



PROF. M. N. NAVALE
M E (Elect.) MIE, MBA
Founder President

DR. (MRS.) SUNANDA M. NAVALE
B A, MPM, Ph D
Founder Secretary

DR. M. S. GAIKWAD
M E, Ph D (Electronics Engg.)
Principal

Policy for the implementation of Add on Certifications /Value Addition Programs

Apart from academics it is very much essential for students to get aware of the requirement of industries. To fulfill these it is essential for them to update their knowledge to that level by undergoing some extra training. Add on Certification and Value addition program are intended with the motto to **bridge the curriculum gap between academics and Industries**. To meet this stringent requirement various programs and facilities should be made available to the students may be inside the campus or outside the campus.

1. Value Addition Program based on future technologies
2. Certification programs from outside agency or Industries
3. NPTEL course, IIT spoken Tutorials / Virtual lab programs
4. Internships and Visits in various Industries
5. Foreign language certifications and so on.

All above innovative programs should create awareness among students about various career opportunities that are emerging and to equip them for securing the best employments with good packages. All programs must be intended to enhance employability by giving special trainings to improve their skills and personality to succeed in all competitions.

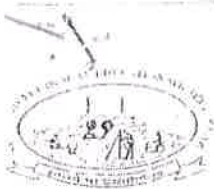
The renowned agencies and quality resource persons/trainers should be identified by respective head of the departments as per requirements of industries in particular discipline in consultation with training and placement department. The selection of programs must be updated time to time as per industries standards. The conduction of all such add on programs must be on and above the university curriculum and should not hamper the regular teaching learning process. Circular No. STES/FIN/2007-08/50, Dated 25/05/2007, should be followed for the expenses and remunerations wherever applicable.

ATTESTED

Date 16th Jan 2017




PRINCIPAL
(Dr. M. S. Gaikwad)
PRINCIPAL
SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401



SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

S. No. 41, Jagadh (Budruk), Off Sinhgad Road, Pune - 411 041. Tel. / Fax : (020) 2435 4721 Email : stes@sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.), MIE., MGA.
FOUNDER - PRESIDENT

MRS. SUNANDA M. NAVALE
B.A., MPM
SECRETARY

STES/ FIN/ 2007-08/50

25.05.2007

To, Principal,

Sinhgad Institute of Technology
CIRCULAR

Lonavala.

Sub: Incentive to Staff in respect of Short Term Training programmes/courses conducted by our Institutes

The Short Term Training Programmes/Courses being conducted by our various Institutes are categorized as under -

1. Training programmes or courses conducted as part of the regular academic curriculum.
In such cases, no extra payment is to be given to any staff member for having participated in these programmes or courses. It is the responsibility of the head of the Institute to see that such programmes are conducted and completed during the normal working hours only.
2. Programmes or courses conducted by Institutes in addition to the regular academic curriculum either for their own students or for outside students.

In such cases, the following uniform procedure is to be adopted -

- As far as possible such programmes should be conducted during holidays or outside the normal working hours of the Institute.
- The staff involved in such training programmes/courses should be compensated by way of payment of incentives. The eligibility criteria and modalities of this incentive scheme are as under: -

The Director / Principal should confirm that apart from office staff only those staff members are paid incentives under this scheme who are actually working for such programmes. The office staff should be paid incentives at the rates specified in further paragraphs even though they may not be directly associated with such programmes. All other staff should be paid such incentives only if they are actually working for such programmes. A separate register

HOD'S
Pl. Circulate/dt. with staff
members.
Encourage for activities like value
education, sports, etc.

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name of the course, name of the employee, period spent by him/her, services provided by him/her etc. should be maintained.

