SATISH PRADHAN DNYANASADHANA COLLEGE, THANE

INSTITUTIONAL POLICY MANUAL

Prepared by Internal Quality Assurance Cell

Approved by College Development Committee

and

Managing Committee, Dnyanasadhana, Thane (Society)

DNYANASADHANA, THANE (SOCIETY)

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

MANAGING COMMITTEE



Shri. Satish Sitaram Pradhan
Founder President



Shri. Kamlesh Satish Pradhan
General Secretary



Dr. Manasi Kamlesh Pradhan
Joint Secretary



Shri. Satish Ganpat Sheth
Treasurer



Shri. Shrikant Ram Deole
Managing Committee Member



Mrs. Ashwini Mohit Kotwal
Managing Committee Member



Shri. Sameer Suresh Phanse
Managing Committee Member

About the Institute

Satish Pradhan Dnyanasadhana College, Thane (Formerly known as Dnyanasadhana College, Thane) a Premier Education Institute, is registered under the Societies Registration Act, 1960, on 2nd July 1980. The Junior College was recognized by the Education Department, Government of Maharashtra by an order dated 22nd October 1980. By virtue of natural growth a full fledged Degree College was started on 13th June 1983. The college is permanently affiliated to the University of Mumbai and is recognized by UGC 2(f) and 12B.It is **Re-accreditated 'B+' Grade (CGPA 2.69 3rd Cycle completed) by NAAC** & also **ISO (21001:2018) certified**.

The College has faculties of Arts, Science and Commerce on aided basis and 1) B. A. Multimedia and Mass Communication, 2) B. Sc. Computer Science, 3) B. Sc. Information Technology, 4) B. Com. (Accounting and Finance), 5) B. Com. (Banking and Insurance) and 6) Bachelor of Management Studies (AICTE Approved), on unaided basis. The college has fully qualified and competent teaching staff and adequate non- teaching staff. The building is located off Eastern Express Highway, Dnyanasadhana Marg, Thane (West). The College complex is spread over a plot of 2.2 acres with built-up space of about 93000 sq.ft. It offers all modern amenities needed for all-round development of the students' personality. It is accessible from Thane railway station by auto rickshaw and city bus. The institution also offers modern facilities such as library, reading room, internet club, auditorium, well equipped computer labs with digital overhead projectors, gymkhana, state of the art gymnasium, Audio-Visual room, to mention a few.

Students can pursue their Post-Graduation in 1) M. Com. Business Management, 2) M. Com. Advanced Accountancy and 3) M. Com. Banking and Finance and 1) M.Sc. Chemistry (By Paper), 2) M.Sc. Chemistry (By Research), 3) M.Sc. Botany - By Paper and 4) M.Sc. Information Technology.

The college also has a research centre for Ph.D. in Chemistry and Ph.D. Commerce. The college is also a centre for Yashwantrao Chavan Maharashtra Open University.

The aim of the college is to encourage and promote education to all sections of society, especially the socially and economically backward and weaker sections of society.



Infrastructurally, the campus has 23 academic departments, 51 classrooms, well equipped library has a vast collection of more than 82,279 books covering various fields of interest in social sciences, humanities and pure sciences. Out of which approximately 19,350 books are in Marathi. It has separate collection of Audio, Video materials like CDs, DVDs etc. It has subscriptions of over 105 periodicals which include academic journals out of which two are in brail script and popular magazines of general interest and 22 newspapers, a sprawling audio-visual room, an open auditorium, 9 seminar halls, 2 conference rooms, sports facility, gymnasium, 18 laboratories, 410 computers, CCTV enabled campus, solar powered system, rain water harvesting system, botanical and vertical garden, self-sufficient cafeteria and more. Moreover, students will find the company of warm and friendly teachers with an unparalleled academic record which is further nurtured through an enviable research culture. Satish Pradhan Dnyanasadhana College, Thane also offers a plethora of highly personalised learning through add-on capacity building courses like Tally, DTP, Public Speaking, English Speaking, Yoga, Web Designing, Photography, 2D Flash, Cyber Law, Digital Marketing, Stock Gyan Through Live Trading and Travel and Tourism, to name a few.

Besides, the students at Satish Pradhan Dnyanasadhana College, Thane have been in the spotlight through participation in various extension activities like Literary, Sports, Cultural, NCC, NSS and Science, Exhibitions, Lecture Series by eminent personalities and much more. The accolades they have won at inter- collegiate and University level competitions is cogent evidence of their competence.

Meanwhile, in its mission to breed an inclusive and socially responsible generation, Satish Pradhan Dnyanasadhana College, Thane has striven ceaselessly to break stereotypes and bring issues of the marginally disadvantaged sections through its special endeavour named the ‘Being Me’ project.

Through ‘Being Me’, students are exposed to ideas of gender diversity, healthy living, and unconditional compassion through seminars and conferences of national and international repute.

Career-wise, Satish Pradhan Dnyanasadhana College, Thane offers openings through campus interviews and is also proud to employ 20 of its beneficiaries in the institution in both teaching and non-teaching departments. Satish Pradhan Dnyanasadhana College, Thane is therefore, a one-stop solution for students who aspire to have an all-inclusive, holistic learning environment that shapes a responsible citizen.

Affiliation

The College is permanently affiliated to the University of Mumbai and has received UGC recognition under 2(f) and 12(b).

Vision

To Develop a Center of Excellence in Education

Mission

To Strengthen Students Academically, Socially and Economically



Principal's Message



Our college stands for the belief that education is the key to empowerment, providing exposure to new ideas and fostering progress. We are committed to providing an inclusive environment that caters to the diverse needs of our students.

Our college offers a comprehensive and multidisciplinary education program that spans from Higher Secondary Certificate (HSC) to Doctor of Philosophy (PhD) levels. We take pride in our esteemed teaching faculties, who possess immense potential and are dedicated to nurturing the holistic development of our students.

