

## **Criterion 6. Governance, Leadership and Management**

### **Key Indicator 6.1: Institutional Vision and Leadership**

***6.1.2: The effective leadership is visible in various institutional practices such as decentralization and participative management.***

The overall framework of organizational structure of S.K.N. Sinhgad School of Business Management consists of individual accountability, professional autonomy, and well-defined administrative structure. The Director and the members of the IQAC monitor the quality of all academic, administrative, and professional activities carried out in the institute. The faculty members are given responsibilities of handling statutory and non-statutory committees independently which are framed to perform specific functions and responsibilities.

The following list contains the links of supporting documents for providing the evidences of decentralization, participation in the institutional governance, and monitoring of the teaching learning process.

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Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

## S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University,  
Accredited by NAAC) S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone: + 91 20 24354036  
E-mail: director\_sknbsbm@sinhgad.edu, website: www.sinhgad.edu

**Prof. M. N. Navale**  
M.E. (Elect), MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

### Notice of the Governing Body Meeting

STES/SKNSSBM/2023-2024/92(A)

Date: 17/07/2023

A meeting of the Governing Body of S.K.N Sinhgad School of Business Management will be held on Friday 21 July 2023 at 4.30 pm in the office of Founder Secretary at STES, Erandwane office, Pune to transact the business as per the following Agenda:

### Agenda

1. To discuss and consider the recommendations of the Sub-Committees as detailed below:
  - A) **Finance Committee:**
    - i) To discuss and approve the Annual Budget for the year 2023-2024.
    - ii) To approve the expenditure incurred from 01-April-2022 to 31-March-2023.
  - B) **Purchase Committee:**
    - i) To discuss and approve the proposal recommended by the Sub- Committee for purchases to be made in the year 2023-2024.
    - ii) To approve the purchases made from 01-April-2022 to 31- March-2023.
  - C) **Building Committee:**
    - i) To discuss and approve the proposals recommended by the Sub Committee on availability of facility for SKNSSBM.
  - D) **Staff Selection Committee:**
    - i) To review the status of approvals of existing faculty members.
2. To discuss the compliance made by S.K.N.Sinhgad School of Business Management of the conditions of AICTE regarding continuation of affiliation.
3. To review the affiliation status of S.K.N.Sinhgad School of Business Management to the Savitribai Phule Pune University.

4. To review the various co-curricular activities like guest lectures, seminars, workshops etc. organised up to 31- March-2023.
5. To discuss and approve the schedule proposed by the Director for co-curricular and extra-curricular activities for the second half of the academic year 2023-2024.
6. To discuss any further item with the permission of the chair.

All the Members of the Governing Body are requested to attend the meeting.

Dr. Prachi Pargaonkar  
Director & Member Secretary

CC to:

1	Prof. Maruti Nivrutti Navale, Founder President, STE Society	Chairman
2	Dr.(Mrs.) Sunanda M.Navale, Founder Secretary, STE Society	Member
3	Mrs.Rachana Navale Ashtekar, Vice President, STE Society	Member
4	Mr.Rohit M.Navale, Vice President, STE Society	Member
5	Mrs. Shruti R. Navale Member, STES Member	Member
6	Dr.Arvind V. Deshpande, Director, STE, Society	Member
7	Nominee of AICTE ,New Delhi (Industry Expert)	Nominee
8	Director of Technical Education Maharashtra state, Mumbai , Ex Officio, DTE	Nominee
9	Dr. Ashok Joshi Nominee ,Savitribai Phule Pune University	Nominee
10	Nominee, Dept. of Higher Education Govt. of Maharashtra	Nominee
11	Regional Officer (Ex-officio) W.R.O., A.I.C.T.E., Mumbai	Nominee
12	Dr. Prachi Pargaonkar, Director, SKN SSBM	Member Secretary

**SPECIAL INVITEE: --SHRI. G.K. SHAHANI**



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Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

SKNSSBM/2023-24/92

Date: 17-July-2023

**NOTICE OF THE MEETING OF THE LOCAL MANAGING COMMITTEE**

A meeting of the Local Managing Committee of S.K.N. Sinhgad School of Business Management will be held on Friday 21 July 2023 at 2 pm in the Office of the Founder Secretary, STES, Karve Road, Pune – 411 004 to transact the business as per the following agenda:

**AGENDA**

1. To read and confirm the minutes of the previous meeting held on 28-Apr.-2022.
2. To approve the expenditure for the academic year 2022-23.
3. To discuss and approve the Annual Budget for the year 2023-24.
4. To review the academic/extra curricular/co-curricular activities and progress of the academic year 2022-23.
5. Any other item with the permission of the chair.

Dr. Prachi Pargaonkar  
Director & Member Secretary

NOTE: In case, of lack of adequate quorum, the meeting will be adjourned for half an hour and will again take place at the same venue to consider the same items of the agenda.

CC To:

- |  |                             |
|--|-----------------------------|
| 1. Prof. Maruti Nivrutti Navale, Founder President, STES     | Chairman                    |
| 2. Dr. (Mrs) Sunanda M. Navale, Founder Secretary, STES      | Member                      |
| 3. Mrs. Rachana Navale Ashtekar, Vice President(Admin), STES | Member                      |
| 4. Mr. Rohit M. Navale, Vice President(HR), STES             | Member                      |
| 5. Mrs. Shruti. R. Navale                                    | Member                      |
| 6. Dr. Arvind V. Deshpande, Director, STES                   | Member                      |
| 7. Prof. Yatin Bokil   | Teachers' Representative    |
| 8. Dr. Sangita Gorde   | Teachers' Representative    |
| 9. Dr. Shalaka Sakhrekar                                     | Teachers' Representative    |
| 10. Mrs.Sushma Kumbhar                                       | Non-Teaching Representative |
| 11. Dr. Prachi Pargaonkar, Director, SKN SSBM                | Member Secretary            |

SPECIAL INVITEE : SHRI G.K.SHAHANI



**SINHGAD TECHNICAL EDUCATION SOCIETY**  
**College Development Committee (CDC)**  
(Constituted u/s-97 of Maharashtra Public University Act - 2016)  
**S.K.N. Sinhgad School of Business Management**

Ref: SKNSSBM/2023-24/92

Date: 21/07/2023

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Maruti Nivrutti Navale, Founder President, STE Society	Chairman
2.	Dr. (Mrs). Sunanda M. Navale, Founder Secretary, STE Society	Member
3.	Mrs. Rachana Navale- Ashtekar, Vice President,(Admin) STE Society	Member
4.	Mr. Rohit M. Navale, Vice President, (HR)STE Society	Member
5.	Mrs Shruti.R.Navale , Member, STE Society	Member
6.	Dr. Arvind V.Deshpande , Director, STE Society	Member
7.	Mr. Yatin Bokil, Teachers, Representative	Representative Teaching Staff
8.	Dr. Sangita Gorde, Teachers' Representative	Representative Teaching Staff
9.	Dr. Shalaka Sakhrekar, Teachers' Representative	Representative Teaching Staff
10.	Mrs. Sushma Kumbhar, Non-Teaching Representative	Representative Non- Teaching Staff
11.	Dr. Prachi Pargaonkar, Director, SKN SSBM	Member Secretary

SPECIAL INVITEE: - SHRI G. K. SHAHANI



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Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

STES/SKNSSBM/2023-24/

Date : 1-Jul-2023

**NOTICE OF THE MEETING OF THE IQAC (Meeting 1)**

A meeting of the Internal Quality Assurance Committee of S.K.N. Sinhgad School Of Business Management will be held on 14<sup>th</sup> Jul-2023 at 5:00p.m. in syndicate room, SKNSSBM, Ambegaon (BK), Pune 411041 to plan the curriculum as per the following agenda.

**A G E N D A**

1. To take subject preferences for next semester from all the faculty members.
2. To prepare and finalize the academic calendar for 2023-2024 (First half academic year).
3. Distribution of different responsibilities for the academic year 2023-24.
4. To distribute subjects for next semester.
5. To discuss about Internal Marks entry.
6. To prepare the timetable of next semester.
7. To plan the Induction programme for MBA-I students.
8. To plan the different bridge courses for MBA-I students.
9. To conduct Syllabus orientation session for MBA-I students.
10. To finalize the specialization wise orientation.
11. To prepare and finalized the duties and orientation of admission process.
12. To prepare and finalize specialization-wise Rubric discussion, CO-PO mapping, Attainment Matrix, PZSOs, OBE matrix etc.
13. To conduct competency mapping session for MBA-I students.
14. To conduct Placement Orientation session.
15. To plan and finalize specialization-wise "Case-Study orientation" sessions.
16. To plan and conduct Student Training Programme (STP) orientation.
17. To plan and fulfill some traditional activities.. (Ganpati Pooja in Ganeshotsav)

Any other item with permission of the chair.

Dr. Prachi Pargaonkar  
Director and Chairperson,



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M.Com., Ph.D., FCA  
Director

NOTE : Incase, of lack of adequate quorum. The meeting will be adjourned for half an hour and will again take place at the same venue to consider the same items of the agenda.

