



DNYANASADHANA, THANE SOCIETY'S

EST : 1980 (Reg. No. MAH/759/THN)

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE
(Arts, Science and Commerce)


Reaccredited by NAAC with B⁺ Grade (CGPA 2.69) Affiliated to University of Mumbai
ISO 21001:2018 Certified

The Institution ensures effective curriculum delivery through a well-planned and documented process

Content Includes

1. Syllabus distribution, completion and other activities meeting held by respective Head of the Department




PRINCIPAL
Satish Pradhan Dnyanasadhana College,
Thane (Arts, Science & Commerce)


PRINCIPAL
Satish Pradhan Dnyanasadhana College

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 21/06/2022	Page 1 of 1

NOTICE

A meeting of members of department is scheduled on 27/06/2022 at 11 a.m. in 6th floor Staffroom at 11.00 a.m. All members should remain present.

Agenda:

1. To Discuss Departmental Activities
2. To allocate responsibilities to staff members
3. Any Other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 02	Date of Notice : 20/07/2022	Page 1 of 1

NOTICE

A meeting of members of the department is scheduled on 25/07/2022 at 11.30 a.m. in Room no. 605 at 11.00 a.m. All members should remain present.

Agenda:

1. To discuss Departmental Activities
2. To allocate responsibilities to staff members
3. To schedule Bridge Course for FY BAF students
4. To schedule Internal Examination For SY and TYBAF
5. Any other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 03	Date of Notice : 11/08/2022	Page 1 of 1

NOTICE

A meeting of members of the department is scheduled on 17/08/2022 at 11 a.m. in 6th floor at 11.00 a.m. All members should remain present.

Agenda:

1. To Discuss Departmental Activities
2. To allocate responsibilities to staff members
3. To schedule Parent-Teacher meeting
4. Any Other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 04	Date of Notice : 6/09/2022	Page 1 of 1

NOTICE

A meeting of members of department is scheduled on 12/09/2022 at 11 a.m. in room no. 605 at 11.00 a.m. All members should remain present.

Agenda:

1. To Discuss Departmental Activities
2. To allocate responsibilities to staff members
3. To schedule Remedial lectures time table for Sem I to IV
4. To schedule internal examination Time table for FYBAF
5. Any other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 05	Date of Notice : 9/10/2022	Page 1 of 1

NOTICE

A meeting of members of the department is scheduled on 14/10/2022 at 11 a.m. in room no. 605 at 11.40 a.m. All members should remain present.

Agenda:

1. To Discuss Departmental Activities
2. To allocate responsibilities to staff members
3. To Schedule Revision lectures Time Table for SY and TYBAF
4. To Schedule Prelim exam for TYBAF
5. To allocate subjects to faculties for second term
6. Any other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 06	Date of Notice : 1/11/2022	Page 1 of 3

NOTICE

A meeting of members of the department is scheduled on 6/11/2022 at 11 a.m. in room no. 605 at 11.00 a.m. All members should remain present.

Agenda:

1. To discuss lecture schedule
2. To Discuss Departmental Activities
3. To allocate responsibilities to staff members
4. To complete ISO work
5. Any other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 07	Date of Notice : 24/11/2022	Page 1 of 3

NOTICE

A meeting of members of the department is scheduled on 30/11/2022 at 11 a.m. in room no. 601 at 11.40 a.m. All members should remain present.

Agenda:

1. To Schedule Time Table for FY, SY and TYBAF
2. To allocate subjects to faculties for second term
3. Any other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 08	Date of Notice : 27/12/2022	Page 1 of 3

NOTICE

A meeting of members of the department is scheduled on 2/1/2023 at 11 a.m. in room no. 605 at 11.00 a.m. All members should remain present.

Agenda:

1. To discuss lecture schedule
2. To Discuss Departmental Activities
3. To allocate responsibilities to staff members
4. To complete ISO work
5. Any other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Department of Accounting and Finance		Academic Year: 2022-2023
Notice No. 09	Date of Notice : 27/1/2023	Page 1 of 3

NOTICE

A meeting of members of the department is scheduled on 1/02/2022 at 11 a.m. in room no. 601 at 10.35 a.m. All members should remain present.

Agenda:

1. To discuss about BAF Fest
2. To allocate responsibilities to staff members
3. To schedule Remedial lectures for FY and Sy
4. To discuss Internal exam schedule
5. Any other matter

BAF Co-ordinator

Dr. Shraddha Bhome

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BAFTNMP		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 27/06/2022	Page 1 of 7

NOTICE

A meeting of all members of BAFTNMP Department will be held on 1/07/22 at 11.00 am in 6th Floor Staff Room. All members should remain present.

Agenda:

- IQAC guidelines for Departmental Activities
- Academic Activities to be planned for Current Term
- Allocation of Responsibilities
- Planning for Internal Projects
- Any other matters to be discussed as a Team

Prof Sneha Thakkar
BAFTNMP Co-ordinator

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BFTNMP		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 1/07/2022	

Meeting of **BAFTNMP Department** was called on 1st July,2022. Following members were present for the meeting.

Name of Staff / members	Signature
Prof Sneha Thakkar	
Dr Sujata Iyer	
Prof Sita Ramakrishna	
Prof Sameer Pawar	

Minutes of meeting

- 1) Minutes of the previous meeting (18/04/2022) were read and confirmed.
- 2) Prof Sneha Thakkar started with the meeting reading Agenda of the meeting, IQAC Activity list and Academic Calendar of 2022-23.

- i) Following members were assign duty/work:

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Prof Sneha Thakkar	Expert Guidance on Photography	15 th Oct 2022
Prof Sneha Thakkar	Expert Guidance on Scriptwriting and Cinematography	30 th July 2022

- ii) IQAC guidelines were informed in regards with class tests.
- iii) Expert Guidance lecture on Scriptwriting & Cinematography will be taken in Term 2.
- iv) Subject wise Project assignments were discussed and completion of the same to be done by 15th of Oct 2022.
- v) Discussion was done on putting more emphasis on writing practice and making TY students ready for university exams.
- vi) Activities for FYBAFTNMP were discussed which will be included in Academic Calendar

Vote Of thanks was given by Prof Sneha Thakkar

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BAFTNMP		Academic Year: 2022-2023
Notice No. 02	Date of Notice : 13/10/2022	Page 1 of 7

NOTICE

A meeting of all members of BAFTNMP Department will be held on 17/10/22 at 11.30 am in Room No 603. All members should remain present.

Agenda:

- Syllabus Completion Status
- Activity Completion Status
- Internals and Assignment Status
- Any other matters to be discussed as a Team

Prof Sneha Thakkar
BAFTNMP Co-ordinator

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BFTNMP		Academic Year: 2022-2023
Meeting No. 02	Date of Meeting: 1/07/2022	

Meeting of **BAFTNMP Department** was called on 17th Oct,2022. Following members were present for the meeting.

Name of Staff / members	Signature
Prof Sneha Thakkar	
Dr Sujata Iyer	
Prof Sita Ramakrishna	
Prof Sameer Pawar	

Minutes of meeting

- 1) Minutes of the previous meeting (1/07/2022) were read and confirmed.
- 2) Prof Sneha Thakkar started with the meeting reading Agenda of the meeting.
 - i) Status of syllabus completion: 80% of syllabus is completed for all the subjects remaining will be completed in the month of November.
 - ii) Completion of assigned duty/work:

Name of member/teaching staff	Allocation of Duty / work	Date of completion
Prof Sneha Thakkar	Expert Guidance on Photography	To be Done in November
Prof Sneha Thakkar	Expert Guidance on Scriptwriting and Cinematography	Done in July 2022

- iii) Internal Assignments were complete for all the subjects.
- iv) Teaching Plan and Syllabus Completion Report were upto date
- v) It was discussed that Question Papers of Previous year (for all subjects) will be given to Students in 3rd wk of November for practice purpose.

Vote Of thanks was given by Prof Sneha Thakkar

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 19.06.2022
Name of Department /Committee: BA in Multimedia & Mass Communication		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 18/06/2022	

Date	18 th June 2022		
Time	10:45 am – 11:30 am		
Venue	7 th floor Staff room		
Meeting attended by	Faculties – Dr. Sarika Sagar Ms. Sita Ramakrishnan Ms. Swapna Pimpure Mr. Sameer Pawar Mr. Abhinandan Sawant Mr. Narayan Haraliker Mr. Manoj Musale Dr. Milind Kokje Mr. Sagar Bhalerao		
	Discussion during the meeting		
	<p>The first meeting of academic year 2022-23 in Offline mode was conducted by HOD of BAMMC department, Dr Sarika Sagar.</p> <p>Following points was discussed in the meeting:</p> <ol style="list-style-type: none"> 1. The co-ordinator of BAMMC Department, Dr. Sarika Sagar, welcomed all the faculties to the department in the Academic year 2022-23. 2. Subject allocation was done as below: 		
	Class	Sem	Subject
	FYBAMMC	I	History of Media
			Current Affairs
			Effective Communication - 1
			Visual Communication
			Foundation Course - 1
			Fundamentals of Mass Communication
			Name of Faculty
			Swapna Pimpure
			Swapna Pimpure
			Sarika Sagar
			Swapna Pimpure
			Sita Ramakrishnan
			Sameer Pawar

SYBAMMC	III	Media Studies	Sita Ramakrishnan
		Introduction to Photography	Manoj Musale
		Theatre and Mass communication - 1	Sameer Pawar
		Corporate Communication and Public Relations	Sarika Sagar
		Film Communication - 1	Sameer Pawar
		Computer and Multimedia - 1	Abhinandan Sawant
TYBAMMC - Journalism	V	Investigative Journalism	Milind Kokje
		Reporting	Milind Kokje
		Global Media and Conflict	Narayan Haraliker
		Writing and Editing Skills	Sagar Bhalerao
		News Media Management	Sameer Pawar
		Business and Financial Journalism	Swapna Pimpore
TYBAMMC - Advertising	V	Copy Writing	Swapna Pimpore
		Advertising and Market Research	Sarika Sagar
		Account Planning and Advertising	Swapna Pimpore
		Consumer Behaviour	Sita Ramakrishnan
		Social Media Marketing	To be decided
		Brand Building	Sita Ramakrishnan

3. All faculties were asked to submit Teaching Plan and Syllabus Completion Report to Ms Sita Ramakrishnan in a week i.e 7th July 2022.
4. All the Faculties were asked to strictly keep track of attendance, which should be at least 75% as per University guidelines. Towards this purpose, the faculties have been given attendance registers to mark attendance and keep track of the same.
5. Activities to be conducted in the department were discussed:
 - Film Festival to be held in the month of August 2022.
 - Short Film and Advertisement Competition to be conducted in August 2022 and entries are to be received by 31st July 2022.
 - Intercollegiate Photography Competition to be conducted in the month of September 2022.
6. The availability of the Visiting Faculties was discussed to plan the timetable for the Odd Semester.

	7. As soon as the 12 th Std results get declared, it is decided to have online admission committee & helpdesk for students.
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Dr. Sarika Sagar

HOD, BAMMC Department.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/FO1
Name of Department /Committee: BAMMC		Academic Year: 2022-2023
Notice No. 02	Date of Notice: 17/10/2022	Page 1 of 1

The second BAMMC department meeting will be conducted as below:

Date: 21st October 2022

Time: 10:45 am

Venue: 7th floor Staff Room

All the Full-time and Visiting Faculty members of the Department are requested to be present for the meeting.

The agenda of the meeting is as follows:

1. To review all the activities planned and conducted by the department in this term and activities planned for next term.
 2. Result analysis of ATKT Remedial lectures to be completed by all the faculties for their respective subjects.
 3. To collect syllabus completion, revision, internal examinations and assignments status from faculties for Sybammc & Tybammc.
 4. To instruct faculties to continue Fybammc lectures as per the timetable post Diwali vacations also.
 5. To inform faculties to instruct students to solve two University Question Papers for all subjects in a separate notebook and submit the same for collection of hall tickets.
 6. To allocate subjects to faculties for Term II.
 7. To finalise certificate course to be conducted for FY & SY students in the month of December 2022.
 8. Film Festival to be planned in the month of February 2023. Dates are yet to be finalised.
-

Dr. Sarika Sagar

HOD – BAMMC Department.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BANKING AND INSURANCE.		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 09/06/2022	Page 1 of 7

NOTICE

**A meeting of members of the department is scheduled on 13/06/2022
at 11.30 a.m. in the staff Room. All members should remain present.**

Agenda:

- 1) Workload Distribution**
- 2) Bridge course to all the subject**
- 3) Any other matter with the permission of the chair.**

**Dr Afreen Eksambi
(BBI Coordinator)**

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BANKING & INSURANCE		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 13/06/2022	

The meeting of Banking & Insurance was called on 13th June, 2022. Following members were present in the meeting.

Name of Staff / members	Signature
Dr.Afreen Eksambi	
Dr Anita Dakshina	
Mr. Prashant Bane	
Mrs. Nilima Gajare	
Mrs. Nilima Talekar	

Minutes of meeting

1. Workload Allotment was done to all the Faculties as per their specializations as follows:

SYBBI SEM III		
1	Foundation Course III (Overview of Banking)	Dr Afreen Eksambi
2	Mutual Fund Management	Dr Anita Dakshina
3	Financial Markets	Dr Anita Dakshina
4	Financial management I	Mr. Prashant Bane
5	Taxation of Financial Services	Mr. Prashant Bane
6	Management Accounting	Mr. Prashant Bane
7	IT in Banking & Insurance I	
TYBBI SEM V		
1	Strategic Management	Dr Afreen Eksambi
2	Business Ethics and Corporate Governance	Dr Afreen Eksambi
3	Financial Service Management	Dr Anita Dakshina
4	Financial Reporting Analysis	Mr. Prashant Bane
5	Research Methodology	Dr Varsha Motwani
6	International Banking and Finance	Dr Pardnya Tiwad

2) Instruction regarding the bridge course was given by Dr Afreen Eksambi. It was instructed to all teachers to conduct bridge lectures of their respective subjects for bridging between what they have already studied and what they are going to study in the current semester.

**Dr Afreen Eksambi
(BBI Coordinator)**

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BANKING AND INSURANCE.		Academic Year: 2022-2023
Notice No. 04	Date of Notice : 26/09/2022	Page 1 of 7

NOTICE

A meeting of members of the department is scheduled on 29/09/2022 at 11 a.m. in the staff Room. All members should remain present.

Agenda:

- 1. Confirm minutes of last meeting**
- 2. Brief discussion on poster making competition, including topics, rules etc.**
- 3. Work allocation**
- 4. Any other matter with the permission of the chair.**

Dr Afreen Eksambi
(BBI Coordinator)

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BANKING & INSURANCE		Academic Year: 2022-2023
Meeting No. 04	Date of Meeting:29/09/2022	

The Banking & Insurance was called on 29th September, 2022. Following members were present at the meeting.

Name of Staff / members	Signature
Dr.Afreen Eksambi	
Dr Anita Dakshina	
Mr. Prashant Bane	
Mrs. Deepti Bogulwar	
Mrs. Nilima Talekar	

Minutes of meeting

1. Minutes of the last meeting were read & confirmed.
2. On the eve of Gandhi Jayanti ,poster making competition was held by the banking & Insurance department with theme of “ AZADI KA AMRIT MAHOTSAV- ACHIEVEMENTS@75
3. Topic for Poster competition: the achievements of India in these 75 years of independence in various fields of commerce, Arts, Science, technology etc.
 1. Following members were assign duty/work

Name of member/teaching staff	Allocation of Duty / work
Mr Prashant Bane	Registration and Feedback link and certificates, whatsapp message
Mrs Nilima Talekar	Brochure, minutes, invitation & thank you letter, report of the event and uploading on the drive.
Mrs Deepti Bogulwar	Collection of Poster and Display and removal of posters.

Dr Afreen Eksambi
(BBI Coordinator)

SATISHPRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication no of NOTICE		SPDC/AC/F01
Revision No: 01		Dated: 10.04.2022
Name of Department: Business Economics		Academic Year:2022-2023
Notice No.3	Date of Notice: 16/8/2022	Page 1 of 1

A meeting of the members of the department of Business Economics is held on 18th August 2022 at 11.40 in the staff room. All the members are requested to attend the meeting.

Agenda of the meeting

- Distribution of workload for FYBCOM
- Any other matter

HOD

Dr. Manjiri M. Gondhalekar

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meeting		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department: Business Economics		Academic Year: 2022-2023
Meeting No.3	Date of Meeting: 18/08/2022	

A meeting of all the members of the department was held on 18/8/2022 at 11.40 am in the staff room.

