



SATISH PRADHAN
DNYANASADHANA COLLEGE, THANE

(Arts, Science and Commerce)

Academic Year 2019-2020

IQAC Minutes of Meetings and Action Taken Report

Satish Pradhan Dnyanasadhana College, Thane-400604
(IQAC) Meeting
2019-2020

Date:16/06/2019

All the members of IQAC Committee are requested to remain for the Meeting to be held on 18/06/2019

Agenda:

- 1) Review of NAAC accreditation result
- 2) To submit the appeal to NAAC against accreditation result
- 3) Any Other Matters



Mulajkar
Dr. D. D. Mulajkar
(Co-ordinator)

- | | | | |
|-----|-----------------------------|-----------------------------|----------------|
| 1. | Dr.C.D. Marathe | (Principal) | <i>Marathe</i> |
| 2. | Mr. Kamlesh Pradhan | (Management Representative) | <i>PKS</i> |
| 3. | Mr. Satish Sheth | (Management Representative) | |
| 4. | Dr.D.D.Mulajkar | (Coordinator) | |
| 5. | Ms.S.P.Deuskar | (Teacher) | <i>Deuskar</i> |
| 6. | Ms.S.M.Nyayte | (Teacher) | <i>Nyayte</i> |
| 7. | Ms.S.V.Ketkar | (Teacher) | |
| 8. | Dr.S.R.Bhagat | (Teacher) | <i>Bhagat</i> |
| 9. | Dr.G.R.Bhagure | (Teacher) | <i>Bhagure</i> |
| 10. | Mr.M.M.Dalvi | (Teacher) | <i>Dalvi</i> |
| 11. | Dr.B.P.Langi | (Teacher) | <i>Langi</i> |
| 12. | Ms.Anita Dakshina | (Teacher) | |
| 13. | Mr.Yatin Tipnis | Industrialist | |
| 14. | Mr.Suyash Pradhan | Alumni representative | |
| 15. | Ms.Neeta Limaye
(Vaidya) | Sr. Administrative staff | <i>Vaidya</i> |
| 16. | Mr.Rohan Pathare | Student representative | |

Satish Pradhan Dnyanasadhana College, Thane-400604

(IQAC) Meeting

2019-2020

Date: 18/06/2019

A Meeting of IQAC Committee was called on 18/06/2019. Following members were present for the meeting.

- 1. Dr.C.D. Marathe (Principal)
- 2. Mr. Kamlesh Pradhan (Management Representative) *RKS*
- 3. Mr. Satish Sheth (Management Representative) *sgc*
- 4. Dr.D.D.Mulajkar (Coordinator) *Dr.D.D.Mulajkar*
- 5. Ms.S.P.Deuskar (Teacher) *SPD*
- 6. Ms.S.M.Nyayte (Teacher) *smn*
- 7. Ms.S.V.Ketkar (Teacher)
- 8. Dr.S.R.Bhagat (Teacher) *S.R.Bhagat*
- 9. Dr.G.R.Bhagure (Teacher) *G.R.Bhagure*
- 10. Mr.M.M.Dalvi (Teacher) *M.M.Dalvi*
- 11. Dr.B.P.Langi (Teacher) *B.P.Langi*
- 12. Ms.Anita Dakshina (Teacher)
- 13. Mr.Yatin Tipnis Industrialist
- 14. Mr.Suyash Pradhan Alumni representative
- 15. Ms.Neeta Limaye (Vaidya) Sr. Administrative staff *Vaidya*
- 16. Mr.Rohan Pathare Student representative

Minutes of meeting

- 1) Minutes of previous meeting held on 05/03/2019 were read and confirmed.
- 2) Dr.D.D.Mulajkar presented the Assessment and Accreditation Result criteria wise.



