



**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: March 15, 2024

**CIRCULAR**

**IQAC Meeting**

This is to inform all the committee members that the committee meeting is scheduled on **30<sup>th</sup> March 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 cycle and to keep readiness for further process.
3. To encourage students to participate in Students satisfaction survey sent by NAAC
4. To plan documentation for NAAC visit
5. To guide the faculty members for DVV clarifications.
6. To overview the syllabus completion, internal examination by Institute and end semester examination by University.
7. To display the result of internal evaluation and redressal of grievance if any.
8. To discuss the plan for admissions for A. Y. 2024-25
9. To plan for infrastructure development and interior decoration.
10. To plan the various events
11. 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



Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**

AICTE Approved | Permanently Affiliated to SPPU, Pune |

NBA Accredited | NAAC Accredited

Sector No. 26, , Pradhikaran, Nigdi, Pune - 411 044.

Phone: 020-27656900 / 87960 76060 / 78875 70600

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

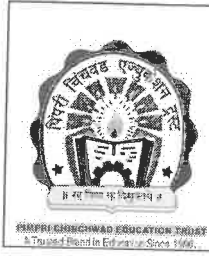


Circulated to IQAC Members

IQAC Meeting

Date: March 15, 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	IQAC 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	



Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**

*AICTE Approved | Permanently Affiliated to SPPU, Pune |*

*NBA Accredited | NAAC Accredited*

Sector No. 26, Pradhikaran, Nigdi, Pune - 411 044.

Phone: 020-27656900 / 87960 76060 / 78875 70600

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



**MINUTES OF THE MEETING – IQAC**

**Meeting No. 3**

**Day - Saturday**

**Date: 30/03/2024**

IQAC meeting was organized on on 30<sup>th</sup> March 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 29<sup>th</sup> December 2023. Everyone has confirmed the minutes of last IQAC meeting.

**2. To overview submission of SSR cycle and to keep readiness for further process.**

IQAC Coordinator Dr. Amarish Padma has updated the status of Application for NAAC Accreditation for 2nd Cycle.

- IIQA Submitted on 19th January 2024 and it is approved on 6th February 2024.
- SSR submitted on 21st March 2024.
- Student Satisfaction Survey Started on 26<sup>th</sup> March 2024 and it will end on 25<sup>th</sup> April 2024
- Institute has to plans and make list of documents to keep ready for NAAC Peer team Visit.

**3. To encourage students to participate in Students satisfaction survey sent by NAAC**

As mentioned above Student Satisfaction Survey (SSS) started on 26th March 2024 till 25th April 2024. As per requirement Institute has to ensure the minimum 10% of students has to take participation in Student Satisfaction Survey.

It was decided that faculty will motivate and guide students to participate in Survey by pasting Posters in Institute and communicate in class to check their mails frequently as they will receive email from NAAC.

**4. To plan documentation for NAAC visit.**

Dr. Amarish Padma said that IQAC Coordinator and Head Academics has visited PCCOE&R to understand the Documentation done by them. Institute has planned to prepare Criteria Files to be kept ready accordingly.

**5. To guide the faculty members for DVV clarifications.**

DVV clarifications will be asked by NAAC and Institute will get 15 days to submit the DVV Clarifications. DVV Template should be made in standard format for Criteria Members to prepare it accordingly.

**6. To overview the syllabus completion status, internal examination by Institute and end semester examination by university.**

Dr. Roopali Kudare informed that the Syllabus completion status of MBA 1<sup>st</sup> and 2<sup>nd</sup> Year students. 80 % percent of the syllabus is completed. Internal Examination will be conducted from MBA I Sem II and MBA Sem IV 1st from 15<sup>th</sup> April to 25<sup>th</sup> April 2024.

End Semester Examination by SPPU are scheduled from May 8, 2024 to May 25, 2024 for MBA I year and from May 27, 2024 to June 19, 2024.

**7. To plan and update on the internal evaluation and redressal of grievance if any.**

Dr. Roopali Kudare Head Academics has informed that internal examination conducted for MBA 1<sup>st</sup> year from and MBA 2<sup>nd</sup> Year from 15<sup>th</sup> April to 25<sup>th</sup> April 2024. This time internal exam paper will be of 60 Marks and carries 6 questions of 10 marks each and questions will be mapped with 6 Co's. Once the Internal examinations papers are evaluated the result will be displayed on the Notice Board. Students having any grievances will be addressed by respective course teacher.

