MANDATORY DISCLOSURE

Mandatory Disclosure by Institutions running AICTE approved Engineering/Technology/Pharmacy programs to be included in their respective Information Brochure, displayed on their website and to be submitted to AICTE every year latest by 30th April together with its URL

The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website.

"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE."

I. NAME OF THE INSTITUTION

Name	Sinhgad Institute of Business Administration And Research	
Address	Permanent Location as approved by AICTE	
	S. no. 40/4A+4B/1, Near PMC Octroi post , Kondhwa - Saswad Road, Kondhwa (Bk)	
District	Pune	
Pin Code	411048	
State	Maharashtra	
STD Code	020	Phone No: 26906132/ 26934543
Fax No.	020 – 26933633	E-Mail: directormca_sibar@sinhgad.edu
Web site	www.sinhgad.edu	

II. NAME & ADDRESS OF THE DIRECTOR

Name   : Dr. (Mrs.) Arpita Gopal

Designation   : Director

Address   : Sinhgad Institute of Business Administration And Research

S. no. 40/4A+4B/1, Near PMC Octroi post , Kondhwa - Saswad Road, Kondhwa(Bk)

Pune-48

Phone – (020) 26906132, Fax: (020) 26933633

Email directormca_sibar@sinhgad.edu

III.   NAME OF THE AFFILIATING UNIVERSITY

Name	University of Pune		
Address	Ganeshkhind Road, Pune		
Pin Code	411007	Period of Affiliation	2011-12
STD Code	020	Phone No.	25696061
Fax No.	020 – 25693899	E-Mail/ Web site	Regis@unipune.ernet.in

IV.   Governance

❖ Members of the Board and their brief background

Sr. No.	Name & Educational Qualifications	Designation	Experience in Running the Educational Institutions
1	Prof. Maruti Nivrutti Navale M. E. (Elect) MIE, MBA	Founder-President Chief Managing Trustee (Life Member)	About 17 years experience in establishing new technological & professional educational institutions. About 25 years total teaching and industrial experience
2	Prof. Sukhadeo Nivrutti Navale M.A. (Economics)	Vice-President & Trustee (Life Member)	About 29 years experience in running the educational institutes
3	Dr. Mrs. Sunanda Maruti Navale, M.A, M. P. M.	Founder Trustee, Secretary & Jt. Chief Managing Trustee (Life Member)	About 5 years experience in running the educational Institutions
4	Prof. Dr. Arvind Vamanrao Bhore, M.D.	Vice – President & Member (co-opted)	About 11 years in running & establishing professional educational institutes and about 21 years teaching experience for graduate & post graduate courses in Medicine
5	Shri Anandrao Shankar Bansode	Member – Managing Council (Life Member)	About 5 years experience in running the educational Institute
6	Shri Sanjay Sadashiv Navale	Member – Managing Council (Life Member)	About 8 years experience of the Institute

