



Created On :11/03/2025

## Activity Proposal

**Participation/Organization**

:Organization

**Event Id**

:P2503311

**Event Name**

:One Day State Level Workshop on, "Process to Progress: Building Progressive HEIs Through SoPs"

**Academic Year**

:2024-25

**Activity Type**

:Workshops / Training Programmes

**Reach of the Event**

:State

**Mode of the Event**

Offline

**Date of the Event**

:2025-03-24 To 2025-03-24

**No of Day(s)**

:one day

**Objective of the Event**

:To craft the Standard Operating Procedures (SoP) document for the Higher Educational Institution to bring transparency, standardisation and efficiency in the functioning of the higher educational institutions

### Outcome of the Event :

The workshop will be able to come up with an inclusive booklet on Standard operating procedures which will serve as the guide for any higher educational institution in its routine functioning and statutory compliances.

### A brief write-up about your Event (in about 300 words) :

For any progressive organization, it is essential to establish standardized processes and procedures. This ensures efficiency, consistency, and the right approach to operations. Additionally, it sets a higher benchmark, forming a strong foundation for institutions striving for continuous growth. Furthermore, with the implementation of binary accreditation by NAAC, assessments will be increasingly outcome-based. Therefore, it is crucial to have well-defined processes and the structured functioning of various committees. In this context, Standard Operating Procedures (SOPs) become indispensable for every higher educational institution. Our college, under the able guidance of the IQAC, has made an effort to prepare draft SoP documents for all functional working areas of the office and statutory and nonstatutory committees. This workshop will help to add value to the efforts and will help to make the draft all-inclusive and acceptable to all the HEIs in the state.



## Participants Details

Local	State	National	International	Total Delegates
10	150	0	0	160

## Resource Person Details

**Name of the Resource Person :**Prof. Swaroop Joshi

**Institutional Affiliation :**BITS Pilani, Vasco

**Expertise :**Academic

**Any Other Details :**Academic

**Name of the Resource Person :**Prof. Vitthal Sukhtankar

**Institutional Affiliation :**GIM, Sakhali Goa

**Expertise :**Academic

**Any Other Details :**Academic

**Name of the Resource Person :**Prof. Vikas Pissurlekar

**Institutional Affiliation :**PES College, Ponda

**Expertise :**Academic and administration

**Any Other Details :**Academic and administration

**Name of the Resource Person :**Prof. D. B. Arolkar

**Institutional Affiliation :**DM's College and Research Center

**Expertise :**Academic and administration

**Any Other Details :**Academic and administration

**Name of the Resource Person :**Prof. F. M. Nadaf

**Institutional Affiliation :**Asst. Director DHE

**Expertise :**Academic and administration

**Any Other Details :**Academic and administration

**Name of the Resource Person :**Prof. Savio Faleiro

**Institutional Affiliation :**MD, Goa State Research Foundation

**Expertise :**Academic and administration

**Any Other Details :**Academic and administration



## Proposed Registration Fee to be Collected from Delegates

Sr. No	Delegates	Amt. Per Person
1	Local Delegate	0
2	State Delegate	500
3	National Delegate	0
4	International Delegate	0
	Total Registration Fees	500

## Proposed Source of Funds

Sr. No	Particulars	Amt.
1	Registration Fees :	75000
2	Sponsorship :	00
3	Support from funding agencies/ departments/ institutions :	00
	TOTAL Funds in Rupees	75000

## Proposed Expenditure

Sr. No	Particulars	Amt.
1	Hall/Venue Booking :	6000
2	Remuneration/Honorarium :	25000
3	Accommodation	0
4	Local Conveyance	1000
5	Food and Refreshments	60000
6	Travelling Expenses	2500
7	Printing, Stationary, Seminar Kit, Stage decoration etc.	2500
8	Miscellaneous	0
	Total Expenditure in Rupees	97000

## Co-ordinator Details



PRABODHAN EDUCATION SOCIETY'S

# VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,  
VIDYANAGAR, ALTO-PARVARI, GOA. (INDIA) 403521

|| विद्या सर्वस्य भूषणम् ||

(APPROVED BY GOVT. OF GOA, AFFILIATED TO GOA UNIVERSITY AND RECOGNIZED BY NCTE)