Cc To:

- |                              |                               |
|------------------------------|-------------------------------|
| 1. Dr. Shalaka Sakhrekar     | IQAC, Coordinator             |
| 2. Dr. S. U. Gawade          | Member from Management        |
| 3. Dr. Vijaya Puranik        | Member from Management        |
| 4. Mr. Satish Khade          | Industrialist                 |
| 5. Ms. Prajakta Joshi        | Nominee from Local Society    |
| 6. Dr. Yatin Bokil           | Dean, Teacher                 |
| 6. Dr. Ganesh Yadav          | Teacher                       |
| 8. Dr. Sadhan Ogale          | Teacher                       |
| 9. Ms. Manjula Dhulipala     | Teacher                       |
| 10. Dr. Roza Parashar        | Teacher                       |
| 11. Ms. Mayuri Yadav         | Teacher                       |
| 12. Mr. Mahesh Shinde        | Senior Administrative Officer |
| 13. Mr. Dnyaneshwar Pahilwan | Alumni                        |
| 14. Mr. Sanat Bhujbal        | Student                       |
| 15. Dr. Prachi Pargaonkar    | Director, SKNSSBM             |



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M.Com., Ph.D., FCA  
Director

**Attendance of IQAC Meeting (Meeting 1)**

Ref.: SKNSSBM/2023-24/

Date : 14/07/2023

A meeting of the Internal Quality Assurance Cell of S.K.N. Sinhgad School Of Business Management was held on 14-July-2023 at 5:00 p.m. in syndicate room in S.K.N. Sinhgad School Of Business Management, Ambegaon(Bk), Pune - 411041. Below is the attendance sheet of the same :

SN	Category	Name of the Member	Attendance
1	Chairperson	Dr. Prachi Pargaonkar	
2	IQAC Coordinator	Dr. Shalaka Sakhrekar	
3	Administrative Officer	Mr. Mahesh Shinde	
4	Faculty	Dr. Yatin Bokil	
		Dr. Ganesh Yadav	
		Dr. Sadhana Ogle	
		Dr. Roza Parashar	
		Mrs. Manjula Dhulipala	
		Mrs. Mayuri Yadav	
5	Management Member	Dr. S. U. Gawade.	
		Dr. Vijaya Puranik	
6	Student/Alumni/Local Society Member	Sanat Bhujbal (Student)	
		Mr. Dnyaneshwar Pahilwan	
		Ms. Prasjakta Joshi	
7	Industrialist/Employer/Parent	Mr. Satish Khade	





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M.Com., Ph.D., FCA  
Director

### MINUTES OF THE IQAC MEETING(Meeting 1)

Ref.:STES/SKNSSBM/2023-24/

Date : 17-July-2023

A meeting of the IQAC was held on 14-July-2023 at 5:00pm in syndicate room of SKN Sinhgad School Of Business Management, Ambegaon(BK), Pune 411041. The following members were present.

1. Dr. Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Satish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Dr. Yatin Bokil	Dean, Teacher
6. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Senior Administrative Officer
13. Mr. Dnyaneshwar Pahlwan	Alumni
14. Mr. Sanat Bhujbal	Student
15. Dr. Prachi Pargaonkar	Director, SKNSSBM

Dr. Prachi Pargaonkar was in the chair.

The following points were discussed and approved.

1. IQAC coordinator read out the minutes of the previous IQAC meeting and AMC meeting.

Approved by Dr. Prachi Pargaonkar

2. IQAC coordinator has taken preferences of subjects from all the faculty members. And presented the allocation of subjects for the first half of academic year 2023-24. The subject allocation listed all subjects of semester-1 and semester-3 of MBA course.

Approved by Dr. Prachi Pargaonkar

3. IQAC coordinator also prepared the timetable for MBA-SEM-1 and Sem-3.

Approved by Dr. Prachi Pargaonkar

4. Dr. Bokil, Dean has taken the review internal mark entry report.

Approved by Dr. Prachi Pargaonkar

5. The Dean presented the academic calendar of 2022-23. The academic calendar listed all events, workshops, seminars, guest lectures. FDP planned during the semester.

Approved by Dr. Prachi Pargaonkar

6. The IQAC coordinator read the allotted responsibilities. The responsibilities allocation listed all responsibilities like timetable preparation team, Coordinators for all classes. Coordinators for all events, workshops, seminars, Guest lectures, FDP planned during the year.

Approved by Dr. Prachi Pargaonkar

7. Mr. Mahesh Shinde has presented the plan and orientation for admission round of MBA-I.

Approved by Dr. Prachi Pargaonkar

8. Dr. Yatin Bokil, Dean has presented the preparation plan of Induction of MBA-I students.

Approved by Dr. Prachi Pargaonkar



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Director

9. Dr. Bokil, Dean has presented the plan and preparation of bridge courses, syllabus Orientation Session, Placement Orientation session, Specialization-wise case-study orientation session, Competency mapping session etc.

Approved by Dr. Prachi Pargaonkar

10. Dean has presented the procedure and plan of Concurrent evaluation sheet, specialization-wise Rubric discussion, CO-PO mapping, Attainment Matrix, PZSOs, OBE matrix etc.

Approved by Dr. Prachi Pargaonkar

11. Dr. Roza Parashar presented the plan of Student Training Programme(STP)

Approved by Dr. Prachi Pargaonkar

12. Dr. Yatin Bokil, Dean has presented the plan of Ganpati pooja in Ganeshotsav.

Approved by Dr. Prachi Pargaonkar

As there were no items for discussion, the meeting concluded with vote of thanks to the Chairman.

Dr. Prachi Pargaonkar  
Director, SKNSSBM  
& Chairman

Dr. Shalaka Sakhrekar  
IQAC Coordinator



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M.Com., Ph.D., FCA  
Director

### COMPLIANCE OF THE IQAC MEETING(Meeting 1)

Ref.:STES/SKNSSBM/2023-24/

Date : 30-Sept-2023

A meeting of the IQAC was held on 14-July-2023 at 5:00pm in syndicate room of SKN Sinhgad School Of Business Management, Ambegaon(BK), Pune 411041. The following members were present.

1. Dr. Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Satish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Dr. Yatin Bokil	Dean, Teacher
6. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Senior Administrative Officer
13. Mr. Dnyaneshwar Pahilwan	Alumni
14. Mr. Sanat Bhujbal	Student
15. Dr. Prachi Pargaonkar	Director, SKNSSBM

Dr. Prachi Pargaonkar was in the chair.

#### Compliance :

1. Subject allocation has finalized for first half of 2023-24.
2. Academic calendar for first half of the academic year 2023-24 is prepared and finalized.
3. Finalized the allocation of various responsibilities for the academic year 2023-24.
4. Finalized the timetable of first and Third semester.
5. Successfully planned and executed Admission round Orientation for MBA-I admissions.
6. Successfully planned and executed Induction Programme for First Year Students.
7. Successfully planned and executed two Bridge Courses "Finance for Non-Finance" and Mathematics for Non-Mathematics students.
8. Successfully planned and executed Placement Orientation Programme.
9. Successfully planned and executed Syllabus Orientation Programme.
10. Successfully planned and executed Human Values Orientation Programme.
11. Successfully planned and executed specialization wise Orientation Programmes.(HR, Finance, Marketing, OSCM, BA)
12. Internal Marks entry on University portal is completed in between 26<sup>th</sup> July to 20 July 23 to 8<sup>th</sup> August 23 by all the faculty members of SKNSSBM.
13. Successfully completed specialization-wise Rubric, CO-PO mapping, Attainment Matrix, PSOs, OBE matrix etc.
14. Competency mapping orientation and Individual interviews has been successfully organized for MBA-I students.



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Director

15. Orientation of Student training programme (STP) has successfully organized and conducted for MBA-I students.  
16. Ganpati Aarti on the occasion of Ganpati Festival was organized.

Dr. Prachi Pargaonkar  
Director, SKNSSBM  
& Chairman

Dr. Shalaka Sakhrekar  
IQAC Coordinator





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M.Com., Ph.D., FCA  
Director

STES/SKNSSBM/2023-24/

Date : 3-Oct-2023

**NOTICE OF THE MEETING OF THE IQAC(Meeting 2)**

A meeting of the Internal Quality Assurance Committee of S.K.N. Sinhgad School Of Business Management will be held on 17<sup>th</sup>-Oct-2023 at 5:00p.m. in syndicate room, SKNSSBM, Ambegaon (BK), Pune 411041 to plan the curriculum as per the following agenda.

**AGENDA**

1. To allocate the subjects for first and third semester.
2. To prepare and finalize academic calendar for 23-24.
3. To finalize the procedure of Concurrent Evaluation Sheet.
4. To prepare, finalize specialization-wise "Rubric discussion", CO-PO mapping, Attainment matrix, PSOs, OBE matrix etc.
5. To prepare and finalize induction programme outline.
6. To finalize orientation and 'Bridge' courses.
7. To conduct Competency mapping session.
8. To conduct syllabus orientation session.
9. To conduct gender sensitization session.
10. To conduct Universal Human Values session.
11. To conduct Placement Orientation session.
12. To plan and conduct "Kona Kona Shiksha Abhiyan".
13. To plan and conduct various guest lecture, activities, workshops.
14. To plan and finalize specialization wise "Case-study orientation" sessions
15. To plan and organize various seminars
16. To plan and organize mid-term (Internal) exam
17. Any other item with permission of the chair.

  
Dr. Prachi Pargaonkar  
Director and Chairperson,

NOTE : Incase, of lack of adequate quorum. The meeting will be adjourned for half an hour and will again take place at the same venue to consider the same items of the agenda.