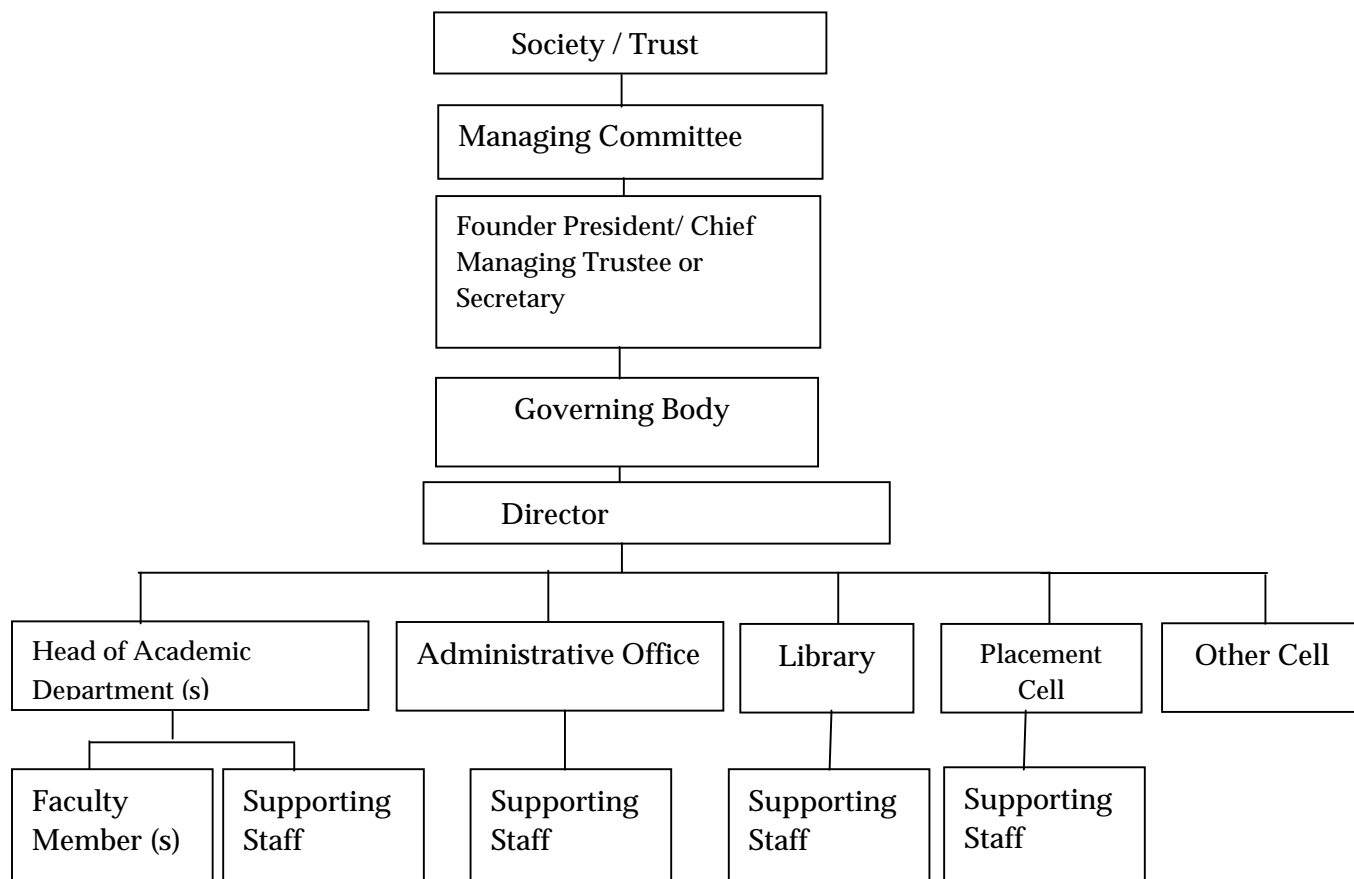| 7	Shri Dadasaheb Vithoba Navale	Member – Managing Council (Life Member)	About 8 years association as a Founder Member of the society and Profession – Farming
8	Shri Santosh Mahadeo Navale	Member – Managing Council (Life Member)	About 8 years association as a Founder – Member of the Society and profession – farming
9	Dr. Mrs Vijaya Sukhadeo Navale M.A. (Eco), B.Ed., L.L.B	Member – Managing Council (Life Member)	About 19 years teaching experience and about 7 years in conducting the education Institutions
10	Mr. Gul Kishinchand Shahani, B.Sc	Member – Managing Council (Nominated)	About 36 years industrial experience and 8 years teaching
11	Prof. (Mrs.) Jyoti Deepak Bhivpathaki M.A. (Eco), M. Phil	Member – Managing Council (Nominated)	About 5 years teaching experience and running the educational institute
12	Prof. Sopan Ganpat Kale B.Com, F.C.A.	Member – Managing Council (Co-opted)	About 16 years teaching experience and practicing as Chartered Accountant. About 4 years experience in running the educational institute
13	Prof. (Mrs.)Shakuntala Subhash Bhange M.A., B.Ed.	Member – Managing Council (Co-opted)	About 21 years teaching experience and about 5 years in running the educational institute
14	Shri Subhash Soudagar Bhange M.A., M.P.Ed.	Member – Managing Council (Nominated)	About 31 years teaching experience and about 8 years association with the Society
15	Shri Deepak Pandharinath Bhivpathaki M.A., MBA /PGDBA, DME, PDPE	Member – Managing Council (Nominated)	About 21 years teaching experience and about 8 years association with the Society
16	Dr. Vinod Kelkar M.S. (Surgery)	Member – Managing Council (Co-opted)	Medical practicing – Surgery and having rich experience in conducting hospitals. Associated with several social organizations
17	Shri Vasant Maruti Masake	Member – Managing Council (Co-opted)	Dy. Inspector General of Registration & Controller of Stamps (Revenue Office), Pune, Govt. of Maharashtra