Criteria	Criterion-wise weighted Grade Point (CrWGPi)	Criterion wise Grade Point Averages (CrWGPi /Wi)
Criteria-1	270	2.7
Criteria-2	899	2.72

Criteria-3	354	2.95
Criteria-4	348	3.48
Criteria-5	160	1.32
Criteria-6	281	2.96
Criteria-7	283	2.83
Institutional CGPA		2.69

Dr. Mulajkar further informed that, although we have submitted the clarification regarding the various metrics in time, Issues were raised on NAAC Dash board regarding metrics 1.3.2,3.2.2,3.5.1,5.1.1,5.1.2,5.1.4, and 7.1.11 which were not accepted by DVV team, and NAAC has not considered it for Assessment and Accreditation.

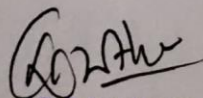
After further analysis and discussion, it was resolved that Institution will submit the appeal against Assessment and Accreditation results to the NAAC office.

3) It was decided to undertake quality initiatives in view of Institutional performance

- i) ISO Certification ²¹⁰⁰¹⁻²⁰¹⁸ ~~2001-2018~~ (EOMS)
- ii) Strengthening of Mentoring system
- iii) Strengthening of Remedial Coaching cell
- iv) To start certificate courses/ add on courses for the benefit of students
- v) To conduct the programmes on career counselling and competitive examination guidance
- vi) Initiate more activities for Advance learner at Intercollegiate level

Meeting ended with vote of thanks to the chair.

In Confirmation of meetings


PRINCIPAL

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



Satish Pradhan Dnyanasadhana College, Thane-400604

(IQAC) Meeting

2019-2020

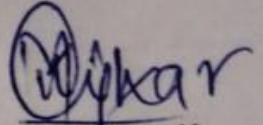
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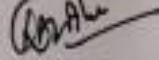
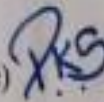
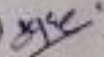
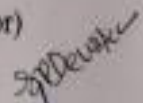


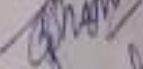
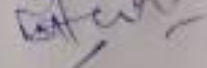

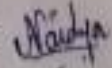
All the members of IQAC Committee are requested to remain for the Meeting to be held on 17/08/2019

Agenda:

- 1) Submission of data to AISHE and NIRF
- 2) Feedback Process Student Satisfaction Survey (SSS) on overall institutional performance
- 3) Minor Research Projects
- 4) Orientation of staff and students about Avishkar Research Competition
- 5) Orientation of 7th Pay commission G.R. Government of Maharashtra 08/03/2019.
- 6) Any Other Matters




Dr. D. D. Mulajkar
(Co-ordinator)

1. Dr.C.D. Marathe (Principal) 
2. Mr. Kamlesh Pradhan (Management Representative) 
3. Mr. Satish Sheth (Management Representative) 
4. Dr.D.D.Mulajkar (Coordinator)
5. Ms.S.P.Deuskar (Teacher) 
6. Ms.S.M.Nyayte (Teacher) 
7. Ms.S.V.Ketkar (Teacher)
8. Dr.S.R.Bhagat (Teacher) 
9. Dr.G.R.Bhagure (Teacher) 
10. Mr.M.M.Dalvi (Teacher) 
11. Dr.B.P.Langi (Teacher) 
12. Ms.Anita Dakshina (Teacher)
13. Mr.Yatin Tipnis Industrialist
14. Mr.Suyash Pradhan Alumni representative
15. Ms.Neeta Limaye (Vaidya) Sr. Administrative staff 
16. Mr.Rohan Pathare Student representative

5

Satish Pradhan Dnyanasadhana College, Thane-400604

(IQAC) Meeting

2019-2020

Date: 17/08/2019

A Meeting of members of IQAC Committee was called on 17/08/2019. Following members were present for the meeting.