Cc To:

1. Dr. Shalaka Sakhrekar
2. Dr. S. U. Gawade
3. Dr. Vijaya Puranik
4. Mr. Satrish Khade
5. Ms. Prajakta Joshi
6. Dr. Yatin Bokil
6. Dr. Ganesh Yadav
8. Dr. Sadhan Ogale
9. Ms. Manjula Dhulipala
10. Dr. Roza Parashar
11. Ms. Mayuri Yadav
12. Mr. Mahesh Shinde
13. Mr. Dnyaneshwar Pahiltwan
14. Mr. Sanat Bhujbal
15. Dr. Prachi Pargaonkar

- IQAC, Coordinator
- Member from Management
- Member from Management
- Industrialist
- Nominee from Local Society
- Dean, Teacher
- Teacher
- Teacher
- Teacher
- Teacher
- Senior Administrative Officer
- Alumni
- Student
- Director, SKNSSBM



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Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

**Attendance of IQAC Meeting (Meeting 2)**

Ref.: SKNSSBM/2023-24/

Date : 17/10/2022

A meeting of the Internal Quality Assurance Cell of S.K.N. Sinhgad School Of Business Management was held on 17-Oct-2023 at 5:00 p.m. in syndicate room in S.K.N. Sinhgad School Of Business Management, Ambegaon(Bk), Pune - 411041. Below is the attendance sheet of the same :

SN	Category	Name of the Member	Attendance
1	Chairperson	Dr. Prachi Pargaonkar	
2	IQAC Coordinator	Dr. Shalaka Sakhrekar	
3	Administrative Officer	Mr. Mahesh Shinde	
4	Faculty	Dr. Yatin Bokil	
		Dr. Ganesh Yadav	
		Dr. Sadhana Ogle	
		Dr. Roza Parashar	
		Mrs. Manjula Dhulipala	
		Mrs. Mayuri Yadav	
5	Management Member	Dr. S. U. Gawade.	
		Dr. Vijaya Puranik	
6	Student/Alumni/Local Society Member	Sanat Bhujbal (Student)	
		Mr. Dnyaneshwar Pahilwan	
		Ms. Prasjakta Joshi	
7	Industrialist/Employer/Parent	Mr. Satish Khade	



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M.Com., Ph.D., FCA  
Director

**MINUTES OF THE IQAC MEETING(Meeting 2)**

Ref.:STES/SKNSSBM/2023-24/

Date : 18-Oct-2023

A meeting of the IQAC was held on 17-Oct-2023 at 5:00pm in syndicate room of SKN Sinhgad School Of Business Management, Ambegaon(BK), Pune 411041. The following members were present.

1. Dr. Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Satish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Dr. Yatin Bokil	Dean, Teacher
6. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Senior Administrative Officer
13. Mr. Dnyaneshwar Pahilwan	Alumni
14. Mr. Sanat Bhujbal	Student
15. Dr. Prachi Pargaonkar	Director, SKNSSBM

Dr. Prachi Pargaonkar was in the chair.

The following points were discussed and approved.

1. IQAC coordinator read out the minutes of the previous IQAC meeting and AMC meeting.

Approved by Dr. Prachi Pargaonkar

2. IQAC coordinator presented the allocation of subjects for the 2<sup>nd</sup> half of the academic year 2023-24.

Approved by Dr. Prachi Pargaonkar

3. The Dean presented the academic calendar of 2022-23. The academic calendar listed all events, workshops, seminars, Guest lectures, FDP planned during the semester.

Approved by Dr. Prachi Pargaonkar

5. IQAC coordinator read out the plan/schedule of Concurrent Evaluation Sheet, Rubric discussion, Co-PO mapping, Attainment matrix, PSOs, OBE matrix

Approved by Dr. Prachi Pargaonkar

7. The Dean has presented the plan/outline of pre-induction and induction programme.

Approved by Dr. Prachi Pargaonkar

8. The dean has presented the plan of orientation of "Bridge Courses".

Approved by Dr. Prachi Pargaonkar

9. Mrs. Mayuri Yadav has prepared and presented the plan of Competency mapping session.

Approved by Dr. Prachi Pargaonkar



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10. IQAC coordinator has prepared and presented the plan of Syllabus orientation session.

Approved by Dr. Prachi Pargaonkar

11. Dr. Rane has prepared and presented the plan of gender sensitization lecture.

Approved by Dr. Prachi Pargaonkar

12. Dr. Bokil (Dean) has prepared and presented the plan of session on topic "Universal Human Values"

12. Dr. Roza Parashar has prepared and presented the plan of Placement orientation session.

Approved by Dr. Prachi Pargaonkar

13. Dr. Sadhana Ogale has prepared and presented the plan of "Kona Kona Shiksha Abhiyan".

Approved by Dr. Prachi Pargaonkar

14. IQAC coordinator has prepared and presented the plan of various "Guest sessions", "activities" and workshops.

Approved by Dr. Prachi Pargaonkar

15. Dr. Roza Parashar has prepared and presented the plan of specialization wise "Case-study orientation" sessions.

Approved by Dr. Prachi Pargaonkar

16. Dr. Ganesh Yadav has prepared and presented the plan of Marketing Seminar.

Approved by Dr. Prachi Pargaonkar

17. Dr. Ganesh Yadav has prepared and presented the plan of (Internal) Mid-term exam.

Approved by Dr. Prachi Pargaonkar

As there were no items for discussion, the meeting concluded with vote of thanks to the Chairman.

Dr. Prachi Pargaonkar  
Director, SKNSSBM  
& Chairman

Dr. Shalaka Sakhrekar  
IQAC Coordinator





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M.Com., Ph.D., FCA  
Director

### COMPLIANCE OF THE IQAC MEETING(Meeting 2)

Ref.:STES/SKNSSBM/2023-25/

Date : 30-Dec-2023

A meeting of the IQAC was held on 17-Oct-2023 at 5:00pm in syndicate room of SKN Sinhgad School Of Business Management, Ambegaon(BK), Pune 411041. The following members were present.

1. Dr. Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Santish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Dr. Yatin Bokil	Dean, Teacher
7. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Senior Administrative Officer
13. Mr. Dnyaneshwar Pahilwan	Alumni
14. Mr. Sanat Bhujbal	Student
15. Dr. Prachi Pargaonkar	Director, SKNSSBM

Dr. Prachi Pargaonkar was in the chair.

#### Compliance :

The following points were discussed and approved.

1. Subject allocation has finalized for second half of 2023-24.
2. Academic calendar for second half of the academic year 2023-24 is prepared and finalized.
3. Meeting for Concurrent Evaluation sheet has been conducted on 4<sup>th</sup> Oct. 23.
4. Specialization wise meetings for "Rubric Discussion" were conducted as per the dates as follows:  
HR : 5 Oct. 23  
MKT : 6 Oct 23  
FIN : 9 Oct 23.
5. Review meeting for CO-PO mapping has been conducted on 11<sup>th</sup> Oct. 23. (Through Academic Monitoring Committee (AMC))
6. Review meeting for "Attainment matrix" has been conducted on 12<sup>th</sup> Oct. 23.
7. Review meeting for "OBE matrix" has been conducted on 12<sup>th</sup> and 13<sup>th</sup> Oct 23.
8. Review meeting for "PSOs" has been conducted on 16<sup>th</sup> Oct 23.
9. Induction has been conducted on 28<sup>th</sup> - 29<sup>th</sup> August 23. (Through Academic Monitoring Committee (AMC))
10. Orientation and "bridge Courses" has been conducted on 4<sup>th</sup> - 6<sup>th</sup> Sept 23.
11. Competency mapping session has been conducted on 30<sup>th</sup> Aug. 23.
12. Syllabus Orientation session has been conducted on 1<sup>st</sup> Sept 23.



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13. Gender sensitization session has been conducted on 1<sup>st</sup> Sept 23.
14. "Universal Human Values" session has been conducted on 1<sup>st</sup> Sept 23.
15. Placement Orientation has been conducted on 14<sup>th</sup> Sept. 23.
16. "Kona Kona Shiksha Abhiyan" has been conducted on 24<sup>th</sup> Nov. 22.
17. Various guest sessions/Workshops have been conducted as given below:
  - a) "Personality Development and Menstrual Hygiene" by Ms. SAKSHI SHINDE (Brandtouch Analytics) on 5<sup>th</sup> Oct 2023/
  - b) "Amhi Zadkari" by Founder, Amhi Zadkari Foundation organized under SKNSSBM's Social Responsibility Cell "Prayas" on 12<sup>th</sup> Oct 2023
  - c) "My Story - Motivational Session" by Mr. Abhishek Paranjpe (Co-Founder of reCharkha) on 19 Oct 2023
  - d) "Chanakya's Wisdom - A Management Perspective" by Dr. Dhananjay Mandlik, (Director, SIBAR) on 20 Oct 2023
  - e) "The Universal Laws of Success" by Mr. Nikhil Sakhre (Director of Makewell Consultants) on 21 Oct 2023.
  - f) "Intellectual Property Rights (IPR) & Patent, Designs filing" Online Webinar, by Founder, Re-charkha Bhor on 31 Oct 2023.
18. Various activities are conducted as given below:
  - a) Youtube lecture series for MBA-I from 3<sup>rd</sup> - 6<sup>th</sup> Oct 2023.
  - b) "Aptitude test" under STP Activity on 9 Oct 2023
  - c) "B-Plan" competition on 13 Oct 2023.
  - d) Story telling activity under Entrepreneurship Development Activity on 16 Oct 2023/
  - e) "Boot Camp for Digital Business" by Mr. Harshit Gupta (Founder, GROWTHACAD) on 16 Oct 2023.
  - f) Group Discussion (Entrepreneurship Development Activity) 20 Oct 2023
  - g) Industrial Visit to
    - i) Godrej on 21 Oct 2023.
    - ii) Re charkha - Manufacturing Unit Bhor and Pune Outlet under ISR and E cell on 25 Oct 2023
    - iii) Eaton Industrial System Pvt. Ltd. on 3 Nov. 2023.
  - h) "CPR training" by Dr Seema Kedkar (HOD, Cardio, Sinhgad Medical College) on 25 Oct 2023.
  - g) "Role Play Activity" on 1<sup>st</sup> and 2<sup>nd</sup> Nov. 2023.
  - h) Rubicon Placement Event on 2<sup>nd</sup> and 3<sup>rd</sup> Nov. 2023.
19. Various workshops are conducted as given below.
  - a) "Entrepreneurship and Innovation as Career Opportunity" by Mr. Pravin Adik (Founder and CEO of BharatGo) on 12 Oct 2023
  - b) "Problem Solving and Ideation" Workshop by Mr. Mandar Patil Professor and Innovator from Sinhgad. On 26 Oct 2023.
  - c) "Entrepreneur Investor Camp" by Udyogwardhini on 3<sup>rd</sup> - 4<sup>th</sup> Nov 2023.
20. Internal exam i.e. mid-term exam from 21<sup>st</sup> to 25<sup>th</sup> Nov 2023.



