



Satish Pradhan Dnyanasadahan College, Thane

Internal Quality Assurance Cell

Minutes of Meeting

Date: 15.4.2020

Online Meeting of all the Members IQAC Committee was called on **15.4.2020** at **11 am** on virtual platform of MS TEAMS for next Academic-Year 2020-21 due to uncertain pandemic situation.

Following members were present for the meeting

1. Dr.C.D.Marathe, Principal (Chairman)
2. Shri Kamlesh Pradhan (Member,IQAC) *Kamlesh Pradhan*
3. Shri Satish Sheth (Member,IQAC)
4. Dr.D.D.Mulajkar (Coordinator,IQAC) *Mulajkar*
5. Dr.S.P.Deuskar (Member,IQAC) *S.P. Deuskar*
6. Dr.S.M.Nyayte (Member,IQAC) *Nyayte*
7. Dr.S.R.Bhagat (Member,IQAC) *Bhagat*
8. Dr.G.R.Bhagure (Member,IQAC) *Bhagure*
9. Dr.M.M.Dalvi (Member,IQAC) *Dalvi*
10. Dr.B.P.Langi (Member,IQAC) *Langi*
11. Dr.Anita Dakshina (Member,IQAC)
12. Ms. Neeta Vaidya (Member, IQAC) *Neeta Vaidya*

Agenda for the meeting was

- Confirmation of minutes of previous meeting
- To chalk down the blue-print for the Academic Year 2020-21 with regards to pandemic situation
- Any other matter with the permission of the Chair

Minutes of the Meeting

1. Coordinator Dr.D.D.Mulajkar welcomed all the members present online for the meeting.



2. The minutes of the previous meeting were read and approved with the permission of the Chair.
3. The Compliance was discussed and decided to act/do as required.
4. Dr.C.D.Marathe, Principal, proposed to conduct Faculty Development Programme (FDP) to enhance the skills required for effective online teaching.

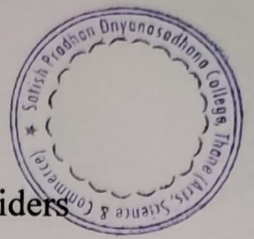
Resolution 1:

It was resolved unanimously after long deliberation to conduct FDP before the start of next academic year. Due to pandemic situation, offline teaching and learning was suspended for infinite time by the Government. Taking in to account of the given situation, in order to prepare teachers for online teaching, this programme should be totally dedicated to the aspects required for empowerment of teachers.

In accordance with the same, a five day National Level Faculty Training Programme was planned tentatively in the first week of June 2020.

2. Mr.Kamlesh Pradhan expressed the need of software for online examination and assessment as the University of Mumbai ordered affiliated colleges to conduct all exams at college level.

Dr.C.D.Marathe further added that the University of Mumbai has formed clusters of colleges area wise for smooth conduct of examinations. Our college is made head of one such cluster and the entire responsibility of examination was given to the head of the cluster. The



University of Mumbai suggested few service providers for the same.

Resolution 2:

Resolved unanimously to avail services of Eklavya Online Assessment Engine for conducting all semester examinations with image capturing feature.

3. Dr.C.D.Marathe expressed a need for teaching learning application with advanced features which will assist in effective teaching for online mode. Some members expressed their opinion about various applications like Zoom, Microsoft, Google Meet etc. for online teaching.

Resolution 3:

Resolved to put in use licensed version of Microsoft Teams app for the same.

4. Dr.D.D.Mulajkar proposed that in accordance with training given to teachers, there is urgent need to prepare students to make a smooth transition from offline to online teaching and learning. This issue was discussed at length.

Resolution 4:

Resolved that a National Level Students Development Programme be planned in the second week of June 2020.

5. Dr.S.R.Bhagat proposed that in the next academic year, departments should plan and conduct conferences/seminars/workshops/activities in online mode.

Resolution 5:



It was decided to hold the meeting of all the heads and conveners of various committees to make proposal for conducting the activities online and submit it at the earliest to the Principal.

6. Shri Satish Sheth, Treasurer of Dnyanasadhana Trust, informed the meeting that college has completed 40 glorious years in the field of education and is one of the premier institutes in Thane region. The members expressed euphoria and suggested various events to commemorate the Ruby Jubilee Year celebrations.

Resolution 6:

Resolved to organise 40 unique programs in various fields throughout the year and a committee be formed for the same. Celebrations of Glorious 40 should begin from the foundation day of the college.

7. Mrs.S.P.Deuskar expressed the need to modify the College Management System (CMS) for smooth and online admissions. Dr.G.R.Bhagure further added that the facility must be provided for the students for payment of fees through debit card/credit card, google pay etc. during admission process. Members agreed for the same.

Resolution 7:

Taking in to account pandemic situation, College Management System be upgraded and services payment gateways must be availed for the same.