Following points were discussed in the meeting-

- Minutes of the previous meeting were read and confirmed.
- Distribution of workload for FYBCOM classes.
-

Name of the Teacher	FYBCOM		SYBCOM		TYBCOM	
	Division	Number of Lectures	Division	Number of Lectures	Division	Number of Lectures
Dr Manjiri Gondhalekar	A	---	A	2	A	2
	B	-----	B	1	B	1
	C	-----	C	1	C	2
	D	-----	D	2	D	3
	E	-----	NA		D RM	2
Prof Anjali Singh	A	3	A	Nil	A	Nil
	B	1	B	2	B	2
	C	2	C	2	C	1
	D	3	D	1	D	Nil

	E	2	NA		D RM	1
Prof. Trupti Kawale	A	Nil	A	1	A	1
	B	2	B	Nil	B	Nil
	C	1	C	Nil	C	Nil
	D	Nil	D	Nil	D	Nil
	E	1	NA		D RM	Nil

Distribution of workload for FYBCOM was finalized.

Following members were present for the meeting.

Dr Manjiri Gondhalekar – HOD

Prof Anjali Singh- Member

Dr Trupti Kawale – Member

SATISHPRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication no of NOTICE		SPDC/AC/F01
Revision No: 01		Dated: 10.04.2022
Name of Department: Business Economics		Academic Year:2022-2023
Notice No.7	Date of Notice: 11/2/2023	Page 1 of 1

A meeting of the members of the department of Business Economics is held on 13/2 2023 at 11.40 in the staff room. All the members are requested to attend the meeting.

Agenda of the meeting

- Distribution of work for Econzest – A festival of Business Economics Department
- Review of competition of syllabus
- Measures to improve students' performance.
- Any other matter

HOD

Dr. Manjiri M. Gondhalekar

1 Assistant Prof. Anjali Singh

2 Dr. Trupti Kawale

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meeting		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department: Business Economics		Academic Year: 2022-2023
Meeting No.7	Date of Meeting: 13/2/2023	

A meeting of all the members of the department was held on 13 /2/2023 at 11.40 am in the staff room. In this meeting the minutes of the previous meeting were read and confirmed.

The following points were discussed in the meeting-

Responsibility of conducting the festival of business Economics Department was shared as under

Name of the Activity	Date	Responsibilities
Econzest A festival of department of business economics	16/2/2023 17/2/2013	Dr Manjiri Gondhalekar – Coordination with the department members and the students. Guidance to the students to conduct the programme. Prof Anjali Singh – Guidance to the students to conduct the programme. Maintaining the records Dr. Trupti Kawale - Guidance to the students to conduct the programme.

A review of completion of syllabus was taken. The extra lectures were planned to complete the syllabus and to take revision. The practice to conduct remedial lectures was continued as per following schedule. I

Name of the teacher	Class	Extra classes
Dr Manjiri Gondhalekar	SYBCOM	Every week Thursday
Prof. Anjali Singh	FYBCOM	Every week Monday and Wednesday
Dr Trupti Kawale	FYBCOM	Friday

Dr Manjiri Gondhalekar, HOD

1 Assistant Prof. Anjali Singh, Member

2 Dr. Trupti Kawale , Member

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BMS		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 04/07/2022	Page 1 of 7

NOTICE

A meeting of all members of BMS Department will be held on 14/07/22 at 11.00 am in Room No 603. All members should remain present .

Agenda:

- IQAC guidelines for Departmental Activities
- Academic Activities to be planned for Current Term
- Allocation of Responsibilities
- Review of syllabus completed for SY and TYBMS
- Planning for Internals
- Certificate and Bridge Courses to be conducted
- Any other matters to be discussed as a Team

Prof Rajesh Valeja
BMS Co-ordinator

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE

Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BMS		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 14/07/2022	

Meeting of **BMS Department** was called on 14th July,2022. Following members were present for the meeting.

Name of Staff / members	Signature
Prof Rajesh Valeja	
Prof Sneha Thakkar	
Dr Varsha More	
Dr Sarika Sagar	
Prof Mayura Patil	
Dr Shubhada Joshi	

Minutes of meeting

- 1) Minutes of the previous meeting (18/04/2022) were read and confirmed .
- 2) Prof Rajesh Valeja started with the meeting reading Agenda of the meeting, IQAC Activity list and Academic Calendar of 2022-23.

i) Following is the workload for Term 1:

F.Y.B.M.S Semester - I

Name of the Subject	Name of the faculty	Offline Workload
1. Introduction to Financial Accounting	Mr. Rajesh Valeja	12
2. Business Statistics	Mrs. Deepti B	12
3. Business Law	Ms. Rajani Iyer	12

4. Foundation of Human skills	Ms. Sneha Thakkar	12
5. Business Economics	Dr. Shubhada Joshi	12
6. Foundation Course – I		12
7. Business Communication - I	Mrs. Nilima Talekar	12

S.Y.B.M.S Semester - III

Name of the Subject	Name of the faculty	Offline Workload
1. Accounting for Managerial Decision Making	Mr. Rajesh Valeja	8
2. Business Planning & Entrepreneurial Management	Dr. Sarika Sagar	8
3. Strategic Management	Ms. Sneha Thakkar	8
4. I.T for Business Management –I	Ms. Nilima Gajare	8
5. Foundation Course – III	Dr. Varsha More	8
6. Introduction to Cost Accounting	Dr. Varsha More	4

7. Corporate Finance	Mr. Rajesh Valeja	4
6. Product Innovations Management	Ms. Sita Laxmi	4
7. Consumer Behaviour	Ms. Sneha Thakkar	4
6. Recruitment & Selection	Mrs. Mayura Patil	4
7. Organizational Behaviour & HRM	Mrs. Mayura Patil	4

T.Y.B.M.S Semester - V

Name of the Subject	Name of the faculty	Offline Workload
1. Logistics & Supply Chain Management	Dr. Varsha More	8
2. Corporate Communication & PR	Ms. Sneha Thakkar	8
3. Investment Analysis & Portfolio Management	Mr. Rajesh Valeja	4

4. Financial Accounting	Ms. Kamal Raj Mission	4
5. Direct Tax	Dr. Pradnya Tiwad	4
6. Wealth Management	Dr. Pradnya Tiwad	4
3. Customer Relationship Management	Ms. Sneha Thakkar	4
4. Sales & Distribution Management	Ms. Sita Laxmi	4
5. Digital Marketing	Dr. Sarika Sagar	4
6. Service Marketing	Dr. Varsha More	4
3. Finance for HR	Mrs. Mayura Patil	4
4. Performance Management & Career Planning	Mrs. Mayura Patil	4
5. Industrial Relations	Ms. Rajani Iyer	4
6. Stress Management	Mrs. Mayura Patil	4

ii) Following members were assign duty/work:

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Prof Varsha More	Green Management (EVS) – Experiential Learning For SYBMS Students	31 st July 2022
Dr Sarika Sagar	A Session of Competitive Exams for TYBMS & TYBAMMC Students	31 st July 2022
Prof Rajesh Valeja	Soft Skill Development – Canva/Photoshop Workshop for SYBMS & TYBMS Students	31 st Aug 2022
Dr Sarika Sagar Prof Sneha Thakkar	Yuvana Club: EDP (Theme Digital Entrepreneurs) For FYBMS, SYBMS & TYBMS Students	31 st Aug 2022
Prof Rajesh Valeja	Investment Club: (Inauguration of Investors Club) For FYBMS, SYBMS & TYBMS Students	15 th Sept 2022
Prof Mayura Patil	Activities related to HR & Certificate Course For SYBMS & TYBMS Students	30 th Sept 2022
Prof Sneha Thakkar Dr Shubhada Joshi	Workshop on Research Methodology Part I For TYBMS Students - Framing of Objectives & Hypothesis - Types Of Tests	30 th Sept 2022

- i) Syllabus completion Report: 2 Units (50% of syllabus) will be completed by 10th of August 2022.
- ii) Internals Date decided are: 17th, 18th & 20th of August 2022 for SY & TY BMS
- iii) Class Test to be conducted chapter/unit wise by each faculty either online or offline.
- iv) Bridge Course to be conducted as per the instructions of IQAC.
- v) Dr Sarika Sagar & Prof Rajesh Valeja to organise Faculty Exchange Programme for TYBMS students.
- vi) Faculties having research experience to encourage and guide BMS students for Presenting Research papers in various conferences. (Minimum 5 papers during the academic year)
- vii) Each Faculty to prepare list of Slow Learners & Advance Learners and communicate the same to HOD within One Month from the start of the term.

- viii) SPSS training to be organised for Teachers under FDP by Research Development Cell.
- ix) Being Me Activity Proposed for Term II
- x) Industrial Visit/Field Visit Proposed in Term II

Vote Of thanks was given by Prof Sneha Thakkar

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BMS		Academic Year: 2022-2023
Notice No. 04	Date of Notice : 15/11/2022	Page 1 of 7

NOTICE

A meeting of all members of BMS Department will be held on 18/11/22 at 11.00 am in Room No 603. All members should remain present .

Agenda:

- Allocation of subjects for Term 2 and preparation of Time Table
- Academic Activities to be planned for Term 2
- Allocation of Responsibilities
- Review of performance of SY students and decision to take TY prelims in the form of assignment (Due to FY Examination).
- Certificate and Bridge Courses to be conducted
- Any other matters to be discussed as a Team

Prof Rajesh Valeja
BMS Co-ordinator

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE

Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: BMS		Academic Year: 2022-2023
Meeting No. 04	Date of Meeting: 18/11/2022	

Meeting of **BMS Department** was called on 18th Nov,2022. Following members were present for the meeting.

Name of Staff / members	Signature
Prof Rajesh Valeja	
Prof Sneha Thakkar	
Dr Varsha More	
Dr Sarika Sagar	
Prof Mayura Patil	
Dr Shubhada Joshi	
Ms Prachi Waghmare	

Minutes of meeting

- 1) Minutes of the previous meeting (12/09/2022) were read and confirmed .
- 2) Prof Rajesh Valeja started with the meeting reading Agenda of the meeting.
 - i) Following is the workload for Term 2:

Name of the Subject	Name of the faculty	Work load Per wk
1. Principles of Marketing	Mr. Rajesh Valeja	8
2. Business Mathematics	Mrs. Deepti B	8
3. Industrial Law	Mrs. Suchita Joshi (CHB)	8

4. Business Communication – II	Mrs. Nilima Talekar	8
5. Principles of Management	Dr. Varsha More	8
6. Foundation Course- II	Mrs. Prachi Waghmare	8
7. Business Environment	Ms. Sneha Thakkar	8

S.Y.B.M.S Semester - IV

Name of the Subject	Name of the faculty	Work load Per wk
1. Foundation Course – IV (Ethics & Governance)	Dr. Shubhada Joshi	8
2. Business Economics –II	Dr. Shubhada Joshi	8
3. Research Methodology	Dr. Sarika Sagar	8
4. Production & Total Quality Management	Dr. Varsha More	8
5. I.T in Business Management – II	Mrs. Nilima Gajre	8

6. Auditing	Dr. Varsha More	4
7. Corporate Restructuring	Mr. Rajesh Valeja	4
6. Integrated Marketing & Communication	Ms. Sneha Thakkar	4
7. Rural Marketing	Ms. Sneha Thakkar	4
6. HR planning & Information Systems	Mrs. Mayura Patil	4
7. Training & Development	Mrs. Mayura Patil	4

T.Y.B.M.S Semester - VI

Name of the Subject	Name of the faculty	Work load Per wk
1. Operations Research	Mr. Rajesh Valeja	8
2. International Finance	Mr. Rajesh Valeja	4

3. Strategic Financial Management	Mr. Manoj Wagh (CHB)	4
4. Indirect Tax	Dr. Pradnya Tiwad	4
5. Project Management	Dr. Pradnya Tiwad	4
2. Brand Management	Ms. Sneha Thakkar	4
3. Retail Management	Ms. Sneha Thakkar	4
4. International Marketing	Mrs. Mayura Patil	4
5. Media Planning & Management	Dr. Varsha More	4
2. HRM in Global Perspective	Mrs. Mayura Patil	4
3. HRM in Service Sector Management	Mrs. Mayura Patil	4
4. Work Force Diversity	Mrs. Mayura Patil	4

5. Indian Ethos in Management	Dr. Sarika Sagar	4
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ii) Following members were assign duty/work:

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Prof Varsha More	Arranging resource person for finance programme of SIP - Magic of Compounding	31 st Jan 2023
Dr Sarika Sagar	Organise a session on Research Methods using MS-Excel for TY students.	28th Feb 2023
Prof Rajesh Valeja	Organising Inter-collegiate event Aarambh	28th Feb 2023
Dr Sarika Sagar Prof Sneha Thakkar	Organise a session on Careers in Advertising for Marketing Specialization students in association with BAMMC Department.	28th Feb 2023
Prof Rajesh Valeja	To organise Industrial Visit for BMS Department.	28th Feb 2023
Dr Sarika Sagar Prof Sneha Thakkar	To organise Being Me Activity as per the objectives of Being Me.	31st Dec 2022

Faculties having research experience to encourage and guide BMS students for Presenting Research papers in Aavishkar. (Minimum 2 papers during the academic year)

In order to improve the academic results for the department a brainstorming session gave the following highlights:

- a. Periodic class test should be undertaken (Online/Offline)
- b. In order to give writing practice assignments to be given and assessed.
- c. Measures to be taken to improve attendance of students.

Vote Of thanks was given by Prof Sneha Thakkar

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 13/06/2022	Page 1 of 1

NOTICE

A meeting of members of department is scheduled on 14/06/2022 at 11.00 a.m. in the Botany staff room. All members should remain present.

Agenda:

- 1) Time table and syllabus distribution
- 2) Any Other matter with the permission of the chair

Dr.S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 14/06/2022	Page 1 of 4

Meeting of members of Botany department was held on 14th June, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr.Sarita Hajirnis	
Dr Mandakini Ingle	
Dr.Amita Chandanshive	
Dr.Asawari Tak Shenwai	
Ms Priyanka Shukla	
Ms Shakti Jha	

Minutes of meeting

- 1) Minutes of the previous meeting (/03/2022) were read and confirmed.
- 2) Dr.Hajirnis distributed the workload and allotted topics to be taught to all teachers for S.Y and T.Y classes

Class	F.Y. B.Sc		S.Y.B.Sc.		T.Y.B.Sc.		Total
	Lecture 12	Practical 18	Lecture 09	Practical 27	Lecture 20	Practical 20	
Dr.SaritaHajirnis (SH)	--	--	1	7	4	4	16
Dr.Mandakini Ingle (MI)	2	--	2	7	3	4	18
Dr.AmitaChandanshive (AC)	4	4.5	2	7	3	---	20
Dr.AasawariTak (AT)	2	4.5 4.5	2	---	3	4	20
Ms.PriyankaShukla (PS)	4		2	7	3	4	20
Ms. Shakti Jha (SJ)	--	--	--	--	--	4	4
X1	---	4.5	--	--	2	--	8

Syllabus Distribution (2022-2023)

Class	Paper	Unit	SH	MI	AC	AT	PS	KM	
F.Y.B.Sc.	Paper 1	Unit 1				Algae			
		Unit 2			Fungi				
		Unit 3					Bryophyta		
	Paper 2	Unit 1					Cell-biology		
		Unit 2				Ecology			
		Unit 3		Genetics					
S.Y.B.Sc.	Paper 1	Unit 1				Thallophyta and Bryophyta			
		Unit 2	Angiosperm						
		Unit 3					Modern techniques in study plant diversity		
	Paper 2	Unit 1					Cell-biology		
		Unit 2		Cytogenetics					
		Unit 3				Molecular biology			
	Paper 3	Unit 1		Pharmacognosy and phytochemistry					
		Unit 2			Forestry and economic botany				
		Unit 3						Industry based plant products	
	T.Y. B.Sc.	Paper 1	Unit 1			Microbiology			
			Unit 2				Algae		
			Unit 3	Fungi					
Unit 4			Plant pathology						

Class	Paper	Unit	SH	MI	AC	AT	PS	KM	
	Paper 2	Unit 1					Paleobotany		
		Unit 2	Angiosperm						
		Unit 3		Anatomy					
		Unit 4	Palynology						
	Paper 3	Unit 1						Cytology and molecular biology	
		Unit 2		Plant physiology					
		Unit 3			Environmental botany				
		Unit 4			Plant tissue culture				
	Paper 4	Unit 1					Ethanobotany and mushroom industry		
		Unit 2		Plant biotechnology					
		Unit 3					Instrumentation		
		Unit 4						Pharmacology & medicinal botany	
Specialization	Horticulture	Unit 1			Landscape and gardening				
		Unit 2					Plant propagation techniques		
		Unit 3						Commercial products	

Class	Paper	Unit	SH	MI	AC	AT	PS	KM
		Unit 4				Post-harvest methods and entrepreneurship in horticulture		

- 3) Laboratory training to the Non- teaching staff: The staff members were assigned different modules and were instructed to impart training as per the module to the non- teaching staff on the scheduled date.

