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Vision:

To be a renowned management institute of academic excellence and responsible leadership, which is Indian in character & global in relevance

Mission:

Holistic development of students and teachers is what we believe in and work for. We strive to achieve this by imbibing a unique value system, transparent work culture, excellent academic and physical environment conducive to learning, creativity & technology transfer. Our mandate is to generate, preserve and share knowledge for developing a vibrant Society.

Participation of teachers in bodies of the Higher Education Institution

The participation of teachers is in the following bodies of the Higher Education Institution for effective functioning of the institution.

1. Local Management Committee
2. Anti –Ragging Committee
3. Anti- Ragging Squad
4. Examination Coordination Committee
5. Internal Complaint Committee
6. Women Grievance Cell for Sexual Harassment
7. Student Grievances Redressel Cell
8. Research Journal Editorial Board
9. Industry-Interaction Committee
10. Cultural Committee
11. Sports Committee
12. Alumni Association
13. Entrepreneurship Development Cell
14. SC/ST Cell
15. Student Council
16. Stock Verification Committee

S.K.N. Sinhgad School of Business Management, Ambegaon

Work Responsibility Chart Academic Year 2016 - 17

Academic & Curricular Work Responsibilities

Sr. No.	Responsibility	Staff Member Responsible	
1	STP Coordinator MBA I	Shalaka Sakharekar	Prajakta Joshi
2	Class coordinator MBA I (Div A)	Dr. Nutan Samdani	
3	Class coordinator MBA I (Div B)	Dr. Anamika Singh	
4	Class coordinator MBA I (Div C)	Manisha Phate	
5	Class coordinator MBA I (Div D)	Manjulla Dhulipala	
6	Class coordinator MBA I (Div E)	Jyotsna Jadhav	
7	STP Coordinator MBA II	Yatin Bokil	Arvind Burande
8	Class coordinator MBA II Div A Mktg	Arvind Burande	
9	Class coordinator MBA II Div B Mktg	Dr. Krishna Sharma	
10	Class coordinator MBA II Div C Finance	Yogita Kadam	
11	Class coordinator MBA II Div D Finance	Sadhana Ogale	
12	Class coordinator MBA II Div E HR	Sambhaji Pawar	
13	Class coordinator MBA II Div E Ops, IB, IT	Sangita Gorde	
14	Induction Programme for MBA I	Mr. Yatin Bokil	Manjula Dhulipala, Dr. Krishna Sharma
15	Marketing Seminar	Dr. Krishna Sharma	Dr. Anamika Singh
16	Finance Seminar	Sadhana Ogale	Yogita Kadam
17	Human Resource Seminar	Jyotsna Jadhav	Dipika Sonawadkar
18	State Level Seminar	Pradip Padhye	Sanmath Shetty, Rahul Wagh
19	National Level Conference	Dr. Krishna Sharma	Sambhaji Pawar, Sadhana Ogale
20	MBA II SIP Internal Viva Voce Coordination (Sem III)	Yogita Kadam	Sadhana Ogale

