



PIMPRI CHINCHWAD EDUCATION TRUST'S
S. B. PATIL INSTITUTE OF MANAGEMENT
(Approved by AICTE & Permanently Affiliated to Savitribai Phule Pune University)
(NBA Accredited and NAAC Accredited)
Sector No. 26, Pradhikaran, Nigdi, Pune - 411 044.
Phone: 020-27656900 / 87960 76060 / 78875 70600



Ref. No. – SBPIM/2023-24/

Date: June 29, 2024

CIRCULAR

Agenda for Meeting

This is to inform all the committee members that the committee meeting is scheduled on **3rd July 2024** at Conference Room, SBPIM at 3.00 pm

Agenda of the Meeting is as follows:

1. To read and confirm the minutes of last meeting
2. To overview submission of SSR and DVV clarifications submitted to NAAC for 2nd Cycle and to keep readiness for further process.
3. To plan and submit the Visit dates of NAAC Peer Team to the institute and prepare documentation for NAAC visit.
4. To discuss and allocate the portfolio to faculty and staff members.
5. To discuss and overview of SIP and Final Placements.
6. To overview on External Examination conducted by SPPU.
7. To discuss the plan for MBA and B. Voc. Admissions for A. Y. 2024-25.
8. To plan for infrastructure development and interior decoration.
9. To plan the various events for this year and this quarter.
10. To plan and discuss FDP, Workshop and Seminar for Faculty and Staff Development.
11. To plan and guide faculty to enhance their research acumen and publish their research work.
12. Any other points to be discussed with the permission of the chair.

Kindly attend the meeting on the date and time specified above.

Dr. Amarish Padma
IQAC- Coordinator



Dr. Kirti Dharwadkar
Director

Copy To:

1. IQAC Members



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Email: sbpatilmba@gmail.com, Website: www.sbpatilmba.com



Circulated to IQAC Members

IQAC Meeting

Date: June 29, 2024

Sr. No	Name	Role	Sign
1	Dr. Kirti Dharwadkar	Chairman	
2	Dr. Girish Desai	Management Representative	
3	Dr. Roopali Kudare	Head of Department (Academics)	
4	Dr. Bhushan Pardeshi	Head of Department (Research)	
5	Dr. Amarish Padma	Co-ordinator	
6	Dr. Pranita Burbure	Teaching Representative	
7	Dr. Anishkumar Karia	Teaching Representative	
8	Dr. Kajal Maheshwari	Teaching Representative	
9	Dr. Sanjay Gaikwad	Teaching Representative	
10	Mr. Ashim Pathak	Training and Placement Officer	
11	Mr. Ramakant Salunke	Non-teaching Representative	
12	Mr. Raju Misal	Local Society Representative	
13	Mr. Onkar Phadtare	Alumni Representative	
14	Ms. Preeti Sakhare	Industry Representative	
15	Mr. Abhishek Katkar	Student Representative	
16	Ms. Shruti Kadam	Student Representative	
17			
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MINUTES OF THE MEETING – IQAC

Meeting No. 4

Day - Wednesday

Date - 03/07/2024

IQAC meeting was organized on **3rd July 2024** in Conference Room, SBPIM at 3.00 pm and discussed the agenda points under the Chairmanship of Dr. Kirti Dharwadkar, Director, SBPIM.

IQAC coordinator Dr. Amarish Padma commenced the meeting by welcoming all members to IQAC meeting and discussed the following points.

1. To read and confirm the minutes of last meeting

IQAC coordinator Dr. Amarish Padma read minutes of last meeting held on 30th March 2024. The Director approved and confirmed the minutes of last IQAC meeting.

2. To overview submission of SSR and DVV clarifications submitted to NAAC for 2nd Cycle and to keep readiness for further process.

SSR was submitted on 21st March 2024 and subsequently received the DVV clarifications on 16th May 2024. All the respective criteria members prepared the supporting document to clarify the DVV and submitted on NAAC portal 31st May 2024.

The DVV was accepted on 19th June 2024. Further the faculty were instructed to keep ready the criteria files, course files and supporting events, activities, cells and committees files.

3. To plan and submit the Visit dates of NAAC Peer Team to the institute and prepare documentation for NAAC visit.

Considering the commencement of MBA II Sem III from August 5, 2024 the following Dates for NAAC visits were submitted on the portal which are as:

- August 22, 2024 to August 23, 2024
- September 5, 2024 to September 6, 2024
- September 19, 2024 to September 20, 2024

All the staff were conveyed these dates and were informed to prepare the documentation for NAC visit.

4. To discuss and allocate the portfolio to faculty and staff members.

The Director Dr. Kirti Dharwadkar highlighted the importance of efficient portfolio allocation for the smooth functioning of the institute. Each portfolio's responsibilities and requirements were discussed in detail. Emphasis was placed on aligning portfolios with faculty and staff members' strengths and expertise. Faculty previous experiences and interest were taken into account to ensure a good fit for each role. After thorough discussion, the allocations were made. Each portfolio holder was asked to draft an action plan for their respective roles. The plans should outline specific goals, timelines, and any resources needed.

5. To discuss and overview of SIP and Final Placements.

Dr. Anish Karia informed that SIP of MBA II Sem III is ongoing from June 1, 2024 till July 31st 2024. Respective faculty guides have been allocated to the students. The students have reported to the faculty discussing about the various aspects of projects.

Dr. Swapnil TPO informed successful administration of the AON Cocubes test, a key assessment for campus placements was successfully conducted.

This year, a total of 157 companies participated in the final placement process, providing ample opportunities for the students. Some of the top recruiters for the 2024 batch included renowned companies such as HDFC Bank, Paytm, Zomato, AXIS Bank, Herofincorp, Commodity Samachar, Kinetic Greens, Indiamart, Stantec Inc, ESAF Bank etc. These esteemed organizations have offered various roles to the diverse talents and skills of SBPIM students.

Adding to the institute's accolades, two MBA candidates, Mr. Mayur Marathe and Mr. Nishant Daundkar, have secured international placements in Sharjah, UAE, with a commendable CTC of 9.37 LPA. This achievement highlights SBPIM's commitment to providing global career opportunities for its students.

6. To overview on External Examination conducted by SPPU.

Dr. Kajal Maheshwari the Examination Coordinator provided a detailed overview of the SPPU external examination including timelines and roles and responsibilities of the faculty and staff in facilitating the exams. The exams were conducted from 8th May 2024 to 25th May 2024 for MBA I year and from 27th May 2024 to 21st June 2024 for MBA II year. Dr. Anishkumar Karia, Dr. Kajal Maheshwari, Mr. Rishikesh Kumar were incharge for the MBA I exams and Dr. Amarish Padma, Dr. Sanjay Gaikwad and Dr. Padmalochana Bisoyi were incharge for the MBA II exams. The faculty members the roles and responsibilities of the institute in facilitating the exams. Faculty members shared their experiences and feedback on the external examinations. Positive aspects and areas for improvement were highlighted. Emphasis was placed on ensuring smooth communication with SPPU and timely dissemination of information to students.

7. To discuss the plan for MBA and B. Voc. Admissions for A. Y. 2024-25.

The Director highlighted the importance of a systematic admission plan for the upcoming academic year. Dr. Swapnil Sonkamble provided a review of the previous year's admission process for MBA. He explained that the Admission brochure for MBA and B.Voc. is ready and placements banner are printed and displayed at various prominent places. The facilitation center process is yet to start and the Institute is ready for the process in terms technical and administrative requirements. Social media engagement, Participation in education fairs and events, Utilization of alumni networks for referrals are the part of admission process for MBA and B.Voc. Visits to various retail places and Industries were done by Mr. Rishikesh Kumar and Mr. Shyam Shelke for B.Voc. Admission.

8. To plan for infrastructure development and interior decoration.

Mr. Ramakant Salunkhe highlighted that Institute has completed the furniture work and PoP for Second and Third floor to improve the learning environment and overall aesthetics. Institute has purchased 05 Cupboards for storage at IQAC and Faculty Rooms, 08 Podiums for classrooms. Institute has created a separate room for IKS. Institute has raised purchase order for 50 Computers

Proposed Development Plan

Mr. Ramakant provided a comprehensive plan of infrastructure development and interior decoration:

- Colouring for both Staircases.
- To update the display boards and sign boards,
- Maintenance work for Furniture and Plumbing,
- whole Building wi-fi routers installation in corridor,
- Purchase of Library Books as per the new syllabus and
- Refilling of Fire Extinguishers

9. To plan the various events for this year and this quarter.

Dr. Kajal Maheshwari told that following events are planned Annual Prize Distribution, Farewell Party, HR Conclave etc.

10. To plan the various events and FDP, Workshop and Seminar for Faculty and Staff Development for this year and this quarter.

Planning of diverse events to enhance the academic and extracurricular experiences for students throughout the year is very essential. Dr. Roopali Kudare the head academics informed all the faculty members to plan the various co-curricular and extracurricular events according to their

portfolio and update in the academic calendar. The academic calendar will be published once ready before the commencement of MBA II Sem III.

11. To plan and guide faculty to enhance their research acumen and publish their research work

Dr. Bhushan Pardeshi Research Head emphasized the role of research in the career of the faculty. Identifying the need of training to faculty in the area of research a workshop will be conducted in Research. He also has identified the various conferences and has listed the faculties to participate in them. He assured all the faculty members that sufficient support and guidance will be provided from the research cell.

12. Any other points to be discussed with the permission of the chair.

The Director informed that soon the Institute will have NAAC visit and also new Academic year will commence. All the faculty and staff were informed to be prepared and with all the efforts and energy. Since there was no point of discussion the meeting ended with vote of thanks by the IQAC coordinator.



Prepared by:



Dr. Amarish Padma
IQAC Coordinator



Dr. Kirti Dharwadkar
Director, SBPIM

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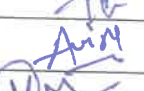








ATTENDANCE SHEET

IQAC Meeting

Meeting No. 4

Day - Wednesday

Date - 03/07/2024

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2	Dr. Girish Desai	Management Representative	
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