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Dr.SaritaHajirnis	Module 1 : Role, duties and Responsibilities of Laboratory Staff designation wise and Laboratory etiquettes	30 June 2022
Dr Mandakini Ingle	Module 2: Basic operation in the laboratory, storage of chemicals/ apparatus/ instruments/ plant specimens	29 June 2022
Dr.AmitaChandanshive	Record preparation and storage of museum specimen/ security of documents Write-off procedures for plant material and specimen	28 June 2022
Dr.AsawariTakShenwai	Plant specimen: storage and preservation (Dry and Wet) Safe disposal of plant specimens	28 June 2022
Ms PriyankaShukla	Preparation and handling of chemicals and glasswares/ handling of apparatus/ instruments	29 June 2022

Ms Shakti Jha	Safe disposal of chemicals and bio-hazardous waste Maintenance of tissue culture laboratory	30 June 2022

Dr. S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of communication of Notice		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 02	Date of Meeting: 18/07/2022	Page 1 of 1

NOTICE

A meeting of members of department is scheduled on 23/07/2022 at 11.00 a.m. in the Botany staff-room. All members should remain present.

Agenda:

- 1) Academic and curricular activities**
- 2) Allocation of class Teacher-incharges to various classes**

Dr. S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 02	Date of Meeting: 23/07/2022	Page 1 of 2

Meeting of the members of Botany department was held on 23rd July, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. Sarita Hajirnis	
Dr Mandakini Ingle	
Dr.Amita Chandanshive	
Dr.Asawari Tak Shenwai	
Ms Priyanka Shukla	
Ms Shakti Jha	

Minutes of meeting

- 1) Minutes of the previous meeting (14/06/2022) were read and confirmed.
- 2) Teachers were instructed to maintain their log books.
- 3) Activities for Term I were planned and the duties were assigned to the teachers

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Ms. ShaktiJha	Preparation of List of books to be procured for submission to the library.	NOV 2022
Dr. M. R. Ingle	MSc Part II Visit to Yeoor hills for Mushroom collection	
Dr. M.R Ingle	Dattaji Salve Garden : SY and T.Y Excursion	28 th September
Dr. S. S. Hajirnis Dr. M.R Ingle	Organising a Visit to Oldage Home: under 'Being Me' activity of the institute	29 th September
Dr.AmitaChandanshive	Celebration of 'World Cardiac Day'	29 th September 2022

4) Celebration of 'AzadikaAmrutMahotsav': It was decided to conduct Essay competition for the Botany students.on various themes such as **Biotechnology, Organic farming, Ayurveda, Bioplastics etc.** The students should submit on or before 11th August 2022. The Presentation of the same would be held on 12th August 2022.

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Dr S. S. Hajirnis Dr.AsawariTakShenwai	Preparation of Brochure and finalizing themes: Themes suggested: 1.Biotechnology - A Revolution, 2.Impact of Covid-19 on 3.Environment Green Revolution-4.Post Independence 5.Bio-Plastics- Need of the hour 6. Ayurveda-A Tradition made 7.Modern Organic Farming 8. The Trending Health Foods'	10 th August 2022

Dr.AsawariTakShenwai Dr.AmitaChandanshive Ms Priyankashukla Dr. M. R. Ingle Ms. Shakti Jha	Motivating and collecting data of the students for participation	10 th August 2022
Dr S. S. Hajirnis Dr. M. R. Ingle	To Judge the essays	12 th August 2022
Dr. M. R. Ingle	Report writing	14 th August 2022

Dr S. S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Communication of Notice		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 03	Date of Notice: 21/09/2022	Page 1 of 1

NOTICE

A meeting of members of department is scheduled on 26/09/2022 at 11 a.m. in the Botany staffroom. All members should remain present .

Agenda:

- 1) Planning of S.Y and T.Y Excursion**
- 2) Planning and duty allocation for S.YSem III and T.Y Sem V Practical examination.**

Dr. S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 03	Date of Meeting: 26/09/2022	Page 1 of 2

Meeting of members of Botany department was held on 26th September, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. Sarita Hajirnis	
Dr Mandakini Ingle	
Dr.Amita Chandanshive	
Dr.Asawari Tak Shenwai	
Ms Priyanka Shukla	
Ms Shakti Jha	
Ms Komal Mhaske	
Ms.Nisha Kshirsagar	

Minutes of meeting

- 1) Minutes of the previous meeting (23/07/2022) were read and confirmed .
- 2) It was decided to take S.Y and T.YB.Sc students for a short excursion to **Dattaji Salve Garden** , Thane on 28th September 2022. Dr. S. S. Hajirnis and Dr. M. R. Ingle will accompany the students as resource persons.
- 3)The report of the excursion to be prepared by Dr. M. R. Ingle.
- 4)S.Y. B. ScSem III practical examination to commence from 10th October 2022. The duty chart was prepared and distributed amongst the staff members.
- 5)T.Y.B. ScSem V practical examinations to commence from 6th October 2022. The date and timings for the same were finalized by Dr. S. S. Hajirnis. Dr. M. R. Ingle to communicate and prepare invitation letters for the external examiners. The duties allotted to the staff were as under

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Dr. M. R. Ingle	Laboratory supervisor	6 th , 7 th , 8 th 11 th and 15 th Oct 2022
Ms.PriyankaShukla	Expertship for Paper I	
Ms. Shakti Jha	Expertship for Paper II, Paper IV	
Dr.AmitaChandanshive	Expertship for Paper I, Paper III	
Ms.KomalMhaske	Expertship for Paper I	

Dr.S.S. Hajirnis

Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Communication of notice		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 04	Date of Meeting: 19/11/2022	Page 1 of 1

NOTICE

A meeting of members of the Department is scheduled on 23/11/2022 at 11 a.m. in the Botany staffroom. All members should remain present.

Agenda:

- 1) FYBSc Sem I Practical examination
- 2) Syllabus distribution for Term II

Dr. S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings	SPDC/AC/F01	
Revision No. 01	Dated: 10.04.2022	
Name of Department /Committee: Botany	Academic Year: 2022-2023	
Meeting No. 04	Date of Meeting: 23/11/2022	Page 1 of 2

Meeting of members of Botany department was held on 23rd November, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. Sarita Hajirnis	
Dr Mandakini Ingle	
Dr.Amita Chandanshive	
Dr.Asawari Tak Shenwai	
Ms Priyanka Shukla	
Ms Shakti Jha	
Ms Komal Mhaske	
Ms.Nisha Kshirsagar	

Minutes of meeting

- 1) Minutes of the previous meeting (26/9/2022) were read and confirmed.
- 2) The dates of FYBSC Sem I practical examination were finalized and duties for the same were allocated. Laboratory Supervisor – Dr Mandakini Ingle

	Morning Session		Afternoon Session	
	Paper I		Paper II	
	Examiner	Expert	Examiner	Expert
Monday 28 th Nov 22	AC SJ	NS KM	AS PS	NS KM
Tuesday 29 th Nov 22	AS SJ	NS KM	AC PS	NS KM
Wednesday 30 th Nov 22	PS KM	SJ AS	AC NS	SJ KM
Thursday 1 st Nov 22	SJ NS	KM AS	PS AC	KM AS
Friday 2 nd Nov 22	KM AS	AC SJ	PS NS	AC SJ
AC : Dr Amita Chandanshive AT: Dr Asawari Tak PS : Ms.Priyanka Shukla SJ : Ms Shakti Jha KM : Ms Komal Mhaske NS : Ms Nisha Kshirsagar				

4) Syllabus distribution for Term II

Class	Paper	Unit	SH	MI	AC	AT	PS	KM	NS
F.Y.B.Sc.	Paper 1	Unit 1		Pteridophyt a Stellar evolution					
		Unit 2					Gymnosper ms		

Class	Paper	Unit	SH	MI	AC	AT	PS	KM	NS	
		Unit 3			Angiosperms					
	Paper 2	Unit 1				Anatomy				
		Unit 2				Physiology				
		Unit 3					Medicinal Botany			
S.Y.B.Sc.	Paper 1	Unit 1					Fungi & Lichens			
		Unit 2		Pteridophyta Paleobotany						
		Unit 3				Gymnosperms				
	Paper 2	Unit 1							Anatomy	
		Unit 2		Physiology						
		Unit 3					Ecology			
	Paper 3	Unit 1	Horticulture & Gardening							
		Unit 2				Biotechnology				
		Unit 3						Biostatistics		
T.Y. B.Sc	Paper 1	Unit 1			Bryophytes					
		Unit 2				Pteridophyta				
		Unit 3						Bryo&Pterido : Applied Aspects		
		Unit 4		Gymnosperm						
	Paper 2	Unit 1	Angiosperms II							
		Unit 2	Anatomy II							
		Unit 3	Embryology							
		Unit 4	Plant Geography							
	Paper 3	Unit 1	Plant Biochemistry							
		Unit 2						Plant Physiology II		
		Unit 3		Genetics						
		Unit 4		Biostatistics						
	Paper 4	Unit 1					Plant Biotechnology II			
		Unit 2						Bioinformatics		
		Unit 3				Economic Botany				

Class	Paper	Unit	SH	MI	AC	AT	PS	KM	NS
		Unit 4			Post – harvest technology				
Specialization	Horticulture	Unit 1						Landscaping	
		Unit 2							Horticulture Produce
		Unit 3					Commercial Production		
		Unit 4				Post – harvest technology			
SH : Dr.SaritaHajrnis MI : Dr Mandakini Ingle AC : Dr AmitaChandanshiveAT: Dr AsawariTak PS : Ms.PriyankaShuklaSJ : Ms Shakti JhaKM : Ms KomalMhaske NS : Ms NishaKshirsagar									

Dr.S.S. Hajrnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Communication of notice	SPDC/AC/F01

Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: Botany	Academic Year: 2022-2023
Meeting No. 05	Date of Notice: 02/1/2023

NOTICE

A meeting of members of the Department is scheduled on 03/01/2023 at 11.00 a.m. in the Botany staffroom. All members should remain present .

Agenda:

- 1) MSc SemI and Sem III Practical examination**
- 2) To organise guest lectures on various topics for students**
- 3) Short and Long Excursion**
- 4) Industrial visit for M.Sc**

Dr. S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 05	Date of Meeting: 04/01/2023	

Meeting of members of Botany department was held on 4th January,2023. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. Sarita Hajirnis	
Dr Mandakini Ingle	
Dr.Amita Chandanshive	
Dr. Asawari Tak Shenwai	
Ms Priyanka Shukla	
Ms Shakti Jha	
Ms Komal Mhaske	
Ms.Nisha Kshirsagar	

Minutes of meeting

- 1) Minutes of the previous meeting (23/11/2022) were read and confirmed.
- 2) Preparations for MSc Practical examination were discussed and duties were allotted to the teachers :
- 3) Excursion and Industrial visit to be organized
- 4) Guest lecture on ‘Career Guidance for S.Y, TY &M.Sc Botany students
- 5) All teachers will maintain records and carry out duties as per the ISO requirements.

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Ms.PriyankaShukla Dr AmitaChandanshive	Planning and organizing Short Excursion for FYBSc to ‘KeshavSrushti’-Uttan, Bhayandar	Last week of January 2023

Dr.S.S. Hajirnis Dr. M. R. Ingle	Long Excursion to Mahabaleshwar	
Ms. Shakti Jha	Industrial visit for MSc Part 1&2 students Information Literacy Programme by Dr Mahesh Dalvi	9 th January 2023
Dr.AmitaChandanshive	Organizing Entrepreneurship Development programme for studentson 'Herbal Products and Beauty'	
Ms.PriyankaShukla	Organizing lecture on job opportunities in 'Clinical Research'	
Dr AsawariShenwai	Lecture on 'Intellectual Property Rights' by Advocate SuyashPradhan	

Dr.S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of Notice		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Notice No. 06	Date of Notice: 04/2/2023	

NOTICE

A meeting of members of the Department is scheduled on 09/02/2023 at 11.00 a.m. in the Botany staffroom. All members should remain present .

Agenda:

- 1) Celebration of ‘International Millet Year’.**
- 2) Organizing Botany Fest -‘Shatavari 2023’**
- 3) Allocation of duties**
- 4) Any other matter with the permission of chair**

Dr. S.S. Hajirnis
Head, Dept of Botany

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Botany		Academic Year: 2022-2023
Meeting No. 06	Date of Meeting: 09/02/2023	

Meeting of members of Botany department was held on 9th February,2023. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. Sarita Hajirnis	
Dr Mandakini Ingle	
Dr.Amita Chandanshive	
Dr.Asawari Tak Shenwai	
Ms Priyanka Shukla	
Ms Shakti Jha	
Ms Komal Mhaske	
Ms.Nisha Kshirsagar	

Minutes of meeting

- 1) Minutes of the previous meeting (03/01/2023) were read and confirmed.
- 2) It was decided to celebrate the Botany fest 'Shatavari-2023' on 20th February 2023. In view of this, various competitions to be organized for the students of all classes FY,SY,TY and M.Sc.
- 3) Events/ Competitions to be organized:
 - Inauguration of Terrace garden
 - Poster competition
 - Cook with Millets
 - Floral rangoli and flower arrangements
 - Fruit and Vegetable plating
 - Biojewellery

4) For the smooth conduct of programme, the teachers were assigned the different duties as follows:

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Dr. M. R. Ingle Dr Asawari Shenwai	Inauguration	20 th February 2023
Ms Komal Mhaske	Terrace Garden: arrangements	18 th February 2023
Dr. M. R. Ingle Ms Komal Mhaske	Naming of plants and description of plants for QR code	15 th February 2023
Ms. Shakti Jha	QR code generation Mycology exhibits	17 th February 2023
Dr.Amita Chandanshive	Poster competition: 'International Millet Year'	17 th February 2023
Ms. Priyanka Shukla	Collage of department activities Cook with Millets competition	15 th February 2023
Dr Asawari Shenwai	Brochure making	12 th February 2023
Ms Nisha Kshirsagar	Floral rangoli, Floral arrangements, Fruit and vegetable plating competitions	18 th February 2023
Mr Mohammad Jaheed	Attendance and Feedback	20 th February 2023
Dr. S. S. Hajirnis Dr M.R.Ingle	Prize distribution	20 th February 2023
Dr. S. S. Hajirnis Dr M.R.Ingle	Overall supervision of all events	

Dr.S.S. Hajirnis
Head, Dept of Botany

SATISHPRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication no of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department/Business Law		Academic Year:2022-2023
Notice No.1	Date of Notice: 10/6/2022	Page 1 of 1

DEPARTMENT OF BUSINESS LAW

Notice is hereby given that the Meeting with Dr. Sanjyot Deuskar – Vice Principal, Commerce Faculty of Satish Pradhan Dnyanasadhana College Thane via **ONLINE MODE** shall be held on **Tuesday, 14th June, 2022**, to transact the following Agenda.

AGENDA FOR THE MEETING

1. To discuss about the planning of lectures for the department of Business Law.
2. To approve the Teaching Plan for the Academic Year 2022 – 2023
3. Any other matter with the Permission of the Chair.

Adv. Suyash Pradhan
Dept. of Business Law

Minutes of the Meeting

14/6/2022

Adv. Suyash Pradhan from the Department of Business Law welcomed Dr. Sanjyot Deuskar madam and requested Dr. Deuskar Madam to formally act as the Chairman for the Meeting. The members present at the meeting were welcomed and the Notice and agenda for the meeting was read out in the meeting.

The following business was transacted in the meeting accordingly:

1. To discuss about the planning of lectures for the department of Business Law.

The tentative plan for the lectures of Business Law was discussed in the meeting where Dr. Deuskar Madam also suggested to undertake legal awareness activities for the department of Business Law, in this academic year whenever possible. The tentative planning was discussed in the meeting wherein the detailed coverage of syllabus was discussed.

2. To approve the Teaching Plan for the Academic Year 2022 – 2023

The teaching plan for the Academic year 2022 – 2023 was presented before Dr. Deuskar and there were discussions on the clarifications that were required by Dr. Deuskar Madam. Accordingly, the Teaching plan was hereby accepted and finalized.

3. Any other matter with the permission of the Chair – NONE

The Meeting was concluded with Vote of Thanks.

Members present:

1. Dr. Sanjyot Deuskar (Vice – Principal, Commerce Faculty) -
2. Adv. Suyash Pradhan

SATISHPRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication no of NOTICE		SPDC/AC/F01
Revision No:1		Dated: 10.04.2022
Name of Department/ Business Economics		Academic Year:2022-2023
NoticeNo.2	Date of Notice: 25/7/2022	Page 1 of 1

Department of Business Law

NOTICE

Notice is hereby given that the Departmental Meeting for Business Law shall be held on **Saturday, 30th July, 2022**, to transact the following Agenda.

AGENDA FOR THE MEETING

1. To discuss about the planning and allocation of lectures for the department of Business Law for Term 1.
2. To approve the Teaching Plan for Term12 of the Academic Year 2022 – 2023
3. Any other matter with the Permission of the Chair.

Adv. Suyash Pradhan
Dept. of Business Law

Minutes of the Meeting

30/07/2022

The members present at the meeting were welcomed and the Notice and Agenda for the meeting was read out in the meeting.

The following business was transacted in the meeting accordingly:

1. To discuss about the planning and allocation of lectures for the department of Business Law for Term 1.

It was unanimously decided that the Lectures and Module allocation for the Department of Business Law shall be carried out as under:

Sr. No.	Name of the Faculty	Lectures Allotted (Per Week)	Topics/Modules Allotted
1.	Adv. Suyash Pradhan	07	I, II, V
2.	Prof. Kapil Mohite	09	III, IV

2. To approve the Teaching Plan for Term 1 of the Academic Year 2022 – 2023
The Teaching Plan was presented by the Members in the Meeting and it was accepted and approved accordingly.