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21. Marketing seminar is conducted on 25 Oct 2023.
22. SIP Internal Viva on 2<sup>nd</sup> – 3<sup>rd</sup> Nov. 2023.
23. Specialization wise "Case study orientation session" has been conducted as per the following schedule.  
Mkt : 7<sup>th</sup> Sept. 23  
Fin : 7<sup>th</sup> Sept 23  
HR : 7<sup>th</sup> Sept 23.

  
Dr. Prachi Pargaonkar  
Director, SKNSSBM  
& Chairman

  
Dr. Shalaka Sakhrekar  
IQAC Coordinator



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Director

STES/SKNSSBM/2023-24/

Date : 2-Jan-2024

**NOTICE OF THE MEETING OF THE IQAC(Meeting 3)**

A meeting of the Internal Quality Assurance Committee of S.K.N. Sinhgad School Of Business Management will be held on 16-Jan-2024 at 5:00p.m. in syndicate room, SKNSSBM, Ambegaon (BK), Pune 411041 to plan the curriculum as per the following agenda.

**AGENDA**

1. To celebrate Netaji Subhashchandra Bose Jayanti , Girl Child day, Parakram Diwas, Independence day, Traditional day, women's day.
2. To discuss about Marketing Case Study Orientation
3. To prepare and present the plan of SIP final SPPU VIVA conduction..
4. To prepare and present the plan of IQA, AQAR and SSR submission
5. To Prepare and plan the schedule of sending the students in other colleges for different competitions.
6. To discuss about Placement Orientation session.
7. To prepare and present the plan of Sinhgad Spring Festival.
8. To prepare and present the plan of Sinhgad Spectrum Festival.
9. To prepare and present the plan of Sinhgad Olympus Festival.
10. To Prepare and plan different competitions.
11. To prepare the plan of different guest sessions
12. To discuss the plan of STP activities.
13. To discuss the plan of innovative session of alumni on "Experience sharing"
14. To discuss the plan of visit to COEP BHAU Institute.
15. To prepare and present the plan of Research Cell.
16. Any other item with permission of the chair.

  
Dr. Prachi Pargaonkar  
Director and Chairperson,

NOTE : Incase, of lack of adequate quorum. The meeting will be adjourned for half an hour and will again take place at the same venue to consider the same items of the agenda.

Cc To:

1. Dr. Shalaka Sakhrekar
2. Dr. S. U. Gawade
3. Dr. Vijaya Puranik
4. Mr. Santish Khade
5. Ms. Prajakta Joshi
6. Dr. Yatin Bokil
6. Dr. Ganesh Yadav
8. Dr. Sadhan Ogale
9. Ms. Manjula Dhulipala
10. Dr. Roza Parashar
11. Ms. Mayuri Yadav
12. Mr. Mahesh Shinde
13. Mr. Dnyaneshwar Pahlwan

- IQAC, Coordinator
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Director

14. Mr. Sanat Bhujbal  
15. Dr. Prachi Pargaonkar

Student  
Director, SKNSSBM

**Attendance of IQAC Meeting (Meeting 3)**

Ref.: SKNSSBM/2023-24/

Date : 16/01/2024

A meeting of the Internal Quality Assurance Cell of S.K.N. Sinhgad School Of Business Management was held on 16-Jan-2024 at 5:00 p.m. in syndicate room in S.K.N. Sinhgad School Of Business Management, Ambegaon(Bk), Pune - 411041. Below is the attendance sheet of the same :

SN	Category	Name of the Member	Attendance
1	Chairperson	Dr. Prachi Pargaonkar	
2	IQAC Coordinator	Dr. Shalaka Sakhrekar	
3	Administrative Officer	Mr. Mahesh Shinde	
4	Faculty	Dr. Yatin Bokil	
		Dr. Ganesh Yadav	
		Dr. Sadhana Ogle	
		Dr. Roza Parashar	
		Mrs. Manjula Dhulipala	
		Mrs. Mayuri Yadav	
5	Management Member	Dr. S. U. Gawade.	
		Dr. Vijaya Puranik	
6	Student/Alumni/Local Society Member	Sanat Bhujbal (Student)	
		Mr. Dnyaneshwar Pahilwan	
		Ms. Prasjakta Joshi	
7	Industrialist/Employer/Parent	Mr. Satish Khade	



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**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

### MINUTES OF THE IQAC MEETING(Meeting 3)

Ref.:STES/SKNSSBM/2023-24/

Date : 17-Jan-2024

A meeting of the IQAC was held on Tuesday 16-Jan-2024 at 5:00pm in syndicate room of SKN Sinhgad School Of Business Management, Ambegaon(BK), Pune 411041. The following members were present.

1. Dr. Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Santish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Dr. Yatin Bokil	Dean, Teacher
6. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Senior Administrative Officer
13. Mr. Dnyaneshwar Pahilwan	Alumni
14. Mr. Sanat Bhujbal	Student
15. Dr. Prachi Pargaonkar	Director, SKNSSBM

Dr. Prachi Pargaonkar was in the chair.

The following points were discussed and approved.

1. IQAC coordinator read out the minutes of the previous IQAC meeting and AMC meeting.  
Approved by Dr. Prachi Pargaonkar
2. IQAC Coordinator has presented the plan of various guest sessions/workshops.  
Approved by Dr. Prachi Pargaonkar
3. IQAC Coordinator has presented the plan of various Activities.  
Approved by Dr. Prachi Pargaonkar
4. Dr. Yatin Bokil, Dean has presented the plan of Marketing case study orientation session.  
Approved by Dr. Prachi Pargaonkar
5. Dr. Ganesh Yadav has presented the plan of SIP final SPPU viva.  
Approved by Dr. Prachi Pargaonkar
6. IQAC Coordinator has presented the plan of IQA,SSR and AQAR submission.  
Approved by Dr. Prachi Pargaonkar
7. Dr. Yatin Bokil, Dean has presented the plan of Placement Orientation session.  
Approved by Dr. Prachi Pargaonkar
8. Dr. Ganesh Yadav has presented the plan of Sinhgad Spring Festival, Sinhgad Spectrum, Sinhgad Olympus event.  
Approved by Dr. Prachi Pargaonkar
9. Dr. Roza Parashar has presented the plan of sending the students in other colleges for different competitions.  
Approved by Dr. Prachi Pargaonkar
10. Dr. Sadhana Ogale has presented the plan of different competitions which Institute will organize,  
Approved by Dr. Prachi Pargaonkar
11. IQAC coordinator has presented the plan of different guest sessions.  
Approved by Dr. Prachi Pargaonkar
12. Dr. Yatin Bokil, Dean has presented the plan of STP activities.  
Approved by Dr. Prachi Pargaonkar



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**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

13. IQAC coordinator has presented the plan of alumni experience sharing session. Approved by Dr. Prachi Pargaonkar
14. Dr. Sadhana Ogale has presented the plan of BHAU Institute visit. Approved by Dr. Prachi Pargaonkar
15. IQAC has presented the plan of starting Research cell in the Institute. Approved by Dr. Prachi Pargaonkar.  
As there were no items for discussion, the meeting concluded with vote of thanks to the Chairman.

Dr. Prachi Pargaonkar  
Director, SKNSSBM  
& Chairman

Dr. Shalaka Sakhrekar  
IQAC Coordinator



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Director

### COMPLIANCE OF THE IQAC MEETING(Meeting 3)

Ref.:STES/SKNSSBM/2023-24/

Date : 30-Mar-2024

A meeting of the IQAC was held on 16-Jan-2024 at 5:00pm in syndicate room of SKN Sinhgad School Of Business Management, Ambegaon(BK), Pune 411041. The following members were present.

1. Dr. Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Santish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Dr. Yatin Bokil	Dean, Teacher
6. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Senior Administrative Officer
13. Mr. Dnyaneshwar Pahilwan	Alumni
14. Mr. Sanat Bhujbal	Student
15. Dr. Prachi Pargaonkar	Director, SKNSSBM

Dr. Prachi Pargaonkar was in the chair.