21	MBA II Dissertation report submission & internal Viva Voce Coordination (Sem IV)	Sanmath Shetty	Manisha Phate
22	Result Analysis	Respective Class Coordinators	
23	STP Domain Challenge Final Round Coordination (Sinhgad Management Institutes)	Yatin Bokil	Rahul Wagh
24	Guest Lectures Coordination	Dr. Nutan Samdani	Sanmath Shetty
25	Internal Examination	Manisha Phate	Dr. Anamika Singh
26	Publication of institute activities in newspaper	Yatin Bokil	Rahul Vishwe
27	ERP Maintenance and Control	Prajakta Joshi	Dipika Sonawadekar
28	Website Maintenance and Development	Shalaka Sakhrekar	Sangita Gorde
29	Research Journal	Dr. Krishna Sharma	Dr. Nutan Samdani
30	Coordination with Central Placement Cell	Rahul Wagh	Mahesh Yadav
31	Summer Internship Project	Respective Mentor	
32	Time-Table MBA I	Manisha Phate	Manjula Dhulipala
33	Time-Table MBA II	Sangita Gorde	Dr. Anamika Singh
34	Industrial Tour (Outstation)	Rahul Wagh	Sanmath Shetty, Pradip Padhye
35	Class Industrial Visit (Local)	Respective Class Coordinator	
36	Students' participation in competitions organised by outside institutes	Yatin Bokil	Sambhaji Pawar
37	Winter Projects	Respective Mentors	
38	Job Fair	Sambhaji Pawar	Rahul Wagh, Sanmath Shetty
39	Entrepreneurship Development Cell	Prajakta Joshi	Sambhaji Pawar
40	Activity Compilation Centre	Shalaka Sakharekar	Jyotsna Jadhav
41	Brochure Preparation	Prajakta Joshi	Vitthal Sudney
42	Coordinator for Human Rights	Sangita Gorde	
43	Coordinator for Cyber Security	Shalaka Sakhrekar	
44	Coordinator for Soft Skills (Skill Based Course)	Dipika Sonawadekar	
Students' Administrative Work Responsibilities			
45	DTE Work Pune & Mumbai	Pradip Padhye	Sushama Prikar, Shailaja Swami
46	AICTE Application for	Arvind Burande	Rahul Viswe + Non

	Extension of Approval		Teaching Staff
47	EBC, Social Welfare and Minority Scholarship	Asha Bansode	
48	Anti-Ragging Affidivates	Shailaja Swami	Sushama Patrikar
49	Students' Data Updation on AICTE Web Portal	Data updation by Respective Mentor coordinated by Shalaka Sakhrekar	
50	DTE result & concession management - continuous updation	Mahesh Yadav	Shailaja Swami
51	Students' documents custody & regular record updation	Daya Hajare	
52	Students original Documents Verification from DTE	Sushama Patrikar	Shailaja Swami, Daya Hajare
53	Central Data Preparation of Students	Shailaja Swami	Asha Bansode
54	Shikshan Shulka Samiti	Swati Thite	Mahesh Shinde
56	Pravesh Nyantran Samiti	Pradip Padhye	
57	Library & Journals etc.	Rahul Viswe	
58	Computer Lab Maintenance	Vitthal Sudnye	
59	Other External Examinations	Pradip Padhye	Rahul Viswe

Savitribai Phule Pune University Work Responsibilities

60	LIC Work MBA etc.	Shalaka Sakharekar	Arvind Burande
61	Affiliation Procedures	Shalaka Sakharekar	Arvind Burande
62	Examination Forms & Result Documents	Shailaja Swami	Sushama Patrikar
63	Eligibility Work	Daya Hajare	
64	University Examinations	Rahul Wagh (COE)	Sambhaji Pawar, Yatin Bokil, Arvind Burande, Pradip Padhye
65	MBA II SIP University Viva Voce Coordination	Dipika Sonawadekar	Sangita Gorde
66	LMC and Governing Body Meetings	Mahesh Shinde	Swati Thite
67	QIP & University Research Projects Coordination with SPPU	Yatin Bokil	Arvind Burande

Extra Curricular Work Responsibilities

68	Sports Events	Pradip Padhye & Sadhana Ogale	
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69	Cultural Events / Sinhgad Karandak	Prajakta Joshi & Dipika Sonawadekar	
70	Spectrum	Jyotsna Jadhav	Manjula Dhulipala, Yogita Kadam
71	Alumni Meet	Sanmath Shetty	Nutan Samdani, Yogita Kadam
72	Sinhgad Students Council	Dipika Sonawadekar	Sadhana Ogale
73	Spectrum - Brand Maniac	Dr. Anamika Singh	Rahul Wagh
74	Spectrum - Brand Snap Hunt	Dr. Krishna Sharma	Shalaka Sakarekar
75	Sinhgad Students Council - Entrepreneur Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Prajakta Joshi	
76	Sinhgad Students Council - Finance Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Yogita Kadam	
77	Sinhgad Students Council - Operations Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Nutan Samdani	
78	Sinhgad Students Council - Marketing Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Anamika Singh	Yatin Bokil
79	Sinhgad Students Council - Placement Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Sanmath Shetty	
80	Sinhgad Students Council - HR, Training and Consultancy Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Jyotsna Jadhav	
81	Sinhgad Karandak Sponsorship (Spectrum, Neon)	Dr. Krishna Sharma	Sambhaji Pawar