- i. The expenses incurred by the Institute on such programme e.g. printing and stationery, cost of course material, food & beverages, drawings, consumables, remuneration to visiting faculty / guest lecturers etc. to be reduced from the gross earning from the programme to derive Net Earning.
- ii. Net Earning so worked out to be distributed as under: -
 - a) 50 % of the net earning to be remitted to the Society Office.
 - b) 2.5 % of the net earning to be distributed among the office staff in the proportion as may be decided by the Principal / Director of the Institute.
 - c) Balance 47.5 % of the net earning to be distributed as under:
 - 2 %: Principal/ Director.
 - 2 %: Head of the Department (if more than one HOD are involved, this amount will be equally distributed among them)
 - 2 %: Programme / Course Coordinator
 - 41.5 %: Among other staff members who have actually worked for such programme, in such proportion as may be decided by the Principal / Director of the Institute
- iv. The total amount of incentives to be paid to any staff member on above account during a financial year should not exceed 20 % of the total of his Basic Pay and Dearness Pay for that financial year. The Institute must maintain a register indicating the incentive payments made to the respective staff members during the financial year vis-à-vis the total of their annual Basic Pay and Dearness Pay to monitor this limit.
- v. The Principal / Director of the Institute should ensure that while conducting such programmes, the normal work of the teaching and non-teaching staff is not adversely affected.

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- vi. After completion of each programme the Programme Coordinator should prepare a statement indicating the gross earning from the programme, expenses incurred, amount remitted to the Society and amount to be distributed among the various staff members as per above directives. This statement must be approved by the Principal / Director. The Internal Auditors will verify such statements during the course of their audit.

Further, these payments are to be effected alongwith monthly salaries only and the amounts paid will be considered for the purpose of income tax deduction.

The above directives will be applicable for Short Duration Programmes / Courses only. These directives are not applicable to long duration Programmes / courses such as CIDC Course conducted by SVCP.

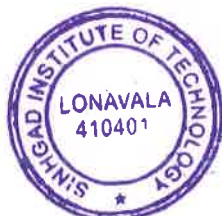
The above directives will be in force with effect from 01.04.2007.


M. N. Navale
President

To: -

- i) Director (Administration)
- ii) Director (Finance)
- iii) Registrar, STES, Vadgaon
- iv) All Principals /Directors
- v) Dy. Registrar, STES, Vadgaon
- vi) Chief Executive Officers,
Narhe/Kondhwa/Lonavala Campuses
- vii) Jt. Director (Accounts & Audit)

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Sinhgad Institutes

Sinhgad Technical Education Society's SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)
Gat No. 309/310, Kusgaon (Bk), off Mumbai-Pune, Expressway.

Lonavala, Pune, 410401, Website : www.sinhgad.edu

Internal Quality Assurance Cell

Minutes of First IQAC Meeting held on 13th Jan 2017 (AY 16-17) at 11.00 am in CTC (First)

Following members were present for the meeting,

1 Dr. M.S. Gaikwad, Principal	Chairman
2 Prof. M.G. Bhat, Dean Engineering (STES)	Management Representative
3 Prof. S.B. Pharkute	Member
4 Dr. S.N. Merchant, IIT, Pavai, Mumbai	Member
5 Mr. Kaustubh Bhadbhade, Persistent, Pune	Member
6 Dr. V.V. Shinde, HOD (Mech)	Member
7 Dr. S.D. Babar, HOD (Comp)	Member
8 Mr. V.V. Deotare, HOD (E&TC)	Member
9 Mr. N.A. Dhawas, HOD (I.T.)	Member
10 Dr. P. S. Patil, HOD (App.Sci. Deptt)	Member
11 Mr. Yogesh Jadhav, T & P Officer	Member
12 Mr. V.H. Magar NSS Prog. Officer	Member
13 Dr. Bhosekar Gaurav Faculty(App.Sci. Deptt)	Member
14 Mrs. Gitika Narang, Faculty Comp Deptt	Member
15 Mr. G.V. Lohar, Faculty E&TC Deptt.	Member
16 Mrs. Pallavi Ahire Faculty IT Deptt	Member
17 Mr. M.N.Kalgunde, Faculty Elect. Deptt.	Member
18 Mr. Pravin Pandit, Librarian	Member
19 Mrs. Pallavi Dhumal, Office Admin. Staff	Member
20 Mr. Vijay Khedkar	Nominee of Parents
21 Mr. Sanket Ghorpade	Nominee of Alumni
22 Mr. Kunal Kishore	Nominee of Student's Representative
23 Miss. Mayuri Doddanwar	Nominee of Student's Representative
24 Dr. D.D. Chaudhary, Vice-Principal	Coordinator

Dr. D.D. Chaudhary,
Coordinator

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(Dr. M. S. Gaikwad)
PRINCIPAL
SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD INSTITUTE OF TECHNOLOGY

Kusgaon (Bk), Lonavala-410401

IQAC Committee Attendance list

Date: 13/01/2017.