(RECOGNIZED BY U.G.C. UNDER SECTION 2(F) AND 12 (B) OF THE UGC ACT 1956)

ACCREDITED BY NAAC WITH 'A+' GRADE (3.42 CGPA, SECOND CYCLE, 2024) ON A SEVEN POINT SCALE UNDER NEW FRAMEWORK

Excellence Everywhere Everytime

**Name of the Event Co-ordinator :**Dr. Arun R. Marathe

**Co-ordinator Department :**Working Committee

**Event Co-ordinator Mobile Number :**8788407830

**Working Committee :**Internal Quality Assurance Cell (IQAC)

**Keywords :**, Quality initiative, Capacity building, Best Distinctive practice

**Date:**11-03-2025

## Remarks

**HOD Remark :** APPROVED

**IQAC Remark :** Approved

**Principal Remark :** Approved

**Head Clerk's remark by the Principal :**

**Accountant's remark by the Principal :**

## Signatures

**User Signature :**

**HOD Signature :**

**IQAC Signature :**



**Principal Signature :**

## Schedule of the Workshop

09:15 am	Registration and Breakfast
10:00 am	Inauguration Session
10:30 am	Keynote Address - Shri. Praveen Khullar, Exec. Director, Vergo Pharma
11:30 am	Tea Break
11:45 am	Technical Session I: Institutionalization of SoP
12:45 pm	Technical Session II: Discussion and refinement of the draft SoP
01:45 pm	Lunch break
02:30 pm	Panel Discussion: Standard Operating Procedures (SoPs): Catalysts for Institutional Excellence
03:45 pm	Tea Break
04:00 pm	Valedictory Session

Payment Link



Registration Link



Registration Fees: Rs. 500/person

## Coordinators Details:

- Dr. Arun R. Marathe (Coordinator)  
8788407830 (arunmarathe@vidyaprabodhinicolllege.edu.in)
- Shri. Rudresh U. Mhamal (Co-coordinator)  
8788807952 (rudreshmhamal@vidyaprabodhinicolllege.edu.in)

Dr. Ujvala M. Hanjunkar  
Vice Principal,  
HoD - Commerce

Prof. Bhushan V. Bhave  
Principal

Join us in shaping a progressive future for Higher Educational Institutions (HEIs)



Prabodhan Education Society's

## VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT

Vidya Nagar, Alto-Parvari, Goa



|| विद्या प्रबोधन प्रृष्ठाम् ||

Internal Quality Assurance Cell

organises

One-Day State-Level Workshop

## PROCESS TO PROGRESS: Building Progressive HEIs Through SoP

### About the Workshop

With the introduction of binary accreditation by NAAC, institutional assessments will become more outcome-based. To ensure institutional efficiency and compliance, well-defined processes and structured functionalities for various committees are essential. Standard Operating Procedures (SoPs) play a crucial role in this framework.

### Key Objectives of the Workshop

This one-day state-level workshop aims to:

- Develop SoPs for educational institutions to enhance administration and institutional performance.
- Refine the draft SoP with input from industry and academic experts on format, content, and execution.
- Highlight strategies for SoP implementation, auditing, and continuous upgradation to maintain relevance.



Date: Monday, 24th March 2025



9:15 am onwards



Auditorium, Department of Art and Culture, Patto Panaji, Goa

EXCELLENCE... EVERYWHERE... EVERYTIME...