3. Any other matter with the Permission of the Chair. - NIL

The meeting was concluded with Vote of Thanks.

Members Present:

1. Adv. Suyash Pradhan
2. Prof. Kapil Mohite

SATISHPRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication no of NOTICE		SPDC/AC/F01
Revision No:1		Dated: 10.04.2022
Name of Department/ Business Economics		Academic Year:2022-2023
NoticeNo.2	Date of Notice: 25/11/2022	Page 1 of 1

DEPARTMENT OF BUSINESS LAW

Notice is hereby given that the Departmental Meeting for Business Law shall be held on **Friday, 25th November , 2022**, in the Staff Room, to transact the following Agenda.

AGENDA FOR THE MEETING

1. To discuss about the planning Constitution Day on 26th November 2022.
2. Any other matter with the Permission of the Chair.

Adv. Suyash Pradhan
Dept. of Business Law

MINUTES OF THE MEETING

26/11/2022

The members present at the meeting were welcomed and the Notice and agenda for the meeting was read out in the meeting.

The following business was transacted in the meeting accordingly:

1. To discuss about the planning Constitution Day on 26th November 2021.

The members present at the meeting were informed that as per directions of Hon'ble Principal Sir, a Committee was Constituted to celebrate Constitution Day (as known as National Law Day since 2015) which included all the members of department of Business Law. Accordingly, the discussion for Guest Speaker was done and it was unanimously decided to invite Adv. Sameer Kamble – Advocate, Thane District and Sessions Court, Thane as the Speaker for the Program, to speak on the Constitution and our Fundamental Duties.

Accordingly, it was unanimously agreed to take up all necessary steps towards completion of the formalities to ensure that the program is held properly

2. Any other matter with the Permission of the Chair. - NIL

The meeting was concluded with Vote of Thanks.

Members Present:

1. Adv. Suyash Pradhan
2. Prof. Kapil Mohite

SATISHPRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication no of NOTICE		SPDC/AC/F01
Revision No:1		Dated: 10.04.2022
Name of Department/ Business Economics		Academic Year:2022-2023
NoticeNo.2	Date of Notice: 29/11/2022	Page 1 of 1

DEPARTMENT OF BUSINESS LAW

Notice is hereby given that the Departmental Meeting for Business Law shall be held on **Saturday, 29th November , 2022**, to transact the following Agenda.

AGENDA FOR THE MEETING

1. To discuss about the planning and allocation of lectures for the department of Business Law for Term 2.
2. To approve the Teaching Plan for Term 2 of the Academic Year 2022 – 2023
3. Any other matter with the Permission of the Chair.

Adv. Suyash Pradhan
Dept. of Business Law

MINUTES OF THE MEETING

29/11/2022

The members present at the meeting were welcomed and the Notice and agenda for the meeting was read out in the meeting.

The following business was transacted in the meeting accordingly:

1. To discuss about the planning and allocation of lectures for the department of Business Law for Term 2.

It was unanimously decided that the Lectures and Module allocation for the Department of Business Law shall be carried out as under:

Sr. No.	Name of the Faculty	Lectures Allotted (Per Week)	Topics / Modules Allotted
1.	Adv. Suyash Pradhan	07	IV and V
2.	Prof. Kapil Mohite	09	I, II, III

2. To approve the Teaching Plan for Term 2 of the Academic Year 2022 – 2023
The Teaching Plan was presented by the Members in the Meeting and it was accepted and approved accordingly.

3. Any other matter with the Permission of the Chair. - NIL

The meeting was concluded with Vote of Thanks.

Members Present:

1. Adv. Suyash Pradhan
2. Prof. Kapil Mohite

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee:CHEMISTRY		Academic Year: 2022-2023
Notice No. 01	Date of Notice :09/06/2022	Page 1 of 3

NOTICE

A meeting of members of department/ committee is scheduled on

14/06/2022 at 11 a.m. in the chemistry staff Room. All members should remain present .

Agenda of the meeting:

1. Paper units - distribution to faculty members
2. Individual Faculty Timetable
3. Regarding training of non teaching staff regarding chemistry laboratory skills.
4. Any other matter

Dr. K.R. Rathod

Dr. G.R. Bhagure

Dr. B.P. Langi

Dr. S.S. Kokane

Ms F.J.Khan

HOD

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC- /F01
Revision No. 01		Dated:13.06.2022
Name of Department /Committee: Chemistry Department		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 14.07.2022	

Minutes of Meeting

Minutes of staff meeting conducted on 14 th June 2022

Following members were present for the meeting.

Name of Staff members	Signature
Dr. K.R. Rathod	
Dr. G.R. Bhagure	
Ms F.J.Khan	
Dr. S.S. Kokane	

Meeting minutes are as follows: -

1. Paper-Units- Lectures and practicals were assigned to faculty members.

Allotment of syllabus/topics for the academic year 2022-23

Name of Faculty	Term I topics	Term II topics
Dr. S.P. Banerjee	T.Y.B.Sc (L) – P-II (Unit – I) P- III (Unit – III)	T.Y.B.Sc (L) – P-II (Unit – I) P- III (Unit – II)
	T.Y.B.Sc (P) Batch – B Organic Chemistry Inorganic Chemistry Drugs and Dyes Analytical Chemistry (4 Exp)	T.Y.B.Sc (P) - Batch – B Organic Chemistry Inorganic Chemistry Drugs and Dyes Analytical Chemistry (3 Exp)
Dr. K.R Rathod	T.Y.B.Sc (L) – P-II (Unit – IV)	T.Y.B.Sc (L) – P-II (Unit – III)

	P- III (Unit – I & Unit - IV)	P- III (Unit –I & III)
	T.Y.B.Sc (P) Batch – A Organic Chemistry Inorganic Chemistry Drugs and Dyes Analytical Chemistry (4 Exp)	T.Y.B.Sc (P) - Batch – A Organic Chemistry Inorganic Chemistry Drugs and Dyes Analytical Chemistry (3 Exp)
Dr. G.R. Bhagure	T.Y.B.Sc (L) – P-IV (Unit – I)	T.Y.B.Sc (L) – P-IV (Unit – III)
	T.Y.B.Sc (P) – Batch – A Physical Chemistry Analytical Chemistry (2 Exp)	T.Y.B.Sc (P) – Batch – A Physical Chemistry Analytical Chemistry (2 Exp)
Dr. S.S. Kokane	T.Y.B.Sc (L) - P-II (Unit II & Unit III) Drugs and Dyes (Unit I and II)	T.Y.B.Sc (L) - P-II (Unit II & Unit IV) Drugs and Dyes (Unit I and II)
	S.Y.B.Sc (L)P-II (Unit II & Unit III)	S.Y.B.Sc (L) P-II (Unit II & Unit III)
	T.Y.B.Sc (P) Batch C Inorganic Chemistry Analytical Chemistry (2 Exp)	T.Y.B.Sc (P) Batch C Inorganic Chemistry Analytical Chemistry (1 Exp)
	S.Y.B.Sc (P) Batch A – All Practicals	S.Y.B.Sc (P) Batch A – All Practicals
Dr. B.P. Langi	T.Y.B.Sc (L) -P III Unit 2 Drugs and Dyes (Unit IV)	T.Y.B.Sc (L) - P III Unit 4 Drugs and Dyes (Unit IV)
	S.Y.B.Sc (L) -P III Unit 2	S.Y.B.Sc (L) -P III Unit 3
	T.Y.B.Sc (P) Batch C Organic Chemistry Drugs and Dyes Analytical Chemistry (2 Exp)	T.Y.B.Sc (P) Batch C Organic Chemistry Drugs and Dyes Analytical Chemistry (2 Exp)
Mrs. F.J. Khan	T.Y.B.Sc (L) - Physical unit I and unit IV Analytical unit II	T.Y.B.Sc (L) - Physical Unit I and Unit III Analytical Unit IV
	S.Y.B.Sc (L) - Paper I unit I Paper II unit I	S.Y.B.Sc (L) - Paper 1 - Unit I Paper II - Unit I
	F.Y.B.Sc (L) -Paper II- Unit 1	F.Y.B.Sc (L) -Paper II Unit 1
	T.Y.B.Sc (P) – Batch – B & C Physical Chemistry Analytical Chemistry (2 Exp)	T.Y.B.Sc (P) – Batch – B & C Physical Chemistry Analytical Chemistry (2 Exp)
	S.Y.B.Sc (P) Batch B – Friday (Phy / Ana)	S.Y.B.Sc (P) Batch B – Friday (Phy / Ana)

- It was decided to conduct training of non teaching staff regarding chemistry laboratory skills.
- Following members were assigned duty/work in view of training of non teaching staff regarding chemistry laboratory skills.

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
A. Dr.K.R RATHOD	To assign duties and responsibilities to laboratory staff.	24/06/2023
B Ms F.KHAN	To give training regarding record preparation and safe disposal of chemicals	24.06.2022
C Dr S.KOKANE	training in handling basic operations in laband safety precautions .	25.06.2022

4. Vote of thanks was given by Ms F.J.Khan .

HOD

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC- /F01
Revision No. -		Dated:10.08.2022
Name of Department /Committee: Chemistry Department		Academic Year: 2022-2023
Notice No. 02	Date of Notice :10 /08/2022	Page 1 of 3

Notice

All teachers are requested to attend a staff meeting on 12th August 2022 at 11:30 am in the Chemistry staff room.

Agenda of the meeting:

1. To welcome Ms. Komal Sable in the department.
2. To Allot syllabus and topics to her
3. Any other matter.

Dr. S.P. Banerjee

Dr. K.R. Rathod

Dr. G.R. Bhagure

Dr. S.S. Kokane

Ms Sayali Kamble

HOD

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC- /F01
Revision No.		Dated:12.08.2022
Name of Department /Committee: Chemistry Department		Academic Year: 2022-2023
Meeting No. 04	Date of Meeting: 12.08.2022	

Minutes of Meeting

Minutes of staff meeting conducted on 12.08.2022

1. Minutes of the first meeting were read aloud by HOD
2. Ms. Komal Sable was welcomed in the department.
3. Allotment of syllabus and topics was done to her.

Name of Faculty	Term I topics	Term II topics
Ms. K.M. Sable	T.Y.B.Sc (L) – P- IV(Unit – III) F.Y.B.Sc. (L) – P – I (Unit – I) P – II (Unit – II)	T.Y.B.Sc (L) – P- IV (Unit – I) F.Y.B.Sc. (L) - P – I (Unit – I) P – II (Unit – II)
	F.Y.B.Sc (P) Batch – A Paper I Practicals Batch – C – All Practicals Batch – E – All Practicals	F.Y.B.Sc (P) Batch – A Paper I Practicals Batch – C – All Practicals Batch – E – All Practicals

Following members were present for the meeting.

Name of Staff / members	Signature
Dr. S.P. Banerjee	
Dr. K.R. Rathod	
Dr. G.R. Bhagure	

Ms F.J.Khan	
Dr. S.S. Kokane	
Ms Sayali Kamble	
Ms. Komal Sable	

HOD

SATISH PRADHAN DNYANASADHANA COLLEGE		
Format of Communication of NOTICE	SPDC/PO/F01	
Revision No. 1	Dated: 27.06.2022	
Name of Department/ Committee: Department of Commerce	Academic Year: 2022-23	
Notice No. 01	Date of Notice: 21.06.2022	Page 1 of 1

Date: 21st June' 2022

NOTICE

A meeting of all members of Department of Commerce is scheduled on 27th June' 2022 at 10:45 a.m in the staffroom. All should remain present.

Agenda:

- 1. To approve the minutes of last meeting.**
- 2. Allotment of work.**
- 3. Delegation of workload.**

Head of Department of Commerce

Dr. Manisha Bhingardive.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 28.06.2022
Name of Department /Committee: Commerce Department		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 27/06/2022	

Meeting of Commerce Department was called on 27th June' 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. Sachin Puranik	
Prof. Sadhana Chhatlani	

Minutes of the meeting

- The past meeting minutes were read and approved by the HOD.
- The allotment of work was as follows:

a. Workload of Dr. Manisha Bhingardive

TYBCOM

	A	B	C	D
Commerce	2	2	2	1
Export		1	1	2

SYBCOM

	A	B	C	D
Commerce	1	1		1
CSP		1		

FYBCOM:

	A	B	C	D	E
Commerce				1	

b. Workload of Dr. Sachin Puranik

TYBCOM

	A	B	C	D
Commerce		1	1	1
Export		1	1	1

SYBCOM

	A	B	C	D
Commerce	1	1	2	1
CSP	2		2	1

FYBCOM

	A	B	C	D	E
Commerce	1	1	1	1	

c. Workload of Prof. Sadhana Chhatlani

TYBCOM

	A	B	C	D
Commerce	1			1
Export		1	1	

SYBCOM

	A	B	C	D
Commerce	1	1	1	1
CSP	1	2	1	2

FYBCOM

	A	B	C	D	E
Commerce	2	2	1		1

Workload for FY.BCom II

1. Division	Dr.Manisha Bhingardive	Dr. Sachin Puranik	Prof. Sadhana Chhatlani
A		Module 1 Module 4: part 2	Module 2 and Module 3 Module 4: part 1 and 3

B		Module 1 Module 4: part 2	Module 2 and Module 3 Module 4: part 1 and 3
C		Module 1 Module 4: part 2	Module 2 and Module 3 Module 4: part 1 and 3
D	Module 2 Module 4: part 1	Module 1 Module 4: part 2	Module 3 Module 4: part 3
E			Module 1,2,3,,4

**Workload for
SY.BCom Commerce
Paper IV**

Division	Dr.Manisha Bhingardive	Dr. Sachin Puranik	Prof. Sadhana Chhatlani
A	Module 1 Module 4: part 2	Module 2 Module 4: part 3	Module 3 Module 4: part 1
B	Module 1 Module 4: part 2	Module 2 Module 4: part 3	Module 3 Module 4: part 1
C		Module 1 and 2 Module 4: part 1 and 3	Module 3 Module 4: part 1
D	Module 1 Module 4: part 2	Module 2 Module 4: part 3	Module 3 Module 4: part 1

**Workload for
SY.BCom CSP II**

Division	Dr.Manisha Bhingardive	Dr. Sachin Puranik	Prof. Sadhana Chhatlani
A		Module 1 and 2 Module 4: part 2 and 3	Module 3 Module 4: part 1
B	Module 1 Module 4: part 2		Module 2 and 3 Module 4: part 1 and 3
C		Module 1 and 2 Module 4: part 2 and 3	Module 3 Module 4: part 1
D		Module 1 and 2 Module 4: part 3	Module 2 and 3 Module 4: part 1 and 2

**Workload for
TY.BCom Commerce
Paper V**

Division	Dr.Manisha Bhingardive	Dr. Sachin Puranik	Prof. Sadhana Chhatlani
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A	Module 1 and 3 Module 4: part 1 and 3		Module 3 Module 4: part 3
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B	Module 1 and 3 Module 4: part 1 and 3	Module 2 Module 4: part 2	
C	Module 1 and 3 Module 4: part 1 and 3	Module 2 Module 4: part 2	
D	Module 1 Module 4: part 1	Module 2 Module 4: part 2	Module 3 Module 4: part 3

**Workload for
TY.BCom Export
Marketing II**

Division	Dr. Manisha Bhingardive	Dr. Sachin Puranik	Prof. Sadhana Chhatlani
B	Module 1 Module 4: part 2	Module 2 Module 4: part 3	Module 3 Module 4: part 1
C	Module 1 and 3 Module 4: part 2	Module 2 Module 4: part 3	Module 3 Module 4: part 1
D	Module 1 and 3 Module 4: part 1 and 2	Module 2 Module 4: part 3	

Head of Department of Commerce

Dr. Manisha Bhingardive.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated:
Name of Department /Committee: CSIT		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting : 26/11/2022	Page 1 of 4

Term1 - Departmental meeting of CS/IT faculties was called on 26/11/2022. Following faculties were present for the meeting.

Name of staff	Signature
Dr. Sujatha Iyer	
Asst. Prof. Rajmohan	
Asst. Prof. Deore	
Asst. Prof. Trupti .R	
Asst. Prof. Snehal Rane	
Asst. Prof. Shrikant	
Asst. Prof. Ansari	
Asst. Prof. Richa Kulal	

Minutes of meeting

- Workload Allocation, Time Table Discussion and Project guide allocation was done by Dr. Sujatha Iyer, HOD of Computer science department and Asst. Prof. Rajmohan Yadav, HOD of Information Technology.

