

30th August, 2020

The Online Meeting of Internal Quality Assurance Cell (IQAC) held on, 30th August, 2020 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.

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 started with formal welcome of all members of IQAC for the academic year 2020-21 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 2020-2021**

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	NDLI 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	IQAC
	Quiz on Social values	Nakul Patil Yuva Manch
	Environmental Audit	Administartion

- 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.

- 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.
- IQAC coordinator Dr. Kishori Bhagat made concluding remarks and placed the vote of thanks.



Jyoti Pohane
Principal
PRAGATI COLLEGE
Dombivli (E)

Date: 13th December, 2020

ACTION TAKEN REPORT

- Activities organized (**online**) as per instruction in meeting are as follow:

BSCIT Department:

- ✓ SEMINAR ON RESEARCH IN DATA SCIENCE FOR IT STUDENTS- 25/08/2020
- ✓ Web Designing Competition--- 26-09-2020
- ✓ PPT competition on Communication Skills for FYIT students- 23/10/2020

Marathi department:

- ✓ Orientation programme for FYBA student 'How to install & use Google classroom and Google meet student participated 14-09-2020
- ✓ Learning levels - MCQ test for Marathi compulsory. 07-11-2020
- ✓ Learning level MCQ test for Marathi literature student count 39 04-11-2020

Library Department:

- ✓ Vachan Prerna Din - All staff and students 15-10-2020
- ✓ Celebration of Constitution Day - All staff and students 26-11-2020
- ✓ Celebration of 130th Mahatma Phule Death Anniversary- 28/11-2020

Commerce department:

- ✓ Logo quiz 21/10/2020

NSS:

- ✓ NSS DAY CELEBRATION, through Dr Santosh Khirade, NSS Area Coordinator, KBCNMU, Jalgaon, guided the students on 'The Role of NSS in Modern Time': 24/9/2020
- ✓ Leadership- a skill to be acquired- a guest lecture: 28 September 2020
- ✓ Poster making competition on corona and swachhata: 2/10/2020
- ✓ A multiple choice quiz competition on 'THE CONSTITUTION OF INDIA': 26/11/2020
- ✓ The unit conducted an awareness programme on the occasion of World Aids Day: 1 December 2020

- 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 financial Education & awareness.
 - ❖ Workshop on Financing A Startup.



Mohane
Principal
PRAGATI COLLEGE
Dombivli (E)

15th December, 2020

The Online Meeting of Internal Quality Assurance Cell (IQAC) held on, 15th December, 2020 under the chairmanship of Dr. Jyoti Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

Agenda of the meeting:

- To schedule criteria wise Meetings.
- To set a process for smooth flow of preparation of AQAR 19-20 and RAR/NAAC

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

And data compilation of AQAR 2019-20 and NAAC.

- IQAC Coordinator has instructed to all faculties to:

- ❖ To update all the events in the website

- ❖ Changes in the department profile to be updated in the website at the earliest if new member faculty is added in current academic year

- All the criteria heads and their members will be instructed by Principal Madam to

- ❖ draft revised and final AQAR

- ❖ List of documents

- ❖ summary of respective criterion,

- ❖ list of future programme as required under criteria

These above lists of documents were required to be submitted till 2nd November, 2020 to IQAC Committee.

- Principal madam also instructed to IQAC criteria in charge to give dates of filling AQAR onportal after coordinating with Criteria Heads



Principa
Principal
PRAGATI COLLEGE
Dombivli (E)

15th march, 2021

ACTION TAKEN REPORT

- AQAR 2019-20 was uploaded on NAAC website on 28th December 2020 successfully.
- A notice dated on 29th December 2020 was informed to all faculties regarding :
 - ❖ AQAR submission
 - ❖ SSR review & updating for NAAC by each criterion Head and its members
 - ❖ List of programmes can be undertaken as per criteria wise.
 - ❖ List of documents & its collection.
- Principal madam also instructed to IQAC criteria in charge to give dates of filling AQAR onportal after coordinating with Criteria Heads by filling Google forms

Criterion	Date
4	3/11/2020
1	30/11/2020
2	30/11/2020
3	7/11/2020
5	6/11/2020
6	7/11/2020
7	4/11/2020

- **Activities /webinar (online) organised by various department and association are:**

Marathi Vangmay Mandal:

- ✓ Students participated in online vishwa marathi sammelan: 28-30th January 2021
- ✓ Marathi Rajbhasha Gourav din. 27th February 2021

ART CIRCLE:

- ✓ Patriotic Singing Competition - 26/01/2021

Department of Management Studies/Managerial Youth Association:

- ✓ Webinar on Career Guidance & Apprenticeship Program – 26 06/01/2021

- ✓ Certificate Course on Soft Skills Training program- campus to corporate -1/02/2021 to 19/02/2021
- ✓ Career guidance workshop- 68 09/2/2021

BSCIT Association CLANTECH:

- ✓ PPT COMPETITION ON GREEN COMPUTING-30 20/02/2021

NSS:

- ✓ The unit organised Blood Donation Camp at Plasma Blood Bank, Dombivli, on 21 December 2020
- ✓ 4 January 2021 (Monday) CORONA, HEALTH AND NEW NORMAL- A GUEST LECTURE:
- ✓ 23 January 2021 (Saturday) A MULTIPLE CHOICE QUIZ COMPETITION:
- ✓ The unit organised a guest lecture on the occasion of 72nd Republic Day: 26/1/2021
- ✓ The unit participated in a webinar organised by Vegan Outreach Organisation: 23/2/2021
- ✓ The unit conducted a guest lecture on 'Women and Indian Laws' by Adv Shamkant Chaudhari through online platform Google Meet. International Women Day: 8/3/2021



Mohane
Principal
PRAGATI COLLEGE
Dombivli (E)

17th March, 2021

The Online Meeting of Internal Quality Assurance Cell (IQAC) held on, 17th March, 2021 in under the chairmanship of Dr. Jyoti Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

Agenda of the meeting:

- AQAR submission
- SSR review & updating for NAAC by each criterion Head and its members
- List of programmes can be undertaken as per criteria wise.
- List of documents & its collection.

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 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 NAAC progression work and AQAR submission by IQAC
- It was instructed to all Criteria heads to update the data and collect the documents as proof for the activities.
- In meeting, it was discussed to work on the SSR which is to be uploaded in the upcoming month as per that criteria heads were instructed to collect and update the data as per their relevant needs
- IQAC Coordinator has instructed to list out quality assurance programmes that can be undertaken as per Criteria.
- Dr. Jyoti Pohane, Principal Madam added to conduct the activities related to SSR at the earliest and conduct the certificate program as per the criteria decided by University for its conduction.
- 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 Dr. Kishori Bhagat made a concluding remark and placed the vote of thanks.



Jyoti Pohane
Principal
PRAGATI COLLEGE
Dombivli (E)

30th April, 2021

ACTION TAKEN REPORT

- All the criteria heads and their members above lists of documents were submitted on 30/04/2021 to IQAC Committee and Principal.
- ❖ Draft revised and final AQAR
- ❖ List of documents
- ❖ Summary of respective criterion.
- ❖ List of future programme as required under criteria
- A notice dated on 18th February 2021, all the teacher colleagues are hereby requested to take the note of following schedule of department file checking by IQAC committee

Date	Department
22 /2/2021	SFC
23 /2/2021	ARTS & Commerce
24 /2/2021	PG department

- As per instruction of principal madam for review on SSR a meeting was scheduled with IQAC chairman and criteria in-charge IQAC member further meetings criterion wise online meeting

Meetings were scheduled from 05/03/2021- 9/03/2021 is as follow:

1 & 3 criterion	5 th March 2021
2 criterion	6 th March 2021
4& 7 criterion	8 th March 2021
5& 6 criterion	9 th March 2021

- Various webinar/ Workshop (**online**) conducted by IQAC

Date	Name of the Department/ Association	Level	Topic	Resource Person
25 th March, 2021	IQAC in association with SEBI	National	Financial Education & awareness	Dr Sodi Jasbir Kaur
31 st March, 2021	IQAC & Pragati Entrepreneurs	National	Financing A startup	CA Vishwanathan Iyer

• **Activities /webinar (online) organised by various department and association are:**
BSCIT:

- ✓ PRECAMPUS PREPARATION FOR TYIT--- 48 27/03/2021

Commerce Association:

- ✓ 3 days online workshop on 'Road Map to Develop Iconic Career' 20/01/2021 to 22/01/2021
- ✓ Fybcom student's orientation for Google meets installation
- ✓ Guest Lecture on Export Documents 26/03/2021

Art Circle:

- ✓ INDRADHANU FESTIVAL - 5th April to 7th April 2021

BMS Department:

- ✓ PTA for FYBMS – 100 10/04/2021

NSS:

- ✓ Celebrated Poshan Pakhwada on Thursday, through Google Meet. The unit conducted a guest lecture on 'Health and Nutrition' by Dr Shekhar Patil, Medical Officer, Rural Hospital, Peint, Nashik: 25/3/2021
- ✓ NSS unit of the college in collaboration with MPSC Competitive Examination Guidance Centre of the college conducted a guidance lecture on 'Basics of MPSC Competitive Examinations' on Friday, 26/3/ 2021
- ✓ The unit organised a quiz competition on 'Water Conservation' on the occasion of World Water Day (22 March). The competition was taken on 6/4/ 2021
- ✓ The unit organised a guest lecture on 'Online Education and Physical fitness' on the occasion of World Health Day through online platform Google Meet at 10am. Mr Sunil Surwade, NSS PO and Yoga Trainer, Pankaj Arts and Science College, Chopda: 7/4/2021.



Mohane
Principal

2nd May, 2021

The Online Meeting of Internal Quality Assurance Cell (IQAC) held on, 2nd May, 2021 in under the chairmanship of Dr. Jyoti Pohane, Principal and Dr. Kishori Bhagat, Co-ordinator of IQAC.

Agenda of the meeting:

- Scheduling meeting for criteria wise
- SSR review
- Documents list as per criteria
- Preparation of IIQA

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 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.

- IQAC Chairman informs to all faculty members that the criterion wise online meetings are scheduled for finalizing draft of SSR which are as follows:

Meetings were scheduled from 8/4/2021-15/4/ 2021 time: 2.am.-4.am is as follow:

Criterion	Dates
3 criterion	8 th April, 2021
7criterion	9 th April, 2021
5 criterion	10 th April, 2021
6 criterion	12 th April, 2021
1 & 2 criterion	14 th April, 2021
4 criterion	15 th April, 2021

- All the Criteria Heads were instructed to put list of documents Criteria Wise required for SSR to send on WhatsApp group of Pragati College So that Teachers can make a list of all requirements and come to college for organizing , collecting the documents.
- It was instructed to start preparation of IIQA by Principal Mam to IQAC.



Mohane
**Principal
PRAGATI COLLEGE
Dombivli (E)**

30th May, 2021

ACTION TAKEN REPORT

- Meetings scheduled from 8/4/2021-15/4/2021 were conducted and all the doubt of criteria members wrt SSR were solved by Dr. Jyoti Madam Principal and IQAC Chairperson Dr. Kishori Bhagat and it was instructed by principal madam to mail SSR on 31st May 2021. Following discussion were made during meeting with criteria head and its members criterion-wise :

1 criterion	Include internal assessment & remedial lectures for effective curriculum delivery Soft copies of syllabus to be collected from all teachers Project list of Academic year 2021 to be collected for uploading on website
2 criterion	Submit the list of documents required to both Principal and OS Prepare folders as per the key indicators to collect documents. Circulate SSS Discussion about exam grievance and prepare policy with the help of exam chairman. Reframe 2.5.2
3 criterion	Project under process is to be added as 40% amt is sanctioned. guide review Norms of schools by PhD guide dept should be mentioned only once for SFC Removal of year wise activity report of economic association Creation of Google form for collecting research data 3.3.2 verification of data template with faculties
4 criterion	Need to Revised and update SSR till 2019-20 Minor corrections suggested in description for qualitative questions. Prepare floor wise plan diagram of college building showcasing measurement of each and every classrooms, offices and other units. Take budget details and related documents regarding augmentation and Infrastructure facilities.
5 criterion	prepare sanction letter for the each of the scheme mentioned under 5.1.2 While attempting quantitative metrics, consider the data from 2015 - 2019 Reviewed grievance & redressal policy, anti ragging policy and suggested some changes. Principal madam clarified some queries, raised by criteria head, in respect

	<p>quantitative metrics.</p> <p>Suggested some revision in write up. of students participation in committees and alumni association</p> <p>Collect documents as per the metric requirements to proceed with NAAC final submission</p>
6 criterion	<p>Revise the write up of 6.1.1, 6.1.2, so to be relevant to the metric</p> <p>Perspective plan and its implementation is to be rewritten by giving example</p> <p>collect the document from concerned person for e governance</p> <p>Metrics 6.3.2 and 6.3.3: collect remaining documents cross check the amount and keep ready the list</p> <p>Review the data of performance appraisal as per metric 6.3.5</p> <p>Keep ready audit report file</p> <p>For quantitative metrics, data to be considered from 2015-19</p> <p>Rewrite resource mobilization policy</p>
7 criterion	<p>2014-15 Data is not to be mentioned,</p> <p>collect Reports, notice, attendance of various programmes,</p> <p>From policy remove word discrimination,</p> <p>No vehicle day consider as activity,</p> <p>mention in policy Green audit started from 2019-20,</p> <p>For campus placement data and Pragati Entrepreneur create google forms and collect data as evidence.</p> <p>Add Nakul Patil Yuva in Moral values as activity,</p> <p>for Cultural harmony consider Youth festival data</p>

- All Criteria Heads forwarded list of documents on WhatsApp group on May 1st, 2021.
- All criteria heads mailed updated SSR with correction to Principal Mam.
- IIQA preparation started
- **Activities /webinar (online) organized by various department and association are:**

BMS department Management Association:

- ✓ Career Counseling Workshop- 13/05/2021

Economics Department:

- ✓ National Level Webinar on "Securities Markets' as Investors Awareness Program
Sponsored by Securities and Exchange Board of India Date: 22/05/2021 Dr Sarika
Lohana.



Mohane
**Principal
PRAGATI COLLEGE
Dombivli (E)**