82	Weekly E-Newsletter	August - Dr. Krishna Sharma, Dr. Anamika Singh, Sangita Gorde	
		September - Sambhaji Pawar, Pradip Padhye, Dipika Sonawadekar	
		October - Prajakta Joshi, Sadhana Ogale, Yogita Kadam	
		January - Sanmath Shetty, Dr. Nutan Samdani, Manisha Phate	
		February - Rahul Wagh, Yatin Bokil, Arvind Burande	
		March - Shalaka Sakhrekar, Manjula Dhulipala, Jyotsna Jadhav	

S.K.N. Sinhgad School of Business Management, Ambegaon

Work Responsibility Chart Academic Year 2017 – 18

Academic & Curricular Work Responsibilities

Sr. No.	Responsibility	Staff Member Responsible	
1	Class coordinator MBA I (Div A)	Dr. Nutan Samdani	
2	Class coordinator MBA I (Div B)	Roza Parashar	
3	Class coordinator MBA I (Div C)	Dr. Shalaka Sakharekar	
4	Class coordinator MBA I (Div D)	Jyotsna Jadhav	
5	Class coordinator MBA I (Div E)	Dr. Asita Ghewari	
6	Class coordinator MBA II Div A & B (Mktg.)	Arvind Burande	
7	Class coordinator MBA II Div C & D (Finance)	Pradip Padhye	
8	Class coordinator MBA II Div E (HR)	Sambhaji Pawar	
9	Class coordinator MBA II Div E (Operations, IB, IT)	Swapnil Patil	
10	STP Coordinator MBA I & II, Preparation and Updation of Specialiazation wise students' list of MBA-II	Dipika Sonawadekar	Dr. Sangita Gorde
11	NAAC IQAC Coordinator	Dr. Shalaka Sakharekar	Sambhaji Pawar
12	Induction Programme for MBA I	Dr. Shalaka Sakharekar	Rahul Wagh, Manjula Dhulipala
13	S-Card Coordination	Dr. Asita Ghewari	Prapti Dhanshetti
14	Marketing Seminar	Dr. Krishna Sharma	Arvind Burande
15	Finance Seminar	Yogita Kadam	Prajakta Joshi
16	Human Reosurce Seminar	Jyotsna Jadhav	Dr.Sangita Gorde
17	State Level Seminar	Rahul Wagh	Swapnil Patil
18	National Level Conference	Dr. Krishna Sharma	Sambhaji Pawar, Roza Parashar
19	MBA II SIP Internal Viva Voce Coordination (Sem. III)	Roza Parashar	Dipika Sonawadekar
20	MBA II Dissertation Internal Viva Voce Coordination (Sem. IV)	Arvind Burande	Swapnil Patil
21	Result Analysis	Respective Class Coordinators	

