic, administration and research related activities.
9. To take the review of end term exam and plan for effective execution of SPPU Exams.

  
Dr. Dhananjay Mandlik  
Cordinator of IQAC

  
Dr. Vijaya Puranik  
Director

# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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

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Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

Date: 20/11/2020

Time: 4:30 PM

## MINUTES OF MEETING

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting

9. The criteria-wise analysis was discussed and suggestion for bringing the improvement was given.
10. The Academic review was given by both the overall coordinators regarding completion of the sem I and Sem III.
11. Dr. Sachin Vyavhare briefed about the conduct of End term exam and informed about the display of results.
12. Prof. Vishal Gaikwad will plan conferences/seminar/ workshops in next semester.

### **Following Suggestions were made in the meeting**

- a. All the faculty members are informed to publish at least 2 research papers in scopus ABDC journals/ UGC listed journals.
- b. More emphasis has to be given on extension related activities/ outreach program .
- c. Faculty should take more certifications from approved institutes /organization.
- d. Provisions for infrastructure maintenance system should be planned.

e. Institute must encourage the state/national level participation in sports and academics.

f. Alumni interaction- needs to be given more importance to discuss the expectations from industry from budding managers and also generate the placement opportunities. Prof. Vishal Gaikwad and Mr. Ravindranath Panicker will take appropriate initiative in this regards.

  
Dr. Dhananjay Mandlik

Coordinator of IQAC

  
Dr. Vijaya Puranik

Director

# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University)

Meeting: IQAC

Date: 20/11/2020

Venue: IQAC Cell 4<sup>th</sup> floor

Time 4:30 pm

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	Vijaya
2	Dr. Dhananjay Mandlik	Coordinator	Dhananjay
3	Dr. Prashant Kotasthane	Member	Prashant
4	Dr. Sachin Vyavhare	Member	Sachin
5	Prof. Anuradha Khare	Member	Anuradha
6	Prof. Vrinda Pandit	Member	Vrinda
7	Dr. Bharati Kumar	Member	Bharati
8	Prof. Harshali Bhalerao	Member	Harshali
9	Prof. Jairaj Sasane	Member	Jairaj
10	Prof. Mahesh Pol	Member	Mahesh
11	Prof. Siddharth Karale	Member	Siddharth
12	Prof. Vishal Gaikwad	Member	Vishal
13	Dr. Atul A. Pise	Member	Atul
14	Miss. Rohini Madrekar	Member	Rohini
15	Mr. Vishal Meharwade	Member	Vishal
16	Mrs. Dipali More	Member	Dipali
17	Mr. Namdev Navale	Member	Namdev

Sinhgad Technical Education Society's

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

(Approved by AICTE & Affiliated to Pune University)

Date: 22/03/2021

### **Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on Thursday, **29<sup>th</sup> March 2021 at 04:30PM** in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

#### **AGENDA**

10. To take measures for enhancing the quality culture in academic, administration and research related area of the institute based on the feedback given by NAAC peer team visited on 12<sup>th</sup> and 13<sup>th</sup> October 2018.
11. To discuss the implementation of forthcoming event planned for the academic session.
12. To take the review of Schedule of internal exams and the execution of upcoming SPPU Exams.
13. To discuss on Alumni chapter and initiatives of Alumni for SBS.
14. To discuss about the German language certification of the students

  
Dr. Dhananjay Mandlik

**Cordinator of IQAC**

  
Dr. Vijaya Puranik

**Director**

Sinhgad Technical Education Society's

## SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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

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Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane

Date: 29/03/2021

Time: 4:30 PM

### MINUTES OF MEETING

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting

1. GS selection:- All Class Coordinator & Dr. Vrinda Pandit will shortlist the name of GS for the next year.
2. Honor Function ( 3rd April 2019):- Function's presentation will be prepared by Dr. Phule and Prof. Smita and will be presented by Dr. Gaikwad and Dr.Saxena. below points should be included.
  - NAAC Accreditation of SBS
  - Faculty- PhDs, New certification/ up gradation
  - Students- Participation & Winners of various external events.
3. Alumni Function (5th April 2019):- Function's presentation will be prepared by Dr. Phule and Prof. Smita and will be presented by Dr. Bharati Kumar and Dr.Vrinda Pandit . below points should be included.
  - Last Two year's Events
  - Faculty- New joining, Phds, New certification/ up gradation
  - Shashwat's CSR Activity
  - Top 10 Placements of last two years
  - Entrepreneurship cell
  - To welcome Alumni, Photogrid wall will be made.

