

**28<sup>th</sup> June, 2021**

The Online Meeting of Internal Quality Assurance Cell (IQAC) was held on, 28<sup>th</sup> June, 2021 under the chairmanship of Dr. Jyoti.Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

**Agenda of the meeting:**

- To discuss and finalize academic calendar.
- Tentative programmes of different department
- Tentative programmes by IQAC.
- SSR review of all Criteria
- Mentee allocation discussion
- Approval of annual report for 2020-21

**The following members were present in the meeting:**

Dr. Jyoti Pohane	Principal
Shri. Vishnu Mhatre	Management representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC member
Ms. Trupti Tulsankar	IQAC member
Ms. Rupali Patil	IQAC member
Ms. Swati Pusalkar	IQAC member
Ms. Sneha Mhatre	IQAC member
Dr. B R Agarwal	Physician
Mr. G. B. Patil	Non-teaching Staff representative
Mr. Rajesh Mane	Alumni Representative
Ms. Sakshi Raut	Student Representative

## MINUTES

The Meeting started with formal welcome of all members of IQAC for the academic year 2021-22 by Dr. Kishori Bhagat, IQAC Coordinator.

- Each member had a detailed conversation on Academic Calendar and changes were instructed like date of CIE Conduction, Fresher's, programmes to concern committee.
- **List of Programmes for the Academic year 2021-2022**

Criterion	Programmes	Name of the Conducting Department/Committee/Association
1	Certificates courses	All departments
2	Use of technology in teaching & learning	Staff Academy
	CIE	All departments
3	Paper presentation/ Publishing	All staff
4	e-resources awareness for staff/students and NLIST induction for UG/PG students	Library
5	Competitive Exams Guidance	Alumni
	Remedial Teaching	All departments
	English speaking/Communication skill development in Marathi	English/Marathi
	Value education	Value education
6	Conferences/Webinars on IPR	IQAC
	Quality Enhancement	IQAC
	Parents Meeting	PTA
	Career & Placement	Career & Placement
7	Pragati Entrepreneur	Commerce Dept. & IQAC
	Quiz on Social values	Nakul Patil Yuva Manch
	Environmental Audit	Administration

- Each departments were instructed to prepare and submit list of tentative programmes which will enhance the skills of students
- To schedule the Fresher orientation, parents meet activities, guest lecture, workshop etc & get it approved.
- Department to organize short term online certificate courses of minimum 30 hours duration.
- For the academic year 2021-22 students enrollment/ admission list SY, FY AND TY was instructed to each department to collect from Administrative office for the purpose of mentee formation.
- All the criteria heads and their members will be instructed by Principal Madam to
  - ❖ draft revised and final SSR
  - ❖ List of documents Collection with proper stamp and logo and HIE sign & in pdf format as per SSR format
  - ❖ summary of respective criterion,
- Prin. Dr. Jyoti Pohane suggested that apart from providing college education focus should also be on organization of various academic activities events like NSS. Fresher's Orientation Programme of Professional Courses. University Youth Festival Participation, Nakul Patil Yuva Prabodhan Manch –, hence various activities were planned and various committees were formed for the same and they were instructed to submit activities report to IT department for website uploading.
- IQAC planned to organize activities like conduction of online workshop etc. for the celebration of silver jubilee year.
- IQAC coordinator Dr. Kishori Bhagat made concluding remarks and placed the vote of thanks.

Date: 13<sup>th</sup> October, 2021

### ACTION TAKEN REPORT

- Activities organised as per instruction in meeting are as follow:

Date	Department	Association	Name of activity	Name of speaker
22-06-2021	IT	.	Seminar on cyber security & Ethical Hacking	
22-06-2021	IT	.	PPT PRESENTATION	
23-06-2021	BMS	BMS Activity	FMCG companies	
25-06-2021	BMS	BMS Activity	Report on what are the most prospective measures for future entrepreneur	
26-06-2021	IQAC		National Webinar on Quality Enhancement in Higher Educational Institutions : A Road Ahead for NAAC preparations	Dr. N. S. Dharmadhikari
29-06-2021	BMS	BMS ACTIVITY	What are the most prospective measures for future entrepreneurs	
29-06-2021	BMS	BMS ACTIVITY	Case study	
29-06-2021	BMs	BMS ACTIVITY	Watching the video clip of motivation and leadership of Speakers and identify the motivational thing which leaders or peoples have to take it as confidentially	
01-07-2021	BMS	BMS Activity	Report on Case Study Analysis on WIPRO COMPANY	
01-07-2021	BMS	BMS Activity	Report on Case Study Analysis on WIPRO COMPANY	
03-07-2021	BMS	BMS Activity	Social Media Marketing	
24-07-2021	BMS	BMS Activity	Social Media is the Trick to Increase Sales in Service	
04-08-2021	BMS	BMS Activity	Report on SWOT Analysis	
18-08-2021	BMS	BMS Activity	Identify the Brand Name	
21-08-2021	BMS	BMS Activity	Union Bank of India a case Study & its analysis	