As we embark on the journey towards realizing the vision outlined in the National Education Policy (NEP) 2020, we are pleased to announce that Satish Pradhan Dnyanasadhana College, Thane is fully prepared to implement its directives at the undergraduate and post-graduate level. Our commitment to excellence and innovation is evident in our readiness to embrace this transformative framework. At Satish Pradhan Dnyanasadhana College, Thane, we take pride in our multidisciplinary approach, which offers students a diverse array of courses to choose from, empowering them to pursue their academic interests and aspirations. This commitment to academic flexibility ensures that each student receives a tailored educational experience suited to their individual needs and preferences. Furthermore, our dedication to holistic student development is exemplified through our extensive extracurricular activities, including participation in NSS, NCC, SAC, sports, and the Avishkar Research competition. These initiatives provide students with opportunities for personal growth, leadership development, and community engagement, aligning with the ethos of the NEP 2020.

We are also delighted to share some of our recent success stories, which highlight the exceptional talents and achievements of our students. From sports accolades to cultural triumphs, our students have consistently excelled on various platforms, bringing honor and recognition to our institution. Notable achievements include multiple awards in sports, cultural events, drama performances, and significant contributions to organizations like the Indian Army through our NCC training. As we move forward, I am confident that Satish Pradhan Dnyanasadhana College, Thane will continue to uphold its legacy of academic excellence, holistic development, and societal impact. Together, let us embrace the opportunities presented by the NEP 2020 and empower our students to excel in all their endeavours.

Dr. Ganesh R. Bhagure
Principal
Satish Pradhan Dnyanasadhana College, Thane

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Operational Guidelines for the Manual

Common operational guidelines in respect of policy formulation, implementation, review, and revision

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Context

The policies have been developed as part of the governing body's commitment to academic excellence and provide general direction and greater clarity to teachers and other members to translate quality objectives into reality.

Objectives

Apart from guiding specific issues, all the policies would try and bring about uniformity of purpose in various actions.

Responsibilities

Founder, President of Dnyanasadhana, Thane (Society) as the policy owner

Publication and currency of the policy and support material Notification to the staff of any changes to this policy

General Secretary of Dnyanasadhana, Thane (Society) as Policy Contact Person

Provision of advice on the interpretation and implementation of the policy

Operational Guidelines for the Manual

Common operational guidelines in respect of policy formulation, implementation, review, and revision

IQAC/ Academic-Coordinator / Convener

Management and oversight of the policy and its implementation Provision of advice and assistance to respective groups on policy development, implementation, and evaluation

Monitoring, evaluation, and reporting requirements

Respective committee heads shall monitor the policies' implementation and report annually, or as required, to the Principal of the Satish Pradhan Dnyanasadhana College, Thane and Management.

The Principal of the Satish Pradhan Dnyanasadhana College, Thane

shall supervise the implementation of the policy in the Institute.

Review / Revisions / Additions

Respective Committee Heads shall, from time to time, review the policies and, if need be, can revise the same after taking approval from the Managing Committee and the Principal of the Satish Pradhan Dnyanasadhana College, Thane. Further, in line with changing requirements, additional policies can also be developed and added to the manual.


QUALITY POLICY

Quality Policy

Objective:

To set high standards in the realm of higher education and ensure quality sustenance and benchmarking.

Policy:

The Internal Quality Assurance Cell (IQAC) and the College Development Committee (CDC) are key bodies that plan and execute measures to standardise and sustain quality in all areas of college operations.

To enhance quality, the following salient features have been considered:

- Ensure a student-centric and outcome-based teaching-learning atmosphere by providing excellent infrastructure beyond the expectations of all stakeholders.
- Instil and nurture constitutional obligations, professional ethics, scientific temperament, innovation and entrepreneurial spirit necessary to lead an active and healthy life.
- Organize capacity building, skill enhancement programmes to produce globally competent young minds.
- Sensitize and safeguard the Intellectual Property Rights of all the stakeholders.
- Reach the socially deprived through outreach programs.
- Provide quality, transparent, responsive and equitable services to our stakeholders by continually improving quality management systems.


ADMINISTRATION
POLICY

Administration Policy

Objective:

To have a clearly defined decision-making process and its execution.

Policy:

The college establishes policies in areas of human resource, infrastructure, accounts and finance, academics and students' affairs, information management, safety and security, public relations and communications.

The major stakeholders include the Management, Principal, Staff, students, and Alumni. The College Development Committee (CDC), formed in accordance with Maharashtra University Act, 2016. The CDC comprises of teaching and nonteaching staff, the principal, management members, industry and education experts, students, and alumni. The CDC is responsible for policy development, its approval and review. Additionally, departmental plans and budgets are discussed and approved during CDC meetings.

Appointments for both teaching and non-teaching staff is adhered to as per the guidelines of University of Mumbai and government guidelines for affiliated institutions. The management implements staff welfare policies to promote academic development and physical and mental wellbeing, supported by adequate infrastructure. Additionally, the management provides incentives and recognition to staff members.

The college promotes cashless transactions and accounts section is fully digitalized. Accounts Office team manages all the incomes and expenditures incurred by the college. The grants and aid received from the government and other donors are utilized following the guidelines. All purchases are made through the Purchase Committee after review of quotations. Internal and external audits are conducted regularly.

The college website (**www.dnyanasadhanacollege.org**) regularly displays and disseminates information. A team is appointed to manage the website. The computer systems are equipped with safeguards to prevent virus attacks, network compromises, and legal issues. A dedicated team is appointed to ensure the smooth operation of these systems. Additionally, all students and staff are provided with college domain email IDs for official use.

The premises are under electronic surveillance and security personnel monitors the situation regularly.

The college community, consisting of staff, students, and management, adheres to a communication protocol with the governing body, external organizations, and the media. All communications are channelized through the Vice Principals to the Principal. Interactions with the media and the public are managed via the official college platforms on Facebook, Instagram, Twitter, and YouTube.


ADMISSION
POLICY
Insurance
Policy

Admission Policy

Policy:

Equity Policy in Admission Process: Satish Pradhan Dnyanasadhana College, Thane do not discriminate against students for Admission based on personal or social circumstances such as gender, socio-economic status, migrant background, age, special needs or place of residence.