#### Compliance :

1. Various activities have been conducted as per following schedule:
  - a) Netaji Subhashchandra Bose Jayanti Celebration. on 24<sup>th</sup> Jan 24.
  - b) "National Girl child celebration." on 24<sup>th</sup> Jan. 24
  - c) "Parakram Diwas" has celebrated on 24<sup>th</sup> Jan 24.
  - d) "Independence Day celebration" on 26<sup>th</sup> Jan 24.
  - e) "Traditional Day" celebration on 23 Feb 24.
2. Various Guest sessions/workshops have been conducted as per following schedule:
  - a) "Health awareness session" by on 7<sup>th</sup> Mar 24.
  - b) "Self-defense session" by . on 7<sup>th</sup> Jan 24
  - c) "Be presentable in Corporate World" by on 7<sup>th</sup> Mar 24.
  - d) "Experience sharing session" by Alumni on 15 Mar. 24.
  - e) "Financial Awareness and Consumer Training" (FACT)by Mr. Karthik Krishnan, Manager , NCFE. On 14 Mar 24.
  - f) "Design Thinking and Entrepreneurship" by Mr. Niket Karajagi on 22 Mar 24.
3. Various Orientation sessions/workshops have been conducted as per following schedule:





Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S®

## S. K. N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone : +91 20 2435 4036

Telefax: +91 20 2435 4036 Email : director\_sknsbm@sinhgad.edu

**Prof. M. N. Navale**  
M.E. (Elect) MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

- a) Marketing case study orientation on 24 Jan 24.
- b) "Placement Orientation Session" on 27<sup>th</sup> Feb 24.

4. Various STP activities conducted as following schedule.

- a) Aptitude Test on 29 Feb 24
- b) "Group discussion on 1 Mar. 24.
- c) Aptitude Test on 4 Mar 24
- d) GK-CA Test on 7 Mar 24
- e) Reading Skills on 14 Mar 24
- f) Writing Skills on 15 Mar 24

5. Three Faculty members has visited COEP BHAU Institute on 28 Mar 24.

6) Sinhgad Spring Festival, Sinhgad Spectrum event and Sinhgad Olympus event are organized on 13<sup>th</sup> – 17<sup>th</sup> Feb 24, 15<sup>th</sup> – 16<sup>th</sup> Feb 24 and 8<sup>th</sup> – 31<sup>st</sup> Jan 24 respectively.


7. Institute has successfully submitted IIQA, SSR for second cycle. And AQAR of current assessment year.

8. SIP final SPPU viva has arranged in between 8<sup>th</sup> – 10 Feb 24.

9. Students of SKNSSBM have participated in various activities of own and other colleges.

- a) "Street play at RTO, Pune.
- b) Street play ar Pimpri-Chinchwad College.
- c) MAD competition in IMCC,Pune Team stood first in this competition.
- d) Business war competition and SKNSSBM students got Runner up prize
- e) Solo Singing, SKNSSBM students stood Runner up
- f) Rendezvous Competition, SKNSSBM students Stood second
- g) Mad Adz competition in Sai Balaji Institute and SKNSSBM students stood first .
- h) Street Play competition in Christ College Pune , SKNSSBM students stood first.

10. Institute has started the research cell in January 2024.

  
Dr. Prachi Pargaonkar  
Director, SKNSSBM  
& Chairman

  
Dr. Shalaka Sakhrekar  
IQAC Coordinator



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Founder Secretary

**CA Dr. Priya Agashe**  
M.Com., Ph.D., FCA  
Director

STES/SKNSSBM/2023-24/

Date : 1-Apr-2024

**NOTICE OF THE MEETING OF THE IQAC(Meeting 4)**

A meeting of the Internal Quality Assurance Committee of S.K.N. Sinhgad School Of Business Management will be held on 15-Apr-2024 at 5:00p.m. to plan the curriculum as per the following agenda.

**AGENDA**

1. To discuss about syllabus monitoring feedback.
2. To discuss and plan various guest sessions/workshops.
3. To discuss and plan various activities.
4. To discuss and plan FDP.
5. To discuss and plan Parent meet and Alumni meet.
6. To discuss and plan mid-term exam.
7. To discuss and plan National conference.
8. To discuss and plan remedial classes.
9. To discuss and plan Financial Modeling workshop
10. To discuss and present the plan of SIP Orientation session.
11. To prepare and present the plan of NAAC Peer Team Visit.
12. Any other item with permission of the chair.

Dr. Priya Agashe  
Director and Chairperson,

NOTE : In case, of lack of adequate quorum. The meeting will be adjourned for half an hour and will again take place at the same venue to consider the same items of the agenda.

Cc To:

- |                              |                               |
|------------------------------|-------------------------------|
| 1. Dr. Shalaka Sakhrekar     | IQAC, Coordinator             |
| 2. Dr. S. U. Gawade          | Member from Management        |
| 3. Dr. Vijaya Puranik        | Member from Management        |
| 4. Mr. Santish Khade         | Industrialist                 |
| 5. Ms. Prajakta Joshi        | Nominee from Local Society    |
| 6. Dr. Yatin Bokil           | Dean, Teacher                 |
| 6. Dr. Ganesh Yadav          | Teacher                       |
| 8. Dr. Sadhan Ogale          | Teacher                       |
| 9. Ms. Manjula Dhulipala     | Teacher                       |
| 10. Dr. Roza Parashar        | Teacher                       |
| 11. Ms. Mayuri Yadav         | Teacher                       |
| 12. Mr. Mahesh Shinde        | Senior Administrative Officer |
| 13. Mr. Dnyaneshwar Pahilwan | Alumni                        |
| 14. Mr. Sanat Bhujbal        | Student                       |
| 15. Dr. Priya Agashe         | Director, SKNSSBM             |



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**CA Dr. Priya Agashe**  
M.Com., Ph.D., FCA  
Director

**Attendance of IQAC Meeting (Meeting 4)**

Ref.: SKNSSBM/2023-24/

Date : 15/04/2024

A meeting of the Internal Quality Assurance Cell of S.K.N. Sinhgad School Of Business Management was held on 15-Apr-2024 at 5:00 p.m. in syndicate room in S.K.N. Sinhgad School Of Business Management, Ambegaon(Bk), Pune - 411041. Below is the attendance sheet of the same :

SN	Category	Name of the Member	Attendance
1	Chairperson	Dr. Priya Agashe	<i>Priya Agashe</i>
2	IQAC Coordinator	Dr. Shalaka Sakhrekar	<i>Shalaka</i>
3	Administrative Officer	Mr. Mahesh Shinde	<i>Mahesh Shinde</i>
4	Faculty	Dr. Yatin Bokil	<i>Yatin Bokil</i>
		Dr. Ganesh Yadav	<i>Ganesh Yadav</i>
		Dr. Sadhana Ogle	<i>Sadhana Ogle</i>
		Dr. Roza Parashar	<i>Roza Parashar</i>
		Mrs. Manjula Dhulipala	
		Mrs. Mayuri Yadav	<i>Mayuri Yadav</i>
5	Management Member	Dr. S. U. Gawade.	<i>S. U. Gawade</i>
		Dr. Vijaya Puranik	<i>Vijaya Puranik</i>
6	Student/Alumni/Local Society Member	Sanat Bhujbal (Student)	
		Mr. Dnyaneshwar Pahilwan	
		Ms. Pranjakta Joshi	<i>Pranjakta Joshi</i>
7	Industrialist/Employer/Parent	Mr. Satish Khade	



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**CA Dr. Priya Agashe**  
M.Com., Ph.D., FCA  
Director

**MINUTES OF THE IQAC MEETING(Meeting 4)**

Ref.:STES/SKNSSBM/2023-24/

Date : 16-Apr-2024

A meeting of the IQAC was held on 15-Apr-2024 at 5:00pm. The following members were present.

1. Dr. Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Santish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Dr. Yatin Bokil	Dean, Teacher
6. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Senior Administrative Officer
13. Mr. Dnyaneshwar Pahilwan	Alumni
14. Mr. Sanat Bhujbal	Student
15. Dr. Priya Agashe	Director, SKNSSBM

Dr. Priya Agashe was in the chair.

The following points were discussed and approved.

1 IQAC coordinator read out the minutes of the previous IQAC meeting and AMC meeting.

Approved by Dr. Priya Agashe

2. AMC has presented the plan of Syllabus monitoring feedback and exam work progress and syllabus related feedback from different stakeholders with their completion status.

Approved by Dr. Priya Agashe

3. IQAC coordinator has presented the plan of various guest sessions and workshops.

Approved by Dr. Priya Agashe

4. Dr. Roza Parashar has presented the plan of various activities.

Approved by Dr. Priya Agashe

5. Dr. Sadhana Ogale has presented the plan of FDP.

Approved by Dr. Priya Agashe

6. Dr. Roza Parashar has presented the plan of Parent meet.

Approved by Dr. Priya Agashe

7. Dr. Mayuri Yadav has presented the plan of Alumni meet.

Approved by Dr. Priya Agashe

8. Dr. Ganesh Yadav has presented the plan of Mid-Term exam.

Approved by Dr. Priya Agashe

9. IQAC coordinator has presented the plan of National Conference.

Approved by Dr. Priya Agashe

10. Dean has presented the plan of remedial classes.

Approved by Dr. Priya Agashe

11. Dr. Sadhana Ogale has prepared and presented the plan of "Financial Modelling workshop.

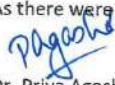
Approved by Dr. Priya Agashe


13. Dr. Yatin Bokil has prepared and presented the plan of SIP Orientation session.

Approved by Dr. Priya Agashe

14. IQAC coordinator has presented the plan of NAAC Peer Team Visit. Approved by Dr. Priya Agashe

As there were no items for discussion, the meeting concluded with vote of thanks to the Chairman.

