



**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



**Date: September 26, 2023**

**CIRCULAR**

**IQAC Meeting**

This is to inform all the committee members that the committee meeting is scheduled on **3<sup>rd</sup> October 2023** 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 and action taken report.
2. To plan for Academic Administrative Audit.
3. To plan and conduct for internal examination by Institute and end semester examination by University.
4. To plan for infrastructure development and interior decoration.
5. To plan the various events and activities.
6. To identify areas of FDP, Workshop and Seminar.
7. To prepare and submit AQAR of Academic year 2022-23.
8. 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.sbspatilmba.com



Circulated to IQAC Members

IQAC Meeting

Date: September 26, 2023

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. Ramakant Salunke	Non-teaching Representative	
11	Mr. Raju Misal	Local society representative	
12	Mr. Onkar Phadtare	Alumni Representative	
13	Ms. Preeti Sakhare	Industry Representative	
14	Mr. Abhishek Katkar	Student Representative	
15	Ms. Shruti Kadam	Student Representative	
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## MINUTES OF THE MEETING – IQAC

### **Meeting No. 1**

**Day - Tuesday**

**Date: 03/10/2023**

IQAC meeting was organized on 3<sup>rd</sup> October 2023 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 29<sup>th</sup> December 2023. The Director approved and confirmed the minutes of last IQAC meeting.

#### **2. To plan for Academic Administrative Audit.**

Dr. Amarish Padma told that Institute planning to conduct Academic Administrative Audit (AAA) asking for third party and calling for quotation.

#### **3. To plan and conduct internal examination by Institute and end semester examination by university.**

Dr. Roopali Kudare informed that Internal Exam planned to conduct in Last week of November 2023 for MBA 1<sup>st</sup> year students and followed by MBA 2<sup>nd</sup> year students.

#### **4. To plan for infrastructure development and interior decoration.**

Mr. Ramakant Salunkhe informed that institute is planning to buy 50 new computers with latest configuration. He also informed to increase use of ICT institute planned to purchase more Smart Boards to be installed in remaining classrooms.

#### **5. To plan and conduct the various events.**

Dr. Sanjay Gaikwad told that following events are planned in next coming months like Garba and Dandiya Workshop on occasion of Navratri- 2023, Diwali Celebration, Industrial Visit, Vigilance Awareness Week etc.

#### **6. To identify areas of Certification for Students and FDP for Faculty Members.**

Dr. Sanjay Gaikwad informed that Institute will encourage faculty members to attend FDP. Dr. Kajal Maheshwari told that Certifications programs are planned for Marketing and HR Students.

**7. To prepare and update on AQAR of Academic year 2022-23.**

Dr. Amarish Padma told that NAAC Accreditation expiring on 7<sup>th</sup> February 2024. Institute need to apply for 2<sup>nd</sup> Cycle accreditation in the form of IIQA before expiry date. To prepare for 2<sup>nd</sup> Cycle have to submit AQAR for Academic year 2022-23 before 31<sup>st</sup> December 2023. Institute has to prepare for AQAR and submit it before 31<sup>st</sup> December 2023 so that Institute can prepare for application for 2<sup>nd</sup> Cycle Accreditation.

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

Dr. Amarish Padma has informed that Student Council will be formed for current Academic year. No other points discussed in meeting.

Meeting ended with Dr. Kirti Dharwadkar thanking the members present for their contribution and attendance. Minutes of the meeting were noted and prepared by Dr. Amarish Padma.

Prepared By:



**Dr. Amarish Padma**  
IQAC Coordinator



**Dr. Kirti Dharwadkar**  
Director, SBPIM



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

On the decisions taken of the IQAC meeting held on 3<sup>rd</sup> October 2023

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

Sr. No.	Decision	Action Taken
1.	Events Planned and Conducted	<p>Following events planned and conducted</p> <p><b>Celebrations:</b> - <b>Celebrated Navratri- 2023</b> and the enchanting Garba Dance and Dandiya workshop is also organized for the MBA students and staff members.</p> <p><b>Diwali Celebration</b> by conducting One Day Entrepreneur Competition ECO-FRIENDLY Diwali Mandi on November 6, 2023 and Diwali Stalls event by Self Help Groups on November 7, 2023.</p> <p><b>Industrial Visit:</b> SBPIM organized an enriching visit to Maharashtra Metro Rail Corporation Limited (MAHA-METRO) PUNE METRO, in collaboration with PCMC Smart City, on Friday, December 22, 2023.</p> <p><b>Vigilance Awareness Week:</b> On occasion of Vigilance Awareness Week with the theme "Say no to Corruption; commit to the Nation". SBPIM, Institute Social Responsibility (ISR) Committee in association with SIDBI (Small Industries Development Bank of India) organized an ESSAY COMPETITION on the topic "Corruption free India" on 3rd November 2023.</p>
2.	Internal Examination for MBA 1 <sup>st</sup> and 2 <sup>nd</sup> year Students	<p>The Internal Examination Team has conducted Internal Exam for MBA 1<sup>st</sup> year students on 27<sup>th</sup> November 2023 to 1<sup>st</sup> December 2023</p>
3.	Certifications	<p><b>HR certification program</b> in association with HR Excellence Global for MBA II year HR specialization students from 4th December 2023 till 12th December 2023.</p> <p><b>Advanced Digital Marketing Certification Program</b> conducted in association with R interactives with the guidance</p>

		of Mr. Rahul Gadekar from December 2, 2023 -December 15, 2023 for MBA-II year Marketing students
4.	AQAR 2022-23	AQAR for Academic year 2022-23 has been successfully submitted on 14 <sup>th</sup> December 2023.

This report is to be presented in the next IQAC meeting for its approval and feedback.

Prepared By:



**Dr. Amarish Padma**  
IQAC Coordinator



**Dr. Kirti Dharwadkar**  
Director, SBPIM



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## ATTENDANCE SHEET

### IQAC Meeting

Meeting No. 1

Day - Tuesday

Date: 03/10/2023

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2	Dr. Girish Desai	Management Representative	
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