Satish Pradhan Dnyanasadhana College, Thane was established in 1980 as a college to cater to the educational needs of students. The college offers graduation programs in B.A (History / Economics / Marathi / Sociology / Mass Media and Communication), B.Sc (Chemistry / Physics / Botany / CS / IT), B.Com, BBI, BAF and BMS; post-graduate programs in M.Sc (Chemistry/ Information Technology) and M.Com in (Advanced Accountancy/ Business Management/ Banking & Finance); and doctoral programs in (Chemistry / Commerce).
All admissions are as per guidelines issued by the University of Mumbai and the Government of Maharashtra.

- Rules of reservations for SC, ST and OBC students are followed as per the Government of Maharashtra notifications.
- Students with special talents in sports and arts are given due credit in admissions.
- All fees taken is as prescribed by the University Authorities.

An admission committee comprising the teaching and admin staff oversee the admission schedule. The entire admission process is online and executed through the college portal i.e. https://www.dnyanasadhanacollege.org. It is powered by an ERP and conducted through cashless transfer of fees.

Admission Procedure is conducted as follows;

- Communication to students and colleges as per University of Mumbai circular
- Information to students through college notice
- Registration of students on the University of Mumbai portal
- Submission of application forms through college portal
- Scrutiny of Application forms
- Display of Merit List based on results and the category wise (Open/SC/ST/OBC/NT)
- Students are admitted strictly on merit basis after verification of their required documents.

Various scholarships and free-ships are offered to the deserving and eligible students. Management supports the financially weak students in the form of instalment facility in fee payment.

Once the admission process is completed, class-wise roll numbers and subject groups are allotted to the students.


TEACHING
LEARNING
POLICY
PRINCIPAL

Teaching Learning Policy

Objective:

To facilitate an effective teaching-learning process that fulfils the mission and vision of the institute.

Policy:

The five steps of the learning cycle are as follows.

Step 1: Bridging the Gap - This step focuses on connecting what students already know to what they are about to learn, making the new information more accessible and meaningful.

Step 2: Advanced Introduction - Introducing subjects at an advanced level challenges students and encourages deeper understanding and engagement with the material.

Step 3: Teaching Aids - Utilizing various teaching aids can enhance the learning experience, catering to different learning styles and making complex information more digestible.

Step 4: Evaluation - Assessing students through exams helps to evaluate their understanding of the topics covered and identifies areas that may need further clarification.

Step 5: Measuring Achievement - The final step involves measuring the success of the learning process by observing student progression and their success in placements, ensuring that the learning objectives have been met.

The College is affiliated to the University of Mumbai. The Program Outcomes and the Course Outcomes are framed by the concerned departments.
Following the five steps of the learning cycle, the capacity of learners is assessed through continuous evaluation and monitoring. This involves both teacher-student interactions leading to enhanced learning experience.

To address any gaps between expected and actual domain knowledge, bridge courses are offered to learners in relevant topics. Additionally, specialized guidance is provided to both slow and advanced learners to meet their individual learning needs. Detailed lesson plans are prepared and its implementation is monitored by concerned authorities. Teachers are utilizing various teaching aids such as PowerPoint presentations and videos to effectively deliver their content. Furthermore, remedial coaching is available to support learners who require additional assistance.


LIBRARY POLICY

Library Policy

Objective:

- To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format.
- To Serve the library users irrespective of caste and class.
- To develop the habit of self-learning and lifelong learning.

Policy:

It Caters to the research and teaching activities of institutions. It collects, manages and disseminates the information to its users according to their need. The library on the 4th floor easily accessible from any part of the campus incorporating the modern age technologies to provide the readers right information at the right time. This policy sets out the principles which guide the development of a quality Library Collection that meets the information needs of a dynamic library. The policy will ensure that the quality of the collection is maintained through consistency in selection and dissemination processes and a process of continuous evaluation. It also assures the quality service to its user. The college library provides book-bank facility to socially and economically backward students for this activity in addition to college funds library generate funds from external agencies like University of Mumbai under the Students Welfare Scheme for SC/ST/ST students.

Library Collection Development Policy

The library procures books and other learning materials which are related to syllabi. Library also acquires materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.

- Library procure textbooks, reference books and handbooks on relevant subjects.
- Library also procure printed periodicals and online database for accessing scholarly content.
- Staff and students can recommend the books, through the concern Heads of the Department.


EXAMINATION
POLICY

Examination Policy

Objective:

To streamline the Examination system as per the requirements of Statutory Body (University of Mumbai)

Policy:

Purpose

To conduct examination of the student.

Conduct of Examination

Conduct of examination requires certain security norms to be followed. Following measures are taken to maintain security for conduct of examination:

1. Visitors are not allowed to enter the Examination Control Room without permission.
2. All important documents are kept in sealed cupboards. The Examination Room is also properly sealed and the keys are only with few persons.
3. Entire Examination Room is under surveillance.
4. Receipt of Question paper: The question papers are received in envelopes signed by HOD from the paper setters by the examination committee members of the respective streams in Examination Control Room.
5. Question Papers are coded to maintain security

Schedule of Examinations

Theory

The examination timetable is prepared and displayed on college notice board and uploaded on college website, 30 days in advance.

Practical/Internal Examination

The schedule of examination is prepared by the respective Head of the department after consultation with examination committee and Principal 15 days in advance.

Re-examination

1. If the student is unable to attend the examination on the medical/ sports/ NSS/ NCC/any other relevant grounds as prescribed by university and the same is reported by the student candidate in writing.
2. After submission of the relevant documents by all the affected candidates, re-examination is conducted by declaring new Time table.
3. No extra charges are levied for it.

Evaluation of Answer Papers and Moderation

The allotment of answer books to the examiners, for assessment of answer papers, is made as per the distribution given by HODs/Senior most person in the departments.

1. Evaluated answer papers along with the mark list is submitted to the examination committee by the examiners.
2. The marks are entered in the mark list by the respective examiner.
3. Moderation of answer papers is done by external moderator as per the criteria prescribed by University of Mumbai

Copy Case Disputes and Unfair means committee

1. A Flying squad of Senior Teachers of the college personally visits each block of examination, makes all candidates aware of the rules of copy cases and unfair means. They individually check every candidate for copy material if any.
2. The student candidates involved in unfair means during examination are reported with unfair means material including electronic devices to the examination committee by the Junior Supervisor of examination blocks.
3. A report of the same is prepared that includes the undertaking of the student, the copy material and the report of the Junior supervisor or the squad who has caught the student doing the malpractice.
4. The reports of such copy cases are handed over to the Unfair Means Committee and the Committee investigate the matter and recommend necessary actions to Principal and Principal refer the report to examination committee for necessary actions.