8. Dr.C.D.Marathe brought to the notice expanding scope of Self Financing Courses. About 1200 students are enrolled in various SFC courses and there is need



of a separate administrative office for providing timely and hassle free services to students.

Members also expressed a need for separate counters for fees collection and other services for SFC students.

Resolution 8:

Resolved to form a separate administrative office by identifying the space close to existing administrative office and convert it in to a well equipped office.

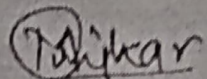
Coordinator IQAC
Satish Pradhan Dnyanasadhana College,
Thane (Arts, Science & Commerce)

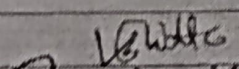
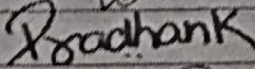
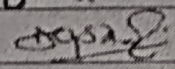
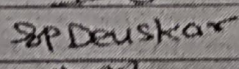
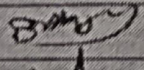
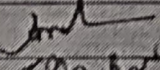
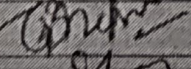
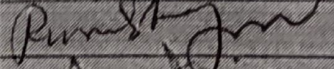


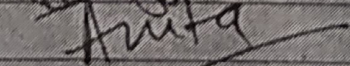
SATISH PRADHAN DNYANASADHANA COLLEGE, THANE
(Art's, Science & Commerce)

Date: 12/02/2021

IQAC Meeting

A Meeting is arranged on Tuesday 16th February, 2021 at 11.00 am in Conference Room. All the members of IQAC should attend the meeting.


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

Sr.No.	Name of the Members	Signature
1	Dr. H. K. Chitte	
2	Mr. Kamlesh Pradhan	
3	Mr. Satish Sheth	
4	Dr. S. P. Deuskar	
5	Dr. S. R. Bhagat	
6	Dr. S. M. Nyayate	
7	Dr. G. R. Bhagure	
8	Dr. Runa Shajeev	
9	Dr. M. M. Dalvi	
10	Dr. Bhushan Langi	
11	Dr. Anita Dakshina	

Satish Pradhan Dnyanasadahana College, Thane

Internal Quality Assurance Cell

Minutes of Meeting

Date: 16.2.2021

Meeting of the IQAC Committee was called on **16.2.2021 at 11 am in the Conference Room.**

Following members were present for the meeting

1. Dr.H.K.Chitte I/C Principal
2. Shri Kamlesh Pradhan (Member,IQAC)
3. Shri Satish Sheth (Member,IQAC)
4. Dr.D.D.Mulajkar (Coordinator,IQAC)
5. Dr.S.P.Deuskar (Member,IQAC)
6. Dr.S.M.Nyayte (Member,IQAC)
7. Dr.S.R.Bhagat (Member,IQAC)
8. Dr.G.R.Bhagure (Member,IQAC)
9. Dr.M.M.Dalvi (Member,IQAC)
10. Dr.B.P.Langi (Member,IQAC)
11. Dr.Anita Dakshina (Member,IQAC)

Agenda for the meeting was

- Review of NAAC assessment result with certain metrics
- Presentation of IQAC Committee members Criteria wise /metric wise in view of next NAAC Assessment to get maximum scores

1.Dr.D.D.Mulajkar presented the overall grade and result secured in 3rd Cycle NAAC accreditation before the committee. Later on he asked the IQAC committee members to present future plans in view of the 4th Cycle.



2. Dr. Bhushan Langi stressed the need of Certificate courses to be started in the coming year. Dr.Chitte I/C Principal suggested that we should think to start

Certificate courses that are run by University of Mumbai or under the aegis of UGC.

3. Dr.S.M.Nyayte while presenting Criteria II stressed the need of the following:

A. Identification of slow and advanced learners by conducting learner's aptitude test by each department.

B. Efforts by the department to meet the demands of slow and advanced learners.

C. Conduct of regular tests in each course to monitor the performance of the students.

D. Strengthening Mentoring process.

Resolution:

Resolved that departmental heads be instructed to take care of above points.

Academic activity monitoring committee consisting of Vice-Principals be formed for the same.

- Dr.G.R.Bhagure suggested following measures to improve performance in Criteria III

A. Minimum two Minor/ Major research project per faculty in a span of five years should be conducted

B. Tapping of research grants from various funding agencies.

C. Research promotion fund to be increased from 1 lakh to 5 lakh

D. Encourage the faculties to apply for recognition of Research Guide.

E. All the departments must conduct workshop/seminar on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship

F. Encourage the staff members to publish research papers in the UGC notified Journals and conference proceedings.

G. Signing of MOU's with various Government and Non-Government bodies.

Resolution:



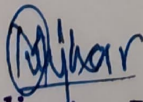
Resolved that the above measures be implemented.