1. Dr.C.D. Marathe (Principal) *CDM*
2. Mr. Kamlesh Pradhan (Management Representative) *KPS*
3. Mr. Satish Sheth (Management Representative) *SS*
4. Dr.D.D.Mulajkar (Coordinator)
5. Ms.S.P.Deuskar (Teacher) *SPD*
6. Ms.S.M.Nyayte (Teacher) *SN*
7. Ms.S.V.Ketkar (Teacher)
8. Dr.S.R.Bhagat (Teacher) *SRB*
9. Dr.G.R.Bhagure (Teacher) *GRB*
10. Mr.M.M.Dalvi (Teacher) *MD*
11. Dr.B.P.Langi (Teacher) *BL*
12. Ms.Anita Dakshina (Teacher)
13. Mr.Yatin Tipnis Industrialist
14. Mr.Suyash Pradhan Alumni representative
15. Ms.Neeta Limaye (Vaidya) Sr. Administrative staff *NL*
16. Mr.Rohan Pathare Student representative

Minutes of meeting

- 1) Minutes of previous meeting held on 18/06/2019 were read and confirmed.
- 2) Dr.Mulajkar IQAC Coordinator, asked the data from office staff to be submitted to AISHE, It was resolved that while submitting the data on AISHE portal , It should be submitted under the guidance of Dr.B.P.Langi.
- 3) Data to be submitted on NIRF portal was discussed in the meeting,It was resolved that Dr.Sachin Puranik and Mr.Babasaheb Kambale will look after to upload the data on NIRF portal and will communicate said to IQAC.

It was decided to frame the Feedback form on Curriculum evaluation by the students, teachers, Alumni and the management. After discussion, It was



resolved that Dr.Bhushan Langi will incorporate the inputs given by IQAC committee members and will frame the Feedback form and will intimate the IQAC Coordinator for Implementation.

- 5) Dr. S.M.Nyayte inform that Student Satisfaction Survey (SSS) on teaching learning process and on overall institutional performance to be sought from the students. After discussion, It was resolved that Student Satisfaction Survey (SSS) on teaching learning process should be framed by the inclusion of questionnaire as stated by NAAC in SSR manual, further it was also decided that previous questionnaire developed by our college to be included for taking feedback on Institutional Performance. Dr. Nyayte will look after on Student Satisfaction Survey (SSS) and will intimate to the IQAC Coordinator.
- 6) Dr.G.R.Bhagure informed that contribution of faculty in Research should be increased which will help full for students as well as teaching staff, After discussion, It was decided to encourage teaching faculty from aided and self-finance to submit Research Projects to University of Mumbai by conducting session on submission of MRP through Research Promotion Cell.
- 7) Dr. D.D.Mulajkar, IQAC coordinator informed that more number of students should encourage to participate in Avishkar Research Competition, after discussion it was decided that, Dr.Bhushan Langi, Convener of Research Promotion Cell will conduct the orientation lecture for the students faculty wise to increase the participation in Avishkar Research Competition
- 8) Dr.G.R. Bhagure inform that Government of Maharashtra came with a G.R. of 7th Pay commission (08/03/2019) to be implemented from this year, after discūssion it was resolved that A Orientation lecture to be conducted for all teaching and Non-teaching staff in view of 7th Pay commission.
- 9) Meeting ended with vote of thanks to all teacher colleagues

In Confirmation of Minutes

PRINCIPAL

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



Satish Pradhan Dnyanasadhana College, Thane-400604

(IQAC) Meeting

2019-2020

Date:09/12/2019

All the members of IQAC Committee are requested to remain for the Meeting to be held on 12/12/2019 at 11.30.

Agenda:

- 1) Revised manual and SOP's criteria-wise
- 2) Workshop/ seminars on Intellectual Property Rights and Industry academia Innovative practices
- 3) Guidance session on Awards for Innovation
- 4) Any Other Matters



Dr. D. D. Mulajkar
Dr. D. D. Mulajkar
(Co-ordinator)

1. Dr.C.D. Marathe (Principal) *CDM*
2. Mr. Kamlesh Pradhan (Management Representative) *KPS*
3. Mr. Satish Sheth (Management Representative) *SS*
4. Dr.D.D.Mulajkar (Coordinator) *DDM*
5. Ms.S.P.Deuskar (Teacher) *SPD*
6. Ms.S.M.Nyayte (Teacher) *SMN*
7. Ms.S.V.Ketkar (Teacher)
8. Dr.S.R.Bhagat (Teacher) *SRB*
9. Dr.G.R.Bhagure (Teacher) *GRB*
10. Mr.M.M.Dalvi (Teacher) *MD*
11. Dr.B.P.Langi (Teacher) *BPL*
12. Ms.Anita Dakshina (Teacher)
13. Mr.Yatin Tipnis Industrialist
14. Mr.Suyash Pradhan Alumni representative
15. Ms.Neeta Limaye (Vaidya) Sr. Administrative staff *NL*
16. ~~Chaitnya Joshi~~ Student representative
Rohan Pathare

Satish Pradhan Dnyanasadhana College, Thane-400604

(IQAC) Meeting

2019-2020

Date: 12/12/2019

A Meeting of members of IQAC Committee was called on 12/12/2019 at 11.30 a.m.. The following members were present for the meeting.

- 1. Dr.C.D. Marathe (Principal) *CDM*
- 2. Mr. Kamlesh Pradhan (Management Representative) *KPS*
- 3. Mr. Satish Sheth (Management Representative) *SS*
- 4. Dr.D.D.Mulajkar (Coordinator)
- 5. Ms.S.P.Deuskar (Teacher) *SPDK*
- 6. Ms.S.M.Nyayte (Teacher) *SN*
- 7. Ms.S.V.Ketkar (Teacher)
- 8. Dr.S.R.Bhagat (Teacher) *SRB*
- 9. Dr.G.R.Bhagure (Teacher) *GRB*
- 10. Mr.M.M.Dalvi (Teacher) *MD*
- 11. Dr.B.P.Langi (Teacher) *BL*
- 12. Ms.Anita Dakshina (Teacher)
- 13. Mr.Yatin Tipnis Industrialist
- 14. Mr.Suyash Pradhan Alumni representative
- 15. Ms.Neeta Limaye (Vaidya) Sr. Administrative staff *Naidya*
- 16. ~~Chaitanya Joshi~~ Student representative
Rohan Pathore

Minutes of meeting

- 1) Minutes of previous meeting held on 17/08/2019 were read and confirmed.
- 2) Dr.Mulajkar IQAC Coordinator, informed to all the members of IQAC Committee to visit NAAC portal for updated information. Further he said that NAAC has made changes in the manual of SSR and standard operating procedure on 19/06/2019, separate instruction and Sops are given for PG colleges, it was decided that ever criteria head will go through Revised manual and SOPs, will prepare a note on changes and will present the changes made in the next meetings.



- 3) Dr.G.R.Bhagure, Head of Criteria-3 informed that more number of activities to be conducted to orient the students on Intellectual Property Rights, after discussion it was resolved that, following activities should be communicated to all Heads of department/Programme Coordinator, and Committee convener to conduct the programme on Intellectual Property Rights.
- i) Types of Intellectual property and Awareness of Intellectual Property rights
 - ii) Types of intellectual property: Copyrights, Patents and trademarks, Industrial designs, Geographical indications, artistic works; symbols, names and images
 - iii) Observation of World Intellectual Property Day, (26th April Every year)
 - iv) Patents and Procedure to take patent
 - v) Trademarks and Procedure to take trademarks
 - vi) Copyrights and Procedure to take Copyright
- 4) Dr.G.R.Bhagure insisted that every department should be pro-active to conduct the programmes on and Industry academia Innovative practices. It was decided to communicate all Heads of department/Programme Coordinator, and Committee convener to initiate such activities which will give value addition to the students.
- 5) Dr. Bhushan Langi insisted that students wish to take part in Avishkar Research Competition, their projects and presentations should be shortlisted at Institute Level. After discussion, it was resolved that grooming session to be conducted for the students whose projects are innovative so that they should able to present confidently at zonal and University Level.
- 6) Department of History submitted proposal to Principal to conduct workshops on "Know your Coins-Know Your History" and 'Democracy, Secularism and the Law', these proposals were forwarded to IQAC Committee for guidance and suggestion, IQAC committee communicated suggestion for effective and smooth conduct of workshops.