Workload Allocation

	Name	FYCS	SYCS	TYCS	FYIT	SYIT	TYIT		Work load
1	Dr. Sujatha Iyer	Adv. Python(15)	NA	Data Sci	Green(5)	NA	NA		29
2	Ms. Ashwini	NA	IoT(6)	NA	MA(8)	ES(8)	GIS(5), BI(2)		29
3	Dr. Shilpa H	Stats(15)	Research(6)	NA	NA	Cost(5-TH)	NA		26
4	Ms. Richa	NA	CN(12)	WSN(9)	NA	SE(8)	NA		29
5	Kavita Chouk	DAA(15)	TOC(Practi	NA	Web(8)	NA	NA		29
6	Mr.Deore	NA	Android(12)	IR(9)	NA	Java(5- TH)	Android Pr(3)		29
7	Mr.Rajmohan	NA	SE(12)	NA	NA	CG(8)	SQA(8)		28
8	Ms. Trupti Ro	OOPS(15)	NA	Cloud(9)	NA	Java(3- P)	NA		28
9	Ms. Sapna M	DBMS(15),Ecomm (5)	NA	Project(NA	NA	ITSM(5)		26
10	Ms. Mridulla	Calculus(15)	NA	NA	Numerical Methods(8)	COST(3-PR)	NA		26
11	Ms.Snehal Ra	NA	.Net(12)	EH(9)	NA	NA	SIC(8)		29
12	Mr. Shrikant S	NA	TOC - Thed	NA	OOPs(8)	NA	BI(6),GIS(3)		29

Project Guide Allocation

TYCS Project Guide	
Roll No	Guide
1-15	Dr. Sujatha Iyer
16-30	Mr. Deore
31-45	Mrs. Trupti R
46-60	Mrs. Snehal Rane
61-75	Mr. Shrikant
76 to last	Mrs. Richa Kulal

TYIT Project Guide	
Roll No	Guide
1-10	Asst. Prof. Snehal Rane
11-20	Asst. prof. Kavita Chouk
21-30	Asst. prof. Deore
31-40	Asst. Prof. rajmohan Yadav
41-50	Asst. Prof Trupti R

- **About maintaining Practical Register:** Each faculty after completion of their assigned practical's (mentioned in the syllabus of UoM) needs to maintain a record of the same in Practical register with title of practical, date and signature of faculty and CR.
- **Maintenance of attendance & register:** Each faculty was instructed to maintain a register for class wise daily attendance of students.
- **Addon Courses:** As per MOU with Excel R solution to conduct multiple add-on courses (on online platform and free of charges) on latest trends and in charge of all these activities were assigned to Asst Prof D. Deore.
- **Departmental Drive Access:** The access of drive was given to all the faculties with id and password.
- **Departmental Activities Work allocation:** The particulars of work allocation

Departmental Activities Work allocation

- Class Teacher Allocation and responsibilities

Class	Faculty
TYCS	Asst. Prof. Trupti .R
SYCS - A	Asst. Prof. Shrikant
SYCS - B	Asst. Prof. Mridula
FYCS - A	Dr. Shilpa H
FYCS - B	Asst. Prof. Richa Kulal

Clas s	Faculty
TYIT	Asst. Prof. Deore
SYIT	Asst. Prof. Kavita Chouk
FYIT	Asst. Prof. Sapana

- Discussed about adhering lecture time
- Activity Calendar: Month wise Activity decided and faculties allocated to each activity.

Term II Activities

Digilocker for Non-Teaching	Dec-22	Sachin K, Shreeram B
Placement Drive for CS/IT Students : Study League IT solutions	Dec-22	Sujatha, Deore , Trupti R.
Career Opportunities, Aptitude Testing, Interview process	Dec-22	Placement Cell and CSIT Department
Festinobits 2023	Jan-23	All
Project Exhibition	Jan-23	All
Workshop on Cyber Security & Next -Gen	Jan-23	All
Hands on Training in Data Science	Jan-23	All
Being me : Vision X	Feb-23	Sujatha,Kavita,Rajmohan, Deore (Activity for visually challenged)
IPR related Program	Feb-23	Snehal R, Sujatha I
Campus to Corporate	Feb-23	Placement Cell and CSIT Department

- NAAC & ISO work
NAAC and ISO work folders creation and responsibility given to Asst. Prof. Rajmohan and Asst. Prof. Snehal Rane
- Departmental Drive Access shared with new faculties
- Discussed about Maintaining Daily lecture record in drive

Asst. Prof. Rajmohan Yadav

HOD of Information Technology

Dr. Sujatha Iyer

HOD of Computer Science

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 26/11/2022
Name of Department /Committee: CSIT		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 26/11/2022	Page 1 of 3

Notice

Term 1 - Departmental meeting is scheduled on 13/06/22 at 11:30 a.m. in lab 3. All faculty members should present for the same.

Agenda:

1. Even Term Workload Allocation and Time Table Discussion
2. TY project guide allocation.
3. About maintaining a Practical Register.
4. Maintenance of attendance & register
5. Addon Courses.
6. Departmental Drive Access
7. Departmental Activities Work allocation
8. Activity Calendar: Month wise Activity: preparation of brochure, Registration form, feedback, attendance
9. NAAC & ISO work

Asst. Prof. Trupti Kulkarni

Dr. Sujatha Iyer

HOD of Information Technology

HOD of Computer Science

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 14.06.2022
Name of Department : Economics		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 14/06/2022	Page 1 of 2

NOTICE

A meeting of members of department is scheduled on 15/06/2022 at 11 a.m. in the Staff Room. All members should remain present.

Agenda:

- 1) To constitute Curriculum committee
- 2) To allocate subject
- 3) Any Other matter

Dr. S D.Kuduk

HOD

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 15.06.2022
Name of Department : Economics		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 15/06/2022	

Meeting of Economics was called on 15th June, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. S D. Kuduk	
Dr. S .D.Lokhande	

Minutes of Meetings:

1. The meeting with a welcome address by the HOD of Economics Dept.
2. Curriculum committee was reconstituted and the new Staff members Dept. of Economics were introduced.
3. HOD of Economics Dept. gave instruction about teaching and completion of syllabus to all the Members of Dept. of Economics .
4. As per subject discussion, Economics Head Department (HOD) allotted subject to particular Faculty.
 - a) DR. S.D. Kuduk (HOD of Economics) allotted to TYBA this Paper No. IV, paper No. V, Paper No. IX. & SYBA Paper No III
 - b) DR. S.D. Lokhande allotted to TYBA this Paper No. VI, paper No. VII paper no. VIII. & SYBA Paper II

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 02		Dated: 19.08.2022
Name of Department : Economics		Academic Year: 2022-2023
Notice No. 02	Date of Notice : 19/08/2022	Page 1 of 2

NOTICE

A meeting of members of department is scheduled on 20/08/2022 at 11 a.m. in the Staff Room. All members should remain present.

Agenda:

- 4) To allocate subject of FY & reallocate of the subject of TYBA
- 5) To require changes will make to the schedule.
- 6) Any Other matter.

Dr. S D.Kuduk

HOD

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 02		Dated: 20.08.2022
Name of Department : Economics		Academic Year: 2022-2023
Meeting No. 02	Date of Meeting: 20/08/2022	

Meeting of Economics was called on 20th August, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. S D. Kuduk	
Dr. S .D.Lokhande	
Dr. Trupti Kavale	

Minutes of meeting

- 1) Minutes of the previous meeting (15/06/2022) were read and confirmed.
2. as per discussion, Economics Head Department (HOD of Economics) HOD sir in this meeting discussed about the syllabus completion, and distribute First year BA subject and TYBA Paper No VI allocate to new appointed faculty.
3. Necessary changes were made to the schedule.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 03		Dated: 19.09.2022
Name of Department : Economics		Academic Year: 2022-2023
Notice No. 03	Date of Notice : 19/09/2022	Page 1 of 2

NOTICE

A meeting of members of department is scheduled on 20/09/2022 at 11 a.m. in the Staff Room. All members should remain present.

Agenda:

- 7) To discuss about organise program for students.
- 8) To allocate the duties of program.
- 9) Any Other matter.

Dr. S D.Kuduk

HOD

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 03		Dated: 20.09.2022
Name of Department : Economics		Academic Year: 2022-2023
Meeting No. 03	Date of Meeting: 20/09/2022	

Meeting of Economics was called on 20th September, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. S D. Kuduk	
Dr. S .D.Lokhande	
Dr. Trupti Kavale	

Minutes of meeting

1. Minutes of the previous meeting (20/08/2022) were read and confirmed.
2. as per discussion, two programs has been decided to conduct. A) Consumer Awareness program on date 23rd Sept 2022. And
3. Financial Literacy Program on date 30th Sept 2022.
4. Work allocation Introduction of guest will give by Dr. Sachin Lokhande and Vote of thanks will give by Dr.Trupti Kavle.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 04		Dated: 7.11.2022
Name of Department: Economics		Academic Year: 2022-2023
Notice No. 04	Date of Notice : 7/11/2022	Page 1 of 3

NOTICE

A meeting of members of department is scheduled on 8/11/2022 at 11 a.m. in the Staff Room. All members should remain present.

Agenda:

1. To discuss about curricular activity and workload distribution for Second term.
2. To communicate the guidelines of different curricular Activity
3. Any Other matter

Dr.S D. Kuduk

Head of Dept.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 04		Dated: 8.11.2022
Name of Department /Committee: Economics		Academic Year: 2022-2023
Meeting No. 04	Date of Meeting: 8/11/2023	

Meeting of Economics Department was called on 8th Nov, 2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr.S.D.Kuduk	
Dr.S D. Lokhande	
Dr.TruptiKavale	

Minutes of meeting

1. Minutes of the previous meeting (20/09/2022) were read and confirmed.
2. All members discussed about subject allocation for 2nd term
3. Planed for external visit
4. Also Discussed about Second half Proposed Curricular Activity.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 05		Dated: 3.1.2023
Name of Department: Economics		Academic Year: 2022-2023
Notice No. 05	Date of Notice : 3/1/2023	Page 1 of 3

NOTICE

A meeting of members of department is scheduled on 4/1/2023 at 11 a.m. in the Staff Room. All members should remain present.

Agenda:

- 1) To discuss about curricular activity and outside visit for Second term.
- 2) To communicate the guidelines of curricular Activity
- 3) Any Other matter

Dr.S D. Kuduk

Head of Dept.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 05		Dated: 4.1.2022
Name of Department: Economics		Academic Year: 2022-2023
Meeting No. 05	Date of Meeting: 4/1/2023	

Meeting of Economics Department was called on 4th Jan, 2023. Following members were present for the meeting.

Name of Staff / members	Signature
Dr.S.D.Kuduk	
Dr.S D. Lokhande	
Dr.Trupti Kavale	

Minutes of meeting

1. Minutes of the previous meeting (20/09/2022) were read and confirmed
2. All members discussed about old age home visit and finalised the spot locked at khadvali.
3. Finalised the date of visit 12th Jan 2023
4. Also Discussed about Second half Proposed Curricular Activity.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 06		Dated: 2.3.2023
Name of Department: Economics		Academic Year: 2022-2023
Notice No. 06	Date of Notice : 2/3/2023	Page 1 of 3

NOTICE

A meeting of members of department is scheduled on 3/3/2023 at 11 a.m. in the Staff Room. All members should remain present.

Agenda:

- 4) To discuss about syllabus completion and BSE visit for Second term.
- 5) To communicate the guidelines for paper assessment and outside visit
- 6) Any Other matter

Dr.S D. Kuduk

Head of Dept.

TISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 06		Dated: 3.3.2022
Name of Department: Economics		Academic Year: 2022-2023
Meeting No. 06	Date of Meeting: 4/1/2023	

Meeting of Economics Department was called on 3rd March, 2023. Following members were present for the meeting.

Name of Staff / members	Signature
Dr.S.D.Kuduk	
Dr.S D. Lokhande	
Dr.Trupti Kavale	

Minutes of meeting

1. Minutes of the previous meeting (4/1/2023) were read and confirmed
2. As per discussion almost syllabus will complete on time
3. Dr. Sachin Lokhande and Dr. Trupti Kawale organise and plan BSE Visit.
3. Approximately 20 TYBA Students ready for visit.
4. Also distribute paper assessment work.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format for Communication of NOTICE	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग	Academic Year: 2022-2023
Notice No. 01	Date of Notice : 20 जून 2022
	Page 1 of 3

NOTICE

दिनांक २४ जून २०२२ रोजी सकाळी ११.३० वा. मराठी विभागाची बैठक :ा;ापक क=ात घेAात येईल. या बैठकीत २०२२ -२३ या शै=िणक वर्षा'ा अKासLमाची तसेच :ा;ापकांना दे Aात येणा'या काय'भाराची आणि वेळाप0काची चचा' करAात येईल.

AGENDA

- 1) २०२२ -२३ या शै=िणक वर्षा'ा अKासLमाची चचा' करणे.
- 2) संबंधित :ा;ापकांना काय'भार सोपिवणे.
- 3) वेळाप0काची चचा' करणे.
- 4) अनुषंगाने येणा'या विभागा'ा इतर मुSांची चचा' करणे.

**ा. डॉ. Nादया
पवार मराठी
विभाग मुख**

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग	Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 24 जून 2022

दिनांक २४ जून २०२२ रोजी सकाळी ११.३० वाजता मराठी विभागाची बैठक :ा;ापक क=ात घेAात आली.

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	

Minutes of meeting

- 1) डॉ. :yा पवार आणि डॉ. माधुरी पाथरकर यांचा :थम वर्ष', िXतीय वर्ष', तृतीय वर्ष' या वगा'वरील काय'भार आणि विभागाचे वेळाप0क ठरवAात आले.
- 2) दो5ी :ा;ापकांनी कला शाखेIा वेळाप0कानुसार लेUR घेAाचे ठरले.

Any other matters:

	तृतीय वर्ष' कला	ि8तीय वर्ष' कला	थम वर्ष' कला
डॉ. :yा पवार	अKासपि0का - V, VIII, IX	अKासपि0का II	अKासपि0का - ँक - :थम वर्ष' कला

डॉ. माधुरी	अकासपिका IV.		अकासपिका - मराठी
SATISH PRADHAN DNYANASADHANA COLLEGE, THANE			
Format for	Communication of NOTICE		SPDC/AC/F01
Revision No. 01			Dated: 10.04.2022
Name of Department /Committee: मराठी			Academic Year: 2022-2023
विभाग			
Notice No. 0	Date of Notice :20 जुलै 2022		Page 1 of 3
पाथरकर	VI, VII	का III	एक - :थम वर्ष कला, अनिवाय - :थम वर्ष कला
	-----	-----	अकासपिका मराठी एक - :थम वर्ष कला आणि अनिवाय - :थम वर्ष कला

डा. डॉ. नारायण पवार

NOTICE

दिनांक २५ जुलै २०२२ रोजी सकाळी ११.३० वा. मराठी विभागाची बैठक
:ा;ापक क=ात घेAात येईल.

AGENDA

- 1) मागील सभेतील मुSांचा आढावा घेणे.
- 2) २०२२ -२३ या शै=िणक वर्षातील िXतीय व तृतीय वर्षा'1ा
विBाcातची सराव परी=ेविषयी चचा' करणे.
- 3) वेळापिकाची चचा' करAात येईल.
- 4) संबंधित :ा;ापकांना काय'भार सोपिवणे.
- 5) अनुषंगाने येणा'या विभागा'ा इतर मुSांची चचा' करणे.

ा. डॉ. ढा
दया पवार
मराठी िवभाग
मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी िवभाग	Academic Year: 2022-2023
Meeting No. 02	Date of Meeting: 25 जुलै 2022

दिनांक २५ जुलै २०२२ रोजी सकाळी ११.३० वा. मराठी िवभागाची बैठक
ःा;ापक क=ात घेAात आली . या बैठकीत िवभाग:मुख डॉ.
:yा पवार आणि डॉ. माधुरी पाथरकर उपि™त होwा. बैठकीत पुढील
मुSावर चचा' कVन िनण'य घेAात आले.

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	

Minutes of meeting

- 1) मागील सभेतील मुSांचा आढावा घेतला.

2) डॉ. :या पवार आणि डॉ. माधुरी पाथरकर यां िXतीय वष', तृतीय वष' या वगा'तील िवBा'cा'dचे Tutorial चे वेळाप0क ठरवAात आले.

डॉ. :या पवार	िXतीय वष' कला	परी=ेच वेळाप0क
	अKासापे0 का II	२६ जुलै २०२२ स. ७.१० ते ७.५८ (SYBA -A) ONLINE EXAM
		२७ जुलै २०२२ स. ७.१० ते ७.५८ (SYBA B) ONLINE EXAM
		२८ जुलै २०२२ स. १०.४२ ते ११.३० (SYBA B) OFFLINE EXAM
डॉ. माधुरी पाथरकर		२९ जुलै २०२२ स. ९.०६ ते ९.५४ (SYBA -A) OFFLINE EXAM
	अKासापे0 का III	१९ जुलै २०२२ स. ७.५८ ते ८.४६ (SYBA -B) OFFLINE EXAM
		२८ जुलै २०२२ स. ९.०६ ते ९.५४ (SYBA -A) OFFLINE EXAM
		२६ जुलै २०२२ स. ७.५८ ते ८.४६ (SYBA -B) ONLINE EXAM
		२७ जुलै २०२२ स. ७.५८ ते ८.४६ (SYBA -B) ONLINE EXAM

ा. डॉ. Nादया
पवार मराठी
िवभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Notice No. 03	Date of Notice : 2 ऑगTM 2022	Page 1 of 3

NOTICE

दिनांक ०८ ऑगTM २०२२ रोजी सकाळी ११.३० वा. मराठी विभागाची बैठक
:ा;ापक क=ात घेAात येईल.