- Dr.S.R.Bhagat suggested following measures to increase
 - A. To increase average percentage of students benefited by scholarships and freeships provided by the Government involve SC/ST/OBC/General category committee to orient students for awareness of various Government schemes.
 - B. Average percentage of students benefited by scholarships provided by the institution besides government schemes should be incremented.
 - C. Every department should organise activities related to capability enhancement and development schemes
 - D. Collaboration with Training Institute to be used for guidance of competitive examinations and career counseling
 - E. Additional efforts to be taken so that placement of SFC is improved
- 7. Dr.S.P. Deuskar ,in view of criteria VI and VII suggested following activities to be conducted
 - Installation of Solar Panel in the campus for reduction of greenhouse gases.
 - Installation of sensor based electronic/electrical appliances.
 - Staff Training programs in collaboration with HRD Center.

Resolution:

Resolved that all the measures suggested by Heads of different criteria for the improvement of performance in the next cycle be implemented in the remaining years of the cycle.

- Meeting ended with vote of thanks to the Chair.


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



SATISH PRADHAN DNYANASADHANA COLLEGE, THANE

(ARTS, SCIENCE & COMMERCE)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT 2020-21



Plan of Action	Action Taken/Outcome at the end of the year
Microsoft Teams Learning Software	Because of pandemic situation, it was decided to use MS TEAMS for online teaching and learning. Hands-on training was given to all the teaching staff on 11/07/20, 14/07/20 and 19/07/20. Institutional and Individual email id's were created for official communication purposes.
Online Assessment Process	Taking into consideration pandemic situation, University of Mumbai decided and instructed affiliated colleges to conduct undergraduate and post graduate examinations in online mode. College hired the services of EKLAVYA for smooth conduct and assessment of examination
Online Fee Collection	In collaboration with Thane Janata Sahakari Bank (TJSB), college used payment gateway named RAZORPAY for online fees collection. Students can pay fees online through various options like Credit Card, Debit Card, Google Pay, Phone Pay, PayTM UPI ID . Confirmation of payment is communicated to the students through e- mail sent by RAZORPAY.
Admission Process	College Management System (CMS) software is modified to meet the online admission process by taking pandemic situation in to consideration. Students were admitted to different courses smoothly. Help Desk was created to assist and guide students for the same.
Preparation of Academic & Activity Calendar for the year 2020-21	Prepared the Academic Calendar in consonance with the Academic Calendar of University of Mumbai. Activity Calendar was prepared in consultation with Heads of Departments and Convenors of various committees. Monitored its strict adherence through the Vice-Principals.
One week National-Level Student Development Program	As a new initiative, the IQAC of the college organised one week Student Development Program(SDP) on the theme "Black Board to Broadband" from 30 th June 2020 to 6 th July 2020. The topics for this SDP were: 1. Cyber Security 2. Internet Banking and Payment Apps



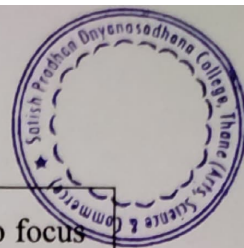
	<p>3. Understanding MS Word and PPT</p> <p>4. Stress coping mechanism</p> <p>5. Different online platforms</p> <p>6. Courses for e-learning free apps and mobile video making, content writing.</p> <p>These sessions were conducted by experts from respective fields.</p> <p>27,703 students from all over the country and 329 students across the globe participated in this SDP.</p>
<p>Organisation of National and International Level Webinars and Conferences</p>	<p>I. IQAC of the college in collaboration with Department of Commerce and Department of Economics organised one day National-Level Webinar on "Impact of COVID-19 on Indian Economy" on 21st June 2020. The resource persons for webinar were:</p> <ol style="list-style-type: none"> 1. Dr.Kailash Patil, Principal Shankarrao Chavan Mahavidyala 2. Dr.Sangita Pawar, Reader and Head, Department of Commerce, University of Mumbai <p>There were total 1907 teachers from different regions of the country and from abroad participated.</p> <p>International Webinar was organised by Department of Botany in association with IQAC of the college and Micological Society of India (MSI), Mumbai Chapter on 25th July 2020 on the theme "Rare Fungal Spores as Trace Evidence and Intelligence in Forensic Investigations "</p> <p>Resource Person for this webinar was renowned scientist Prof. David Leslie Hawksworth. 1756 participants from all across the globe attended this webinar.</p> <p>II. One-Day International Conference was organised on World Wet-Land Day in association with NGO's working in the field of environment "Paryavaran Dakshata Manch, ATBS and Environvigil" on 2nd Feb 2021.</p>
<p>Organisation of Sports events</p>	<p>IQAC of the college in association with Department of Physical Education and Sports Organised Online National-Level Blitz Chess Competition on 14th July 2020. Participants from all ages and talent levels participated in this event.</p> <p>This event was conducted on Online Platform "Lichess.org"</p> <p>Total 192 participants took part in this event.</p> <p>Following are the winners of this competition:</p> <ol style="list-style-type: none"> 1st Rank: Kartavya Anandkat (Gujrat) Rs.2000/- 2nd Rank: Vinayak Parashar (U.P) Rs.1500/- 3rd Rank Ravi Devarshetty (Maharashtra)