Meeting ended with vote of thanks to the chair.

In Confirmation of Minutes


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



(7) (10)

Satish Pradhan Dnyanasadhana College, Thane-400604
(IQAC) Meeting
2019-2020

Date:02/03/2020

All the members of IQAC Committee are requested to remain for the Meeting to be held on **05/03/2020** at 11.30.

Agenda:

- 1) Presentation of Changes in Manual and SOP's criteria-wise
- 2) Meeting of Alumni Association managing Committee
- 3) Meeting of Alumni
- 4) Preparation of various format as per Manual and SOP's criteria-wise to procure data from departments and Committee.
- 5) To communicate the format to procure data from departments and Committee for AQAR submission
- 6) ISO ~~2001-2018~~²⁰¹⁵⁻²⁰¹⁸ EOMS Orientation/ training programme to teaching and non-teaching staff
- 7) Scholarships from the Institution
- 8) Any Other Matters



Dr. D. D. Mulajkar
(Co-ordinator)

- | | | |
|------------------------|-----------------------------|--|
| 1. Dr.C.D. Marathe | (Principal) | |
| 2. Mr. Kamlesh Pradhan | (Management Representative) | |
| 3. Mr. Satish Sheth | (Management Representative) | |
| 4. Dr.D.D.Mulajkar | (Coordinator) | |
| 5. Ms.S.P.Deuskar | (Teacher) | |
| 6. Ms.S.M.Nyayte | (Teacher) | |
| 7. Ms.S.V.Ketkar | (Teacher) | |
| 8. Dr.S.R.Bhagat | (Teacher) | |
| 9. Dr.G.R.Bhagure | (Teacher) | |
| 10. Mr.M.M.Dalvi | (Teacher) | |
| 11. Dr.B.P.Langi | (Teacher) | |
| 12. Ms.Anita Dakshina | (Teacher) | |
| 13. Mr.Yatin Tipnis | Industrialist | |
| 14. Mr.Suyash Pradhan | Alumni representative | |
| 15. Ms.Neeta Limaye | Sr. Administrative staff | |

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Satish Pradhan Dnyanasadhana College, Thane-400604

(IQAC) Meeting

2019-2020

Date: 05/03/2020

A Meeting of members of IQAC Committee was called on 05/03/2020 at 11.30.a.m.. The following members were present for the meeting.

1. Dr.C.D. Marathe (Principal) *C.D. Marathe*
2. Mr. Kamlesh Pradhan (Management Representative) *RKS*
3. Mr. Satish Sheth (Management Representative) *Satish*
4. Dr.D.D.Mulajkar (Coordinator)
5. Ms.S.P.Deuskar (Teacher) *S.P. Deuskar*
6. Ms.S.M.Nyayte (Teacher) *S.M. Nyayte*
7. Ms.S.V.Ketkar (Teacher)
8. Dr.S.R.Bhagat (Teacher) *S.R. Bhagat*
9. Dr.G.R.Bhagure (Teacher) *G.R. Bhagure*
10. Mr.M.M.Dalvi (Teacher) *M.M. Dalvi*
11. Dr.B.P.Langi (Teacher) *B.P. Langi*
12. Ms.Anita Dakshina (Teacher) *Anita Dakshina*
13. Mr.Yatin Tipnis Industrialist
14. Mr.Suyash Pradhan Alumni representative
15. Ms.Neeta Limaye (Vaidya) Sr. Administrative staff *Neeta Limaye*
16. Mr.Rohan Pathare Student representative

Minutes of meeting

- 1) Minutes of previous meeting held on 12/12/2019 were read and confirmed.
- 2) Dr.Mulajkar IQAC Coordinator, asked the IQAC committee members to present the changes criteria wise. Every criteria head presented the changes in the manual and SOPs. It was resolved that meeting to be called of all Heads of department/Programme Coordinator, and Committee for communication of changes.
- 3) Meeting of Alumni Association managing Committee to be called at least twice in a year for effective functioning and participation of Alumni the in-

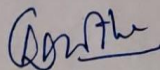


college initiatives. It was resolved to call the meeting of Alumni Association managing committee on 07/03/2020

- 4) It was decided to Prepare various format as per Manual and SOP's criteria-wise to procure data from departments and Committee and to communicate the same for AQAR submission.
- 5) Dr. Bhagure Convener of ISO of Certification committee, informed that the committee was formed by the Principal, Committee had a meeting with consultant Mr. R.D.Shaha on 03/03/2020. After discussion it was resolved that a training/Orientation Lecture to be conducted for committee on 11/03/2020 and for teaching and non-teaching staff on 12/03/2020.
- 6) Dr. Bhagat forwarded the metric 5.1.2 which deals with the Average percentage of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies , After discussion, It was resolved that suggestion from the IQAC to be communicated to Management to award more number of scholarships. Further, it was also resolved that Institute should approach to non- government agencies to extend scholarships to the students.

Meeting ended with vote of thanks to the chair.

In Confirmation of Minutes



PRINCIPAL

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



Action Taken Report - 2019-2020

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Satish Pradhan Dnyanasadhana College, Thane

(Arts, Science and Commerce)

Internal Quality Assurance Cell

Action Taken Report 2019-2020

- Academic calendar prepared and implemented
- AISHE data submitted
- NIRF data submitted on NIRF portal for the year 2019-2020.
- Appeal was submitted to NAAC office against Assessment and Accreditation results in 3rd Cycle.
- ISO Certification 21001-2018 (EOMS) process initiated
- "URJA SETU" an Exhibition was conducted in collaboration with Thane Municipal Corporation
- Additional activities are planned and implemented for Advance learner to encouraged them to participate at Intercollegiate level
- Internal Academic and Administrative Audit conducted
- Feedback form on Curriculum evaluation by the students, teachers, Alumni and the management was framed and implemented
- Feedback form for Student Satisfaction Survey (SSS) on teaching learning process and on overall institutional performance was framed and implemented
- A motivational Lecture by Research promotion cell was on submission of Minor Research Project was conducted
- Minor research Project was screened as per the guidance by University of Mumbai, five research Projects were submitted to University of Mumbai.
- A Orientation lecture on 7th Pay commission G.R. Government of Maharashtra 08/03/2019 was conducted for all teaching and non-teaching staff.
- Orientation lecture on Avishkar Research Competition was conducted for the student's faculty wise to increase the participation in the Competition
- CAS files of teaching staff were scrutinized for data inclusion, API point claimed by the teachers was verified as per the criteria and attached documents to the file. Teachers eligible for promotion directed to submit request application to the Principal.



- Manual of SSR and standard operating procedure was revised on 19/06/2019 by NAAC, it was placed in an IQAC meeting for discussion and guidance to IQAC Committee members.
- List of activities to be conducted on Intellectual Property Rights, and Industry
- Academia Innovative Practices was communicated to all Heads of department/Programme Coordinator, and Committee convener.
- Research Projects by students and Its presentation through PPT and Poster was shortlisted at Institute Level by Research Promotion Cell
- Grooming session was conducted for the students whose projects are innovative so that they should able to present confidently at zonal and University Level
- Meeting of Alumni Association managing committee meet was conducted
- IQAC committee communicated suggestion and Guidance for effective and smooth conduct of workshops/ Conference at International, National, State and Institute Level
- Conference / workshop at International, National, State and Institute Level was conducted
- Changes in the NAAC manual of SSR and SOPs made by NAAC was communicated to all Heads of departments and committee convener
- As per Manual and SOP's, Criteria-wise formats were prepared and communicated to all Heads of departments and committee convener to procure the data for AQAR submission
- Training/Orientation Lecture on ISO Certification (2001-2018 EOMS) was conducted for the ISO Certification committee, teaching and non-teaching staff.
- Suggestion from the IQAC committee was communicated to Management to award a greater number of scholarships at Institute Level as well as from Non-government Organization.
- 5 days, Online Faculty development programme on, "*Evolution from Offline to online Teaching*" was conducted




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