❖ Members of Academic Advisory Body GMC

Sr. No.	Name of the Members	Designation
01	Prof. M.N. Navale Founder – President	Chairman
02	Dr. Mrs. Sunanda M. Navale Secretary	Member
03	Mr. G. K. Shahani Director (Projects)	Member
04	Mr. Pratap Patil CEO, STES,Kondhwa,Pune	Member
05	Mr. Anil Kumar Shukla Ex-officio, R.O. AICTE, Mumbai.	Member
06	Nominated by WRC, AICTE, Mumbai	Member
07	Nominee University of Pune	Member
08	Dr. S. K. Mahajan Ex-officio, DTE M.S. Mumbai	Member
09	Nominated by Govt. of Maharashtra, Mumbai	Member
10	Dr. (Mrs.) Arpita Gopal Director	Member - Secretary

❖ Frequency of the Board Meetings and Academic Advisory Body

Four meetings per year

Organizational chart and processes

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                    ┌─────────────────────┐
                    │   Society / Trust   │
                    └─────────────────────┘
                    ┌─────────────────────┐
                    │ Managing Committee  │
                    └─────────────────────┘
                    ┌─────────────────────┐
                    │ Founder President/  │
                    │ Chief Managing      │
                    │ Trustee or Secretary│
                    └─────────────────────┘
                    ┌─────────────────────┐
                    │   Governing Body    │
                    └─────────────────────┘
                    ┌─────────────────────┐
                    │      Director       │
                    └─────────────────────┘
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Head of Academic Department (s)	Administrative Office	Library	Placement Cell	Other Cell

Faculty Member (s)	Supporting Staff	Supporting Staff	Supporting Staff	Supporting Staff

❖ Nature and Extent of involvement of faculty and students in academic affairs/improvements

Every faculty member prepares teaching plan for the course they teach. The teacher recommends about the sanction of term of students on the basis of attendance and performance. For group of 20-25 students, one faculty works as campus guardian and same faculty informs the parents regarding performance. The campus guardian does counseling to the students regarding placement, performance, confidence in academic things, personality development etc. The students of each department have formed associations/forums for conduction of guest lectures, arrangements of technical activities etc.

❖ Mechanism/Norms & Procedure for democratic/good Governance

For good governance, the institution has appointed heads for each program, Professor in charge for activities like Alumni, Entrepreneurship Cell, College Magazine, Cultural Activity, Building Maintenance, Time Table etc. There is separate Training and Placement Department.

Weekly meetings of head of departments are conducted and the opportunity is provided to express the difficulties in running the programs. All suggestions regarding better functioning of the departments are accepted and positively executed also.

❖ Student Feedback on Institutional Governance/faculty performance

The institute has mechanism to take the feedback in three following forms:

a. In the academic year two times the feedback regarding the faculty performance, general administration of department & institute is taken.

b. The Director visits every classroom and collects feedback about teaching performance of teachers

c. The expert committee of four senior members visits the departments twice in a year. The committee collects feedback from students and according they guide institute.

❖ Grievance redressal mechanism for faculty, staff and students

Every faculty, staff and students put their all grievances to Governing Body through Head of Department/Activity, Director and Local Managing Committee.

V. PROGRAMS
  ❖ Name of the Programs approved by the AICTE

Sr. No.	Course	Intake
01	MCA	240

❖ Name of the Programs accredited by the AICTE
❖

Sr. No.	Course	Intake
	MCA (Applied for accreditation)	240

❖ For each Program the following details are to be given

Name	Number of Seats	Duration	Cut off marks	Fee	Placement Facilities	Placement with salary last three years
MCA	240	3 years	Open - 85 OMS - 106	94,500/-	Available	92(3.0 lac)

V. FACULTY
❖ Branch wise list faculty members

Sr. No.	Name	Designation
1.	Dr. (Mrs.) Arpita Gopal	Director
2.	Prof. Shrikant Taware	Professor
3.	Mrs. Chandrani Singh	Associate Professor
4.	Mrs. Nentra Patil	Associate Professor
5.	Mrs. Anagha Vaidya	Associate Professor
6.	Mrs. Rubina Shaikh	Associate Professor
7.	Mr. Amresh Nikam	Associate Professor
8.	Mrs. Priya Choudhary	Associate Professor
9.	Mrs. Poonam Nikam	Assistant Professor
10.	Mrs. Dipti Jana	Associate Professor
11.	Miss. Rizwana Khan	Assistant Professor
12.	Mrs. Tejswini Apte	Assistant Professor
13.	Ms. Gauri Jha	Assistant Professor
14.	Mrs. Sonali Patil	Assistant Professor
15.	Miss. Gargi Shah	Assistant Professor
16.	Mrs. Sonali Adhav	Assistant Professor
17.	Mrs. Pallavi Deshpande	Assistant Professor
18.	Mr. Meghraj Chakur	Assistant Professor
19.	Mr. Sanket Mistry	Assistant Professor
20.	Mrs. Gauravi Pimpalkhare	Assistant Professor
21.	Mr. Praful Zalke	Assistant Professor
22.	Mr. Jitendra Yadav	Assistant Professor
23.	Mr. Manish Wankhede	Assistant Professor