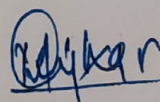
	Rs.1000/- 4 th Rank: Amardeep Bartakke (Maharashtra) 5 th Rank: Nishant Raj (Uttarakhand) Rs. 250/-	
Introduction of New Certificate Courses	IQAC in association with various Departments put forward various proposals for sanctioning and conducting various Certificate Courses to the Governing Council through College Development Committee (CDC) and following courses approved by College Development Committee(CDC) were conducted	
	Name of the Certificate Courses	Department which conducted the Certificate Course
	Chemistry in Context	Department of Chemistry
	Problem Solving Techniques in Physics	Department of Physics
	Art of Research Paper Writing	Department of SFC
	1. Aptitude training for Competitive exam and Placement 2. Object Oriented Concepts and C++ Programming with mini project 3. Technical Research Paper Writing 4. Advanced Android Programming	Department of IT and CS
	Orientation Course on GST	Department of Accountancy



	Enhancing skills and personality development for the career in film	Department of FTNMP
Initiation of ISO Certification 21001-2018 (UMS) Process	<p>SOP of various processes like Teaching-Learning, Examination, Admission, Laboratory, Collaborative activities were prepared and communicated for implementation.</p> <p>Quality manual is prepared</p> <p>Quality Policy for institute was prepared</p> <p>Internal Academic and Administrative Audit was planned but could not be completed due to pandemic situation</p>	
Initiation of NIRF Registration and Data Submission	Information related institute rankings under NIRF was successfully submitted	
Planning of 40 Unique Programs on the occasion of "Ruby Jubilee Year"	<p>As college has completed 40 years in the field of education, it was decided to celebrate Ruby Jubilee Year with 40 online unique programs.</p> <p>A committee was formed to plan, implement and conduct various programs with involvement of all the departments and committees.</p> <p>The inaugural program was based on the theme ""</p> <p>And the celebrations concluded with program with</p>	
Organisation of URJA-SETU	<p>Urja Setu: A platform to display and sell various environmental friendly arte facts and products created by student entrepreneur</p> <p>2nd online URJA SETU was organised in association with Joshi-Bedekar college, Thane on 7th November 2020.</p>	
Organisation of inter-collegiate cultural festival "UTOPIA"	Inter collegiate cultural festival "v:UTOPIA" in the month of February 2021. Students of various colleges affiliated to University of Mumbai participated in these festivals.	
S.V.Kulkarni Vakhyanmala	<p>In the memory of late Guruvarya Shri.S.V.Kulkarni , 2 days Vakhyanmala was organised online on 29/05/21 and 31/05/2021.</p> <p>The speakers of this event were Dr.Girish Kulkarni and Shri.Suhas Khamkar.</p> <p>The program was open for all.</p>	
Collection of e-waste and its disposal	E-waste generated in the college and by the students was collected and handed over to Thane Municipal Corporation (TMC) for safe disposal.	
Creation of separate Administration Office for Self Finance Courses (SFC)	Considering the increasing strength of students of SFC courses, a separate well-equipped Administrative Office having multiple counters was created for smooth administrative process.	
Renovation of IQAC room	IQAC was shifted to 2 nd Room no. 201. Room is well equipped with LCD Projector, Desktops and Laptops, Printers and storage facility.	



Being Me	<p><i>“Being Me”</i> is an initiative taken by College to focus on different social concerns like LGBT, Divyangjan, Cervical Cancer, AIDS, PCOD, PSOS etc. with following objectives:</p> <ul style="list-style-type: none">• To change attitude of stakeholders towards sexuality stereotypes• To broaden the understanding about gender identity and equality• To create awareness about gender specific health issues like AIDS, Cervical cancer and PCOD• To help unskilled working population in enhancing skill sets.• To sensitize stakeholders towards issues of differently abled and to help in their empowerment. <p>The theme for this year is “Sensitization Of Stakeholders”</p>
Yoga Day Celebration	<p>International Yoga Day was celebrated online on 21st June 2020.</p> <p>141 teachers participated in Yoga-Day Celebrations.</p>
Awareness of New Education Policy (NEP)	<p>A talk on NEP: Merits and Demerits was organised by Dr.Sanjay Mangala Gopal was organised for all the teaching staff on 11/11/2020.</p>


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