- Dr. Mandlik will brief about Alumni chapter and initiatives of Alumni for SBS.
  - Mr. Panicker will speak about placement.
  - Vote of Thanks will be presented by Prof. Harshali.
4. Internal Marks:- Dr. Bharati Kumar will resend the internal Marks scheme to all.
- For working Students/ Genuine reason students who are unable to attend End term examination at college, Faculty member has to take individual Viva and collect assignment too. Ratio of marks will be 60:40 for Viva & Assignment.
  - For Semester IV, Lectures didn't happen due to non-attendance of Students so straight away ZERO will be given for the attendance criteria.
5. Entrepreneurship Meeting:- Prof. Harshali has briefed about Entrepreneurship Meeting which is scheduled on 2nd April, 2019.
6. German Certification:- First Year students who have attended German Language Lab at college will get letter of appreciation on the basis of their Performance and Attendance.

**Following Suggestions were made in the meeting**

- a) All the storage of subject contents in soft copy format (E-books/ppts) is to be created and link should be shared to the student to access from library and through web.
- b) During Mentor-Mentee Interaction, More counseling should be done related to placement
- c) The students failed in internal evaluation should be given assignment and evaluation should be done by taking viva-voce.

  
Dr. Dhananjay Mandlik

Coordinator of IQAC

  
Dr. Vijaya Puranik

Director



# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

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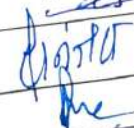
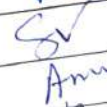
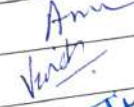
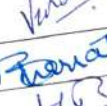
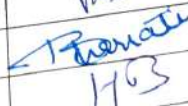
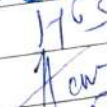
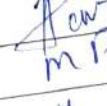
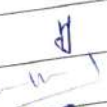


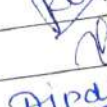
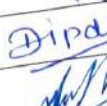




Meeting: IQAC

Date: 23/3/2021

Venue: IQAC cell 4th floor

Time: 4:30 PM

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Dhananjay Mandlik	Coordinator	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Sachin Vyavhare	Member	
5	Prof. Anuradha Khare	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
8	Prof. Harshali Bhalerao	Member	
9	Prof. Jairaj Sasane	Member	
10	Prof. Mahesh Pol	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
13	Dr. Atul A. Pise	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	

Date: 22/10/2021

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on **26<sup>th</sup> October 2021 at 03:30PM** in IQAC Cell 4<sup>th</sup> Floor, SBS, and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

1. To discuss about enhancing the quality culture in academic, administration and research related area of the institute
2. To review & plan for budgets of various departments and other financial compliances from accounting system.
3. To review the compliance as per the guidelines of UGC/ AICTE/ DTE/Pune University for affiliation and recognition.
4. To ensure health and safety provisions are up-to-date for all staff and students.
5. To ensure flow of necessary information from university to students through student section.
6. To plan the online internal exam related schedule and its implementation.
7. To ensure the necessary arrangement are in place for smooth functioning of online SPPU Exam.

  
Dr. Bharti Kumar  
Cordinator of IQAC

  
Dr. Vijaya Puranik  
Director

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 3:30 PM

Date: 26/10/2021

**MINUTES OF MEETING**

The meeting was done under the presence of Director & IQAC Cordinator and the following points were discussed during the meeting

1. Review is done with various criteria heads. & ensured work goes on as per the plan
2. Review is done on official email address [iqac.sbs@sinhgad.edu](mailto:iqac.sbs@sinhgad.edu) which is created for effective communication.
3. The responsibility of student ID creation is been reviewed with concern team.
4. Review is taken about the guidelines for students pursuing cross-specialization for Summer Internship Program (SIP) and Dissertation.
5. To monitor the project progress during SIP, It is decided to create "progress report" for guiding students.
6. Discussion done on to promote research activities among faculty members and students under "Research Cell.
7. Discussion done about planning various activities which is to be done regarding entrepreneurship and business activities among students.
8. Review is taken about forthcoming events like "Seminar/ Conference" "GTT" training for students & "INTERSHALA" FDP for faculties.

Following Suggestions were made in the meeting

- a) An integrated database is to be created and accessible to all the teaching and administrative staff through Ms. Deepali More Madam.

  
Dr. Bharti Kumar

Coordinator of IQAC

  
Dr. Vijaya Puranik

Director




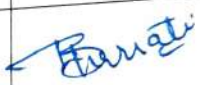
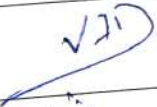




# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004  
(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to  
Savitribai Phule Pune University)

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 3:30 PM

Date: 26/10/2021

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Bharti Kumar	Coordinator	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Bharati Kumar	Member	
6	Dr. Vidyut Deshpande	Member	
7	Miss. Rohini Madrekar	Member	
8	Mr. Vishal Meharwade	Member	
9	Mrs. Dipali More	Member	
10	Mr. Namdev Navale	Member	

Date: 12/1/2022

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**


All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on **16<sup>th</sup> January 2022 at 04:30PM** in **IQAC Cell 4<sup>th</sup> Floor, SBS,** and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

1-To take measures for enhancing the quality & culture in academic, administration and research related area of the institute.

2-To decide the policies for maintaining transparency in execution of academic, administration and research related activities.

3-To take the review of end term exams and plan for effective execution of SPPU Exams.

  
Dr. Bharti Kumar  
Cordinator of IQAC

  
Dr. Vijaya Puranik  
Director

Sinhgad Technical Education Society's  
**SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004  
(Approved by AICTE & Affiliated to Savitribai Phule Pune University)

**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
**Time:** 4:30 PM

**Date:** 16/1/2022


**MINUTES OF MEETING**


The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting

- 1-The criteria-wise analysis was discussed and suggestion for bringing the improvement was given.
- 2-The Academic review was taken from both the overall coordinators regarding completion of the sem I and Sem III.
- 3-Review was about End term exam and informed about the display of results.
- 4-Discussion done about various events in next semester.

**Following Suggestions were made in the meeting**

- a. All the faculty members were informed to publish at least 2 research papers in Scopus ABDC journals/ UGC listed journals.
- b. More emphasis was given on extension related activities/ outreach program.
- c. Various Provisions for infrastructure & maintenance system was planned.
- d. Faculties were instructed to encourage students for state/national level participation in sports and academics.
- e. More emphasis was given for Alumni interaction- for industry exposure & placement opportunities to the students.
- f. "ABC ID" to be created by all students & it should be sent to SPPU for exam credit updations.

  
Dr. Bharti Kumar  
Coordinator of IQAC

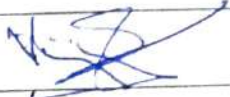
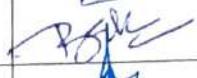





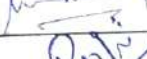




  
Dr. Vijaya Puranik  
Director

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004  
(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to  
Savitribai Phule Pune University)

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 4:30 PM

Date: 16/1/2022

ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Bharti Kumar	Coordinator	
3	Dr. Prashant Kotasthane	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
9	Prof. Jairaj Sasane	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	


Date: 14/03/2022

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on, **18<sup>th</sup> March 2022 at 04:30PM in IQAC Cell 4<sup>th</sup> Floor, SBS,** and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

- 1-To take review & put measures towards quality & culture in academic, administration and research related area of the institute
- 2-To discuss the implementation of forthcoming event planned for the academic session.
- 3- To take the review of Schedule of internal exams and the execution of upcoming SPPU Exams.
- 4- To discuss on Alumni chapter and initiatives of Alumni for SBS.
- 5-To discuss about the Foreign language certification of the students

  
Dr. Bharti Kumar  
Cordinator of IQAC

  
Dr. Vijaya Puranik  
Director



**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on, **18<sup>th</sup> March 2022 at 04:30PM in IQAC Cell 4<sup>th</sup> Floor, SBS,** and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

- 1-To take review & put measures towards quality & culture in academic, administration and research related area of the institute
- 2-To discuss the implementation of forthcoming event planned for the academic session.
- 3- To take the review of Schedule of internal exams and the execution of upcoming SPPU Exams.
- 4- To discuss on Alumni chapter and initiatives of Alumni for SBS.
- 5-To discuss about the Foreign language certification of the students

  
**Dr. Bharti Kumar**  
**Cordinator of IQAC**

  
**Dr. Vijaya Puranik**  
**Director**

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 4:30 PM

Date: 18/03/2022

### MINUTES OF MEETING

The meeting was chaired by Dr. Vijaya Puranik and the following points were discussed during the meeting

1. Discussion done about GS selection.
2. Review taken about the forthcoming "honor" event which is for best "OUTGOING STUDENT".
3. Discussion done about the internal marks & its entry on portal

### **Following Suggestions were made in the meeting**

- a) All the storage of subject contents in soft copy format (E-books/ppts) is to be created and link should be shared to the student to access from library and through web.
- b) During Mentor-Mentee Interaction, More counseling should be done related to placement
- c) The students failed in internal evaluation should be given assignment and evaluation should be done by taking viva-voce.

  
Dr. Bharti Kumar

Coordinator of IQAC

  
Dr. Vijaya Puranik  
Director

# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004  
(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to  
Savitribai Phule Pune University)

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 4:30 PM

Date: 18/03/2022

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Vijaya Puranik	Chairmen	
2	Dr. Bharti Kumar	Coordinator	
3	Dr. Prashant Kotasthane	Member	
6	Prof. Vrinda Pandit	Member	
7	Dr. Bharati Kumar	Member	
9	Prof. Jairaj Sasane	Member	
11	Prof. Siddharth Karale	Member	
12	Prof. Vishal Gaikwad	Member	
14	Miss. Rohini Madrekar	Member	
15	Mr. Vishal Meharwade	Member	
16	Mrs. Dipali More	Member	
17	Mr. Namdev Navale	Member	

06/10/2022

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on **13<sup>th</sup> October 2022 at 03:30PM** in IQAC Cell **4<sup>th</sup> Floor, SBS,** and Erandwane to discuss the points mentioned as per the agenda.

**AGENDA**

1. To accept the minutes of the previous meeting held on 18<sup>th</sup> March 2022
2. To discuss and finalize the **"ADMISSION PROCESS"** for MBA 2022-24 batch.
3. To discuss about duties & responsibilities & overall execution plan of admission process with teaching & Non-teaching staff
4. To discuss & finalize the E-Communication/digital marketing/content updating plan on SBS social media.
5. Any other matter with the permission of chairman



**Dr. Bharti Kumar**  
**Coordinator of IQAC**  
**& Member Secretary**

**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
**Time:** 3:30 PM

13/10/2022

### MINUTES OF MEETING

The IQAC meeting was conducted under the presence of Dr Parag Kalkar-Director SBS & Dr. Bharti Kumar IQAC Coordinator & Member Secretary the following points were discussed during the meeting.

1. Approved the minutes of previous meeting conducted on 18<sup>th</sup> March 2022
2. Duties & responsibilities of Admission process – 2022-24 batch is finalized.
3. SBS social media plan is finalized with the help of e communication & digital marketing.
4. Overall execution plan of admission process 2022-24 batch is finalized by distributing work among teaching & non-teaching staff.



Dr. Bharti Kumar

**Coordinator of IQAC**

**& Member Secretary**






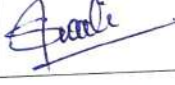


# SINHGAD BUSINESS SCHOOL,

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004  
(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to-  
Savitribai Phule Pune University)

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 3:30 PM

13/10/2022

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Parag Kalkar	Chairman	
2	Dr. Bharti Kumar	Coordinator- & Member Secretary	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Vidyut Deshpande	Member	
5	Ms. Rohini Madrekar	Member	
6	Ms Swati Tawade	Member	
7	Mrs. Dipali More	Member	
8	Mr. Namdev Navale	Member	

Date: 12/01/2023

**Notice of the Internal Quality Assurance Cell (IQAC) meeting:**

All the members of Internal Quality Assurance Cell are hereby informed that meeting of the IQAC will be held on **19<sup>th</sup> January 2023 at 04:30PM** in **IQAC Cell 4<sup>th</sup> Floor, SBS,** and Erandwane to discuss the points mentioned as per the following agenda.

**AGENDA**

1. To accept the minutes of previous minutes held on 13<sup>th</sup> Oct 2022
2. To take the review of Schedule of internal exams and the execution of upcoming SPPU Exams.
3. To discuss about the upcoming events in coming semester & its execution plan.



Dr. Bharti Kumar  
**Cordinator of IQAC  
& Member Secretary**

Sinhgad Technical Education Society's

## **SINHGAD BUSINESS SCHOOL,**

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004  
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Savitribai Phule Pune University)

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**Venue:** IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
**Time:** 4:30 PM

**Date:** 19/1/2023

### **MINUTES OF MEETING**

The meeting was chaired by Dr.Parag Kalkar-Director SBS and Dr. Bharti Kumar IQACCoordinator & Member Secretary, the following points were discussed during the meeting.

1. Approved the minutes of the previous meeting dated 13<sup>th</sup> Oct 2022
2. Schedule of internal exams is finalized.
3. Instructions regarding supervision duties are given to all staff members.
4. Detailed discussion done & instructions are given to teaching staff regarding absenteeism in exams.
5. Discussion about Special plan of action for those students who will not be able attend exams with pre intimations.
6. Action Plan discussed & finalized about students in case of "accidental absenteeism.
7. Coming events for the upcoming academic semester are finalized with its detailed execution plan.



Dr.Bharti Kumar

**Coordinator of IQAC  
& Member Secretary**



# SINHGAD BUSINESS SCHOOL,



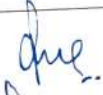




19/15, Erandwane, Smt. Khilare Marg, Off Karve Road Pune-411004

(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University)

Venue: IQAC Cell, 4<sup>th</sup> Floor SBS, Erandwane  
Time: 4:30 PM

Date: 19/1/2023

## ATTENDANCE SHEET

Sr. No.	Name	Designation	Signature
1	Dr. Parag Kalkar	Chairman	
2	Dr. Bharti Kumar	Coordinator- & Member Secretary	
3	Dr. Prashant Kotasthane	Member	
4	Dr. Vidyut Deshpande	Member	
5	Ms. Rohini Madrekar	Member	
6	Ms Swati Tawade	Member	
7	Mrs. Dipali More	Member	
8	Mr. Namdev Navale	Member	