23-08-2021	BMS	BMS Activity	Report on group Discussion on How to Prepared is India to tackle the COVID 19 Break out	
23-08-2021	BMS	BMS Activity	Activity on Atmanirbhar bharat	
26-08-2021	Commer ce	-	Brand Logo Quiz	-
28-08-2021	BMS	Managerial Youth Association	Career Prospect & Career Planning After Graduation in Management	Paresh Patil : Aditya birla
30-08-2021	BAnkin g & Insuranc e	Biz Wiz Association	How to Use Google meet & Google classroom	Nil
01-09-2021	BMS	BMS Activity	Report on Ice Breaking Activity	
02-09-2021	Banking & Insuranc e	Biz Wiz Association	guidance lecture on Online Library sources	Ms. Trupti Tulsankar
06-09-2021	N.A.	GYMKHANA	Celebration of "krida Divas" and Felicitation of Sports Teacher	Dr.Mayuresh Warke,Rotary District Governor
06-09-2021	BMS	BMS Activity	Superb Automobile case Study and its analysis	
06-09-2021	BMS	Managerial Youth Association	Teachers Day Celebration	
07-09-2021	IT	.	Computer Basic Quiz Competition(C++&PHP)	
07-09-2021	IQAC	Commerce Association, Pragati Entrepreneurs of Pragati College of Arts & Commerce,	Webinar on Entrepreneur Skill and Business Development	Dr. Pallavi Shah
07-09-2021	BMS	BMS Activity	Stress Buster	
08-09-2021	Commer ce	-	Guest Lecture on 'Women in HR'	Dr. Pramila Patil, Assistant Professor, SNTD University, Pune

08-09-2021	BMS	BMS ACTIVITY	Banking terms	
09-09-2021	BMS	BMS Activity	Report on Virtual Management Games	
18-09-2021	BMS	BMS Activity	Identifying various Logos	
20-09-2021	BMS	BMS Activity	Report of Induction Activity	
21-09-2021	BMS	BMS ACTIVITY	Accounting Quiz	
23-09-2021	BMS	BMS ACTIVITY	Induction and Socialization	
25-09-2021	IT	.	Logo Competition	

- Short term courses to be conducted in current academic year were placed by different departments to Principal and IAQC like:
  - ❖ Skill development course-BBI department.
  - ❖ Soft skills training program “Campus to Corporate”
- Programmes to be conducted by IQAC were –
  - ❖ Online Workshop on IPR
  - ❖ Workshop on Pragati entrepreneur
- SSR write up was finalized by Principal mam & correction were instructed to the respective criteria head & IQAC member Incharge wherever necessary & documents were collected by respective criteria members & PDF were made by IQAC members and links for uploading were created with the help of IT staff ,
- SSR submission on 3<sup>rd</sup> August 2021 with the help of all staff was done successfully.



*Moham*  
**PRINCIPAL**  
**PRAGATI COLLEGE**  
**DOMBIVALI**

**29<sup>th</sup> October, 2021**

The Online Meeting of Internal Quality Assurance Cell (IQAC) was held on, 29<sup>th</sup> October, 2021 under the chairmanship of Dr. Jyoti.Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

**Agenda of the meeting:**

- Review of Mentee formation
- Files updating as per department wise
- List of programmes can be undertaken

**The following members were present in the meeting:**

Dr. Jyoti Pohane	Principal
Shri. Vishnu Mhatre	Management representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC member
Ms. Trupti Tulsankar	IQAC member
Ms. Rupali Patil	IQAC member
Ms. Swati Pusalkar	IQAC member
Ms. Sneha Mhatre	IQAC member
Dr. B R Agarwal	Physician
Mr. G. B. Patil	Non-teaching Staff representative
Mr. Rajesh Mane	Alumni Representative
Ms. Sakshi Raut	Student Representative

**MINUTES**

- The online meeting of IQAC started with formal welcome of all members by Dr. Kishori Bhagat, IQAC Co-ordinator.
- Prin. Dr. Jyoti Pohane extended welcome to all the members and gave consent to present the agenda of the meeting.

- All faculties were informed about SSR submission by IQAC.
- Review regarding formation of mentee of SY and TY students were discussed, and FY list were instructed to collect and form mentee list as in September month FY lecture were stated and inform the students about mentoring process.
- It was instructed to all staff & heads of the departments & association to update the files of the activities
- IQAC Coordinator has instructed to conduct the Conferences & submit the themes and work on brochure of conference to various Department like :
  - SFC
  - Commerce department
  - History department & Eco dept
- It was instructed to all the faculties to submit weekly record, attendance record and lesson plan as it's a semester end so we need to complete our responsibilities and draft all the necessary documents at their respective places.
- IQAC Coordinator has instructed after DVV queries uploading all faculties are supposed to start working on AQAR submission of 2020-21.
- IQAC Coordinator Dr. Kishori Bhagat made a concluding remark and placed the vote of thanks.



30<sup>th</sup> December, 2021

**ACTION TAKEN REPORT**

- Various webinar / workshop organized by IQAC:

Date	Department	CONFERENCE	Name of speaker
10/12/2021	IQAC & SFC	“SUSTAINABLE DEVELOPMENT & SOCIAL INNOVATION IN COMMERCE, MANAGEMENT & INFORMATION TECHNOLOGY”	Dr. Aruna Deshpande Booma Helpeth

- Activities /webinar organised by various department and association are:

Date	Department	Association	Name of activity
06-12-2021	BMS	BMS Activity	Report on Plastic Money & its Advantages & Disadvantages
06-12-2021	BMS	BMS ACTIVITY	Plastic money its advantages and disadvantages
10-12-2021	IQAC	Self-Financing Courses	CONF- “Sustainable Development and Social Innovation in Commerce, Management and Information and Technology” Screen reader support enabled.
18-12-2021	IT		seminar on corporate expectation after Covid 19
18-12-2021	IT	.	Mock test for Online examination & Training for First Year Students
24-12-2021	BMS	BMS ACTIVITY	Case study of Gourmet
24-12-2021	BMS	BMS ACTIVITY	Case study Ben and Jerry ice cream scoop need Organizational Development



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**14 Jan, 2022**

The Meeting of Internal Quality Assurance Cell (IQAC) was held on, 14 Jan, **2022** under the chairmanship of Dr. Jyoti.Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

**Agenda of the meeting:**

- AQAR review
- Review on Workshop & Conference

**The following members were present in the meeting:**

Dr. Jyoti Pohane	Principal
Shri. Vishnu Mhatre	Management representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC member
Ms. Trupti Tulsankar	IQAC member
Ms. Rupali Patil	IQAC member
Ms. Swati Pusalkar	IQAC member
Ms. Sneha Mhatre	IQAC member
Dr. B R Agarwal	Physician
Mr. G. B. Patil	Non-teaching Staff representative
Mr. Rajesh Mane	Alumni
Ms. Sakshi Raut	Student Representative

**MINUTES**

- The meeting of IQAC started with formal welcome of all members by Dr. Kishori Bhagat, IQAC Co-ordinator.
- Prin. Dr. Jyoti Pohane extended welcome to all the members and gave consent to present the agenda of the meeting.
- Review on 15 Jan Workshop preparation and 19 Jan Conference by IAQC chairman with all members and demo was undertaken for smooth flow of tomorrow workshop on Administrative skills organised By IQAC.

- IQAC Chairman informs to all faculty members that the criterion wise online meetings will be scheduled for DVV queries its explanation and documents instruction if any arises.
- All the Criteria Heads were instructed to send the documents to criteria IQAC In charge for uploading after meeting on 27/1/2022.
- IQAC Co-ordinator instructed the IQAC members to send the AQAR requirements

25 March, 2022

### ACTION TAKEN REPORT

- **Various webinar / workshop organized by IQAC:**

Date	Department	level	Name of activity	Name of speaker
15/1/2022	IQAC	University Level	One Day Online Workshop on “College Administrative Skills	Dr.Sanjay Jagtap Dr. Vinay Bhole Mr. B.N .More Mrs.YoginiGhare Mr. Deepak Vasave Dr. Dinesh Kamble
18/1/2022	IQAC & Faculty of Commerce	National	One-Day Multidisciplinary E-Conference on “Paradigm shift towards Transdisciplinary Teaching-Learning”	Dr Sujata Parwani Dr Rashmi Gujrati Dr Baxis Patel Dr Sangeeta Pawar Dr Kinnary Thakkar Dr Kanchan Fulmali Dr Prashant Bhagat Dr Prashant Shinde Dr Archana Prabhudesai Dr Anaya Markhandeya Dr Satyawani Hanegave Dr Rajendra Patil
18/1/2022	IQAC & Department of Social Science	National	Interdisciplinary E-Conference on ‘Journey of India from British Raj to Atmanirbhar Bharat’	Dr Arvind Jamkhedkar Shri Chandrashekhar Tilak Prof. Surendra Tanna Dr Mahesh Bhagwat Dr Pramod Lonarkar