24.	Miss. Kishori Rawal	Assistant Professor
25.	Mrs. Vaishali Ajmire	Assistant Professor
26.	Mr. Tanveer Shaikh	Assistant Professor
27.	Miss. Archana Nayar	Assistant Professor
28.	Mr. Gorakh Wagh	Assistant Professor
29.	Miss. Kalpana Chavan	Assistant Professor
30.	Mr. Pramod Mandoca	Assistant Professor
31.	Mr. Vishal Lanke	Assistant Professor
32.	Mr. Anees Shaikh	Assistant Professor
33.	Mr. Pritish Shirsat	Assistant Professor

VISITING FACULTY

List of visiting Faculty

Sr. No.	Name of Faculty	Subject
1	Prof.S. R Phadke	Statistical & Quantitative Methods
2	Prof. Mona Chaddha	Personality Development
3	Ms. Reena Dalmiya	Emerging trends in information Technology
4	Prof. K. M. Joshi	Cost & Financial Accounting
5	Mrs. Satya Pillay	Probability & CM

- Permanent Faculty   33
- Visiting Faculty / Adjunct Faculty   05
- Guest Faculty   07

- Permanent Faculty: Student Ratio   15 : 1

❖ Number of faculty employed and left during the last three years

Sr. No.	Year	Faculty employed	Faculty Left
03	2008-09, 2009-10, 2010-11	12	3

VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

BIO-DATA

1. Name : DR. (Mrs.) Arpita Gopal

2. Address for Correspondence N-11, Sacred Heart Town, Wanwadi, Pune- 40

Phone : (R) 020-26853917
      (M) 9922958457
Email: directormca_sibar@sinhgad.edu

3. Date of Birth : 20/06/1968

4. Educational Qualifications : B. Sc, MCA, PhD (Comp. Science)

5. Experience : Teaching   - 11 Yrs
Industrial   - 07 Yrs

6. Major Responsibilities : Responsibilities include administration & teaching in the Institution and liasoning with AICTE, University of Pune & Industry.

7. Membership of Professional Bodies : Resume attached

Place: Pune
Date: 21/08/2009

(Dr. Mrs. Arpita Gopal)

VIII. FEE
  ❖ Details of fee, as approved by State fee Committee, for the Institution.

    MCA   : Tuition fees- Rs. 94500/-
  ❖ Time schedule for payment of fee for the entire program.

    At the beginning of academic year

  ❖ No. of Fee waivers granted with amount and name of students.
    NIL

  ❖ Number of scholarship offered by the institute, duration and amount
  ❖ A.Y.2011-2012 MCA-I year

Sr.No	Category	No. of students	Scholarship amount	duration
1	SC	22	22,42,080	1 year
2	ST	01	86,875	1 year
3	OBC	38	16,51,960	1 year
4	NT	21	18,25,740	1 year
5	SBC	08	6,95,520	1 year

A. Y. 2011-2012 MCA – II year

Sr.No	Category	No. of students	Scholarship amount	duration
1	SC	10	10,82,200	1 year
2	ST	01	1,02,500	1 year
3	OBC	14	6,82,962	1 year
4	NT	09	8,78,040	1 year
5	SBC	04	3,90,240	1 year

A. Y. 2011-2012 MCA – III year

Sr.No	Category	No. of students	Scholarship amount	duration
1	SC	07	6,59,315	1 year
2	ST	-	-	1 year
3	OBC	17	7,32,343	1 year

4	NT	05	4,30,760	1 year
5	SBC	02	1,72,304	1 year

❖ Criteria for fee waivers/scholarship

   NIL.
❖ Estimated cost of boarding and Lodging in Hostels.

   Lodging fees Rs. 25600/-, boarding fees Rs. 16000/- (for one year)

IX.   ADMISSION
   ❖ Number of seats sanctioned with the year of approval.
   Course   : MCA
   No. of seats   : 240
   Year of approval : 2011-12

   ❖ Number of students admitted under various categories each year in the last three years.

Sr.No	Category	2009-2010	2010-11	2011-12
01	Open	85	87	147
02	SC	09	07	22
03	ST	NIL	01	01
04	OBC/ NT/ VJ/ SBC & Others	26	25	70

ADMISSION PROCEDURE
   ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website).

   MH – CET - 2011 conducted by Directorate of Technical Education, Maharashtra State.
   www.dte,org.in

   ❖ Number of seats allotted to different Test Qualified candidates separately [AIEEE/CET (State conducted test/University tests)/Association conducted test]
   65 % MH – CET, 2011
   15% 0MS Through CET
   20% Institute Level Quota
   Calendar for admission against Institute level / vacant seats:

   As per rules notified by the Directorate of Technical Education Maharashtra State

XI.   Criteria and Weight ages for Admission
   ❖ Describe each criteria with its respective weight ages i.e. Admission Test, marks in qualifying examination etc.

   Written Test: 200 Marks and valid score of CET

❖ Mention the minimum level of acceptance, if any.

As per Director of Technical Education, Govt. of Maharashtra.

❖ Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years.
As per Govt of Maharashtra & DTE Rules

❖ Display marks scored in Test etc. and in aggregate for all candidates who were admitted.

Item No I - XI must be given in information brochure and must be hosted as fixed content in the website of the Institution.
The Website must be dynamically updated with regard to XII–XV.

All the information below will be updated as and when the admission for the academic year 2011-2012 will take place.

XIII.   LIST OF APPLICANTS

List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats

XIV.   RESULTS

❖ Composition of evaluation team with the brief profiles of members (This information be made available in the public domain after the admission process is over)
❖ Score of the individual candidates called for Group Discussion and interview in each of the components including the test and in total, arranged in order of merit.
❖ List of candidates who have been offered admission in each category.
❖ Waiting list of the candidates who joined within the data vacancy position in each category before operation of waiting list.

XV.   INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE LIBRARY:
   ➢ Number of Library books/Titles/Journals available (programme-wise)

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International (Print form & E-Journals)

01	MCA	784	9049	48	10
					E _ Journals- 173

List of online National/International Journals subscribed   Please refer above table

In addition to above 23 IEEE Journals worth Rs. 1,73,229/- subscribed.

E-Library facilities   Available: 61 P IV Computers, 10 MBPS Internet Connection

LABORATORY: For each Laboratory

List of Major Equipment/Facilities   Laptop : 5, Printer :33 , PIV Comp-313, LCD & OHP available in each calss

COMPUTING FACILITIES:

➢ Number and Configuration of Systems -   313 (PIV)
➢ Total number of systems connected by - LAN   313
➢ Total number of systems connected to - WAN
➢ Internet bandwidth   10 MBPS bandwidth line.
➢ Major software packages   Windows NT , Windows 98 , Oracle 8i , Linux 8.0 , Visual Studio , Java , MS Office

Special purpose facilities   Internet facility for all Students.

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Games and Sports Facilities   Indoors game: Chess, Carrom, and Table Tennis
Outdoors game: Cricket, Football, and Lawn Tennis.

Extra Curriculum Activities   Cultural Activities. , Industrial Visits , Book Review
E.T Club . Outbound learning .

Soft Skill Development Facilities   Training and placement cell along with Director arranges soft skill

No of Classrooms and size of each   Number of Classrooms – 13 (67.5 Sq. M per room)

Number of Tutorial rooms and size   4 No, 33.75 Sq. Mtr. Per room
of each

Number of drawing halls and size of each

NIL

Number of Computer Centers with capacity of each

Computer Labs : 1 (250 comp per lab)

Teaching Learning process
The teaching learning process consists of following points:

1. Completion of syllabi covered in progressive manner as per unit scheme. .
2. Using teaching aids like OHP, LCD, Charts, etc in addition to regular black board/chalk.
3. Extended lectures are arranged of concerned experts to impart additional knowledge other than syllabi.
4. Teacher-guardian scheme is effectively used to for effective teaching learning process.(Mentorship)

Curricula and syllabi for each of the programmes as approved by the University.
Curricula as per University of Pune, Pune implemented

Academic Calendar of the University

Sr. No.	Name of Faculty	First Term	Second Term
01	MCA	01.07.2011 to 30.11.2011	03.01.2012 to 04.04.2012

Academic Time Table
As above

Teaching Load of each Faculty
All Lecturers   : 16 Hrs/Week
All Assistant Professors   : 12 Hrs/Week
All Professors   : 8 Hrs/Week
All Head of Departments   : 6 Hrs/Week
Director   : 4 Hrs/Week

Internal Continuous Evaluation System and place
The institute has continuous evaluation system. Weekly tests are arranged for all classes. Two tests per course and one preliminary examination per course is arranged. For practical, the students are evaluated for every practical for 20 marks.

Students' assessment of Faculty, System in place
System is in place. Written feed backs are collected from students and suggestions of students are communicated to every concerned teacher
i.   Curricula and Syllabi
         As per University of Pune

Laboratory facilities exclusive to the PG programme
Available