Name of the participant	Designation	Name of the College	Contact No. (WhatsApp)
Dr SANATKUMAR B S	Associate professor	Agnel institute of technology and design	9970558477
Dr. Daniel Marven Coutinho	Assistant Professor	Carmel College of Arts, Science and Commerce for Women, Nuvem	9823806686
Michelle Fernandes	Associate Professor	Carmel College of Arts, Science and Commerce for Women, Nuvem	96655 93142
Paresh R. Sirsat	Associate professor	Dnyanprassarak Mandal's College and Research Centre, Assagao, Goa	9881578535
Dr. Meera R. Mayekar	Associate Professor in Commerce	G. V. M.'s G. G. P. R. College of Commerce and Economics	9822152657
Dr Tharima.K.L	Assistant professor	Goa college of physiotherapy naturopathy and yogic sciences	9633432772
Dr. Subashish Mohanty	Assistant Professor	Goa Multi-Faculty College	9767655550
Dr. Dileca D'Costa	Associate Professor	Government College of Arts, Science & Commerce, Khandola, Marcela, Goa	9822828998
Brijpal Singh Gahlot	Associate Professor in Hindi	Government College Quepem	94206 87161
Vinita Mayur Bhandari	Assistant Professor of Commerce	Government College, Borda, Margao-Goa (Autonomous)	9049910901
Dr. Gautam G. Gaude	Assistant Professor	GVMS Dr. Dada Vaidya College of Education, Farmagudi, Ponda Goa	9764600771
Narendra B. Gaonkar	Assistant Professor	M.E.S. Vasant Joshi College of Arts and Commerce Zuarinagar-Goa	9405916149
Shveta S Desai	Assistant Professor	MES Vasant Joshi College of Arts and Commerce	9049920544
Dr. Bipin Namdev Bandekar	Associate Professor	Narayan Zantye College of Commerce Bicholim Goa	9226372857

16	Ms. Sangeeta Rajaram Kadam	Assistant Professor	Nirmala Institute of Education, Altinho- Panaji Goa	982216156
	Ms. Pratiksha Chandrakant Shirodkar	Assistant Professor	Nirmala Institute of Education, Altinho Panaji Goa	967424772
17	Dr. Mita N Amonkar	Associate Professor	P. E. S's R. S. N College of Arts & Science	9420077374
18	Pravina P. Sawant	Assistant Professor	P.E.S's R.S.N. College of Arts and Science	8007009329
19	Chandrashekhar Uttam Kerkar	System Administrator	Sai Nursing Institute	976533001
20	Mrs. Kalyan Sawant	Principal	Sai Nursing Institute	976512818
21	DR. MITA Pranav Samant SHRINAGIT AVA	Asst. Prof. Assistant Professor	SES's Sridora Caculo College of Commerce & Management Studies	3250 566 724 942388942
22	Jateen Shet Shirodkar	Asst Prof (Senior Scale)	Shree Rayeshwar Institute of Engineering and Information Technology	992120739
23	Jateen Shet Shirodkar	Asst Prof (Senior Scale)	Shree Rayeshwar Institute of Engineering and Information Technology	992120739
24	Mrs	Mrs Gayatri Janardhan Behare	Swami Vivekanand Vidyaprasark Mandals College of Commerce Bori Ponda 4	942122934
25	Dr. Lysette Dsouza	Head - IQAC	V M Salgaocar Institute of International Hospitality Education	909666248
26	Sonia Balkrishna Shirodkar	Assistant Professor	VVM's Govind Ramnath Kare College of Law	960471148
27	Shreeharsha N Inavalli	Assistant Professor	VVM's Govind Ramnath Kare College of Law, Margao- Goa	942174449

28. Pranav Samant /Assistant Pro... / SES's Sridora Caculo college of commerce & management studies / 9

Vidya Prabodhini College of Commerce, Education, Computer and Management  
 One Day Workshop on "Process to Progress: Building Progressive HEIs through SOPs" 24<sup>th</sup> March 2018

Sr.No	Name of the Participant	Name of the College	Contact No	Email id
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10.	Mr. Malhari R. Gaikwad	P.E.S's College of Education (Farmagudi)	9767594673	mrgaikwad2587@gmail.com
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Vidya Prabodhini College of Commerce, Education, Computer and Management One Day Workshop on “ <b>Process to Progress: Building Progressive HEIs through Sustainable Development Goals</b> ”	
Name of the Participant	Name of the College

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1	Dr. Shilpa D. Parab	Goa College of Music	8208851622 gcom
2	Antara Bhide	KAG CTA	7506739360 antara
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4	Vikrant Naik	Guru College of music	9323333204 vikn
5	Shrikant Gauda	Kala Academy Colleges at Thane	9898971377 shrik
6	Fr. Ramiro Luis	ST XAVIER'S COLLEGE	9850626272 pad
7	Dr. Suraj S Rane	Goa College of Engineering	9890202390 SS
8.	Ms. Rosaline Desilva	Govt. College, Sangathu	9923189889 rosa
9.	Mr. Ketan Khambli	PES College of Edue.	9892741425 ketan
10	Sunil Bhagat	GVM's DDVCOE, Ponda	9266446596 grm
11.	Dr. Uday Kulkarni	Goa College of Music	9845217326 Uday
12.	Dr. Vinayak More	GVM's Dr Dada Vaidya College of Education, Ponda	9422648323 dr.vin