Procedure for Paper setting and Printing

1. The Principal appoints the Coordinator and the members for the Examination committee for the academic year for UG examinations.
2. The Coordinator of Examination Committee ask Teachers to submit three sets of Question papers on a scheduled date through Notice, 15 working days in advance.
3. Depending upon the number of teachers teaching the respective subject, the head appoints faculties for setting the question paper. Sets of question papers are prepared by respective subject teachers, it is then checked for correction if any by respective subject heads/ In charge/Sr. teaching staff of the department.
4. The question papers submitted by the paper setters to HODs / senior most person in the department. Duly checked question papers are submitted to the examination committee through the envelopes provided by the examination committee duly signed by the paper setter and the HOD/Senior Person in the Department.
5. The examination committee randomly selects one paper from three sets question.

6. Question papers are coded by Examination committee and printing of the papers is accomplished as per the requirement. The examination committee members check whether all the pages of the question paper are duly printed.
7. The printed Question papers are stored in a sealed cupboard in examination committee's custody. On the day of examination, the paper setters are required to check the printed question papers in the examination control room 15 minutes before commencement of the examination

Display of Results

1. The results for the examinations are prepared by examination committee and it is declared with in stipulated days (As per University norms). The marksheets (Report card) are distributed to the students by Office.

Photocopy of Answer Paper

1. If the student is not satisfied with his/ her result, and desires to get the photocopy of the answer paper of particular subject, he/she can apply for it along with the requisite fees.
2. A photo copy of such paper is given to the candidate with all formalities done (As per University norms).

Re-checking/Re evaluation

1. Re-checking/ Re-evaluation is done only for theory papers and is not applicable for Practical/ Internal examinations.
2. The student candidate apply for it along with the requisite fees.
3. The examination committee arranges the Assessor for the requested papers and get the paper reassessed. If the changes in the marks are more than 10%, the new marks are allotted to the candidate and new mark sheet/grade card is issued.

Submission of Report to IQAC (Internal Quality Assurance Cell)

1. The summary report of the performance of students with detail analysis in each subject is submitted to the Principal as well as to the IQAC.
2. List of Merit holders in each class
3. Time Table of all Examinations.


ATTENDANCE
POLICY

Attendance Policy

Objective:

To monitor the regular attendance of students for overall development and to take corrective action if necessary.

Policy:

The college had a mechanism to record attendance during regular academic sessions. Every teacher manually maintains an attendance record.

Students' attendance in lectures, practicals, field visits is compulsory as per University guidelines. Accordingly, every student must attend at least 75% of the total number of lectures/practicals. Attendance for tutorials/practicals, all the class tests, assignments engaged in each term of the respective academic year is compulsory.

Students remaining absent during lectures, practicals or examination on medical grounds must submit medical certificate to the Vice-Principal/Course Coordinator or parent teacher or Examination Committee convener immediately after the examination.

To monitor the daily attendance of the students, an Attendance Committee is constituted which publishes the class-wise monthly Defaulters Lists. The parents / guardians of the defaulter students are called for the Parents-Teachers meeting. Condonation on medical grounds is granted only with prior permission. As per the norms of University of Mumbai concession in attendance is given to students participating in sports activities, research activities, NCC, NSS and cultural activities. Students who request leave of absence from lectures/practicals/tutorials for participating in sports, games, cultural or any other activities for and on behalf of the College/Activity group, are required to submit the application countersigned by the respective Head of the Department/Course Coordinators.

Attendance rules are clearly stated in the prospectus and every student gives an undertaking on regularity during admissions.

Any student failing to attend the college for 75% of the total number of lectures/ tutorials/practicals engaged during the academic year is liable for disciplinary action.


INFRASTRUCTURE
POLICY
under construction

Infrastructure Policy

Objective:

To deliver the best infrastructure to all its departments and other functional spaces.

Policy:

Creation and Enhancement of Infrastructure

- Concerned department shall prepare detailed proposal and submit to management for starting a program/course or for the addition in intake of innovative ideas.
- The college shall enhance infrastructure by considering changes in process, technology and introduction of new courses

Record of Infrastructure

- Each department shall maintain record of infrastructure including equipment, software, books and other items
- A dead stock register shall be maintained under the custody of the Head of the department and will be updated by the concerned support staff.
- The infrastructural facilities which have become Obsolete / non-functional / beyond repair infrastructure will be written off by the concerned of management and principal by concerned support staff. The obsolete or damaged equipment will be properly disposed. Any revenue generated from the sale / disposal of such equipment will be handed over to the Treasurer.
- A Standard Operating Procedure (SOP) has been prepared by ISO committee and it is handed over to all concerned departments and administration.

Library Infrastructure

- The College Library staff shall take care of all activities associated with the library.
- The library team, functional for ten hours on all working days, shall provide print and electronic resources for all academic and connected actions of the students and staff.
- The library provides access to thousands of e-resources through N-LIST (National Library and Information Services Infrastructure for Scholarly Content) and other databases.
- The library is fully computerised and students can access the collection through the Online Public Access Catalogue (OPAC).
- Within a library, there is a Knowledge Resource Centre equipped with adequate computers for students for reference, research and study purposes.

Sports Infrastructure

The college shall necessitate a sports department for the supporting a wholesome physical and mental well-being of the students and staff, with facilities for body-building, Carom, Chess, Table Tennis. Wrestling, Karate, Taekwondo, Judo as well as Kabaddi

Overall Campus Maintenance

- The Administrator's office shall be responsible for carrying out regular maintenance activities as well as repairs across campus.
- Departments are responsible for communicating any infrastructure malfunction and replacement or enhancement required to the Administrative office following due protocol.

Campus Security

- The college shall outsource campus security with appropriate steps of approval taken for selection of the syndicate.


STUDENT
WELFARE
POLICY

Student Welfare Policy

Objective:

To create a supportive and nurturing environment where students can prosper both academically and personally.