**8. To discuss the plan for admissions for A. Y. 2024-25**

MAH MBA CET 2024 exam was conducted by Maharashtra State CET Cell on March 9, 10 and 11, 2024. The exam was conducted on March 9th, 10th, and 11th for students seeking admission to MBA and MMS programs in Maharashtra. Out of 1,30,927 students who registered for the MAH MBA CET 2024, 1,12,209 appeared for the exam, resulting in an 85.7% attendance rate.

The current admission strategy was reviewed, including past trends, challenges, and successes. A comprehensive digital marketing strategy was proposed, including social media campaigns. Suggestions were made to collaborate with educational platforms and websites to enhance online presence. The need to streamline the admission process was discussed, with an emphasis on making it more student-friendly and efficient.

**9. To plan for infrastructure development and interior decoration.**

Mr. Ramakant Salunkhe informed that Institute had planned for Renovation and the work of 2<sup>nd</sup> and 3<sup>rd</sup> floor is completed. The faculty has given a requisition for more storage space, accordingly the Institute is planning to buy Cupboards and Podium in each classroom.

**10. To plan the various events.**

Dr. Sanjay Gaikwad planned for Prize Distribution, Farewell Party, National Institute of Personnel Management, Pune Chapter in association with S. B. Patil Institute of Management organized HR Conclave 2024 on the theme DIVERSITY HARMONY-Crafting an Inclusive Future on 30th March 2024.

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

Mr. Ashim Pathak is newly appointed Training and Placement officer. It was decided to introduce Mr. Ashim Pathak in the IQAC committee.

The Meeting was ended by Dr. Kirti Dharwadkar thanking the members present for the meeting, 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



Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**  
AICTE Approved | Permanently Affiliated to SPPU, Pune |  
Sector No. 26, , Pradhikaran, Nigdi, Pune - 411 044.  
Phone: 020-27656900 / 87960 76060 / 78875 70600  
Email: sbpatilmba@gmail.com, Website: www.sbpatilmba.com



### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### ACTION TAKEN REPORT

On the decisions taken of the IQAC meeting held on 30<sup>th</sup> March 2024

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

Sr. No.	Decision	Action Taken
1.	Encourage Students for satisfaction survey of NAAC	All the faculty have taken follow up with the students and the students who received the Survey link were encouraged to submit the survey. By 25th April 2024, 15.4812% of students has participated in the survey.
2.	Submission of DVV clarification to NAAC	DVV Clarification received on 16 <sup>th</sup> May 2024 and HEI has submitted clarifications on 31 <sup>st</sup> May 2024
3.	Display the result of internal evaluation and redressal of grievance if any	Internal Examination of MBA I Sem II and MBA II Sem-IV were conducted from 15/04/2024 to 25/04/2024. After the evaluation the results were displayed on Notice Board. No grievance were received from the students.
4.	Apply for Center for MBA CET Exam	SBPIM had applied for Center for CET exam and the exams were conducted from 09 <sup>th</sup> March 2024 – 11 <sup>th</sup> March 2024
5.	Institute planning to buy Cupboards and Podium in each classroom	The Institute has purchased steel cupboards for storage of documents. The podium were purchased and placed in each classrooms
6.	Planning the various events	The following events were planned and conducted: Annual Prize Distribution: 26/04/2024 Farewell Party: 30/04/2024 NIPM HR Conclave 2024: 30/03/2024 Workshop for MBA I Marketing - Advanced Tools in Marketing Research: 01/04/2024

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



PIMPRI CHINCHWAD EDUCATION TRUST'S  
A Trusted Brand in Education Since 1996..

Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**

AICTE Approved | Permanently Affiliated to SPPU, Pune

Sector No. 26, , Pradhikaran, Nigdi, Pune - 411 044.

Phone: 020-27656900 / 87960 76060 / 78875 70600

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



**ATTENDANCE SHEET**

**IQAC Meeting**

Meeting No. 3

Day - Saturday

Date: 30/03/2024

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	IQAC 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	
16			