Time: 11:00 am

Sr. No.	Name of the Member	Designation	Signature
1	Dr. M.S. Gaikwad, Principal	Chairman	
2	Prof. M.G. Bhat, Dean Engineering (STES) <i>Prof. S. B. Pharkule</i>	Management Representative	
3.	Dr. S.N. Merchant, IIT , Pavai, Mumbai	Member	
4.	Dr. Pradip More ADYPCOE Pune	Member	ABSENT
5	Mr.Kaustubh Bhadbhade, Persistent, Pune	Member	
6.	Mr. Hrisav Kar, Head Recruiter, HR Accenture	Member	ABSENT
7.	Dr. V.V. Shinde, HOD (Mech)	Member	
8.	Dr. S.D. Babar, HOD (Comp)	Member	
9.	Mr. V.V. Deotare, HOD (E&TC)	Member	
10.	Mr. N.A. Dhawas, HOD (I.T.)	Member	
11.	Mr. A.A. Kalage, HOD (Elect.)	Member	ABSENT
12.	Dr. P. S. Patil, HOD (App.Sci. Deptt)	Member	
13	Mr. N.V. Lakal, Dean R & D	Member	ABSENT
14	Mr. Yogesh Jadhav, T & P Officer	Member	
15	Mr. V.H. Magar NSS Prog. Officer	Member	
16	Dr. Bhosekar Gaurav Faculty(App.Sci. Deptt)	Member	
17	Mrs. Gitika Narang, Faculty Comp Deptt	Member	
18	Mr. G.V. Lohar, Faculty E&TC Deptt.	Member	
19	Mrs. Pallavi Ahire Faculty IT Deptt	Member	
20	Mr. M.N.Kalgunde, Faculty Elect. Deptt.	Member	
21	Mr. Pravin Pandit, Librarian	Member	
22	Mrs. Pallavi Dhumal, Office Admin. Staff	Member	
23	Mr. Vijay Khedkar	Nominee of Parents	
24	Mr. Sanket Ghorpade/Sujit Fulari	Nominee of Alumni	
25	Mr Rachit kaul, S.E. (Comp) Mr. Kunal Kishore	Nominee of Student's Representative	
26	Dr. D.D. Chaudhary, Vice-Principal	Coordinator	

27. Muskan Dnsad
28. Mayuri Daddannavar

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(Dr. M. S. Gaikwad)
PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401



Principal Dr. M.S. Gaikwad sir addressing the meeting



Prof M.G. Bhat Management representative addressing the meeting

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(Dr. M. S. Gaikwad)
PRINCIPAL
SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401



Mr. Kaustubh Bhadbhade Industry representative addressing the meeting



Mr. Kunal Kishor students Representative giving feedback in IQAC meeting

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Dr. D.D. Chaudhary IQAC coordinator giving vote of Thanks

Minutes of First IQAC Meeting held on 13th Jan 2017

- Dr.D.D.Chaudhary as a coordinator of IQAC, initiated the session by giving a warm welcome to IQAC panel.
- Felicitation of delegates was done by Principal sir and other office bearers.
- Dr.M.S.Gaikwad, Principal, has delivered welcome speech, mentioning NBA 2013 and NACC 2016 and also programs like Academic Monitoring Committee, Parent meet, Local guardian scheme, Teacher training program, VAP, STP, Lab innovation, IIT spoken tutorial, Campus Connect Programs (Microsoft, Zensar, google,etc), Techtonic, Mutation, Aavishkhar and PGCON etc.
- Dr.Vikas Shinde briefly introduced the NAAC peer team committee comments about various programs carried out in the institute as well as the shortfalls marked by the peer team of NAAC.
- Discussion starts with all the office bearers for the IQAC to attain its sole purpose.
- Various suggestions were given by members like,
 - Meeting should be held quarterly .
 - Specialized training programs for teachers like, STTP, TTT and so on.
 - Quality Publications must be increase.
 - Feedback system must be improved: Inclusiveness of all stake holders.
 - Student mentorship must be enhanced.
- Mr.Bhadbhade from Persistent, talks about measurable criteria of the overall process and quality review at regular interval of time along with the priority setting.
- Mr.Khedkar talks about the setting up of “Yojana Aayog” which could help students entrepreneurs to asses various subsidy or helping hand from government.

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(Signature)




(Signature)
(Dr. M. S. Gaikwad)
PRINCIPAL

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- Mr.Sanket Ghorpade talks about awareness of research among students to produce good quality of projects also he suggested that more value addition programs should be decided according to industry requirements. He also suggested about necessity of seven days workshop on any technology to digest that completely. Mr.Sanket also suggested to arrange Hackthon like contest. He is also was ready to support for giving inputs for Hackthon.
- Mr. Yogesh Jadhav T&P officer, brief about the current status of industry interaction in terms of MoUs and currently in working scenario and also discuss swot analysis of current batch.
- Prof.S.B.Pharkute said that TPO should look into higher studies opportunities.
- Dr.S.N.Merchant, mentioned to focus on short term goals and also specified that placement is the main quality of institute but also the quality of students should be observed.
- Committee also emphasis on setting up mentorship program in which senior students will guide to junior students.
- Committee also suggested to have courses in with reference of Alumni and Industry Experts.
- Student representative, Mr.Kunal Kishore from E & TC department mentioned the need of motivation from faculties periodically. He emphasised on gap between industry requirement and university curriculum.
- Dr.D.D.Chaudhary discuss for the action plan which can be executed in the year 2017-18.
- Bhatt Sir mentioned his views in following points:
 - Institute should promote quality assurance program
 - Formats for different parameters should be ready by next IQAC meeting.
- Dr.M.S.Gaikawd, Thanks to panel and mentioned following points :
 - Committed in doing work in excellence in terms of academy and other activities too.
 - Assured before the next meeting all required format would be ready.
 - Student Mentorship program will be implemented by next week.
 - A new policy for motivating students will be defined under which every day students will be motivated by faculty for 4-5 minutes.
 - For defining road map of the year he mentioned the need of more meetings of IQAC.
 - Ready to send information related to faculty strength, number of Ph.D. faculty, their publications and their overall contribution in the Institute to Dr. S N Merchant to give his expert comment.
- At the end, Dr.D.D.Chaudhary Sir, concludes the meeting by giving vote of thanks to panel and summarize meeting in following points
 - He said with collaboration of stakeholder's formats and rode-map of the year will be defined very soon.
 - More focus will be given to industry interaction, as well as on entrepreneurship.
 - He appreciated and Thanks to all members for sharing valuable suggestions for quality improvement.

The meeting ended with vote of thanks after the the lunch with all members.


Dr. D.D. Chaudhary
 Coordinator IQAC




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Internal Quality Assurance Cell

Action Taken Report on the decisions of IQAC Meeting on 13th Jan 2017 (first) for AY 2016-17

Sr.No.	Points Discussed / Decision taken	Action Taken
1.	Institute should promote quality assurance program as per NAAC committee visit in August 2016.	All HoDs have asked to prepare action plans for second sem AY 16-17
2	Formats for different parameters should be ready by next IQAC meeting.	IQAC cordnator have collected all formats and distubuted to all members
3	As per Industry expert more inactions with Industries	TPO has asked to plan for Guest lectures and VAP as per Industries Need.
4	Quality Measures	As per students feedback STP and VAPs are modified.

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Dr. D.D. Chaudhary
Coordinator IQAC




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