Policy:

At the core of our policy lies the college's vision, which emphasizes not only academic growth but also the nurturing of well-rounded individuals. We offer a diverse range of opportunities for students to engage in co-curricular, extracurricular, and skill-enhancement activities. Recognizing the financial barriers that some students may face, we provide support in the form of scholarships to deserving and underprivileged students. We implement all the government initiatives for the welfare of students scholarships, aadhar update camps, domicile and caste certificate, income certificate, opening of bank accounts of students, student’s insurance etc.

We prioritize the health and well-being of our students by conducting regular health check-ups and creating an inclusive and supportive environment where every student can thrive and reach their full potential.


ANTI RAGGING AND
DISCIPLINE POLICY

Anti Ragging and Discipline Policy

Objective:

To Encourage students to display good and responsible behaviour and implement zero tolerance towards ragging and sexual harassment.

Policy:

The college has a zero-tolerance policy towards ragging. Ragging is strictly prohibited in the college premises and the offenders are meted out with severe punishments as per the "Maharashtra Prohibition of Ragging Act, 1999" and UGC's "Curbing the Menace of Ragging in Higher Educational Institutions (Third Amendment) Regulations, 2016". All the students and their parents are notified during admissions. The college has constituted Discipline and Anti-Ragging Committee which looks into cases of ragging, harassment and indiscipline. The names of members of the Discipline and Anti-Ragging Committee are displayed on the Notice Board, prospectus and the website. An aggrieved student can approach the Discipline and Anti-Ragging Committee / Student Grievance Cell/any teaching staff and seek redressal. The college has notified the Name and the contact numbers of the members of Discipline and Anti-Ragging Committee to receive complaints related to indiscipline or incidents of ragging.

According to the law, Ragging constitutes one or more of any of the following acts:

a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

The Anti Ragging Committee may, depending on the nature and gravity of the guilt established after giving the opportunity of being heard, award, to those found guilty, one or more of the following punishments, namely;

1. Suspension from attending classes and academic privileges.
2. Withholding/ withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Cancellation of admission.
7. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
8. Transfer case to Counselling Cell on the campus.

On receipt of any information concerning any reported incident of ragging by the student concerned or representative of Student council, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- Abetment to ragging.
- Criminal conspiracy to ragging;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Threat to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.


RESEARCH
POLICY

Research Policy

Objective:

To foster a research culture for the development of academic and community outreach activities.

Policy:

Research is soul of the education sector. For this purpose, the College has a Research Promotion Cell for UG and PG students

- Create an encouraging environment for promotion of research activities.
- Ensure growth of research culture from UG to PG in all faculties.
- Assist various departments and committees in organising conferences, seminars, workshops and lectures by experts related to research.
- Encourage research at the Ph.D. level through provisions of research rewards to teachers.
- Teacher mentors are appointed to assist and encourage students in research paper writing before any conference conducted by the college.
- Ensure every department conducts a guidance session for their research project at TY level.
- Started Dnyanakosh - a research journal of college
- Guidance to the students for participation in Aavishkar Research Convention
- Inter-Departmental support for research activities.
- Guidance to teachers and students given for the conferences conducted by the college.
- Motivate faculty and students to publish and to present research papers / articles at various national and international conferences and seminars.

1. Creating an Encouraging Research Environment

- Infrastructure Support: Provide necessary resources like research databases, lab facilities, and software tools to students and faculty.
- Incentives: Offer grants, scholarships, or other forms of financial support for research projects.
- Recognition Programs: Implement awards and recognitions for outstanding research contributions by students and faculty.

2. Promoting Research Culture Across All Levels

- UG to PG Transition: Develop a structured research curriculum that gradually increases in complexity from UG to PG levels.
- Skill Development: Offer workshops and training sessions on research methodologies, data analysis, and academic writing.

3. Supporting Departmental and Committee Activities

- Event Coordination: Provide administrative and logistical support for organizing conferences, seminars, workshops, and guest lectures.
- Funding and Resources: Allocate funds and resources for departmental research activities and events.

4. Encouraging Ph.D. Research

- Research Rewards: Establish reward systems for faculty who achieve notable research milestones.
- Mentorship Programs: Offer mentorship and guidance to Ph.D. students and early-career researchers.

5. Mentoring for Research Paper Writing

- Teacher Mentors: Assign experienced faculty as mentors to guide students in preparing research papers and presentations.
- Workshops: Conduct writing workshops to improve students' skills in research paper preparation.

6. Guidance for Research Projects at TY Level

- Guidance Sessions: Ensure that each department organizes regular guidance sessions for students working on their research projects.
- Project Review: Implement a system for periodic review and feedback on research projects.

7. Dnyanakosh – College Research Journal

- Journal Management: Develop clear guidelines for manuscript submission, peer review, and publication processes.
- Promotion: Promote the journal to increase its visibility and attract quality research submissions.

8. Participation in Avishkar

- Preparation Support: Guide students in preparing their research for the Avishkar convention.
- Application Assistance: Help students with the application and submission processes for participation in Avishkar.

9. Inter-Departmental Research Support

- Collaboration: Foster collaboration between departments for interdisciplinary research projects.
- Resource Sharing: Facilitate the sharing of resources and expertise among different departments.

10. Conference and Seminar Guidance

- Organizational Support: Assist in organizing conferences and seminars, including logistical and administrative support.
- Presentation Skills: Provide training on effective presentation skills for both faculty and students.

11. Motivating Publications and Presentations

- Publishing Platforms: Encourage submission of research papers to reputed journals and conferences.
- Funding for Conferences: Offer support or subsidies for attending national and international conferences.

Implementing these strategies can significantly enhance the research culture within your college, benefiting both students and faculty while contributing to academic and community development.


SPORTS POLICY

Sports Policy

Objective:

To promote physical and mental fitness of the students

Policy:

"Physical fitness is the first requisite of happiness." To foster both physical and mental fitness among students, the college actively promotes a variety of indoor and outdoor sports activities. The college ensures the provision of necessary funds, infrastructure, and free coaching to make sports an integral part of college life. Facilities include a well-equipped gymnasium and gymkhana, where students receive free coaching in various sports.