AGENDA

- 1) मागील सभेतील मुSांचा आढावा घेणे.
- 2) आझादी का अमृतमहोTव या काय'Lमाची विभागीय पातळीवर
आखणी करAाची चचा'.
- 3) संबंधित :ा;ापकांना काय'भार सोपिवणे.

4) अनुषंगाने येणाऱ्या विभागांसाठी इतर मुद्दांची चर्चा करणे.

डा. डॉ. न्यादया
पवार मराठी
विभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग	Academic Year: 2022-2023
Meeting No. 03	Date of Meeting: 8 ऑग™ 2022

दिनांक ८ ऑग™ २०२२ रोजी सकाळी ११.३० वा. मराठी विभागाची बैठक
:ा;ापक क=ात घेAात आली. या बैठकीत विभाग:मुख डॉ. :yा
पवार आणि डॉ. माधुरी पाथरकर उपि™त होwा. बैठकीत पुढील मुद्दांवर
चर्चा कVन िनणय घेAात आले.

Name of Staff / members	Signature
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Dr. Pradnya Pawar	
Dr. M.M.Patharkar	

Minutes of meeting

- 1) मागील सभेतील मुळांचा आढावा घेतला.
- 2) आझादी का अमृतमहोव या कायलमाची विभागीय पातळीवर आखणी केली.
- 3) संबंधित ापकांना कायलभार सोपिवला.
- 4) अनुषंगाने येणाऱ्या विभागाा इतर मुळांची चर्चा केली.
- 5) विभागातर्फे निबंध 4धा घेाचे ठरिवले. तारीख व विषय निुते केले. तसेच सदर 4धचे परीक वणून डॉ. सचीन लोखंडे व डॉ. जा5वी थोरात यांना काम पाहआस विनंती केली.

- i) Following members were assigned duty/work in view of ISO Surveillance Audit

Name of member / teaching staff	Allocation of Duty / work
ा. डॉ. यादया पवार	4धचे विषय व नियम निुत करणे, नॉटिस सव विBाथx गटावर पाठवणे, पारतोषिक रजम निुत करणे.
ा. डॉ. माधुरी पाथरकर	शर बनवणे. नॉटिस तयार करणे, परीकांना निबंध देणे व वांकाकडून 4धचा निकाल घेणे.

ा. डॉ. यादया
पवार मराठी

विभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Notice No. 04	Date of Notice : 9 ऑगTM 2022	Page 1 of 3

NOTICE

दिनांक १३ ऑगTM २०२२ रोजी सकाळी ११.३० वा. मराठी विभागाची बैठक
:ा;ापक क=ात घेAात येईल. या बैठकीत २०२२ -२३ या शै=िणक वषा'1ा

अKासLमाची तसेच :ा. शीतल गाणार या :ा;ापकांना देAात येणा'या काय'भाराची आिण वेळाप0काची चचा' करAात येईल.

AGENDA

- 1) मागील सभेतील मुSांचा आढावा घेणे.
- 2) २०२२ -२३ या शै=िणक वर्षा'ा अKासLमाची चचा' करणे व िवBाcातसाठी |ंथालय भेटीचे आयोजन करणे.
- 3) संबंिधित :ा;ापकांना काय'भार सोपिवणे.
- 4) वेळाप0काची चचा' करणे.
- 5) अनुषंगाने येणा'या िवभागा'ा इतर मुSांची चचा' करणे.

ा. डॉ. Nादया
पवार मराठी
िवभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी िवभाग	Academic Year: 2022-2023
Meeting No. 04	Date of Meeting: 13 ऑग™ 2022

दिनांक १३ ऑग™ २०२२ रोजी सकाळी ११.३० वाजता मराठी विभागाची बैठक :ा;ापक क=ात घेAात आली.

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	
Prof S.V.Ganar	

Minutes of meeting

- 1) मागील सभेतील मुSांचा आढावा घेतला.
- 2) |ंथालय भेट दिनांक १७ ऑग™ रोजी आयोजित करAाचे ठरले.
- 3) डॉ. :yा पवार आणि डॉ. माधुरी पाथरकर यांIासह :ा. शीतल गाणार यांना :थम वर्ष' व िXतीय वर्ष' या वगा'चा काय'भार सोपवAात आला आणि विभागाचे वेळापOक देAात आले.

Any other matters:

	:थम वर्ष' कला	िXतीय वर्ष' कला
:ा. शीतल गाणार	मराठी अनिवाय' आणि मराठी ऐ_क (घटक १ वगळता).	अKासपिOका II - घटक ३
		अKासपिOका III - घटक ३

NOTICE

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Notice No. 05	Date of Notice : 22 ऑगTM 2022	Page 1 of 3

दिनांक २४ ऑगTM २०२२ रोजी सकाळी ११.३० वा. मराठी विभागाची बैठक :ा;ापक क=ात घेAात येईल. या बैठकीत २०२२ -२३ या शै=िणक वर्षा'ा स0 १,२,३ आणि ४ या वगा'ा :}पि0का काढAासंदभा'त चचा' करAात येईल.

AGENDA

- 1) मागील सभेतील मुSांचा आढावा घेणे.
- 2) २०२२ -२३ या शै=िणक वर्षा'ा स0 १,२,३ आणि ४ या वगा'ा :}पि0का काढAासंदभा'त चचा' करणे.
- 3) संबंधित :ा;ापकांना :}पि0का काढAासंबंधी काय'भार सोपिवणे.
- 4) अनुषंगाने येणा'या विभागा'ा इतर मुSांची चचा' करणे.

ा. डॉ. Nादया
पवार मराठी
विभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Meeting No. 05	Date of Meeting: 24 ऑग™ 2022	

दिनांक २४ ऑग™ २०२२ रोजी सकाळी ११.३० वाजता मराठी विभागाची बैठक :ा;ापक क=ात घेAात आली.

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	
Mrs. S. V. Ganar	

Minutes of meeting

- मागील सभेतील मुSांचा आढावा घेतला.
- डॉ. :या पवार, डॉ. माधुरी पाथरकर आणि :ा. शीतल गाणार यांचे :थम वर्ष आणि िXतीय वर्ष या वगा'IA स0 १,२,३, आणि ४ या परी=ांचे पेपर काढAासंबंधी चचा' करAात आली.

Any other matters:

	िXतीय वर्ष कला	:थम वर्ष कला
डॉ. :या पवार	अKासापे0का II (जुना आणि नवीन अKासLM)	अKासापे0का - ऐ_क - :थम वर्ष कला (जुना अKासLM)
डॉ. माधुरी पाथरकर	अKासापे0का III (जुना आणि नवीन अKासLM)	अKासापे0का - मराठी ऐ_क - :थम वर्ष कला (जुना अKासLM)
:ा. शीतल गाणार	-----	अKासापे0का मराठी ऐ_क - :थम वर्ष कला आणि अनवाय' - :थम वर्ष कला(जुना आणि नवीन अKासLM)

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Notice No. 06	Date of Notice : 10 स० ब० 2022	Page 1 of 3

**डा. डॉ. न० दया
पवार मराठी
विभाग मुख**

NOTICE

मराठी विभाग, बीईंग मी आणि मिहला विकास कक्षातर्फे आयोजित करात आलेखा दिशा पिंकी शेख यांना मुलाखतीा कायलमाा आयोजनासंदर्भात दिनांक १३ स० ब०, २०२२ रोजी सकाळी ११.३० ःापक कक्षात बैठक आयोजित करात येईल. कृ पया विभागातील ःापकांनी बैठकीस उपिमत राहावे.

AGENDA

- 1) मागील सभेतील मुसांचा आढावा घेणे.
- 2) कायलमाा उठाटनासंबंधी चचा करणे.
- 3) संबिधत ःापकांना अधिकार सोपिवणे.
- 4) ए. ःी. वमसाठी नोंदणी करणे.
- 5) बॅनर, फोटो आणि कायलमासाठी आवक गोीच िनयोजन करणे.

6) कायलमाा अनुषंगाने येणाया इतर मुसांची चचा कवन कायलमाची वपरेषा ठरिवणे.

ा. डॉ. ढादया
पवार मराठी
िवभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी िवभाग	Academic Year: 2022-2023
Meeting No. 06	Date of Meeting: 13 सं. बर 2022

दि. 13 सं. बर 2022 रोजी सकाळी 11.30 वाजता मराठी िवभागातील
ा;ापकांची बैठक ा;ापक क=ात घेAात आली.

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	
Prof S.V.Ganar	

Minutes of meeting

- 1) मागील सभेतील मुलांच्या आढावा घेतला.
- 2) मराठी विभाग, बिर्ग मी आणि मिहला विकास कक्षातर्फे आयोजित करात आलेल्या दिशा पिंपकी शेख यांचा मुलाखतीचा कायदाचा अधिभार विभागातील सर्व प्राध्यापकांसह तसेच बिर्ग मी आणि मिहला विकास कक्षात सहभागी असणाऱ्या प्राध्यापकांना कामाची विभागणी करून देण्यात आली. या अनुषंगाने येणाऱ्या विषयांवर चर्चा करात आली.
- 3) दिशा पिंपकी शेख यांची मुलाखत मराठी विभाग :मुख प्रा. डॉ. यशदा पवार घेतील असे ठरले.
- 4) सूचसंचालन प्रा. डॉ. माधुरी पाथरकर करतील.
- 5) आभार मिहला विकास कक्षाचा प्रा. डॉ. अना शाजीव करतील असे ठरले.
- 6) इतर कामे मराठी विभागातील प्रा. शीतल गाणार करतील.

Any other matters:

- ii) Following members were assigned duty/work in view of ISO Surveillance Audit

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
प्रा. डॉ. यशदा पवार	दिशा पिंपकी शेख यांचा मुलाखत व बॅनर करणे	16.09.2022
प्रा. डॉ. माधुरा	सूचसंचालन व अहवाल, सूचना व	16.09.2022

पाथरकर	:मुख व%००ांचे िनमं0ण व आभारप0 तयार करणे	2
:ा. शीतल गाणार	पा5Aांचे मानधन, िवBाcांdIा उपि™तीचे रेकॉड, फोटो काढणे, सूचना व अहवाल साहा॒ करणे	16.09.202 2
:ा. डॉ. ँना शाजीव	आभार मानणं	16.09.202 2

ा. डॉ. णादया
पवार मराठी
िवभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01

Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Meeting No. 07	Date of Notice: 17 सें. बर 2022	

NOTICE

मराठी विभाग आणि मराठी वाऒय मंडळातर्फे आयोजित करात आले~ा 'किवतेा अवकाशात' हा विBाcादचा किवतावाचनाचा अKासLमक 5ी काय'Lमाा आयोजनासंदभात िदनांक २३ स६•बर, २०२२ रोजी सकाळी ११.३० :ा;ापक क=ात बैठक आयोजित करात येईल. कृपया विभागातील :ा;ापकांनी बैठकीस उपि™त राहावे.

AGENDA

- 1) मागील सभेतील मुSांचा आढावा घेणे.
- 2) 'किवतेा अवकाशात' हा विBाcादचा किवतावाचनाचा अKासLमक 5ी काय'Lमासंबंधी चचा' करणे.
- 3) संबंिधत :ा;ापकांना अधिकार सोपिवणे.
- 4) ए. „ी. Vमसाठी नोंदणी करणे.
- 5) बॅनर, फोटो आणि काय'Lमासाठी आव4क गोJीचं ेिनयोजन करणे.
- 6) काय'Lमाा अनुषंगाने येणा'या इतर मुSांची चचा' कVन काय'Lमाची Vपरेषा ठरिवणे.

ा. डॉ. Nादया
पवार मराठी
विभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022

Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Meeting No. 07	Date of Meeting: 23 सप्टेंबर 2022	

दि. २३ सप्टेंबर २०२२ रोजी सकाळी ११.३० वाजता मराठी विभागातील :ा;ापकांची बैठक :ा;ापक क=ात घेAात आली.

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	
Prof S.V.Ganar	

Minutes of meeting

- 1) मागील सभेतील मुSांचा आढावा घेतला.
- 2) मराठी विभाग आणि मराठी वाऒय मंडळातर्फे आयोजित करAात आले~ा 'किवतोा अवकाशात' हे किवतावाचनाा अKासLमक 5ी कायLमाचा अधिभार विभागातील सर्व :ा;ापकांवर सोपवAात आला. तसेच सहभागी असणाया :ा;ापकांना कामाची विभागणी कVन दे Aात आली. wा अनुषंगाने येणाया विषयांवर चर्चा करAात आली.

- 3) सुःसिः कवियःी छाया कोरे गावकर यांना :मुख पाःा वःून आमंःत करःाचे ठरले.
- 4) काःवाचनाःा कायःमात िवःाःाःा सहभाग असावा या वर एकमताने िनणःय घेःात आला.

Any other matters:

iii) Following members were assigned duty/work in view of ISO
Surveillance Audit

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
डा. डॉ. यशदा पवार	:मुख पाठणे ठरेवणे, बनर, शोशर तयार करणे. आपला महाविद्यालयातील शाळा; आपकांला व विद्यालयाला उपवर कायलाची माहिती सूत करणे, :मुख पाठ्यांचा परचय करून देणे, संपूर्ण कायलाचे आथक नियोजन करणे.	28.09.2022
डा. डॉ. माधुरी पाथरकर	कायला नोटीस, :मुख पाठ्यांचे निमंणव आभारपठ, फोटोची जबाबदारी, एकूण कायलाचा अहवाल लिहणे, विद्यालयाची उपिती रेकॉर्ड व अडोपहाराची जबाबदारी.	28.09.2022
डा. शीतल गाणार	सहभागी विद्यालयाची नावनोंदणी, ए.पी. वमची जबाबदारी, मानधन, पुस्तक, निबंध 4थतील पाठ्योपिषक शाळा विद्यालयाची :माणपठ व रोख बिसे.	28.09.2022
कु. सुरभी काबळे	आभार मानणे	28.09.2022

ा. डॉ. ढादया
पवार मराठी
िवभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Notice No. 08	Date of Notice : 2 जानेवारी 2023	Page 1 of 3

NOTICE

मराठी विभागातर्फे साजरा करात येणारा मराठी भाषा पंधरवडा, मराठी विभागाची अकास सहल आणि गं.का. फणसे आंतर महाविद्यालयीन व 4५" 4धा' या तीन विषयांसदभात दिनांक ९ जानेवारी २०२३ रोजी सकाळी ११.३० वाजता :ा;ापक करात बैठक आयोजित करात येईल. कृपया विभागातील :ा;ापकांनी बैठकीस उपिमत राहावे.

AGENDA

1. मराठी भाषा पंधरवडाचे 4५प ठरिवणे.
2. मराठी भाषा पंधरवडात घेआत येणा'या 4धा' आणि उपलमांविषयी चचा' करणे.
3. मराठी भाषा पंधरवडाचे तारखेनुसार िनयोजन करणे.
4. विद्यालयाची अकास सहल आयोजित कराबाबत चचा' करणे.
5. अकास सहलीसाठी ठिकाण िनिुत करणे.
6. अकास सहलीचे नेमके िनयोजन करणे.
7. ग. का. फणसे आंतरमहाविद्यालयीन व 4५" 4ध'चे िनयोजन करणे.
8. सदर 4ध'साठीचे विषय िनिुत करणे.
9. वरील सव' उपलमांसाठी उपयुक्त असणा'या युनिकोड काय'शाळे विषयी चचा' करणे.
10. युनिकोड काय'शाळे साठी तारीख ठरिवणे.
11. :ा;ापकांना जबाबदारीचे वाटप करणे.
12. िमुत विषयांा अनुषंगाने येणा'या इतर मुद्दांची चचा' करणे.

:ा. डॉ. :yा दया पवार

मराठी विभाग :मुख
मराठी वाक्य मंडळ
(समयक)

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग	Academic Year: 2022-2023
Meeting No. 08	Date of Meeting: 09 जानेवारी 2023

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	
Prof S.V.Ganar	

Minutes of meeting

- 1) मराठी विभागातर्फे साजरा करात येणारा मराठी भाषा पंधरवडा, मराठी विभागाची अकास सहल आणि गं.का. फणसे आंतर महाविद्यालयीन वट्ट" 4धा या तीन विषयांसदभात दिनांक ९ जानेवारी २०२३ रोजी सकाळी ११.३० वाजता :ा;ापक करात बैठक आयोजित करात आली होती.
- 2) सदर बैठकीत मराठी भाषा पंधरव.ाचे 4Vप ठरिवात आले.

