

Sinhgad Institute of Business Administration & Computer Application (SIBACA), Lonavala.

(A) ANTI - RAGGING COMMITTEE - MBA- FOR THE ACADEMIC YEAR 2016-2017.

Sr. No	Details	Name	Phone No	Status	Association	Address
1	Head of The Institution	Dr. Sachin Borgave	9881476714	Director	SIBACA	STES- Lonavala
2	Representative of Civil Administration	Mrs. Nilima Khire	9822542496	Advocate	---	Lonavala
3	Representative of Police Administration	Mrs. Madhavi Deshmukh	02114- 275736	Police Inspector	Lonavala Gramin	Lonavala
4	Representative of Local Media	Mrs. Megha Chaudhuri	9766359175	Sub - editor	Aaj Ka Aamand	Lonavala
5	Representative of Non-Government organization	Mr. Sunil Gaikwad	9822500884	Member	Shivdurga Sanstha	Lonavala
6	Representative of Faculty Member	Prof. Sachin Hatlapad	9823178776	Professor	SIBACA	Lonavala
7	Representative of Parents	Mr. Bhagwan Wagh	7875358441	Ret. Army officer	---	Lonavala
8	Representative of Fresher Students	Mr. Mayur Parmar	9552662246	MBA -I	SIBACA	Vishalgad
9	Representative of Senior Students	Mr. Anand Shatgunde	9595080712	MBA -II	SIBACA	Pantnagar
10	Representative of Non - Teaching Staff	Mrs. Rebecca Cowan	9923271009	Academic Coordinator	SIBACA	Lonavala

(B) NODAL OFFICER

Sr. No.	Name	Email Id	Mobile No
1	Dr. Anil Nagtilak	anilnagtilak.sibaca@sinhgad.edu	9850332155
2	Prof. Manisha Badgaje	manishadbodgaje@gmail.com	9823160634

(C) ANTI - RAGGING SQUAD :

Sr. No.	Name	Status	Mobile No
1	Prof. Nilesh Patil	Asst. Professor	8805249502
2	Dr. Sachin Wankhede	Assoc. Professor	8805844089
3	Mr. Prakash Patil	Accountant	9503879537
4	Prof. Roena Nath	Asst. Professor	8857899504


Director

SIBACA - Lonavala

Sinhgad Technical Education Society
Sinhgad Institute of Business Administration & Computer Application
(SIBACA), Lonavala-410401

INTERNAL COMPLAINT COMMITTEE

2017-18

Sr. No.	ICC Designation	Name of the Member	Designation	Mobile No	Email Id
1.	Presiding Officer	Dr. Sonali Kale	Assistant Professor	8879450255	sonalikale@sinhgad.edu
2.	Faculty Member-1	Mrs. Sumita Shah	Assistant Professor	9960750600	sunitashah@sinhgad.edu
3.	Faculty Member-2	Dr. Rajendra Bhadale	Associate Professor	9850267013	rajendrabhadale.sibaca@sinhgad.edu
4.	Office Staff-1	Mr. Prakash Patil	Office Superintendent	9503879537	prakashpatil.sibaca@sinhgad.edu
5.	Office Staff-2	Mrs. Rebecca Cowan	Academic Co-ordinator	9923271009	rebeccacowan.sibaca@sinhgad.edu
6.	Student Representative	Ms. Revati Lokhande	Student	9158373355	reval383@gmail.com
7.	External Member	Ms. Sujata Angadi	NGO Member	9766343464	sujata.angadi@samparc_india.org

Yoga Day Celebration:

Over and above to academic programs, institute also takes care of students from the mental piece and refreshment by organizing Yoga and Meditation for its students, in association with Manshakti and Kaivalya Dahm, Lonavala.

Yoga is a physical, mental, and spiritual practice attributed mostly to India. The Indian Prime Minister Narendra Modi in his UN Address suggested the date of June 21, as it is the longest day of the year in the Northern Hemisphere and shares special significance in many parts of the world.



Name of the Activity: **Greenathon**

Day: Friday

Date: 15th September 2017

Time: 9.00 am

Venue: SIBACA

Class: MBA

Name of the Faculty Coordinator/s: Prof.Nilesh Patil, Dr Prashant Kalaskar, Prof.Manisha Badgujar.

Activity Description: The Activity was schedule on 15th of Sep with the intention of spreading awareness of Nature. Around 50 MBA Students had participated in this activity with full enthusiasm. A Marathon of around 2.5 km which Started from Main gate and End at Sibaca. By Participation in this Event the students had shown how serious they are about the environment issues Prizes for give to Winners & runners of Greenathon 2017.

Learning Objectives': The main goal is to spread awareness among Students about the greenery of Mother Nature.

Activity Expenses: 800

Photos & Poster: 1) Activity Poster 2) Activity photo of audience



Date: 08/03/2017

Time: 11.00am to 01.00pm

Name of Resource Person: Madhavi S Deshmukh (PSI, Lonavala gramin)

Name of Resource Person: Sujata Angadi (NGO)

Description of the Activity:

Women's day celebration in which Madhavi S Deshmukh, PSI gave guidance on safety of women, some real cases they come across and various safety measures. Sujata Angadi (NGO) explained that how ethical values are important in women's life imparted various different values of life which are important for women.

Photos:



SWACHTA PAKHWADA

We Sinhgad Institute of Business Administration and Computer Application, Lonavala conducted Swachta Pakhwada from 1st to 15th September, 2017. The students of MBA cleaned campus area under the Swachta Pakhwada. This types of activities will helps the students to understand the importance of cleanliness. The photographs of the same activity is as under.



Tree Plantation



Birth Anniversary of Dr. APJ Kalam -Vachan Prerna Din

Date: 15/10/2017

Description of the Activity:

Sinhgad Institute of Business Administration and Computer Application, Lonavala celebrated birth anniversary of former President Bharat Ratna Dr APJ Abdul Kalam On 15th October 2016. The birthday was celebrated with enthusiasm and devotion. Speeches were given by staff and students during the event, highlighting the remarkable and outstanding contribution of Dr. Kalam. The speech was followed by an interactive session where students showed their curiosity to know more about Dr. Kalam.

College has organized Public speaking competition to inculcate habit of reading about the great personality in the students. Management students have participated overwhelmingly in the competition; Students have spoken on many eminent Indian personalities. The first and second runner up was announced based on the content and delivery of the speech.

Photos:



Industrial Visit Parle-G, Khopoli

Date: 21/02/2017

Time: Full Day

Description of the Activity:

The Industrial visit was organized by the college to Parle G , Khopoli. There were 42 students who visited the manufacturing plant of the Parle G. The students got the first hand experience of manufacturing process, marketing of the product and some human resource strategies followed by Parle G. The Industry representative has given detail information about managerial practices followed by the industry.

Photos:



Semester	I	Specialization	NA
Course Code	112	Type	Generic - Elective
Course Title	Leadership Lab		

Course Objectives:

1	To give students understanding of good Leadership Behaviours and gaining Insight into their Patterns, Beliefs and Attitude
2	To give students hands on experience In Empowering, Motivating and Inspiring Others and Leading by Example

Syllabus:

Unit Number	Contents	Number of Sessions
1	Students are divided in group of 5 students each. Students identify 12 Leaders at different levels from Industry, contact them in person, prepare their profiles by interviews and observations and present it to the class	6
2	With the help of games and activities bring out observations on Leadership qualities and traits. The games and activities shall focus on students; Developing leadership skills Raising awareness of group and people skills Developing empowering style of leadership Compile reflections of the students on Leadership qualities such as ; Enthusiasm, Integrity, Toughness, Fairness, Warmth, Humility, Confidence & Fostering Collaboration, Managing Conflict, Using Diversity, Risking Innovation etc.	20
3	Write reviews on articles / books written by or on leaders from various fields and debate and discuss the same in the class (Bring out the leadership traits, styles and strengths) e.g. Mahatma Gandhi, APJ Abdul Kalam, Jack Welch, Steve Jobs, JRD Tata, Ratan Tata, Baba Amte, etc.	5

Semester	I	Specialization	NA
Course Code	113	Type	Generic - Elective
Course Title	Personality Development Lab		

Course Objectives:	
1	To develop an orientation towards business etiquettes and the proper etiquette practices for different business scenarios.
2	To learn the etiquette requirements for meetings, entertaining, telephone, and Internet business interaction scenarios.
3	To minimize nervousness while in social situations.