22	STP Domain Challenge Final Round Coordination (Sinhgad Management Institutes)	Dr. Shalaka Sakharekar	Prajakta Joshi
23	Guest Lectures Coordination	Manjulla Dhulipala	Dr. Asita Ghewari
24	Internal Examination and SPPU Internal Marks Coordination	Dr. Asita Ghewari	Dr. Anamika Singh, Dr. Sangita Gorde
25	Case Study Sets Preparation (hard copy) & Distribution to Class Cordinators (MBA- I & II)	Yogita Kadam	Dr. Sangita Gorde
26	ERP Maintenance and Control	Prajakta Joshi	Dipika Sonawadekar
27	Website Maintenance and Development	Dr. Shalaka Sakhrekar	
28	Research Journal	Dr. Krishna Sharma	Dr. Nutan Samdani
29	Coordination with Central Placement Cell	Rahul Wagh	Mahesh Yadav, Swapnil Patil
30	Summer Internship Project	Respective Mentor	
31	Time-Table MBA I	Manjula Dhulipala	Dr. Sangita Gorde
32	Time-Table MBA II	Pradip Padhye	Swapnil Patil
33	Class Industrial Visit (Local)	Respective Class Coordinator	
34	Students' participation in competitions organised by outside institutes	Sambhaji Pawar	Dr. Ganesh Yadav
35	Winter Projects	Respective Mentors	
36	Entrepreneurship Development Cell	Prajakta Joshi	Sambhaji Pawar
37	Activity Compilation Centre	Dr. Shalaka Sakharekar	Prapti Dhanshetti
38	Brochure Preparation	Prajakta Joshi	Vitthal Sudney
39	Coordinator for Human Rights	Jyotsna Jadhav	
40	Coordinator for Cyber Security	Dr. Shalaka Sakhrekar	
41	Coordinator for Soft Skills (Skill Based Course)	Dr. Sangita Gorde	
Students' Administrative Work Responsibilities			
42	DTE Work Pune & Mumbai	Dr. Ganesh Yadav	Arvind Burande, Mahesh Shinde, Shailaja Swami
43	AICTE Application for Extension of Approval	Arvind Burande	Dr. Ganesh Yadav, Rahul Viswe,

			Mahesh Shinde
44	EBC, Social Welfare and Minority Scholarship	Asha Bansode	
45	Anti Ragging Affidavits	Shailaja Swami	Mahesh Shinde
46	Students' Data Updation on AICTE Web Portal	Data updation by Respective Mentor coordinated by Arvind Burande	
47	DTE - result & concession management - continuous updation	Shailaja Swami	Mahesh Shinde, Daya Hajare
48	Students' documents custody & regular record updation	Shailaja Swami	
49	Students original Documents Verification from DTE	Mahesh Shinde	Shailaja Swami, Daya Hajare
50	Central Data Preparation of Students	Shailaja Swami	Daya Hajare
51	Fee Regulating Authority	Swati Thite	Mahesh Shinde, Sushma Kumbhar
52	Admission Regulating Authority	Dr. Ganesh Yadav	Pradip Padhye
53	Library & Journals etc.	Rahul Viswe	
54	Computer Lab Maintenance	Vitthal Sudnye	
55	Other External Examinations	Dr. Ganesh Yadav	Vitthal Sudney
Savitribai Phule Pune University Work Responsibilities			
56	LIC Work MBA etc.	Arvind Burande	Dr. Ganesh Yadav
57	Affiliation Procedures	Dr. Ganesh Yadav	Arvind Burande
58	Examination Forms & Result Documents	Shailaja Swami	Mahesh Shinde
59	Eligibility Work	Daya Hajare	
60	SPPU Examination	Rahul Wagh (COE)	Manjula Dhulipalla (Senior Supervisor) Roza Parashar, Pradip Padhye
61	SPPU MBA II SIP Report Submission & SPPU Viva Voce Coordination (Sem-III)	Prajakta Joshi	Pradip Padhye
62	SPPU MBA II Dissertation Report Submission and SPPU Dissertation Viva Voce Coordination (Sem-IV)	Dr. Anamika Singh	Dipika Sonawadekar
63	LMC and Governing Body Meetings	Mahesh Shinde	Swati Thite
64	QIP & SPPU Research Projects Coordination	Arvind Burande	Dr. Ganesh Yadav

Extra-Curricular Work Responsibilities

65	Sports Events	Pradip Padhye	Prapti Dhanshetti
66	Cultural Events / Sinhgad Karandak	Prajakta Joshi & Dipika Sonawadekar	Roza Parashar
67	Spectrum	Dr. Asita Ghewari	Yogita Kadam
68	Alumni Meet	Rahul Wagh	Yogita Kadam
69	Sinhgad Students Council	Jyotsna Jadhav	Roza Parashar
70	Spectrum - Punk D Junk	Dr. Anamika Singh	Dr. Sangita Gorde
71	Spectrum - Brand Snap Hunt	Pradip Padhye	Dr. Shalaka Sakharekar
72	Sinhgad Students Council - Entrepreneur Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Prajakta Joshi	
73	Sinhgad Students Council - Finance Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Yogita Kadam	
74	Sinhgad Students Council - Operations Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Dr. Nutan Samdani	
75	Sinhgad Students Council - Marketing Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Dr. Krishna Sharma	
76	Sinhgad Students Council - HR, Training and Consultancy Club Coordinator for Sinhgad Management Institutes (Vadgaon, Ambegaon campus)	Jyotsna Jadhav	
77	Sinhgad Karandak Sponsorship (Spectrum, Neon)	Dr. Krishna Sharma	Sambhaji Pawar, Prajakta Joshi

STES's

SKN Sinhgad School of Business Management

Academic Plan for 2015-16 (Semester I & III)

Sr. No.	Activity	Date
1	Commencement of Classes Sem - III	27.7.2015
2	Commencement of Sem – I	29.7.2015
3	Induction Programme	30.7.2015 – 1.8.2015
4	Commencement of Classes Sem - I	3.8.2015
5	Guest Lecture - I	13.8.2015
6	Guest Lecture - II	20.8.2015
7	Industrial Visit - I	22.8.2015
8	Guest Lecture - III	27.8.2015
9	Industrial Visit - II	29.8.2015
10	Guest Lecture - IV	3.9.2015
11	Guest Lecture - V	10.9.2015
12	Marketing Conclave	12.9.2015
13	Industrial Visit - III	19.9.2015
14	Guest Lecture - VI	24.9.2015
15	Industrial Visit - IV	26.9.2015
16	Guest Lecture - VII	1.10.2015
17	Industrial Visit - V	3.10.2015
18	MBA II SIP Internal Viva-Voce	5.10.2015 – 8.10.2015
19	Finance Conclave	10.10.2015
20	Outstation Residential Industrial Visit	11.10.2015 – 17.10.2015
21	End Term Examination	2.11.2015 – 7.11.2015
22	Job Fair	16.11.2015 - 21.11.2015
23	State Level Faculty Workshop	20 & 21.11.2015
24	University Examination	26.11.2015 – 10.12.2015
25	MBA II SIP University Viva-Voce	11.12.2015 – 17.12.2015

Along with the above activities, all the activities of STP (Students' Training Programme) for MBA I & MBA II will be conducted as per the prescribed schedule.

STES's

SKN Sinhgad School of Business Management

Academic Plan for 2015-16 (Semester II & IV)

Sr. No.	Activity	Date
1	Commencement of Semester – II & IV	1.01.2016
2	Orientation Programme for MBA-I on Specialization Selection	5.01.2016, 6.01.2016
3	Sinhgad Karandak	09 to 12.01. 2016
4	State Seminar on the theme of “INCLUSIVE GROWTH STRATEGY FOR EXCELLENCE”	15 & 16.01. 2016
5	Guest Lecture – I	21.01.2016
6	Industrial Visit - I	23.01.2016
7	Guest Lecture – II	28.01.2016
8	Industrial Visit – II	30.01.2016
9	Spectrum	5 & 6 February 2016
10	National Research Conference on the theme of “MANAGEMENT HORIZONS IN CHANGING BUSINESS ENVIRONMENT”	12 & 13 February 2016
11	Guest Lecture – III	18.02.2016
12	Industrial Visit – III	20.02.2016
13	SPPU Online Examination	24.02.2016 to 8.03.2016
14	Alumni Meet	27.02.2016
15	HR Seminar	5.03.2016
16	Dissertation Viva	7, 8 & 9.03.2016
17	Guest Lecture – IV	10.03.2016
18	Industrial Visit – IV	12.03.2016
19	Parents’ Meet	19.03.2016
20	Guest Lecture – V	24.03.2016
21	Industrial Visit – V	26.03.2016
22	End Term Examination	1.04.2016 to 7.04.2016
23	SPPU Examination	25.04.2016 to 10.05.2016