- 27/1/22: Criteria Wise meeting with Principal and IQAC coordinator was scheduled date 27/1/2022 from 2pm- 6 pm and following instruction was given to all staff members to bring write up of notes, DVV questions which are done, even the question which are not done & queries if any.
- All criteria heads mailed updated DVV documents to IQAC In charge member & write up notes for the approval from Principal Mam.

- 3<sup>rd</sup> Feb DVV submission.
- 10<sup>th</sup> Feb meeting were conducted with all criteria members and informed everyone to updates files of the department & association
- On 11 the march File checking was done by IQAC of all departments.
- **Activities /webinar organised by various department and association are:**

Date	Department	Association	Name of activity	Name of speaker
15-02-2022	BMS	BMS Activity	Case study on Tedtec Company Limited	
15-02-2022	Commerce	-	guest lecture on “Career in Aviation Industry”	Ms. Tanuja Shinde
16-02-2022	BSc IT	CLANTech Association	Seminar on Ethical Hacking and Cyber Security	Santosh Verma
26-02-2022	Library		Marathi Bhasha Din	
27-02-2022	Marathi	Marathi Vangmay Mandal	Marathi Rajbhasha Din	Principal Dr Jyoti Pohane
02-03-2022	BMS	BMS ACTIVITY	Case study on bags company increases conversion 191% by adding clarity to homepage.	
03-03-2022	BMS	BMS ACTIVITY	Evaluation of audit reports of various companies	
07-03-2022	Information technology	CLANech	One week lecture series on current trends in IT sector	IT faculties
07-03-2022	.	GYMKHANA	Annual College Sports-(Chess Competition)	-----
07-03-2022		GYMKHANA	College Annual Sports-(Table-Tennis Competition)	-----
07-03-2022	BSc IT	CCLANTech Association	One week Lecture Series on Current Trends in IT sectors	All BSc IT faculties
08-03-2022	Library	NA	International Women's Day	
08-03-2022		GYMKHANA	Carrom Competition of Teacher(Healthy Practices)	-----
08-03-2022		GYMKHANA	College Annual Sports(Carrom Competition)	----



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**20<sup>th</sup> April, 2022**

The Meeting of Internal Quality Assurance Cell (IQAC) was held on, **20<sup>th</sup> April, 2022** under the chairmanship of Dr. Jyoti.Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

**Agenda of the meeting:**

- Review on AQAR 2020-21 submission
- Files Updating
- List of activities to be conducted

**The following members were present in the meeting:**

Dr. Jyoti Pohane	Principal
Shri. Vishnu Mhatre	Management representative
Dr. Kishori Bhagat	IQAC Coordinator
Ms. M. V.Bhagwat	IQAC member
Ms. Trupti Tulsankar	IQAC member
Ms. Rupali Patil	IQAC member
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**MINUTES**

- The meeting of IQAC started with formal welcome of all members by Dr. Kishori Bhagat, IQAC Co-ordinator.
- Prin. Dr. Jyoti Pohane extended welcome to all the members and gave consent to present the agenda of the meeting.

- IQAC Co-ordinator instructed the IQAC members to give updates regarding status of AQAR 20-21, it was instructed to collect necessary data and upload it as early as possible.
- Principal mam instructed IQAC to check the files again as SSR and DVV was submitted as per instruction 7 May 2022 was finalised for checking files of department.

Schedule :

- ACCOUNTACY : 9.00-9.30 AM
- COMMERCE: 9.30-10.00
- HISTORY : 10.00-10.30
- ECONOMICS: 10.30-11.00AM
- BMS 11.00-11.30
- BBI: 11.30-12.00PM
- BSCIT: 12.00-12.30PM
- Psychology, Political Science, Marathi, Geography & Maths: 1.30-3.00PM

15 May, 2022

### **ACTION TAKEN REPORT**

- AQAR 2020-21 was finalized and uploaded by all IQAC members.
- NAAC Peer team visits dates were informed i.e. 20 - 21 June 2022.
- Files were checked by IQAC and all departments were instructed to updates files if necessary.



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