Syllabus:

Unit Number	Contents	Number of Sessions
1	<p>Personality: Physical Appearance; Body Language; Voice; Communication Style; Content of Communication; Enriched Communication Through Sensory Specific Language.</p> <p>Business Style and Professional Image: Dress Codes, Guidelines for Appropriate Business Attire - Differentiate among the dressy casual, semi-formal, formal and black tie dress code, Grooming for Success, Multi-cultural Dressing.</p>	5 + 1
2	<p>Impression Management: Impression Formation, Tactics, The Self-presentational Motive, The Compass Qualities; First and Lasting Impressions; Magic Pills; Toxic Traits, The Social Context: Norms and Roles, The Target's Values, Actions; The Environment; Success; Changing from the Outside-in, Current Social Image, Instrumental Complementarity, The Private Self, Worrying about Impressions. Creating Rapport, Powerful Persuasion Strategies.</p>	5 + 1
3	<p>Assertiveness Training: Concept of Assertiveness, Components of Assertive behavior, Rational-emotive Assertiveness Training, Handling Fear, Handling Anger, Handling Depression, Assertive Behaviour Skills, How to Handle Put-downs, Assertiveness on the Job, Assertiveness in Interpersonal Relations, Assertiveness in Everyday Commercial Situations, Assertiveness and Others.</p> <p>Interpersonal Relations: Introduction to Interpersonal Relations, Analysis Relations of different ego states, Analysis of Transactions, Analysis of Strokes, Analysis of Life position</p>	5 + 1

Semester	II	Specialization	NA
Course Code	207	Type	Generic – Elective
Course Title	Emotional Intelligence and Managerial Effectiveness Lab		

Course Objectives:

1	To equip students with individual and group learning methods
2	To understand intelligence and develop emotional competence
3	To develop understanding and competence for personal and managerial effectiveness.

Syllabus:

Unit Number	Contents	Number of Sessions
1	Introduction: Emotions and the Tripartite Brain, Emotional Competences, Executive EQ, Emotions and Enneagram, Rational Emotive Therapy, Emotional Transformation, Measuring Emotional Intelligence, Emotions and Childhood, Role of Emotions, Emotions and Attitudes	5 + 1
2	Individual & Organizational Learning: Theories of Learning, Learning Processes, Kolb's Learning Styles, How to create a learning organization	5 + 1
3	Emotional Intelligence: Fundamentals of Emotional Intelligence, The Emotional Competence Framework, Benefits of Emotional Intelligence	5 + 1
4	Managerial Effectiveness: Challenges faced by Organisations & expectations from practicing Managers	5 + 1
5	Improving Effectiveness: Understanding Organizational goals, Creativity, Optimising resources, Execution Skills (PDCA Cycle)	5 + 1

Learning Resources:

1	Text Books	Emotional Intelligence: Why It Can Matter More Than IQ by Daniel Goleman Get Better or Get Beaten: 31 Leadership Secrets from GE's Jack Welch by Robert Slater, Jack Welch, McGraw-Hill School Education Group
2	Reference Books	Working with Emotional Intelligence - Daniel Goleman Jack Welch on Leadership : Executive Lessons from the Master CEO by John A. Byrne, Jack Welch Crown Publishing Group
3	Supplementary Reading Material	Leadership: The Power of Emotional Intelligence by Daniel Goleman The Brain and Emotional Intelligence: New Insights by Daniel Goleman

Semester	II	Specialization	NA
Course Code	210	Type	Generic - Elective
Course Title	Life Skills		

Course Objectives:	
1	To encourage students to develop and use balanced self-determined Behavior.
2	To help students in enhancing self, increasing life satisfaction and improving relationships with others.
3	To develop new ability to practice new problem solving skills in group and use these skills in personal life.

Syllabus:

Unit Number	Contents	Number of Sessions
1	Definition of Life Skills , Assumptions about Life Skills, Concept of skill in Life Skills, Concept of Skill in Life Skills, Primary goal of Life Skills programme, Life Skills Process model, Group development and group behaviors.	5 + 1
2	Cognition, Meaning , Piaget's theory of Cognitive Development, role of Goal Orientation, Meaning, Big Five personality characteristics, extraversion, Openness to experience, emotional stability, consciousness and agreeableness, Personal knowledge management, meaning, Wright's model, Four domains, Analytical, Information, social and learning.	5 + 1
3	Coping, Meaning, Types of coping strategies, 1) appraisal focused (adaptive Cognitive) 2) problem focused (adaptive behavior) 3) emotion focused Empathy, meaning and definitions, Difference between empathy and sympathy, Anger and distress, Meaning, overcoming.	5 + 1
4	Moral development, Meaning, Interpersonal Influences on Moral development, Moral development and social exclusion, Morality and culture, Morality and Intergroup attitudes, moral emotions.	5 + 1
5	Study Skills, Meaning, Types of study skills, Methods based on : Memortization such as rehearsal and role learning Communication Skills e.g. reading, listening, Cues e.g. flashcard training Condensing Information, summarizing and use of key words..	5 + 1

Semester	I	Specialization	NA
Course Code	105	Type	Generic - Core
Course Title	Organizational Behaviour		

Course Objectives:


1	To gain a solid understanding of human behavior in the workplace from an individual, group, and organizational perspective.
2	To obtain frameworks and tools to effectively analyze and approach various Organizational situations.
3	To reflect upon your own beliefs, assumptions, and behaviors with respect to how individuals, groups, and organizations act in order to expand your options of approaches and increase your own effectiveness.

Syllabus:

Unit Number	Contents	Number of Sessions
1	<p>Fundamentals of OB:</p> <p>Definition, scope and Importance of OB, Relationship between OB and the individual, Evolution of OB, Theoretical framework (cognitive, behavioristic and social cognitive), Limitations of OB.</p>	7 + 2
2	<p>Individual Process And Behavior:</p> <p>2.1 Personality & Attitude: Definition Personality, Importance of personality in Performance, The Myers-Briggs Type Indicator and The Big Five personality model, Significant personality traits suitable to the workplace (personality & job – fit theory), Personality Tests and their practical applications, Johari Window Definition Attitude Importance of attitude in an organization, Right Attitude, Components of attitude, Relationship between behavior and attitude, Developing Emotional Intelligence at the workplace, Job attitude, Barriers to changing attitudes</p> <p>2.2 Perception: Meaning and concept of perception, Factors Influencing perception, Selective perception, Attribution theory, Perceptual process, Social perception (stereotyping and halo effect).</p> <p>2.3 Motivation: Definition & Concept of Motive & Motivation, The Content Theories of Motivation (Maslow's Need Hierarchy & Herzberg's Two Factor model Theory), The Process Theories (Vroom's expectancy Theory & Porter Lawler model), Contemporary Theories- Equity Theory of Work Motivation</p>	8 + 2
3	<p>Interpersonal Processes And Behavior, Team And Leadership Development:</p>	8 + 2


Navigation bar with browser icons, search bar (eclm.unipune.ac.in/Search.aspx?subid=511&catid=...), and menu items: Home, Topics, About Us, Login. The 'Topics' menu item is highlighted with a dashed orange border.

Cyber Security



Thumbnail for 'Introduction to Information Security' featuring a man in a blue and white checkered shirt. The text on the left side of the thumbnail reads: 'based on CIA', 'rel to secure information is', 'e', 'tine procedures', 'e accordingly'.

Introduction to Information Security
Ankush Kulkarni




Thumbnail for 'Information Security: Attacks' featuring a man in a yellow shirt. The text on the thumbnail reads: 'Information Security: Attacks' and 'Presented by Paresh Sahasrabudhe'.

Information Security : Attacks
Paresh Sahasrabudhe




Thumbnail for 'Introduction to Cyber Security/Information Security -1' featuring a man in a light purple shirt sitting at a desk with a laptop. The text on the thumbnail reads: 'Introduction to Cyber Security/Information Security -1' and 'Amol Shrivastva'.