  
Dr. Priya Agashe  
Director, SKNSSBM  
& Chairman

  
Dr. Shalaka Sakhrekar  
IQAC Coordinator





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**CA Dr. Priya Agashe**  
M.Com., Ph.D., FCA  
Director

**COMPLIANCE OF THE IQAC MEETING (Meeting 4)**

Ref.: STES/SKNSSBM/2023-24/

Date : 1-July-2024

A meeting of the IQAC was held on 15-Apr-2024 at 5:00pm. The following members were present.

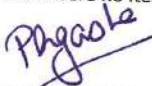
1. Prof. (Dr.) Shalaka Sakhrekar	IQAC, Coordinator
2. Dr. S. U. Gawade	Member from Management
3. Dr. Vijaya Puranik	Member from Management
4. Mr. Santish Khade	Industrialist
5. Ms. Prajakta Joshi	Nominee from Local Society
6. Prof. (Dr.) Yatin Bokil	Dean, Teacher
6. Dr. Ganesh Yadav	Teacher
8. Dr. Sadhan Ogale	Teacher
9. Ms. Manjula Dhulipala	Teacher
10. Dr. Roza Parashar	Teacher
11. Ms. Mayuri Yadav	Teacher
12. Mr. Mahesh Shinde	Teacher
13. Mr. Dnyaneshwar Pahilwan	Senior Administrative Officer
14. Mr. Sanat Bhujbal	Alumni
15. Dr. Priya Agashe	Student
Dr. Priya Agashe was in the chair.	Director, SKNSSBM


**Compliance :**

The following points were discussed and approved.

1. Monitored syllabus feedback and exam work progress.
2. Various guest sessions/workshop have been conducted as per following schedule:
  - a) "Financial Modeling" 30 Hrs. workshop by Mr. Rohit Warman from 1<sup>st</sup> April to 6<sup>th</sup> April 2024.
  - b) "Project Management Professional Certification Course" from 16<sup>th</sup> April to 30<sup>th</sup> April 2024.
  - c) "IIC Impact Series Session-1" by Prajakta Shetye-Deo
  - d) "IIC Impact Series Session-2" by Dr. Prajakta Joshi
  - e) "IIC Impact Series Session-3" by Nihar Barve
- 3) Guest session on topic "IPR" has been organized on 26<sup>th</sup> April 24 by Mrs. Pooja Maulikar.
- 4) Various activities have been conducted as per following schedule:
  - a) "Tree Plantation" on the occasion of word Environment Day on 5<sup>th</sup> June 24.
  - b) Celebrated "Yoga day" on 21<sup>st</sup> June 24.
- 5) SIP orientation has been conducted on 22<sup>nd</sup> May 24.
- 6) Final SPPU exam has conducted on 8<sup>th</sup> May - 21 June 2024.
- 7) NAAC Peer Team visit for cycle 2 on 6<sup>th</sup> and 7<sup>th</sup> June 2024.

As there were no items for discussion, the meeting concluded with vote of thanks to the Chairman.

  
CA Dr. Priya Agashe  
Director, SKNSSBM  
& Chairman

  
Prof. (Dr.) Shalaka Sakhrekar  
IQAC Coordinator



Sinhgad Institutes

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Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

STES/SKNSSBM/2023-24/171-F

Date: 04/10/2023

## Grievance Redressal committee

The following committee is formed for Student, Faculty & Staff members for the year 2023-24 from immediate effect. ((As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019)

Sr. No.	Name of the Committee Member	Profession
1	Dr. Prachi Pargaonkar	Director / Chairperson
2	Prof. Yatin Bokil	Senior Faculty Member – Teaching
3	Dr. Shalaka Sakhrekar	Senior Faculty Member Female – Teaching
4	Dr. Sangita Gorde	Senior Faculty Member Female – Teaching
5	Mr. Mahesh Shinde	Member Secretary Administrative Officer

  
**Dr. Prachi Pargaonkar**  
Director A/C





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Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

STES/SKNSSBM/2023-24/171-A

Date: 04/10/2023

## Establishment of Anti - Ragging committee & Squad

The following committee is formed for the year 2023-24 from immediate effect.

Sr. No.	Name of the Committee Member	Profession
<b>Anti-Ragging Committee</b>		
1	Dr. Prachi Pargaonkar	Head of the Institute-Teaching and Administration
2	Mrs. Shilpa Bhujbal	Parent Representative
3	Mr. Yogiraj Prabhune	Media Person
4	Dr. Yatin Bokil	Teaching- Gents Faculty
5	Ms. Mayuri Yadav	Teaching-Lady Faculty
6	Mr. Mahesh Shinde	Non-Teaching (Administrative Authority)
7	Mr. Vikrant Dighe	Police Sub Inspector
8	Mr. Mandar Joshi	NGO Representative
9	Ms. Priydarshini Pawage	Jr. Student-SKNSSBM
10	Ms. Omkar Pise	Sr. Student-SKNSSBM
<b>Anti-Ragging Squad</b>		
11	Dr. Roza Parashar	Faculty residing at campus
12	Dr. Sadhana Ogale	Faculty residing at campus
13	Dr. Manoj Kulkarni	Faculty
14	Mr. Yuvraj Navale	Warden, Boys Hostel
15	Ms. Vanashree Navale	Warden, Girls Hostel
16	Dr. Shilpa Gaikwad	Civil Administration

  
**Dr. Prachi Pargaonkar**  
Director A/C



**Note:**

1. Formation of the committee is as per the norms prescribed in the AICTE Process Handbook.
2. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No.1800-180- 5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in

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 Founder Secretary

**Dr. Prachi Pargaonkar**  
 M.Com., Ph.D., FCA  
 Director

STES/SKNSSBM/2023-24/171-C

Date: 04/10/2023

### Internal Committee (IC)

The following committee is formed for the year 2023-24 from immediate effect. The following committee has been formed (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June, 2016 \*

Sr. No.	Name of the Committee Member	Profession
1	Dr. Sangeeta Gorde	Presiding Officer
2	Dr. Yatin Bokil	Gents Faculty Member
3	Dr. Roza Parashar	Lady Faculty Member
4	Mr. Mahesh Shinde	Gents Non-Teaching (Administrative Authority)
5	Ms. Shailaja Jangam	Lady Non-Teaching
6	Antariksh Ingale	Student
7	Omkar Maske	Student
8	Unnati Masani	Student
9	Dr. Shilpa Gaikwad	Advocate - Representative non-Govt. Organization

  
**Dr. Prachi Pargaonkar**  
 Director A/C





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Founder Secretary

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M.Com., Ph.D., FCA  
Director

STES/SKNSSBM/2023-24/171-B

Date: 04/10/2023

### Establishment of committee for SC/ST

The following committee is formed for the year 2023-24 from immediate effect. (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989)

Sr. No.	Name of the Committee Member	Profession
1	Dr. Prachi Pargaonkar	Member
2	Dr. Yatin Bokil	Senior Faculty Member
3	Dr. Sadhana Ogale	SC/ST Faculty Member
4	Mr. Mahesh Shinde	SC/ST Non-Teaching Member
5	Ms. Asha Bansode	SC/ST Non-Teaching Member
6	Dr. Ram Kolhe	Faculty Member

  
**Dr. Prachi Pargaonkar**  
Director A/C



Note : Formation of the committee is as per the norms prescribed in the AICTE Process Handbook.




## Office Order

Following staff from SKN Sinhgad School of Business Management has been appointed for Savitribai Phule Pune University, Examination Oct/Nov- 2023 for conduction of the MBA Examination starting from 11/12/2023.