Annual Sports Events are carefully planned to encourage student participation in a wide range of field events, encompassing both individual and team sports. These events are designed to develop sportsmanship, team spirit, and leadership skills among students. The holistic development fostered through these activities helps our students to gain representation at various university, state, and national level sports events.

Free coaching is given to students in sports disciplines such as Kabaddi, Kho-Kho, Football, Cricket, Volleyball, Badminton Handball, Table tennis Badminton, Athletic events, Field and track event, Basketball, Chess, Carrom etc.

If participating student's examination fall in between the sport events at Zonal, University, State and National Level, additional examination will be conducted as per University of Mumbai norms.


SKILL
DEVELOPMENT
POLICY

Skill Development Policy

Objective:

Rationale: To foster competencies among students through skill acquisition initiatives in the college

Policy:

The college offers several certificate courses, to train students in skills and attributes needed to contribute to the self-growth and progress of society. The range of certificate courses is from skills in trading in shares, Mutual funds,

Spoken English, IPR, Advanced Excel, financial literacy, Python for data science to courses in Arts, laboratory techniques, computational methods in physics and chemistry and Craft, acting & theatre and making them job ready.Students have numerous platforms and opportunities to develop essential skills in communication, leadership, teamwork, and logic through initiatives such as Urja Setu, Mathegon, SAC, and cultural festivals. These programs not only enhance their abilities but also build their confidence, preparing them for future challenges and success.

The college offers internship opportunities to help students acquire skills and become job-ready. Additionally, these internships provide valuable industry experience and enhance professional networks.


CAREER GUIDANCE
AND PLACEMENT
POLICY

Career Guidance and Placement Policy

Objective:

To equip students with the skills, resources, and opportunities necessary for successful career placement and professional growth.

Policy:

The college provides placement support to the students on completion of their programmes. A Career Guidance and Placement Cell is constituted. The committee which has MOU with reputed companies that provide opportunities to students for internships and Jobs. The committee and collaborating companies/ agencies conduct on-campus and off-campus placement drives and Job fairs.

Students are given pre-placement training about resume writing, interview skills, group discussions before the actual interview. The collaborating companies through their Corporate Social Responsibility Initiatives also conduct several workshops regarding aptitude testing, skill development and personality development.

The placement and career counselling cell to ensure comprehensive career readiness organises various activities skill development/employability enhancement workshops, career guidance seminars for different streams.


ENDOWMENT AND
SCHOLARSHIP
POLICY

Endowment and Scholarship Policy

Objective:

- To provide financial assistance to meritorious and deserving students.
- To promote academic excellence and support students from economically weaker sections.
- To ensure transparency and fairness in the scholarship awarding process.

Policy:

Scope

- This policy applies to all students enrolled in full-time programs at Satish Pradhan Dnyanasadhana College, Thane, affiliated with Mumbai University.
- Scholarships are available for undergraduate and postgraduate students across various disciplines.

Types of Scholarships

- Merit-Based Scholarships: Awarded based on academic performance.
- Need-Based Scholarships: Awarded to students from economically weaker backgrounds
- Skill-Based Scholarships: Awarded to students undertaking research, sports, cultural, social service through N.S.S and N.C.C.
- Government Scholarships: Scholarships provided by the government, for which the college facilitates the application process.
- Philanthropists, Corporate and Alumni Scholarships: Scholarships funded by individuals, corporate partners or alumni associations.

Eligibility Criteria

- Academic Performance: Awarded to a student who secures first, second and third rank in the previous class.
- Financial Need (for weaker sections): Proof of income or financial hardship for need-based scholarships.
- Attendance: Minimum attendance requirement is 75%.
- Disciplinary Record: No history of disciplinary actions or violations of the code of conduct of the college.
- Additional Criteria: Specific criteria for certain scholarships, such as participation in extracurricular activities, sports achievements, or community service.

Application Process

- Application Period: Scholarships are announced at the beginning of each academic year, with a specified application deadline.
- Required Documents: Academic transcripts, income certificates, recommendation letters, and any other relevant documents.
- Submission: Applications to be submitted at a dedicated window for this purpose. Concerned authority guides students related to various portals on which applications are to be made. Along with this for socially deprived students, college forms SC, ST committee which gives publicity to the Government notifications through official social media platforms.
- Application Fee: If applicable, a nominal fee may be charged for processing the scholarship application.

6. Selection Process

- Screening Committee: A Scholarship Committee comprising faculty members and administrative staff will be formed to review applications.
- Shortlisting: Based on eligibility criteria, a shortlist of candidates will be prepared.
- Interviews: For certain scholarships, shortlisted candidates may be required to attend an interview or counselling session.
- Final Decision: The final list of scholarship recipients will be approved by the Principal and announced on the college notice board and website.

7. Award and Disbursement

- Notification: Selected students will be notified via email and official notice boards.
- Disbursement: Scholarships may be disbursed as tuition fee waivers, direct bank transfers depending on the type of scholarship.
- Renewal: Scholarships may be renewed annually based on the student's academic performance and adherence to scholarship terms.

8. Conditions and Obligations

- Academic Performance: Scholarship recipients must maintain a minimum academic standard (e.g., a specified CGPA) to retain the scholarship.
- Conduct: Recipients are expected to uphold the code of conduct and act as ambassadors of the college.

9. Termination of Scholarship

- Grounds for Termination: Scholarships may be terminated for reasons including misconduct, or providing false information during the application process.
- Procedure: The student will be notified in writing, and an opportunity for appeal may be provided.

10. Review and Amendment of Policy

- This policy will be reviewed from time to time.


DISABLED FRIENDLY,
BARRIER FREE
ENVIRONMENT
POLICY

Disabled Friendly, Barrier Free Environment Policy

Objective:

To Provide comfortable environment to the stakeholders with special needs

Policy:

The college is sensitive towards differently abled students. The campus has facilities for making the environment comfortable and friendly for them.

The following facilities are available:

- Special quota is allotted for disabled students as per the rules of the University.
- Ramp is provided at the entry point on the ground , first , second and third floor.
- The college has two lifts operated by non teaching staff which can be used by disabled students
- Wheelchair & stretcher is available in the campus.
- Wash rooms and rest rooms for the differently abled is available in the campus.
- Special desk during admission to help filling of the form by Divyangjans.
- Extra time and scribe facility is provided to students during examinations as per the rules of the University


GENDER
SENSITIZATION
POLICY

Gender Sensitization Policy

Objective:

Equal status to all irrespective of gender identities by providing equal opportunities and developing environment to ensure respect for all gender types.

Policy:

Satish Pradhan Dnyanasadhana College, Thane is a co-education institution. It strives to give equal opportunities and treatment to the learners. The college follows zero tolerance policy towards sexual harassment. College has formed Internal Complaints committee and Women's Development Cell as per the guidelines of University of Mumbai. Internal Complaints Committee functions for resolving the grievances of teachers and students related to gender bias, and strict action is taken against the offenders.

Women's Development Cell conducts various activities for spreading gender awareness.

- The management members have developed an initiative titled "Being Me" wherein Gender sensitization is one of the major objectives.
- Under "Being Me" various programs are conducted on the topics related to gender sensitization
- Under Being Me the institution has planned and conducted programs on sensitization about the issues and challenges of third gender
- Gender audit is conducted regularly.


E-GOVERNANCE
POLICY

E-Governance Policy

Objective:

To use e-governance for efficient and effective functioning in different areas of institutional administration.

Policy:

Use of latest technology in smooth and timely administrative functioning is one of the core value of NAAC. ERP is used in different areas like Admission, Administration, Accounts, and students support, Examination.

Upgradation of technology is done for better functioning. Staff members are trained to use new software and e-tools. While recruiting the staff preference is given to technically updated candidates. Budgetary provisions are made for procuring the hardware and software.


INFORMATION
COMMUNICATION
TECHNOLOGY (ICT)
POLICY

Information Communication Technology (ICT) Policy

Objective:

To provide ICT enabled infrastructure facilities for the effective course delivery.

Policy:

The college focuses at providing updated IT infrastructure for enhancing teaching-learning process and research activity.

Faculty members of CS IT department in coordination with technical staff give support on the scope for improvement in existing facilities and technical team is available for regular maintenance and problem-solving.

Concerned staff members are trained to adopt changes in the technology. Workshops are conducted for this by CSIT depts.

Students from the Arts and Commerce faculty are also guided by the faculty members of CS/IT dept to use the latest apps or software.

The hardware and the peripherals are maintained and serviced by the vendor at regular intervals. The office administration and the student's management are done through ERP of the college. Uninterrupted internet connectivity is ensured in the college premises to all stakeholders.

Microsoft 365 is the centralized licensed software which is used by faculty and students and by administrative staff.

All students are provided with internet access through internet clubs and computer labs for their reference and research work. Blended learning helps students to expand their knowledge. In CS /IT labs free open source software is used.

During COVID-19 pandemic of 2020, a Microsoft Teams has been utilized for teaching learning process. During situations like a pandemic, online examination software facility will be made available for facilitating remote assessments.


RECRUITMENT
POLICY

Recruitment Policy

Objective:
Establish processes and procedures for appointing qualified teaching and non-teaching staff.

Policy:
The College adheres to the University Grants Commission, Government of Maharashtra and the University of Mumbai guidelines for recruitment. Transparent processes based on qualifications, experience, and competencies ensures that the right individuals are appointed to key positions.

Scope:
This recruitment and selection policy applies to all employees involved in the selection process.

Nature of Appointments:
Our institute is a Grant-in-Aid institute and along with this, few courses are conducted on Self-Financing mode. The recruitment of teaching and non-teaching staff follows the norms of the University Grants Commission, the Government of Maharashtra, and the University of Mumbai. As per norms, the nature of appointments of teaching and non-teaching staff will be Permanent/Regular appointments based on the posts sanctioned by the Government, while Contractual appointments are sanctioned by the college Management.

Eligibility:
The eligibility of all recruitments is as per the guidelines given by the University Grants Commission, Government of Maharashtra and University of Mumbai.

Selection Procedure:
The selection procedure for all positions is as per the guidelines given by the University Grants Commission, the Government of Maharashtra and the University of Mumbai.

Salaries, Emoluments and Other Benefits:
The pay scales for Permanent Staff members at the institution shall adhere to the norms and standards set by the University Grants Commission and the Government of Maharashtra. These guidelines are subject to revision.
The pay scales for contractual staff members are determined by the college management.


ENVIRONMENT
POLICY

Environment Policy

Objective:

- To create awareness through effective syllabus delivery
- To conduct various awareness programs
- To increase active participation of students in eco-friendly activities
- To conduct various programs on environmental awareness, waste management, water and energy conservation and eco-friendly campus.

Policy:

Sustainable development has become motto of the entire world. Environmental sustainability is the most fundamental aspect of it. Educational institutes can play very important role in sensitizing young minds and to create "Green army" of citizens. Satish Pradhan Dnyanasadhana College, Thane aims at achieving this by conducting various types of programs for different stakeholders to make them environmentally conscious and to inculcate "Green values" among them.

a) Waste Management

- To ensure effective functioning of wet waste composting set up near canteen
- To ensure effective use of compost in college gardens
- To recycle paper waste through NGOs
- To conduct e- waste collection drive and send it to Thane Muncipal Corporation for its effective recycling
- To increase awareness about negative effects of plastic waste
- To ban use of single use plastic in college campus
- To encourage use of cloth bags and paper bags as an effective substitute to plastic bags
- To encourage students to use metal water bottles and tiffin boxes as a sustainable substitute.
- To maintain a green campus.

b) Clean and Green Initiatives

- To conduct tree plantation in campus and in other areas
- To maintain the botanical garden, vertical garden, green walls
- To encourage students to participate in competitions on topics related to environment.
- The Computer Science and Information Technology department will instruct students to submit their projects in Green computing in soft copy only. A hard copy will not be accepted.
- To encourage faculties and students to take up research papers and projects on topics related to environmental issues, management, and awareness
- To give hands-on training in making eco-friendly products
- To provide a selling platform for eco-friendly products
- To organize conferences/workshops on the topics related to environmental topics (wetland conferences, paper bags for nirmalya collection)

c) Energy Conservation

- To conduct Energy audit
- To replace all electrical and electronic devices in phase wise manner by energy saving devices
- To encourage stakeholders for rational utilization of the electricity Maintain air conditioners temperatures at 25 degree celsius
- To make provision for solar panel

d) Water Conservation

- To ensure effective functioning of rainwater harvesting system
- Rational use of water in gardens by training the person involved in this activity
- Display board near washrooms, water dispenser areas to sensitize users on water conservation
- Conduct lectures and activities on water conservation
- Conduct regular checks for leakage of taps and pipelines

INSTITUTIONAL POLICY MANUAL



Audit Policy

Objective:

To Monitor the financial accounts of the institution and ensure transparency in transactions.