Introduction to Cyber Security/Information Security -1
Amol Shrivastva



Thumbnail for 'Introduction to Cyber Security/Information Security -2' featuring a man in a light purple shirt sitting at a desk with a laptop. The text on the thumbnail reads: 'Introduction to Cyber Security/Information Security -2' and 'Amol Shrivastva'.

Introduction to Cyber Security/Information Security -2
Amol Shrivastva



Thumbnail for 'Introduction to Cyber Security/Information Security -3' featuring a man in a light purple shirt sitting at a desk with a laptop. The text on the thumbnail reads: 'Introduction to Cyber Security/Information Security -3' and 'Amol Shrivastva'.

Introduction to Cyber Security/Information Security -3
Amol Shrivastva



Thumbnail for 'Introduction to Cyber Security/Information Security -4' featuring a man in a light purple shirt sitting at a desk with a laptop. The text on the thumbnail reads: 'Introduction to Cyber Security/Information Security -4' and 'Amol Shrivastva'.

Introduction to Cyber Security/Information Security -4
Amol Shrivastva

The syllabus

Course I

Introduction to Human Rights and Duties

Credit: 1

- I) **Basic Concept**
 - a) Human Values- Dignity , Liberty, Equality , Justice, Unity in Diversity, Ethics and Morals
 - b) Meaning and significance of Human Rights Education

- II) **Perspectives of Rights and Duties**
 - a) Rights: Inherent-Inalienable-Universal- Individual and Groups
 - b) Nature and concept of Duties
 - c) Interrelationship of Rights and Duties

- III) **Introduction to Terminology of Various Legal Instruments**
 - a) Meaning of Legal Instrument- Binding Nature
 - b) Types of Instruments: Covenant-Charter-Declaration-Treaty-Convention-Protocol- Executive Orders and Statutes

- IV) **United Nations And Human Rights**
 - a) Brief History of Human Rights- International and National Perspectives
 - b) Provision of the charters of United Nations
 - c) Universal Declaration of Human Rights- Significance-Preamble
 - d) Civil and Political Rights-(Art. 1-21)
 - e) Economic, Social and Cultural Rights-(Art.22-28)
 - f) Duties and Limitations-(Art. 29)
 - g) Final Provision (Art. 30)

Course II

Human rights of vulnerable and disadvantaged groups

Credit: 1

I) General Introduction

- a) Meaning and Concept of Vulnerable and Disadvantaged
- b) Groups, Customary, Socio-Economic and Cultural Problems of
- c) Vulnerable and Disadvantaged Groups

II) Social status of women and children in International and national perspective

- a) Human Rights and Women's Rights –International and National Standards
- b) Human Rights of Children-International and National Standards

III) Status of Social and Economically Disadvantaged people

- a) Status of Indigenous People and the Role of the UN
- b) Status of SC/ST and Other Indigenous People in the Indian Scenario
- c) Human Rights of Aged and Disabled
- d) The Minorities and Human Rights

IV) Human rights of vulnerable groups

- a) Stateless Persons
- b) Sex Workers
- c) Migrant Workers
- d) HIV/AIDS Victims

Course III

Human Rights and Duties in India: Law, Policy, Society and Enforcement

Mechanism

Credit: 1

I. Human Rights in Indian Context

- a) Indian Bill of Rights And Sarvodaya
- b) Preamble- Fundamental Rights- Directive Principles-Fundamental Duties

II. Human Rights- Enforcement Mechanism

- a) Human Rights Act, 1993
- b) Judicial Organs- Supreme Court (Art 32) And High Courts(Art 226)
- c) Human Rights Commission- National and State of Maharashtra
- d) Commission of Women, children , Minority, SC/ST
- e) Survey of International Mechanism

III. Human Rights Violations and Indian Polity

- a) Inequalities in society-population-illiteracy-poverty-caste-inaccessibility of legal redress
- b) Abuse of Executive Power-Corruption-Nepotism and favoritism
- c) Human Rights and Good Governance
- d)

IV. Role of Advocacy Groups

- a) Professional Bodies: Press, Media, Role of Lawyers-Legal Aid
- b) Educational Institutions
- c) Role of Corporate Sector
- d) NGO's