Sr. No.	Name of the Staff	Destination	Dates
1	Dr. Ganesh Yadav	CEO & Custodian	11/12/2023 to 27/01/2024
2	Dr. Sadhana Ogale	Internal Sr. Supervisor	11/12/2023 to 27/01/2024
3	Prof. Kalpana Sayankar	Asst. Sr. Supervisor	11/12/2023 to 27/01/2024
4	Mr. Mahesh Shinde	Dispatch Clerk	11/12/2023 to 27/01/2024
5	Dr. Shalaka Sakharekar	Jr. Supervisor	11/12/2023 to 27/01/2024
6	Dr. Roza Parashar	Jr. Supervisor	11/12/2023 to 27/01/2024
7	Dr. Manoj Kulkarni	Jr. Supervisor	11/12/2023 to 27/01/2024
8	Prof. Manjula Dhulipala	Jr. Supervisor	11/12/2023 to 27/01/2024
9	Prof. Mayuri Yadav	Jr. Supervisor	11/12/2023 to 27/01/2024
10	Prof. Sheetal Sarnot	Jr. Supervisor	11/12/2023 to 27/01/2024
11	Dr. Ram Kolhe	Jr. Supervisor	11/12/2023 to 27/01/2024
12	Dr. Prapti Dhanshetty	Jr. Supervisor	11/12/2023 to 27/01/2024
13	Dr. Mrunalini Lad	Jr. Supervisor	11/12/2023 to 27/01/2024
14	Prof. Niketa Patil	Jr. Supervisor	11/12/2023 to 27/01/2024
15	Prof. Mrunali Pathak	Jr. Supervisor	11/12/2023 to 27/01/2024
16	Prof. Surajsingh Parihar	Jr. Supervisor	11/12/2023 to 27/01/2024
17	Prof. Pritam Chaudhari	Jr. Supervisor	11/12/2023 to 27/01/2024
18	Mr. Vikas Bansode	Jr. Supervisor	11/12/2023 to 27/01/2024
19	Mr. Sachin Kulkarni	Jr. Supervisor	11/12/2023 to 27/01/2024
20	Mr. Santosh Bankar	Jr. Supervisor	11/12/2023 to 27/01/2024
21	Mr. Vitthal Sudney	Jr. Supervisor	11/12/2023 to 27/01/2024
22	Smt. Asha More	Jr. Supervisor	11/12/2023 to 27/01/2024
23	Mrs. Shailaja Jangam	Jr. Supervisor	11/12/2023 to 27/01/2024
24	Mrs. Sushama Kumbhar	Jr. Supervisor	11/12/2023 to 27/01/2024
25	Mrs. Akshada Kumbhar	Jr. Supervisor	11/12/2023 to 27/01/2024
26	Mr. Shubham Navale	Peon	11/12/2023 to 27/01/2024
27	Mr. Rohit Tandale	Peon	11/12/2023 to 27/01/2024
28	Mr. Sandesh Pagare	Waterman	11/12/2023 to 27/01/2024
29	Mrs. Mukta Pukale	sweeper	11/12/2023 to 27/01/2024
30	Mrs. Anita Todkar	Sweeper	11/12/2023 to 27/01/2024
31	Mrs. Sarodini Sanas	Account Clerk	11/12/2023 to 27/01/2024

All staff involved in MBA examinations must strictly adhere to prescribed rules and regulations. It is imperative to closely heed instructions from the CEO and Senior Supervisor for effective coordination. This ensures a fair and transparent examination process, contributing to the integrity and success of the MBA program.



  
**Dr. Prachi Pargaonkar**  
Director




## Office Order


Following staff from SKN Sinhgad School of Business Management has been appointed for Savitribai Phule Pune University, Examination May/June- 2024 for conduction of the MBA Examination starting from 8/05/2024.

Sr. No.	Name of the Staff	Destination	Dates
1	Dr. Ganesh Yadav	CEO & Custodian	8/5/2024 to 21/06/2024
2	Dr. Sadhana Ogale	Internal Sr. Supervisor	8/5/2024 to 21/06/2024
3	Prof. Kalpana Sayankar	Asst. Sr. Supervisor	8/5/2024 to 21/06/2024
4	Mr. Mahesh Shinde	Dispatch Clerk	8/5/2024 to 21/06/2024
5	Dr. Shalaka Sakharekar	Jr. Supervisor	8/5/2024 to 21/06/2024
6	Dr. Roza Parashar	Jr. Supervisor	8/5/2024 to 21/06/2024
7	Dr. Manoj Kulkarni	Jr. Supervisor	8/5/2024 to 21/06/2024
8	Dr. Mayuri Yadav	Jr. Supervisor	8/5/2024 to 21/06/2024
9	Prof. Sheetal Sarnot	Jr. Supervisor	8/5/2024 to 21/06/2024
10	Dr. Ram Kolhe	Jr. Supervisor	8/5/2024 to 21/06/2024
11	Dr. Prapti Dhanshetty	Jr. Supervisor	8/5/2024 to 21/06/2024
12	Dr. Mrunalini Lad	Jr. Supervisor	8/5/2024 to 21/06/2024
13	Prof. Niketa Patil	Jr. Supervisor	8/5/2024 to 21/06/2024
14	Prof. Mrunali Pathak	Jr. Supervisor	8/5/2024 to 21/06/2024
15	Prof. Surajsingh Parihar	Jr. Supervisor	8/5/2024 to 21/06/2024
16	Prof. Pritam Chaudhari	Jr. Supervisor	8/5/2024 to 21/06/2024
17	Mr. Vikas Bansode	Jr. Supervisor	8/5/2024 to 21/06/2024
18	Mr. Sachin Kulkarni	Jr. Supervisor	8/5/2024 to 21/06/2024
19	Mr. Santosh Bankar	Jr. Supervisor	8/5/2024 to 21/06/2024
20	Mr. Vitthal Sudney	Jr. Supervisor	8/5/2024 to 21/06/2024
21	Smt. Asha More	Jr. Supervisor	8/5/2024 to 21/06/2024
22	Mrs. Shailaja Jangam	Jr. Supervisor	8/5/2024 to 21/06/2024
23	Mrs. Sarodini Sanas	Jr. Supervisor	8/5/2024 to 21/06/2024
24	Mrs. Akshada Kumbhar	Jr. Supervisor	8/5/2024 to 21/06/2024
25	Mrs. Swati Ghude	Jr. Supervisor	8/5/2024 to 21/06/2024
26	Mrs. Yogita Gaikwad	Jr. Supervisor	8/5/2024 to 21/06/2024
27	Mr. Shubham Navale	Peon	8/5/2024 to 21/06/2024
28	Mr. Rohit Tandale	Peon	8/5/2024 to 21/06/2024
29	Mr. Sandesh Pagare	Waterman	8/5/2024 to 21/06/2024
30	Mrs. Mukta Pukale	sweeper	8/5/2024 to 21/06/2024
31	Mrs. Anita Todkar	Sweeper	8/5/2024 to 21/06/2024
32	Mrs. Sushama Kumbhar	Account Clerk	8/5/2024 to 21/06/2024

All staff involved in MBA examinations must strictly adhere to prescribed rules and regulations. It is imperative to closely heed instructions from the CEO and Senior Supervisor for effective coordination. This ensures a fair and transparent examination process, contributing to the integrity and success of the MBA program.

  
**Dr. Yatin Bokil**  
Dean



  
**CA Dr. Priya Agashe**  
Director In-Charge



SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT**

(Approved by AICTE, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University,  
Accredited by NAAC) S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone: + 91 20 24354036  
E-mail: director\_sknssbm@sinhgad.edu, website: www.sinhgad.edu

**Prof. M. N. Navale**  
M.E (Elect), MIE, MBA  
Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D  
Founder Secretary

**CA Dr. Priya Agashe**  
M.Com., Ph.D., FCA  
Director

DATE: 15<sup>th</sup> April, 2024

**"NOTICE OF ACADEMIC MONITORING COMMITTEE MEETING"**

I am writing to inform you that an academic monitoring committee meeting has been scheduled on:

- **DATE OF MEETING:** 16<sup>th</sup> April 2024  
**TIME:** 10.00AM

**VENUE:** Syndicate Room First Floor SKN Sinhgad School of Business Management

**AGENDA:** To review the academic progress of students and discuss related matters.

**TO:**

Sr. No	Name of the Member	Academic Role
1	Dr Priya Agashe	Director
2	Dr. Yatin Bokil	Academic Dean
3	Dr. Shalaka Sakhrekar	IQAC Coordinator
4	Dr. Sangita Gorde	Member
5	Dr. Roza Parashar	Member
6	Prof. Mayuri Yadav	Member

1. Dr. Priya Agashe  
2. Dr. Yatin Bokil

*Priya Agashe*

Dr. Priya Agashe  
Director (SKNSSBM)







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Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

DATE: 27<sup>th</sup> March 2024

**"NOTICE OF ACADEMIC MONITORING COMMITTEE MEETING"**

I am writing to inform you that an academic monitoring committee meeting has been scheduled on:

**DATE OF MEETING:** 28<sup>th</sup> March 2024

**TIME:** 10.00AM

**VENUE:** Syndicate Room First Floor SKN Sinhgad School of Business Management

**AGENDA:** Amendment to Academic Monitoring Committee Composition

**TO:**

Sr. No	Name of the Member	Academic Role
1	Dr.Prachi Pargaonkar	Director
2	Dr. Yatin Bokil	Academic Dean
3	Dr.Shalaka Sakhrekar	IQAC Coordinator
4	Dr. Sangita Gorde	Member
5	Dr. Roza Parashar	Member
6	Prof. Mayuri Yadav	Member



Dr.Prachi Pargaonkar  
Director (SKNSSBM)



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**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

DATE: 18<sup>th</sup> Jan 2024

**"NOTICE OF ACADEMIC MONITORING COMMITTEE MEETING"**

I am writing to inform you that an academic monitoring committee meeting has been scheduled on:

**DATE OF MEETING:** 19<sup>th</sup> January 2024

**TIME:** 10.00AM

**VENUE:** Syndicate Room First Floor SKN Sinhgad School of Business Management

**AGENDA:** To review the academic progress of students and discuss related matters.

**TO:**

Sr. No	Name of the Member	Academic Role
1	Dr.Prachi Pargaonkar	Director
2	Dr. Yatin Bokil	Academic Dean
3	Dr.Shalaka Sakhrekar	IQAC Coordinator
4	Dr. Sangita Gorde	Member
5	Dr. Roza Parashar	Member
6	Prof. Mayuri Yadav	Member



  
Dr.Prachi Pargaonkar  
Director (SKNSSBM)



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Founder President

**Dr. (Mrs.) Sunanda M. Navale**  
B.A., M.P.M., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

DATE: 22<sup>ND</sup> NOVEMBER 2023

**"NOTICE OF ACADEMIC MONITORING COMMITTEE MEETING"**

I am writing to inform you that an academic monitoring committee meeting has been scheduled on:

**DATE OF MEETING: 23<sup>RD</sup> NOVEMBER 2023**

**TIME: 10.00AM**

**VENUE: Syndicate Room First Floor SKN Sinhgad School of Business Management**

**AGENDA: To review the academic progress of students and discuss related matters.**

**To:**

Sr. No	Name of the Member	Academic Role
1	Dr.Prachi Pargaonkar	Director
2	Dr. Yatin Bokil	Academic Dean
3	Dr.Shalaka Sakhrekar	IQAC Coordinator
4	Dr. Sangita Gorde	Member
5	Dr. Roza Parashar	Member
6	Prof. Mayuri Yadav	Member

  
**Dr.Prachi Pargaonkar**  
Director

S.K.N. Sinhgad School of Business Management  
S. No. 10/1, Ambegaon (Bk.), Pune - 411 041





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B.A., M.P.Ed., Ph.D.  
Founder Secretary

**Dr. Prachi Pargaonkar**  
M.Com., Ph.D., FCA  
Director

DATE: 14<sup>TH</sup> AUGUST 2023

**"NOTICE OF ACADEMIC MONITORING COMMITTEE MEETING"**

I am writing to inform you that an academic monitoring committee meeting has been scheduled on:

**DATE OF MEETING: 16<sup>TH</sup> AUGUST 2023**

**TIME: 10.00AM**

**VENUE: Syndicate Room First Floor SKN Sinhgad School of Business Management**

**AGENDA: Planning For Next Semester**

To:

Sr. No	Name of the Member	Academic Role
1	Dr.Prachi Pargaonkar	Director
2	Dr. Yatin Bokil	Academic Dean
3	Dr.Shalaka Sakhrekar	IQAC Coordinator
4	Dr. Sangita Gorde	Member
5	Dr. Roza Parashar	Member
6	Prof. Mayuri Yadav	Member



*Wal*  
**Dr.Prachi Pargaonkar**  
Director

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 Founder Secretary

**Dr. Prachi Pargaonkar**  
 M.Com., Ph.D., FCA  
 Director

DATE: 30<sup>th</sup> JUNE 2023

**"NOTICE OF ACADEMIC MONITORING COMMITTEE MEETING"**

I am writing to inform you that an academic monitoring committee meeting has been scheduled on:

**DATE OF MEETING:** 3<sup>rd</sup> July 2023

**TIME:** 10.00AM

**VENUE:** Syndicate Room First Floor SKN Sinhgad School of Business Management

**AGENDA:** To review the academic progress of students and discuss related matters.

**TO:**

Sr. No	Name of the Member	Academic Role
1	Dr.Prachi Pargaonkar	Director
2	Dr. Yatin Bokil	Academic Dean
3	Dr.Shalaka Sakhrekar	IQAC Coordinator
4	Dr. Sangita Gorde	Member
5	Dr. Roza Parashar	Member
6	Prof. Mayuri Yadav	Member



Dr.Prachi Pargaonkar  
 Director

SKN Sinhgad School of Business Management  
 S.K.N. Sinhgad School of Business Management  
 S. No. 10/1, Ambegaon (Bk.), Pune - 411 041

# S.K.N. Sinhgad School of Business Management

## Work Responsibility Chart Academic Year 2023 - 24

### Academic & Curricular Work Responsibilities

Sr. No.	Responsibility	Staff Member Responsible	
1	Class coordinator MBA I (Div A)	SP	
2	Class coordinator MBA I (Div B)	AJ	
3	Class coordinator MBA I (Div C)	MP	
4	Class coordinator MBA I (Div D)	PG	
5	Class coordinator MBA I (Div E)	MD	
6	Class coordinator MBA II Div A & B (Mktg.)	RK	
7	Class coordinator MBA II Div C & D (Finance)	SS	
8	Class coordinator MBA II Div E (HR)	SG	
9	Class coordinator MBA II Div E (Operations)	MK	
10	Class coordinator MBA II Div B (BA.)	PC	
11	Preparation and updation of specialisationwise students' list of MBA II	SRS	
12	Orientation for Placement for MBA II	RP	NP/Akshada Kumbhar
13	STP Coordinator MBA I & II	RP	PG,NP
14	NAAC IQAC Coordinator	SRS	YB
15	Induction Programme for MBA I	KS,NP,MP	
16	S-Card Coordination	VIKAS BANDODE	SACHIN KULKARNI
17	Marketing Seminar	GY	NP
18	Finance Seminar	DPR	MP
19	Human Resource Seminar	MD	RP
20	Operation Seminar	MK	
21	Business Analytics seminar	PC	
22	Faculty Development Programme	SRS	
23	National Level Conference	SRS	SO
24	Result Analysis	RP	SG
25	Guest Lectures Coordination	MK	MP
26	Internal Examination and SPPU Internal Marks Coordination	Internal exam team and all faculty members	



27	Website Maintenance and Development	Vitthal Sudney	SRS
28	Case Study Sets Preparation (hard copy) & Distribution to Class Cordinators (MBA- I & II)	MD	
29	Research Journal	SRS	SO
30	Coordination with Central Placement Cell	NP	AK
31	Summer Internship Project	SS	RK
32	Time-Table MBA I	SRS	PG
33	Time-Table MBA II	SRS	PG
34	Class Industrial Visit (Local)	MK,MY,SO	
35	Students' participation in competitions organised by outside institues/ Internal Competitions	KS,AJ,SP	
36	Entrepreneurship Development Cell, Incubation cell, Internshala, IIL, start-ups, Innovation, Linkages	SO,SS,PC	
37	Activity Compilation Centre (Centralize document submission)	SRS	NP
38	Coordinator for Cyber Security and Human Rights	RP,MY	
39	Coordinator for Soft Skills (Skill Based Course)	MD	
40	SWAYAM, NPTL, MOOC	YB.SO	
41	CSR Activities	RP,SRS	
42	Green Club	AJ,SP	
43	Electoral Club	DPR,AJ,SP	

### **Students' Administrative Work Responsibilities**

44	DTE Work Pune & Mumbai, DTE circulars and excution	Mahesh Shinde	Mahesh Yadav
45	AICTE events/programmes execution, AICTE Application for Extension of Approval	Mahesh Shinde	Mahesh Yadav
46	EBC, Social Welfare and Minority Scholarship, Punjabrao Deshmukh Scholarship Yojana, Inword-outword, Leave Record of Staff members	Asha Bansode, Mahesh Yadav	Bankar (Over all control)
47	Anti ragging Committee	KS	
48	Anti woman harrassment	KS	
49	SC/ST committee	KS	
50	Grievance redresal committee	KS	
51	Exam grievance committee	KS	

52	Celebration of events as per AICTE and NAAC-Criteria 7	RK	
53	Industry Connect	PG, DPR	
54	MOUs	ALL THE FACULTY MEMBERS	
55	Students' Data Updation on AICTE Web Portal	SHAILAJA SWAMI	MAHESH SHINDE
56	DTE - result & concession management - continuous updation	MAHESH SHINE	SHAILAJA SWAMI
57	Collection of original documents at the time of admission	SHAILAJA SWAMI, MAHESH YADAV	BANKAR
58	Students' documents custody & regular record updation	ASHA BANDODE	MAHESH YADAV
59	Students original Documents Verification from DTE	SHAILAJA SWAMI	BANKAR
60	Fee Regulating Authority	SANAS	MAHESH SHINDE
61	Admission Regulating Authority	MAHESH SHINDE	SHAILAJA, ASHA, SANAS
62	Income tax formalities	SANAS	SUSHMA KUMBHAR
63	Library & Journals etc.	VIKAS BANSODE	SACHIN KULKARNI
64	Computer Lab Maintenance	VITHAL SUDNEY	
65	Other External Examinations	GY	VS
66	Competency Mapping Activity	MY	

### **Savitribai Phule Pune University Work Responsibilities**

67	Examination Forms & Result Documents	Mahesh Yadav	
68	Eligibility Work	SHAILAJA SWAMI	
69	SPPU Examination	CEO-GY, SENIOR SUPERVISOR-SO, ASST. SR.SUPERVISOR-KS	
70	SPPU MBA II SIP Report Submission & SPPU Viva Voce Coordination (Sem-III)	SS	RK
71	LMC and Governing Body Meetings	SUSHMA KUMBHAR	
72	QIP & SPPU Research Projects Coordination	YATIN BOKIL	

### **Extra Curricular Work Responsibilities**

73	Sports Events	KS	SP,AJ,PC
74	Cultural Events / Sinhgad Karandak	KS	SP,AJ,PC
75	Spectrum	KS	SP,AJ,PC
76	Alumni Meet	MY	

77	Sinhgad Students Council/ International Student cell	SP	MP
78	Sinhgad Karandak Sponsorship (Spectrum, Neon)	RP	
79	Parents Meet	RP	
80	Admission Process	GY,MK	MS,BANKAR AND ENTIRE OFFICE STAFF
81	Swadhar Yojana for SC category	MAHESH YADAV	
82	National Scholarship Portal	MAHESH YADAV	
83	Programmes, events as per your own NAAC Criteria	Part A	SRS,YB
		Criteria 1	MY,NP
		Criteria 2	SO,RP,SS,SP
		Criteria 3	GY,PC,DPR
		Criteria 4 :	SG
		Criteria 5	MD,KS,MP,PG
		Criteria 6	YB,AJ,SRS
		Criteria 7	RK,MK