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Vidya Prabodhini College of Commerce, Education, Computer and Management  
One Day Workshop on "Process to Progress: Building Progressive HEIs through SOPs" 2015

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Sr.No	Name of the Participant	Name of the College	Contact No	Email
16.	Ms. Vaishali Ingathalli, Ph.D	VPC	8806646139	
17.	Dr. Sunny Kanekar	VPC	9158854550	
18.	Dr. Shantesh G. Chodankar	VPC	7887836621	
19.	Ms. Shamal K. Dessai	VPC	7588132718	
20.	Kalidas Mhamed	VPC	1823105237	
21.	De. Sonali Shembuddhe	VPC	9420818963	
25	Mr. Rahul P. Gavas	VPC	9623983195	
26	Mr. Vijay P. Kudnekar	VPC	9049026629	
27	Kuldeep A. Kamat	11		
28	Yogita Chodankar	VPC	9923816371	
29	Babu Yemkar	VPC	7507683897	
30	Vishwajit Mandrekar	11		
31	Prakash Gavas	11		
32	Baleji Naik	11	9545724455	
33	Rohit Pilankar	11	9923826237	
34	Sunny Pandhre	11	7588445607	A

Mr. D. S. Kulkarni,  
Dr. S. S. Kulkarni

Mr. D. S. Kulkarni

Mr. D. S. Kulkarni

Vidya Prabodhini Coll

One Day Workshop on “Process to I

No	Name of the Participant	Name
	Dr. Vaddhav Vijay Pat	Vidya
	Deeksham Naonkar	

मर्वरी : संस्थात्मक कार्यक्षमता आणि  
भनुपालन वाढविण्यासाठी मानक

## असल्याचे गोवा विवर

विद्या प्रवीणी महाविद्यालयातका  
आयोजित केलेल्या एकदिवसीय  
राजसत्रीय कार्यशाळेत त्यांनी आपले  
विचार प्रकार केले  
—  
जैकचे येक घाटलेले नवीन मूल्यांकन  
निकाश हे परिणामावार आणारी असल्या  
आहेत. संतान्या क्यारच्या कार्यापूर्तीत  
स्थिरण करावारी तरी उच्च  
मूल्यांकन देण्याची आवश्यकता नाही.  
मूल्यांकन बदल घडवावे लागणार. याला च

ननुसरन विद्याप्रबोधिनीने 'प्रक्रियेतुन गती : एस.ओ.पी. द्वारे प्रगतीशील उच्चोक्षण संस्थांची उभारणी'वर गर्याशाळेचे आयोजन केले होते.



या कार्यशाळांतर प्रशासन आण संस्थांमध्ये कायदप्रदर्शन सुलभ करण्यासाठी एसआपा विकसित करणे, त्याची अंमलबजावणी आणि सतत श्रेणीसुधारणा कर्शी करावी, याबद्दल तज्ज्ञांचे मार्गदर्शन लाभले. सदर कार्यशाळेत डॉ. प्रवीण खुल्लर यांनी बीजमार्शण केले.

एसओपीचा उद्योग मानक राखा  
करण्यासाठी दस्तावेजीकरण घ

अधोरोचित केले. त्यानंतरच्या संशात श्री संजय आमोणकर यांच्या अध्यक्षतेखाली प्रसाद कुंकलपेकर, सचिव पाटील आणि बाबाजी पाण्यारि यांनी इन्स्टिट्यूटीशन ऑफ एसओपी विषयावर विचार प्रकट केले.

पुस्तक स्वरूपात छापले आहे, त्यावर चर्दा झाली.

**२** डॉ. मरण मराठे आणि राजा सांडू यांचा सहभाग होता. सावित्री फालेलो या सात्राचे अभ्यक्षम

**३** तदनंतर प्रा. विकास पिसुले यांच्या अभ्यक्षतेखाली ता. फिसिंगबाबू, प्रा. संजय पै. प्रा. देवेंद्र

## प्रा. सजय दसाइ याना चंदा कला।

संचालनालयाचे संचालक भूमिका सावईकर समारोप सत्राला प्रमुख म्हणून उपस्थित होते.