- 3) मराठी भाषा पंधरव्यात घेतात येणाऱ्या 4धा आणि उपलब्ध विषयी चर्चा करतात आली.
- 4) मराठी भाषा पंधरव्यात घेतात येणाऱ्या 4धाचे विषय निवृत्त करतात आले.
- 5) मराठी भाषा पंधरव्याचे तारखेनुसार नियोजन करतात आले.
- 6) विभागाची अकास सहल आयोजित करताबाबत चर्चा करतात आली.
- 7) अकास सहलीसाठी माणगाव हे ठिकाण निवृत्त करतात आले .
- 8) गं.का. फणसे आंतरमहाविद्यालयीन व 4५” 4धचे नियोजन करताबाबत चर्चा करतात आली.
- 9) सदर 4धसाठीचे विषय निवृत्त करतात आले.
- 10) युनिकोड कायशाळे संदर्भात चर्चा करतात आली.
- 11) दि.७ जानेवारी २०२३ रोजी युनिकोड कायशाळा घेणेचे ठरले.
- 12) :ा;ापकांना जबाबदारीचे वाटप करतात आले.
- 13) :तुत विषयांना अनुषंगाने येणाऱ्या विषयांवर चर्चा करतात आली.

ा. डॉ. ना

दया पवार

मराठी विभाग

मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Notice No. 09	Date of Notice : 10 जानेवारी 2023	Page 1 of 3

NOTICE

मराठी विभागातर्फे साजऱ्या करणाऱ्या मराठी भाषासंवधने पंधरव्यांत आयोजित करावयाऱ्या कायदेमसंदर्भात दिनांक १३ जानेवारी २०२३ रोजी सकाळी ११.३० वाजता :आ;ापक कक्षात बैठक आयोजित करणाऱ्या येईल. कृपया विभागातील :आ;ापकांनी बैठकीस उपस्थित राहावे.

AGENDA

- 1) मराठी भाषा संवधने पंधरव्यात आयोजित करणाऱ्या कायदेमसंदर्भात ४५प ठरविणे.
- 2) वार्षिक विषयी चर्चा करणे.
- 3) कायदेमसंदर्भात तारखेनुसार नियोजन करणे.
- 4) सदर ४५पसाठीचा विषय निवडून घेणे.
- 5) कायदेमसंदर्भात ४५परेषे विषयी चर्चा करणे.
- 6) :आ;ापकांना जबाबदारीचे वाटप करणे.
- 7) :आ;ापकांनी विषयाबाबत अनुषंगाने येणाऱ्या विषयावर चर्चा करणे.

डा. डॉ. नुदया पवार

मराठी विभाग मुख
मराठी वाङ्मय मंडळ
(समयक)

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग	Academic Year: 2022-2023
Meeting No. 09	Date of Meeting: 13 जानेवारी 2023

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	
Prof S.V.Ganar	

Minutes of meeting

- 1) मराठी विभागातर्फे साजऱ्या करणाऱ्या मराठी भाषासंवधन पंधरव्या अंतर्गत आयोजित करणाऱ्या कायलमासंदर्भात दिनांक १३ जानेवारी २०२३ रोजी सकाळी ११.३० वाजता :ा;ापक कक्षात बैठक आयोजित करणाऱ्या आली होती.
- 2) सदर बैठकीत कायलमाचे 4Vप ठरविणाऱ्या आले.
- 3) या कायलमात सभा. अण नाईक यांना बोलाविणाऱ्याचे ठरले.
- 4) कायलमासाठी 'ःेमात पडताना' हा विषय निवृत्त करणाऱ्या आला.
- 5) कायलमासाठी तारीख आणि वेळ निवृत्त करणाऱ्या आली.

6) ःा;ापकांना जबाबदारीचे वाटप करAात आले.

7) :™ुत िवषयाIा अनुषंगाने येणा“या िवषयांवर चचा‘ करAात आली.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format for Communication of NOTICE	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी िवभाग	Academic Year: 2022-2023
Notice No. 10	Date of Notice : 04 फेब्रुवारी 2023
	Page 1 of 3

ा. डॉ. Nा

दया पवार

मराठी िवभाग

मुख

NOTICE

मराठी िवभाग आिण मराठी वाAय मंडळ यांIा संयु4 िवBमानेकै .
ग. का. फणसे कोकण िवभागीय आंतरमहािविBालयीन व4ृड
4ध‘Iा आयोजनासंदभा‘त िदनांक ०८ फेब्रुवारी, २०२३ रोजी
सकाळी ११.३०

:ा;ापक क=ात बैठक आयोजित करAात येईल. कृपया िवभागातील
वकै . ग. का. फणसे कोकण िवभागीय आंतरमहािविBालयीन वडकृ ३
4धा‘ सिमतीIा :ा;ापकांनी बैठकीस उपि™त राहावे.

AGENDA

1) मागील सभेतील मुSांचा आढावा घेणे.

2) कै. ग. का. फणसे कोकण िवभागीय आंतरमहािवBालयीन वऽकृ ऽ
4ध'IA आयोजनासंबंधी चचा' करणे.

- 3) संबंधित :ा;ापकांना अधकार सोपिवणे.
- 4) ए. .ी. Vमसाठी नोंदणी करणे.
- 5) बॅनर,फोटो आण कायLमासाठी आव4क गोीचं िनयोजन करणे.
- 6) कायLमाा अनुषंगाने येणाया इतर मुSांची चचा कVन कायLमाची Vपरेषा ठरिवणे.

**ा. डॉ. Nादया
पवार मराठी
िवभाग मुख**

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी िवभाग	Academic Year: 2022-2023
Meeting No. 10	Date of Meeting: 08 फेुवारी 2023

मराठी िवभाग आण मराठी वाAय मंडळ यांा संयु4 िवBमाने
कै . ग. का. फणसे कोकण िवभागीय आंतरमहािवBालयीन वडकू **₹**
4ध'ा आयोजनासंदभा'त िदनांक १४ फेुवारी, २०२३ रोजी सकाळी
११.३० :ा;ापक क=ात बैठक घेAात आली.

Name of Staff / members	Signature
Dr. Pradnya Pawar	
Dr. M.M.Patharkar	

Prof. Rupali Mulye	
Dr. Sarjerao Borhade	
Prof S.V.Ganar	
Dr. Sattu Chavhan	

Dr. Abhijit Ahire	
Dr. Janhavi Thorat	

Minutes of meeting

- 1) मागील सभेतील मुळांचा आढावा घेतला.
- 2) 4थ्या अधिभार विभागातील व सिमतीतील सर्व :ा;ापकांवर सोपवता आला. तसेच सहभागी असणाऱ्या :ा;ापकांना कामाची विभागणी करून देता आली. या अनुषंगाने येणाऱ्या विषयांवर चर्चा करता आली.
- 3) डॉ. केतन भोसले व सौ. सावित्री मेधातुल यांना परीक्षेक वृणून आमंत्रित करावे ठरले.

Any other matters:

- i) Following members were assigned duty/work in view of ISO Surveillance Audit

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
Dr. Pradnya Pawar	कायलम सकळना व 4वर्षां निवृत्त करणे, ए. वी. म नोंदणी, मा. :ाचार्य व मा. Dवर्षापन यांना कायलमासंदर्भात पूर्वकळना, निमंत्रण इ.	२४.२.२३

Dr. M.M.Patharkar	शर तयार करण व महाविद्यालयीन विविध पुस्तक पाठिवणे, मजकूर व डिझाईन तयार करणे, कायदा माफ़ा एकरण खचाचे नियोजन करणे. आभार:दशन	२३.२.२३
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NOTICE

मराठी विभाग आणि मराठी वाङ्मय मंडळातर्फे 'मराठी भाषा गौरव दिन'- उाव भाषेचा, उाव लोककलांचा या काय'लमाा आयोजनासंदर्भात दिनांक २० फेब्रुवारी, २०२३ रोजी सकाळी ११.३० :ा;ापक क=ात बैठक आयोजित करात आली. कृ पया विभागातील व सिमतीा :ा;ापकांनी बैठकीस उपि™त राहावे.

AGENDA

- 1) मागील सभेतील मुऱांचा आढावा घेणे.
- 2) मराठी भाषा गौरव दिन'-उाव मराठी लोककलांचा या काय'लमाा आयोजनासंबंधी चचा' करणे.
- 3) संबंधित :ा;ापकांना अधिकार सोपिवणे.
- 4) ए. .ी. वमसाठी नोंदणी करणे.
- 5) बॅनर,फोटो आणि काय'लमासाठी आवक गोीचं ेिनयोजन करणे.
- 6) काय'लमाा अनुषंगाने येणा'या इतर मुऱांची चचा' कवण काय'लमाची वपरेषा ठरिवणे.

ा. डॉ. न्ादया पवार
मराठी विभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format of Minutes of Meetings	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग	Academic Year: 2022-2023

Meeting No. 11	Date of Meeting: 20 फ़ेब्रुवारी 2023	
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मराठी विभाग आणि मराठी वाऒय मंडळातर्फे 'मराठी भाषा गौरव दिन'-
उाव भाषेचा, उाव लोककलेचा या कायऒमाऒा आयोजनासंदर्भात
दिनांक २० फेब्रुवारी, २०२३ रोजी सकाळी ११.३० :ा;ापक क=ात
बैठक घेऒात आली.

Minutes of meeting

- 1) मागील सभेऒा अहवालाचा आढावा घेतला.
- 2) मराठी विभाग आणि मराठी वाऒय मंडळातर्फे 'मराठी भाषा गौरव
दिन'- उाव मराठी लोककलांचा या कायऒमाऒा आयोजनासंदर्भात
अिधभार
विभागातील सर्व :ा;ापक तसेच मराठी वाऒय मंडळातील सहभागी
असणाऒ्या :ा;ापकांना कामाची विभागणी कऒन दे ऒात आली.
वा अनुषंगाने येणाऒ्या विषयांवर चर्चा करऒात आली.
- 3) विऒाथऒ, :ा;ापक व िश=के तर कमचारी यांऒा
सहभागासाठी वांंना आवाहन करऒाचे ठरले.
- 4) सूऒसंचालन :ा. शीतल गाणार करतील.
- 5) आभार :ा. डॉ. सिचन लोखंडे करतील असे ठरले.

Any other matters:

- ii) Following members were assigned duty/work in view of ISO Surveillance Audit

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
<p>डा. डॉ. यशदा पवार</p>	<p>कायलम सकलना व 4Vपनिनेत करणे, ए.वी.म नोंदणी, मा. ाचाय व मा. Dवमापन यांना कायलमासंदभात पूवकलना, िनमंण इ., षोशर तयार करणे व महाविबालयीन िविवध िुवर पाठिवणे, 4े ष मजकूर व िडझाईन तयार करणे, कायलमाा एक्कण खचाचे िनयोजन करणे, िवबाथ व ा;ापक अटड, िजयो टॅग फोटो, पुग् व फु ले, कायलमाची एक्कण Dवमा, कवी कु सुमाजांची ितमा, िहशोब (िबलांसह) तयार करणे. कायलम पिका तयार करणे.</p>	<p>२४.२.२३</p>
<p>डा. डॉ. माधुरी पाथरकर</p>	<p>नोटीस, िमिनट्स व अहवाल तयार करणे, कायलम पिके ची िंटआऊट घेणे व ा. शीतलकडे सुपूद करणे, िफडबॅक िलंक तयार कवन महाविबालयीने िविवध िुवर पाठिवणे, कायलमाचा सिव वृांत िलिहणे, िहशोब (िबलांसह) तयार करणे.</p>	<p>२३.२.२३</p>

डा. शीतल गाणार	ए.०.वी.मची विभागात नोंद घेणे साहाय्याने सजावट, विभागातील चर्चा, कायदा बसवणे, प्रहसनात्मक वन घेणे, सूत्रसंचालन.	२४.२.२३
डा. वपली मुळे	अभ्यासकार व वासाठी कृपा तयार करणे, पास्तोरिषकां विभागातील संपर्क साधून रोख रजमेची वांछा	२४.२.२३

	नावासह पांकेट तयार करणे व „ाऊचसवर वांा सवा	
SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
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Name of Department /Committee: मराठी िविभाग		Academic Year: 2022-2023
Notice No. 12	Date of Notice : 27 फे वारी	Page 1 of 3
डा. डॉ. सचीन लोखंडे	2023 च 0०, रेखाटनेस, घोषवाङ्क डिसां, पाफरतोषिक वितरण Dव™ा पाहाणे,	२४.२.२३

**डा. डॉ. नादया
पवार मराठी
िविभाग मुख**

NOTICE

मराठी वविभागातर्फे मराठी वविषयातील कफरअराा संधी या कायलमाा आयोजनासंदभात िदनांक २ माच, २०२३ रोजी सकाळी ११.३० ःा;ापक क=ात बैठक आयोजित कराात आली. कृ पया वविभागातील ःा;ापकांनी बैठकीस उपि™त राहावे.

AGENDA

1) मागील सभेतील मुद्दांचा आढावा घेणे.

- 2) मराठी विषयातील कफरअरजा संधी या कायलमाळा आयोजनासंबंधी व :माणपो अकासलम आयोजन कराबाबत चचा करणे.
- 3) संबंधित :ा;ापकांना अधिकार सोपिवणे.
- 4) वग सजावट, फोटो आणि कायलमाळासाठी आवक गोजीचे नियोजन करणे.
- 5) कायलमाळा अनुषंगाने येणाऱ्या इतर मुसांची चचा करून कायलमाची वपरेषा ठरिवणे.

**ा. डॉ. ना
दया पवार
मराठी विभाग
मुख**

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Meeting No. 12	Date of Meeting: 2 मार्च 2023	

मराठी विभागातर्फे मराठी विषयातील कफरअरजा संधी या कायलमाळा आयोजनासंदर्भात दिनांक २ मार्च, २०२३ रोजी सकाळी

११.३० :ा,ापक क=ात बैठक घेAात आली.

Minutes of meeting

- 1) मागील सभेला अहवालाचा आढावा घेतला.
- 2) मराठी विषयातील करअर्जा संधी या विषयावरील डॉ. आनाया आयोजनासंदर्भात अधिभार विभागातील सर्व प्रा.पकांना कामाची विभागणी करून देण्यात आली. या अनुषंगाने येणाऱ्या विषयांवर चर्चा करण्यात आली.
- 3) विभागातील सहभागासाठी यांना आवाहन करायचे ठरले.
- 4) सूचसंचालन प्रा. माधुरी पाथरकर करतील.

Any other matters:

- iii) Following members were assigned duty/work in view of ISO Surveillance Audit

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion

:ा. डा. :yा दया पवार	काय'लम सक'ना व 4Vपिनेउत करणे, ए.,ी.Vम नोंदणी, मा. :ाचाय' व मा. Dव™ापन यांना काय'लमासंदभा'त पूव'क'ना, इ., {ोशर तयार करणे व महािवBालयीन	३.३.२३
	िविवध ुœवर पाठिवणे, काय'लमााा फूण खचा'चे िनयोजन करणे, िहशोब (िबलांसह) तयार करणे. काय'लम पि0का तयार करणे.	
:ा. डा. माधुरी पाथरकर	नॉटिस, िमेनट्स व अहवाल तयार करणे, काय'लम पि0के ची िःंटआऊट घेणे व :ा. शीतलकडे सुपूद' करणे, िफडबॅक िलंक तयार कVन महािवBालयीने िविवध ुœवर पाठिवणे, िहशोब (िबलांसह) तयार करणे.	६.३.२३
:ा. शीतल गाणार	िवBांcादना सूचना देणे, िवBाथx अट'ड'ं, िजयो टॅग फोटो, पु'गु व फुले, काय'लमाचा सिव™र वृ'ांत िलिहणे,	६.३.२३

**ा. डॉ. Nादया
पवार मराठी
िविभाग मुख**

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE	
Format for Communication of NOTICE	SPDC/AC/F01
Revision No. 01	Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग	Academic Year: 2022-2023
Notice No. 13	Date of Notice : २७ फेब्रुवारी २०२३
	Page 1 of 3

NOTICE

मराठी विभागातर्फे विभागासाठी माणपम अनासोम घेासंदभात दिनांक ६ मार्च, २०२३ रोजी सकाळी ११.३० :ा;ापक क=ात बैठक आयोजित कराात आलेली आहे. कृपया विभागातील :ा;ापकांनी बैठकीस उपि™त राहावे.

AGENDA

- 1) मागील सभेतील मुSांचा आढावा घेणे.
- 2) माणपम अनासोम आयोजन कराबाबत चचा करणे.
- 3) संबंधित :ा;ापकांना कायभार सोपिवणे.
- 4) विषय, Dा%ाते व वेळाप0क या बाबींचं िनयोजन करणे.
- 5) :माणप0 अKासLमाIा अनुषंगाने येणाया इतर मुSांची चचा कVन कायLमाची Vपरेषा ठरिवणे.

**ा. डॉ. Nा
दया पवार
मराठी विभाग**

मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: मराठी विभाग		Academic Year: 2022-2023
Meeting No. 13	Date of Meeting: 6 /03/2023	

मराठी विभागातर्फे 'माणपम अनासोम' आयोजनासंदर्भात दिनांक ६ मार्च, २०२३ रोजी सकाळी ११.३० :ा;ापक क=ात बैठक घेAात आली.

Minutes of meeting

- 1) मागील सभेAा अहवालाचा आढावा घेतला.
- 2) **माणपम अनासोम** Dा%ानांAा आयोजनासंदर्भात विभागातील सर्व :ा;ापकांना कामाची विभागणी कVन दे Aात आली. wा अनुषंगाने येणा'या विषयांवर चर्चा करAात आली.
- 3) विBांcांdAा सहभागासाठी wांंना आवाहन करAाचे ठरले.
- 4) **माणपम अनासोम**साठी :ा. 'ोती भारती, :ा. साधना गोरे, ©ी. तुषार पवार आणि डॉ. :ितभा वृषे यांची अनुLमे सज'नशील लेखन, संगणकीय तंMणान आणि भाषिक कौशरें आणि भाषांतर कौशरें या विषयांवर विBांcांdसाठी Dा%ाने आयोजित करAाचे ठरले.

Any other matters:

- iv) Following members were assigned duty/work in view of ISO
Surveillance Audit

Name of member/teaching staff	Allocation of Duty / work	Targeted date of completion
डा. डॉ. यशदा पवार	माणपत्र असासोम सकलना व 4Vप निरुत करणे, मा. शाचाय' यांना असासLमासंदभात पूवकलना देणे, महाविBालयीन विBाकादिा विविध िुवेवर :माणप0 असासLमाची माहिती आण नोंदणी िलंक पाठिवणे, काय'Lमाा एकू ण खचा'चे िनयोजन करणे, िहशोब (िबलांसह) तयार करणे. विषय व Dा%ाते ठरवणे.	९.३.२३
डा. डॉ. माधुरी पाथरकर	नोंदिस, िमेनट्स व अहवाल तयार करणे, िफडबॅक िलंक तयार कVन महाविBालयीन विविध िुवेवर पाठिवणे, :माणप0 असासLमाचा सिव™र वृत्ांत िलिहणे.	९.३.२३

डा. शीतल गाणार	विवेचना सूचना देणे, विवेचन अटवड, विजयो टॅग फोटो, पुगु व फुले, कायलमाचा सिवर वृंति लिहात :डा. पाथरकर यांना मदत	९.३.२३
	करण, वसाठी आभारप व निमंणप तयार करणे.	

डा. डॉ. ढादया
पवार मराठी
विवभाग मुख

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 00		Dated:
Name of Department /Committee: Dept of Mathematics and Statistics		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 13/06/2022	Page 1

NOTICE

A meeting of members of department of Mathematics and Statistics is scheduled on 14/06/2022 at 11 a.m. in the staff room. All members should remain present .

Agenda:

- 1) To allot workload to members of Department.
- 2) To prepare tentative time-table for S.Y.B.Sc. and T.Y.B.Com.
- 3) To plan bridge course for S.Y.B.Sc. and T.Y.B.Com.
- 4) To prepare Teaching plan for S.Y.B.Sc. and T.Y.B.Com

Dr. Shubhada Nyayate
HoD, Dept of Maths and Stats

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 00		Dated:
Name of Department /Committee: Dept of Mathematics and Statistics		Academic Year: 2022-2023
Meeting No. 01	Date of Meeting: 14/06/2022	Page 2 of 1

Meeting of members of department of Mathematics and Statistics was called on 14th June,2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. S. M. Nyayate	
Ms. Anjali Deshpande	
Dr. Prachi Bakle	

Minutes of meeting

- 1) Dr, Shubhada Nyayate, Head of the Department of Mathematics and Statistics gave a warm welcome to all members of department for the academic year 22-23.
- 2) Workload for S.Y.B.Sc. and T.Y.B.Com. with computer practicals is allotted to the members of department.
- 3) Time-Table for S.Y.B,Sc, and T.Y.B.Com prepared based allotted lectures from tentative time-table of Science and Commerce faculty.
- 4) It was decided to conduct bridge course for S.Y.B.Sc. and T.Y.B.Com. Topics for bridge courses were finalized in meeting.
- 5) It was decided to prepare teaching plan by all the faculty member
- 6) Meeting was ended by vote of thanks by Ms. Anjali Deshpande.

Dr. Shubhada Nyayate
HoD, Dept of Maths and Stats

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 00		Dated:
Name of Department /Committee: Dept of Mathematics and Statistics		Academic Year: 2022-2023
Notice No. 04	Date of Notice : 07/09/2022	Page 1

NOTICE

A meeting of members of department of Mathematics and Statistics is scheduled on 05/09/2022 at 11:30 a.m. in the staff room. All members should remain present .

Agenda:

- 1) Review of Syllabus completion of S.Y.B.Sc. and T.Y.B.Com.
- 2) To finalize period for T.Y.B.Com. computer practical examination
- 3) To distribute of work of question paper setting for regular and ATKKT examination

Dr. Shubhada Nyayate
HoD, Dept of Maths and Stats

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format of Minutes of Meetings		SPDC/AC/F01
Revision No. 00		Dated:
Name of Department /Committee: Dept of Mathematics and Statistics		Academic Year: 2022-2023
Meeting No. 04	Date of Meeting: 05/09/2022	Page 2 of 1

Meeting of members of department of Mathematics and Statistics was called on 5th Sept,2022. Following members were present for the meeting.

Name of Staff / members	Signature
Dr. S. M. Nyayate	
Ms. Anjali Deshpande	
Dr. Prachi Bakle	
Ms. Mosami Patil	
Dr. Sultana Begum	
Mr. Mohit Sonawane	

Minutes of meeting

- 1) Review of Syllabus completion of S.Y.B.Sc. and T.Y.B.Com. was taken by HoD.
- 2) It was discuss to conduct T.Y.B.Com. computer practical examination in last week of September.
- 3) The distribution of work of question paper setting for regular and ATKKT examination was done.
- 4) Meeting was ended by vote of thanks by Dr. Prachi Bakle.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Physics		Academic Year: 2022-2023
Notice No. 01	Date of Notice : 13/06/2022	Page 1 of 3

NOTICE

**All the members of the department should remain present for the meeting scheduled on
17th June at 10 am to transact the following agenda.**

Agenda:

- 1.Distribution of courses of Sem I,II and V**
- 2.Performance of the students in examination**
- 3. Any other matter with permission of Chair**

1. Dr. H.K.Chitte
2. Dr. M.A.Bakane
3. Dr.S.R.Bhagat
4. Dr. Shantanu Kadam

Head,
Department of Physics
Dr. D. D. Mulajkar

Satish Pradhan Dnyanasadhana College, Thane
Department of Physics

Minutes:

The following members were present for the online meeting on 17th June 2022 held in the department at 10 am.

1. Dr. D.D.Mulajkar
2. Dr. H.K.Chitte
3. Dr. M.A.Bakane
4. Dr.S.R.Bhagat
5. Dr. Shantanu Kadam

1. Dr. D.D.Mulajkar welcomed all the members for the meeting and conveyed good wishes for the academic year 22-23.
2. Distribution of courses of semester I,III and V were discussed at length. It was resolved to continue with following distribution of courses for first half of 2022.
3. Members expressed the satisfaction over the performance of the students in the examination. Sem VI results was hundred percent and all the passed students also cleared their terms.
4. It was decided to prepare the activity calendar for the current academic year in the next departmental meeting. The time table for the Sem I, III, and V theory and practicals was also finalized & members were instructed to implement accordingly.

Sr No	Name	Sem	Courses with Unit
1	Dr. D.D.Mulajkar	III	UI Of PI
		V	Atomic physics UI, III, Solid state physics,UI and II n Practicals
2	Dr. H.K.Chitte	V	Solid state phy, unit U II
			T.Y. Practicals
3	Dr.M.A.Bakane	I	FY practical, P I, UII Of PII
		III	Practicals
		V	Statistical Mechanical, UI II
4	Dr. S.R.Bhagat	I	Practicals
		III	Practicals and paper II
		V	Practicals, E.I Practicals and P4
5	Shantanu Kadam	I	F.Y.Practicals
		III	P.I – U,II,III
		V	P.II, U III, IV
		V	E.I- U I, II, III

6	XYZ	V	Practicals II, Modern Physics U I, II
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5. Dr. M.A. Bakane stressed the need to conduct internal exams, assignments as a part of continuous internal evaluation of students was resolved that every staff member will conduct examinations regularly on the syllabus taught.
6. The meeting ended with vote of thanks to all the members.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Physics		Academic Year: 2022-2023
Notice No. 02	Date of Notice : 01/07/2022	Page 1 of 3

NOTICE

All the members of the department should remain present for the meeting scheduled on 4th July at 10 am to transact the following agenda.

Agenda:

- 1. Certificate Course**
- 2. Any other matter**

Head,
Department of Physics
Dr. D. D. Mulajkar

1. Dr. H.K.Chitte
2. Dr. M.A.Bakane
3. Dr.S.R.Bhagat
4. Dr. Shantanu Kadam

Satish Pradhan Dnyanasadhana College, Thane
Department of Physics

Minutes:

Following members were present online for the meeting called on 4th July 2022 at 10 am in the department of physics.

1. Dr. D.D.Mulajkar
2. Dr. H.K.Chitte
3. Dr. M.A.Bakane
4. Dr.S.R.Bhagat
5. Dr. Shantanu Kadam

- 1) The minutes of previous meetings were read and confirmed
- 2) Dr. D. D. Mulajkar, Head, Department of Physics welcomed all the members for the meeting. The minutes of previous meeting were read and confirmed.
- 3) He informed that an interdisciplinary certificate course in '**Computational methods in Physics, Chemistry and Botany**'. will be conducted from 18th July 2022. The meeting of respective heads(Botany, Chemistry & Computer Science) was held to decide the contents of the certificate course. Dr. Kadam has designed the syllabus and included the topics as per the inputs given by respective heads. The certificate course will be of 30 hours. And will be held in the computer department. Dr. Kadam and Dr. Shilpa Hathewar will be the resource persons for the same.

- 4) Dr. Shantanu Kadam briefed the members with the curriculum of the course and informed that this course will be conducted only for T.Y.B.Sc. and P.G.students.
- 5) Dr. S.R..Bhagat asked the Coordinator (Dr. Shantanu Kadam) to keep the record like syllabus, brochure, schedule, attendance of the students, feedback and result of the examination conducted after completion of the certificate course.

The meeting ended with a vote of thanks to all the members.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Physics		Academic Year: 2022-2023
Notice No. 03	Date of Notice : 22/07/2022	Page 1 of 3

NOTICE

A meeting of all the members of the department will be held on 26th July at 11.30 am in the department to transact the following agenda. All should remain present for the same.

Agenda:

- 1. Celebration under Azadi ka Amrit Mahotsav**
- 2. Any other matter**

Head,
Department of Physics
Dr. D. D. Mulajkar

1. Dr. H.K.Chitte
2. Dr. M.A.Bakane
3. Dr.S.R.Bhagat
4. Dr. Shantanu Kadam

Satish Pradhan Dnyanasadhana College, Thane
Department of Physics

Minutes

The following members were present for the meeting called on 26th July 2022 in the department at 11:30 a.m.

1. Dr. D.D.Mulajkar
2. Dr. H.K.Chitte
3. Dr. M.A.Bakane
4. Dr.S.R.Bhagat
5. Dr. Shantanu Kadam

1. Dr. D.D.Mulajkar, Head of Department welcomed all the members present for the meeting. The minutes of previous meeting were read and confirmed.
2. He congratulated Dr. Shantanu Kadam for successfully coordinating the certificate course which was held from 18th July to 23rd July.
3. As India is celebrating 75th year of its independence, lots of activities are planned by the Govt of India and Govt of Maharashtra. The department should contribute in this '**Azadi ka Amrit Mahotsav**' by various means.
4. Dr. M. A. Bakane informed that the Department of Botany is organizing the Essay Competition and the Department of Chemistry is organizing the Rangoli Competition.
5. After long discussion it was decided that the poster competition should be conducted. India has achieved tremendous success in the field of astronomy. ISRO has done a commendable job to place the country in the forefront. Number of space missions were

indigenously designed and made successful. To salute the achievement of the Indian scientist the theme for the poster competition was decided as 'Milestones of ISRO'.

6. Dr. H.K. Chitte and Dr. S.R. Bhagat was given the responsibilities to coordinate the event.
7. Dr. H. K. Chitte appealed to all the members to participate actively for the success of the eve
8. The meeting ended with a vote of thanks to all the members.

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Physics		Academic Year: 2022-2023
Notice No. 04	Date of Notice : 22/08/2022	Page 1 of 3

NOTICE

A meeting of all the members of the department will be held on 25th August at 11.30 am in the department to transact the following agenda. All should remain present for the same.

Agenda:

- 1. Welcome of new members in the department**
- 2. Distribution of syllabus**
- 3. New Timetable**

Dr. D. D. Mulajkar
Head,
Department of Physics

1. Dr. H.K.Chitte
2. Dr. M.A.Bakane
3. Dr.S.R.Bhagat
4. Mr Saurabh Salunkhe

Satish Pradhan Dnyanasadhana College, Thane
Department of Physics

Minutes

The following members were present for the meeting called on 25th August 2022 in the department at 11:30 a.m.

1. Dr. D.D.Mulajkar
2. Dr. H.K.Chitte
3. Dr. M.A.Bakane
4. Dr.S.R.Bhagat
5. Mr. Saurabh Salunkhe

1. Dr. D.D.Mulajkar, Head of Department welcomed all the members present for the meeting. The minutes of previous meeting were read and confirmed.

He introduced Mr.Saurabh Salunkhe and Mr. Chintan Patel, who joined as assistant professor in Physics, to the members present. The syllabus should be redistributed and required changes be made in the departmental timetable

2. The distribution of syllabus is as follows.

Papers T Y SEM 5		
Statistical Mechanics	Dr. M. A. Bakane (U 2,3,4)	Mr. Chintan Patel (U 1)
Electrodynamics	Dr. S. R. Bhagat	
Atomic physics	Dr. D. D. Mulajkar	
SSP	Dr. H. K. Chitte (U 1 n 2)	Mr. Chintan Patel (U 3 n 4)
EI	Dr H. K. Chitte (U 2,3,4)	Mr. Saurabh Salunkhe (U 1)
Papers S Y SEM 3		
Analog Electronics P2	Dr. S. R. Bhagat	
Mechanics & Thermodynamics	Dr. D. D. Mulajkar (U1)	Mr. Chintan Patel (U 2 n 3)
Applied physics	Dr. H. K. Chitte (U 1 n 2)	Mr. Chintan Patel (U3)
Papers F Y SEM 1		
Paper 1	Dr. M. A. Bakane	
Paper 2	Mr. Saurabh Salunkhe	

SATISH PRADHAN DNYANASADHANA COLLEGE, THANE		
Format for Communication of NOTICE		SPDC/AC/F01
Revision No. 01		Dated: 10.04.2022
Name of Department /Committee: Physics		Academic Year: 2022-2023
Notice No. 05	Date of Notice : 10/11/2022	Page 1 of 3

NOTICE

A meeting of all the members of the department will be held on 17th November at 11.30 am in the department to transact the following agenda. All should remain present for the same.

Agenda:

- 1. Distribution of syllabus**
- 2. New Timetable**

Dr. D. D. Mulajkar
Head,
Department of Physics

1. Dr. H.K.Chitte
2. Dr. M.A.Bakane
3. Dr.S.R.Bhagat

4. Mr Saurabh Salunkhe
5. Mr. Chintan Patel

Satish Pradhan Dnyanasadhana College, Thane
Department of Physics

Minutes

The following members were present for the meeting called on 17th November 2022 in the department at 11:30 a.m.

1. Dr. D.D.Mulajkar
2. Dr. H.K.Chitte
3. Dr. M.A.Bakane
4. Dr.S.R.Bhagat
5. Mr. Saurabh Salunkhe
6. Mr. Chintan Patel


1. Dr. D.D.Mulajkar, Head of Department welcomed all the members present for the meeting. The minutes of previous meeting were read and confirmed. The syllabus should be redistributed and required changes be made in the departmental timetable
2. The distribution of syllabus is as follows.

Sr No	Name	Sem	Courses with Unit
1	Dr. D.D.Mulajkar	II	Practical
		IV	PIII, U I
		VI	Nuclear Physics, Practical
2	Dr. H.K.Chitte	II	Practical
		IV	PI, UI, UII
		VI	Relativity U I , II, UIII, E.I.UI, III, Practicals
3	Dr.M.A.Bakane	II	Practical
		IV	Practical
		VI	Classical Mechanics U I, U II, UIII
4	Dr. S.R.Bhagat	II	Practical
		IV	Paper II, Practical
		VI	Electronics and E.I practical
5	Mr. Saurabh Salunkhe	II	FY practical

		II	PI UI, UII
		IV	P1 UIII, P3 II, III
		IV	SY Practical
		VI	E.I U II
6	Mr. Chintan Patel	II	FY practical
		II	Paper II, PI UIII
		VI	P1 IV; P4 IV EI IV

3, The meeting ended with a vote of thanks to all the members.




PRINCIPAL
 Satish Pradhan Dnyanasadhana College,
 Thane (Arts, Science & Commerce)