Policy:

a) Statutory Audit

A statutory audit is conducted by the external auditor. The audit related queries are resolved by the Accounts department in the admin office under the guidance of the Principal. The audit report is finalized after the discussions between the Auditor and the nominee appointed by the Managing Committee.

1. Bills and vouchers of the revenue expenditure are checked.
2. Capital expenditures are physically checked and verified.
3. Fees collection and Scholarships received from Government Department are reconciled.
4. All purchases are checked as to authorization by Purchase Committee, Quotations, Purchase Orders, Bills, Vouchers and Payments thereof.
5. Salary Grants are checked on Receipts and Payments basis.
6. The draft audit report is discussed by the auditors with Hon. President, General Secretary and Treasurer before finalization.

b) Internal Audit

The Internal Auditor Singvi Oturkar & Kelkar is appointed to periodically check the financial transactions at requisite level and suggest corrections as and when required. The Internal Audit process is as follows:

1. The Receipts and Payments are meticulously audited regularly.
2. The daily receipts of the fees collections are checked by the Auditor.
3. The Bank deposits and withdrawals are monitored by the Internal Auditor.
4. The purchase bills are recorded in the tally system.
5. Payment vouchers are generated in Tally System and authorized by Accountant and Principal.
6. Audit Report is presented to the Management for perusal.
7. Management incorporates the suggestions after meeting with the Accounts staff.

c) Government Audit

The accounts of the salary grant are inspected by the Auditor appointed by Joint Director of Higher Education, Government of Maharashtra from time to time.


SOCIAL MEDIA
POLICY
2+2

Social Media Policy

Objective:

- To provide guidelines for appropriate use of social media by students, faculty, and staff.
- To protect the reputation of college and ensure compliance with legal and regulatory requirements.

Policy:

Scope

- This policy applies to all students, faculty, and staff of the college when using social media, both on and off-campus, including but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube, WhatsApp, and blogs.

General Guidelines

- Respect and Dignity: Always respect the rights and dignity of others. Do not post content that could be considered defamatory, offensive, or discriminatory.
- Privacy: Do not share confidential or personal information about the college, its students, or staff without their permission.
- Accuracy: Ensure that any information shared is accurate and not misleading. Avoid spreading rumours or unverified information.
- Professionalism: Conduct yourself professionally, especially when representing the college in any capacity.

Content Guidelines

- Positive Representation: Posts should reflect positively on the college and its community. Avoid content that could harm the reputation of the college.
- Prohibited Content: The following types of content are strictly prohibited:
  - Hate speech, discriminatory or derogatory language.
  - Harassment, bullying, or threats of any kind.
  - Illegal activities or promoting violence.
  - Unauthorized use of college logo, or other intellectual property.
  - Content that violates the code of conduct of college or any applicable laws.

Use of Official College Accounts

- Authorization: Only designated individuals are permitted to manage official social media accounts of the college.
- Content Approval: Content posted on official accounts must be approved by the college's communications or public relations team.
- Crisis Management: In the event of a crisis, only authorized personnel should post updates, and all other posts should be suspended until further notice.

Personal Use of Social Media

- Disclaimers: If mentioning the college in personal posts, include a disclaimer stating that the views expressed are your own and not those of the college.
- Responsibility: Be aware that personal posts can affect the reputation of college. Exercise good judgment when posting content that could be linked to the college.

Compliance with Laws and University Guidelines

- Legal Compliance: All social media activity must comply with applicable laws, including The Information Technology Act, 2000, and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, The Ragging Prevention Act 2009
- University Guidelines: Adhere to any additional guidelines or policies provided by University of Mumbai.

Monitoring and Enforcement

- Monitoring: The college reserves the right to monitor social media activity related to its name or community members.
- Disciplinary Action: Violations of this policy may result in disciplinary action, up to and including suspension, termination, or legal action.

Reporting Violations

- How to Report: Any violations of this policy should be reported to the designated officer or committee member appointed by the college.
- Protection from Retaliation: Individuals who report violations in good faith will be protected from retaliation.

Policy Review and Updates

- This policy will be reviewed as and when needed and updated as necessary to reflect changes in legal requirements and social media practices.

॥ ज्ञानसाधना गीत ॥

सरस्वतीच्या मंदिरातली स्वीकारा अर्चना
ज्ञानज्योतीने सदैव उजळो, अपुली, ज्ञानसाधना ॥धृ॥

सत्यशिवाचे मंदिर सुंदर
मानव्याचा ध्यास निरंतर
गुरू शिष्याच्या नात्यामधली, व्रतस्थ मनसाधना
ज्ञानज्योतीने सदैव उजळो, अपुली, ज्ञानसाधना ॥ १ ॥

अज्ञानाचा तम हा सारून
विश्वात्मक स्वर येई उजळून
शूरवीर संतांचे पूजन, जागविते चेतना
ज्ञानज्योतीने सदैव उजळो, अपुली, ज्ञानसाधना ॥ २ ॥

कुणी न राहो येथे शोषित
ज्ञानापासून कुणि न वंचित
घडवायाचा माणूस सुंदर, ही अमुची प्रेरणा
ज्ञानज्योतीने सदैव उजळो, अपुली, ज्ञानसाधना ॥ ३ ॥

रसिक अतिथी तुम्ही मान्यवर
अमृतवाणी श्रवणा आतुर
स्वागत अपुले हृदयापासून, स्वीकारा वंदना
ज्ञानज्योतीने सदैव उजळो, अपुली, ज्ञानसाधना ॥४ ॥

कवी - प्रवीण दवणे

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SCAN TO VISIT