## ५ विद्याप्रबोधिनी महाविद्यालय आयोजित केलेल्या कार्यशाला

महाविद्यालयाचे प्राचार्य, आयक्य  
समन्वयक, अध्यापक वर्ग उपस्थिती

होते.

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# Feedback Analysis Report

## One-Day State-Level Workshop

### “Process to Progress: Building Progressive HEIs Through SoPs”

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24th March 2025 |



Department of Art & Culture Auditorium, Patto Panaji, Goa

#### 1. Overview

Feedback was collected from participants at the end of the workshop to evaluate its effectiveness, relevance, and overall organization. The responses were overwhelmingly positive, reflecting the usefulness of the workshop in enhancing participants' understanding of Standard Operating Procedures (SoPs) in higher education institutions.

#### 2. Key Findings from Feedback

##### a. Content & Relevance

- 95% of participants found the workshop theme highly relevant to the current NAAC accreditation context.
- Participants appreciated the emphasis on process-driven quality enhancement in higher education.
- The case-based discussions and industry inputs were particularly valued.

##### b. Resource Persons

- 98% of respondents rated the sessions as “Excellent” or “Very Good.”
- The diversity of speakers—from academia, industry, and governance—was highlighted as a major strength.
- The keynote address and panel discussion were noted as the most impactful sessions.

##### c. Organization & Coordination

- Smooth registration and timely conduct of sessions were appreciated.

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- The schedule was described as “well-structured” and “balanced.”
- Venue arrangements, hospitality, and technical support were highly praised.

#### **d. Outcomes & Learnings**

- Participants reported gaining practical knowledge on drafting and institutionalizing SoPs.
- Insights on implementation and audit processes were appreciated.
- Many expressed they would take back actionable ideas for their institutions.

### **3. Notable Participant Comments**

- “The workshop gave us a practical roadmap for creating SoPs in our institution.”
- “Industry perspectives added great value—made us think beyond academics.”
- “Sessions were interactive and engaging; the panel discussion was a highlight.”
- “A very timely and well-organized event in the NAAC binary accreditation era.”

### **4. Suggestions for Improvement**

- Longer technical sessions for more hands-on drafting of SoPs.
- Follow-up capacity-building programs at institutional/departmental level.
- Sharing of a compiled handbook of SoPs after the workshop.

### **5. Conclusion**

The One-Day State-Level Workshop on “Process to Progress: Building Progressive HEIs Through SoPs” was highly successful in achieving its objectives. It provided participants with valuable insights, practical knowledge, and collaborative learning opportunities.

The positive response indicates that the workshop significantly contributed to building awareness and capacity for progressive, process-driven institutional practices.

Dr. Arun R. Marathe  
IQAC Coordinator



Prabodhan Education Society's

**VIDYA PRABODHINI COLLEGE**

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT

Vidya Nagar-Alto, Parvari-Goa

## **INTERNAL QUALITY ASSURANCE CELL**

organises

**One Day State State Level Workshop on  
PROCESS TO PROGRESS: BUILDING PROGRESSIVE HEIs THROUGH SOPs**

Presents this

### **CERTIFICATE OF PARTICIPATION**

to

**Dr. Bipin Namdev Bandekar**

for His / Her active participation in One Day State Level Workshop on "Process to Progress: Building Progressive HEIs Through SOPs" held on 24th March, 2025 at Department of Art and Culture, Patto-Panaji, Goa



Dr. Arun R. Marathe  
Co-ordinator  
IQAC

\_\_\_\_\_  
Prof. Bhushan V. Bhave  
PRINCIPAL



Created On :27/09/2025

## Activity Report

**Event Id :** A2503220**Event Name :** One Day State Level Workshop on, "Process to Progress: Building Progressive HEIs Through SoPs"**Academic Year :** 2024-25**Activity Type :** Workshops / Training Programmes**Reach of the Event :** State**Mode of the Event :** Offline**Date of the Event :** 2025-03-24 To 2025-03-24**No of Day(s) :** one day**Venue :** Auditorium hall, