



SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**SINHGAD INSTITUTE OF  
MANAGEMENT & COMPUTER APPLICATION**

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

**'NAAC' Accredited with 'A' Grade**

S. No. 49/1, Off Westernly Bypass, Pune – Mumbai Expressway, Narhe, Pune – 411041, Tel : (020) 66831896 / 66831908 / 66831907  
E-mail : director\_mca\_simca@sinhgad.edu Website : www.sinhgad.edu



## **IQAC Minutes of Meetings and Action Taken Report**


**Year 2022-23**

Dr. VijayaPuranik  
Director, SIMCA



### **IQAC Committee**

Sr. No.	Name of the Member	Designation	Mobile No.
1	Dr. Vijaya Puranik Director & Management Representative	Chairman	9822081437
2	Dr. S.U.Gawade Management Representative	MEMBER	9822607221
3	Dr. Milind Marathe Faculty Representative -MBA	MEMBER	9822885236
4	Dr. Rajesh Gawali Faculty Representative -MCA	MEMBER	7219425500
5	Dr. Poonam Sawant Faculty Representative -MCA	MEMBER	9604160594
6	Mr. Amit Deshmukh Faculty Representative -MBA	MEMBER	9923254087
7	Prof.Nitin Kanade Faculty Representative -MBA	MEMBER	7038206620
8	Mr. Manish Kasbekar Registrar -Non Teaching Representative	MEMBER	9975549630
9	Ms. Pallavi Khurjekar Admin Officer -Non Teaching Representative	MEMBER	9511645263
10	Ms. Pushpa Ghogare Accountant -Non Teaching Representative	MEMBER	8788015981
11	Mr. Natansh Dubey Alumni Representative	MEMBER	9673459667
12	Mr. Pritesh Singh Alumni Representative	MEMBER	9767333310
13	Mr. Pravin Lanjewar - Student Representative -MBA	MEMBER	8806600674
14	Mr. Anandrao K Lanjewar -Parent (MBA)	MEMBER	9421896121
15	Mr. Soham Mahapatra - Student Representative -MCA	MEMBER	7043012902
16	Mr. Manoj Mahapatra -Parent (MCA)	MEMBER	9427580122
17	Mr. Sanjiv Desai -Industry Invitee	MEMBER	9021094511
18	Dr. Sudhir Hasabnis - Industry Invitee	MEMBER	8308835079
19	Dr. Prasanna Deshmukh -Local Society Member	MEMBER	9923254087
20	Dr.Sudesh Kumar Sharma	Member Secretary	9657725082

  
Dr. VijayaPuranik  
Director, SIMCA





Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.

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

***Date : 24/03/2023***

**SIMCA IQAC COMMITTEE 2022-23  
MEETING NOTICE**

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application,  
Pune.

A meeting of the members of IQAC has been called on **Wednesday,  
05/04/2023** at 11am in IQAC Cell, SIMCA to discuss the following points.

**AGENDA**

1. To review and confirm the Minutes of previous meeting.
2. To undertake activities under IIC as part of Start-up & Innovation Cell.
3. To Plan Admission Strategy for academic year 2023-24 for MBA & MCA
4. To work out and enhance effective use of Digital Academic Resource Centre

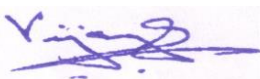
We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,



Director - SIMCA



Dr. VijayaPuranik  
Director, SIMCA







Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.



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

**MINUTES OF MEETING**

**Date: 05/04/2023**

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

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

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

**Resolution:** Following Activities are proposed during May and June 2022.

- Business Plan Competition
- Awareness on IPR
- Field Visit
- Financial Planning & Money Management

**Agenda 3:** To Plan Admission Strategy for academic year 2023-24 for MBA & MCA

**Resolution:** Institute may work out ways and means to remain in the top list of sought after institutions for admission. For smooth handling of admission, review of Admission app of Sinhgad was taken up with STES technical support and staff and faculty In-charge of Admission were briefed about the same. Also w.r.t changes suggested by AICTE, modifications were made in the Anti ragging form.

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

**Resolution:**

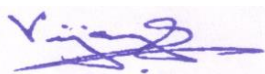
- Institute must add more eBooks, PPTs, Class notes, Question Bank and Video Lectures of the faculty members or Links from various sources that may add value to the students learning.
- Institute must also consider subscribing to few databases directly or through NDLI.

Meeting ends with thanks to Chair.

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**Dr. Vijaya Puranik**  
Director SIMCA, Narhe


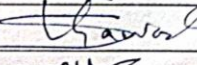
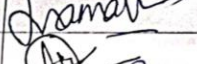
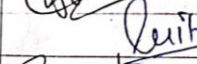
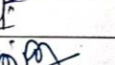
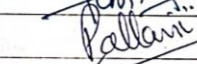
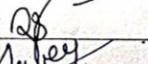

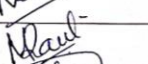
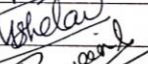
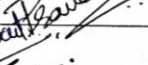
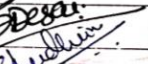
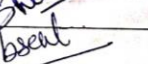
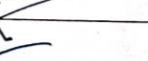







**Dr. Vijaya Puranik**  
Director, SIMCA



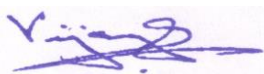
Date: 05/04/2023

**PRESENT IQAC MEMBERS 2022-23**

Name of the Member	Designation	Signature
Dr. Vijaya Puranik	Chairperson & Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Milind Marathe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Milind R. Raut	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Mr. Praveen Lanjewar	Member (Student MBA)	
Ms. Vaishnavi Sawant	Member (Student MCA)	
Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh K. Sharma	Member Secretary	



**Dr. Vijaya Puranik**  
Director SIMCA, Narhe


**Dr. Vijaya Puranik**  
Director, SIMCA






**Action Taken Report for the minutes of Meeting Dt. 5/4/2023**

Sr. No.	Agenda	Action Taken
1	To take activities under IIC as a part of Start-up and Innovation cell.	Activities are proposed during May-June 2023 as Awareness on IPR, Financial Planning and Money Management. Guest sessions on Entrepreneur, Entrepreneurship, guidance from Alumni.
2	To plan Admission Strategy for year 2023-24 for MBA and MCA.	Institution quota of seats for MBA to be surrendered to DTE for Academic Year 2023-24.
3	To work out and enhance effective use of Digital Academic Resource Center.	Institute added more e-books, class notes, Question Bank and Video Lectures of faculty members from various sources and added value to students learning. Institute also considers subscribing to few databases directly or through NDLI.



**Dr. Vijaya Puranik**  
Director SIMCA, Narhe



**Dr. Vijaya Puranik**  
Director, SIMCA





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Sinhgad Institutes

Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.

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



Date :20/12/2022

**SIMCA IQAC COMMITTEE 2022-23  
MEETING NOTICE**

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application,  
Pune.

A meeting of the members of IQAC has been called on **Wednesday,  
04/01/2023** at 11am in IQAC Cell, SIMCA to discuss the following points.

**AGENDA**

1. To review and confirm the Minutes of previous meeting.
2. To schedule FOP for entire Sinhgad Management Institutes Faculty in the month of March/April 2023.
3. To Organize Research Methodology Workshop and Schedule Presentations.
4. To prepare for NAAC Cycle 2 Accreditation and NAAC AQAR 2022-23.

We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,

Director - SIMCA

Dr. VijayaPuranik  
Director, SIMCA





Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.



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

**MINUTES OF MEETING**

**Date : 04/01/2023**

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

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

**Agenda 2:** To schedule FOP for entire Sinhgad Management Institutes Faculty in the month of March/April 2023.

**Resolution:** FOP to be organized centrally for all MBA faculty members from all institutes in the month of March / April 2023 depending upon available time slot.

**Agenda 3:** To Organize Research Methodology Workshop and Schedule Presentations.

**Resolution:** It was agreed that some Research Activities such as Research Methodology, Presentations, etc be conducted for our research scholars in the forthcoming months of Academic Year 2022-23.

**Agenda 4:** To prepare for NAAC Cycle 2 Accreditation and NAAC AQAR 2022-23.

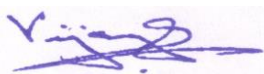
**Resolution:** Institute must start work to prepare for NAAC Cycle 2 Accreditation (being current Accreditation expiring in November 2023) and also finalize AQAR 2022-23 for submission in time. The Director should allocate responsibilities to various faculty members for preparing and collating documents for NAAC SSR and AQAR in time.

Meeting ends with thanks to Chair.

\*\*\*



**Dr. Vijaya Puranik**  
Director SIMCA, Narhe



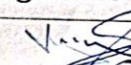
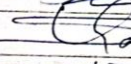
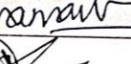
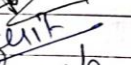
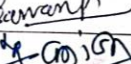
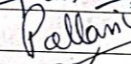
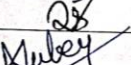
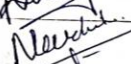
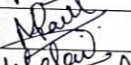
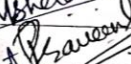
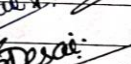
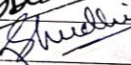
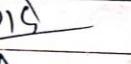






**Dr. Vijaya Puranik**  
Director, SIMCA






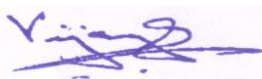
Date: 04/01/2023

**PRESENT IQAC MEMBERS 2022-23**

Name of the Member	Designation	Signature
Dr. Vijaya Puranik	Chairperson & Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Milind Marathe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Milind R. Raut	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Mr. Praveen Lanjewar	Member (Student MBA)	
Ms. Vaishnavi Sawant	Member (Student MCA)	
Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh K. Sharma	Member Secretary	

  
**Dr. Vijaya Puranik**  
Director SIMCA, Narhe



  
**Dr. Vijaya Puranik**  
Director, SIMCA

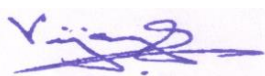


**Action Taken Report for the minutes of Meeting Dt. 4/1/2023**

Sr. No.	Agenda	Action Taken
1	To schedule Faculty Orientation Programme.	Faculty Orientation Programme organized for all MBA faculty members in the month of March / April.
2	To organize Research Methodology Workshop and Schedule Presentations for faculty.	Research Methodology Workshop and Presentations planned for research scholars in Mar/Apr 2023.
3	To prepare for NAAC Cycle 2 Accreditation and NAAC AQAR-2022-23.	The Director allocated the responsibilities to faculty members for and compiling documents for NAAC SSR and AQAR.



**Dr. Vijaya Puranik**  
Director SIMCA, Narhe



**Dr. Vijaya Puranik**  
Director, SIMCA







Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.

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

*Date : 23/10/2022*

**SIMCA IQAC COMMITTEE 2022-23  
MEETING NOTICE**

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application,  
Pune.

A meeting of the members of IQAC has been called on **Wednesday,**  
**05/10/2022** at 11am in IQAC Cell, SIMCA to discuss the following points.

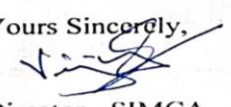
**AGENDA**

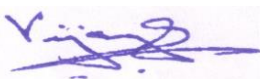
1. To review and confirm the Minutes of previous meeting.
2. To augment program on Women Empowerment
3. To Orient students to participate in various Competitive Exams and undertake various online courses.
4. To conduct one activity per week apart from regular lectures to keep the students engaged.
5. To commence new term w.e.f. November 2022.
6. To initiate setting up of SIMCA Students Council and SIMCA Rotaract Cell (in association of Rotary International)

We are looking forward for your presence and valuable inputs.

Thanking you.

Yours Sincerely,

  
Director - SIMCA

  
Dr. VijayaPuranik  
Director, SIMCA






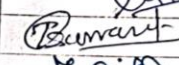
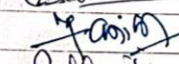
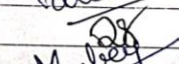
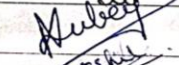
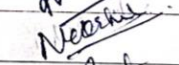
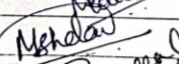

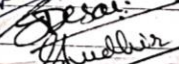




Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.

**Internal Quality Assurance Cell [IQAC]**

Date: 05/10/2022

**PRESENT IQAC MEMBERS 2022-23**

Name of the Member	Designation	Signature
Dr. Vijaya Puranik	Chairperson & Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Milind Marathe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Milind R. Raut	Member (Parent MBA)	
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Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh K. Sharma	Member Secretary	



**Dr. Vijaya Puranik**  
Director SIMCA, Narhe




**Dr. Vijaya Puranik**  
Director, SIMCA




### Action Taken Report for the minutes of Meeting Dt. 5/10/2022

Sr. No.	Agenda	Action Taken
1	To augment program on Women Empowerment.	Organized Women Empowerment programs as part of Nari Shakti celebration during Navaratri Festival by involving eminent Women from different walks of life. Also organized Poster and Rangoli competition on Women Empowerment.
2	Students participation in competitive exams and undertake various online courses.	Experts from industry were invited & involve guide students on competitive exams and vari online courses.
3	To conduct one activity per week apart from regular lectures.	Activities as per STP planned. Guest sessions planned.
4	To commence new term w.e.f. Nov.2022	Subject allocation, time-table, course files and lesson plans prepared.
5	Initiate setting up of SIMCA Student Council and Rotaract Cell.	Formed SIMCA Student Council and Rotaract Cell and enable students to undertake skill enhancement activities at their own level. Office holders for the Student Council were identified and inducted. Rotaract Charter invited from Rotary International and induction programme for 21 Rotaract membership conducted.

  
**Dr. Vijaya Puranik**  
Director SIMCA, Narhe



  
**Dr. VijayaPuranik**  
Director, SIMCA







SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**SINHGAD INSTITUTE OF  
MANAGEMENT & COMPUTER APPLICATION**

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

**'NAAC' Accredited with 'A' Grade**

S. No. 49/1, Off Westernly Bypass, Pune – Mumbai Expressway, Narhe, Pune – 411041, Tel : (020) 66831896 / 66831908 / 66831907  
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Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.

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



Date : 09/08/2022

**SIMCA IQAC COMMITTEE 2022-23  
MEETING NOTICE**

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application, Pune.

A meeting of the members of IQAC has been called on **Wednesday, 17/08/2022** at 11am in IQAC Cell, SIMCA to discuss the following points.

**AGENDA**

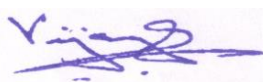
1. To review and confirm the Minutes of previous meeting.
2. To decide on the Admission Strategy for Academic Year 2022-23
3. To review and improvise on Teaching pedagogy.
4. To enlist the Activities and focus areas for the Academic Year 2022-23.
5. To conduct National Level Technical Fest "LOGICA 22".

We look forward to your presence and valuable inputs.

Thanking you.

Yours Sincerely,

  
Director - SIMCA

  
Dr. VijayaPuranik  
Director, SIMCA







Sinhgad Technical Education Society's  
Sinhgad Institute of Management and Computer Application,  
Narhe, Pune - 411 041.



**Internal Quality Assurance Cell [IQAC]**

**MINUTES OF MEETING**

**Date: 17/08/2022**

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

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

**Agenda 2:** To decide on the Admission Strategy for Academic Year 2022-23

**Resolution:** All members unanimously agreed that all seats of MBA and MCA be filled through DTE Central Admission Process. And effort for Direct Admission be made to the extent of vacant seats, if any.

**Agenda 3:** Review and Improvisation on Teaching pedagogy

**Resolution:**

1. No more with ONLINE Teaching. All sessions to be OFFLINE only.
2. Orientation to all Teaching staff be provided on updated university syllabus.
3. To ensure all students attend lectures.
4. Ensure effective Course Delivery and evaluation.

**Agenda 4:** Enlist Activities and Focus Area for Academic Year 2022-23.

**Resolution:**

- Teachers Development Activities: Focus more on FDPs, Workshops, Webinars and Seminars to further improve Teaching Quality.
- Student Development Activities: Appropriate number of Bridge Courses, Value Added programs, Remedial Classes, Industrial Visits, Placement Grooming Activities/Trainings be conducted. Induction and Specialization Orientation Programme for students be undertaken to make students comfortable and motivated.
- Stakeholders Connect: Institute must arrange Alumni Meet, Parents Meet.
- Social Connect: Institute must undertake some social activities such as Covid Vaccination, Blood Donation, Eye Check-up, Connecting with Old Age Homes, Blind Schools, Tree Plantation, etc.
- Conduct of Internal End Term Examination in addition to regular class tests.

**Agenda 5:** To conduct National Level Technical Fest "LOGICA 22".

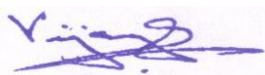
**Resolution:** Members agreed to the proposal of conducting National Level Technical Fest "LOGICA 22" by MCA Department during the AY 2022-23.

Meeting ends with thanks to Chair.

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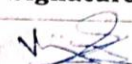
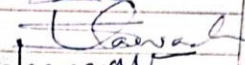
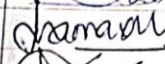

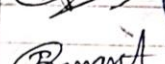
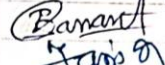
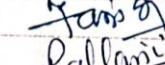

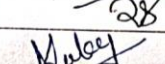
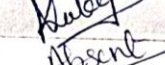
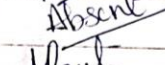


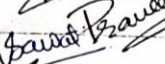
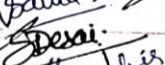
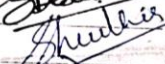
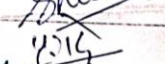




**Dr. Vijaya Puranik**  
Director SIMCA, Narhe



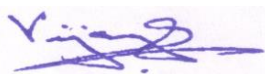
**Dr. Vijaya Puranik**  
Director, SIMCA



 Sinhgad Institutes	Sinhgad Technical Education Society's Sinhgad Institute of Management and Computer Application, Narhe, Pune - 411 041. <b>Internal Quality Assurance Cell [IQAC]</b>	
Date: 17/08/2022		
PRESENT IQAC MEMBERS 2022-23		
Name of the Member	Designation	Signature
Dr. Vijaya Puranik	Chairperson & Management Representative	
Dr. S. U. Gawade	Management Representative	
Dr. Milind Marathe	Member	
Dr. Rajesh Gawali	Member	
Mr. Amit Deshmukh	Member	
Dr. Poonam Sawant	Member	
Mr. Manish Kasbekar	Member	
Ms. Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr. Natansh Dubey	Member (Alumni Representative)	
Mr. Noor Ul Huda	Member (Alumni Representative)	
Mr. Milind R. Raut	Member (Parent MBA)	
Mr. Manohar Shelar	Member (Parent MCA)	
Mr. Praveen Lanjewar	Member (Student MBA)	
Ms. Vaishnavi Sawant	Member (Student MCA)	
Mr. Sanjiv Desai	Member (Industry Person)	
Dr. Sudhir Hasabnis	Member (Industry Person)	
Dr. Prasanna Deshmukh	Member (Local Society Member)	
Dr. Sudesh K. Sharma	Member Secretary	



**Dr. Vijaya Puranik**  
Director SIMCA, Narhe

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Director, SIMCA



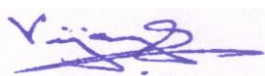


### Action Taken Report for the minutes of Meeting Dt. 17/8/2022

Sr. No.	Agenda	Action Taken
1	To decide the Admission Strategy for Academic Year 2022-23.	Institute decides to surrender its Institute Quota seats. All seats of MBA are to be filled through DTE Central Admission Process. Efforts for direct admission only are made to fill against vacant seats.
2	To review and Improvise on Teaching pedagogy.	Institute decides to switch teaching learning sessions to offline. Revision of technical subjects taught online is planned.
3	Review of Logica-22.	Report prepared and issues in implementation rectified for improvement.



**Dr. Vijaya Puranik**  
**Director SIMCA, Narhe**

**Dr. Vijaya Puranik**  
**Director, SIMCA**

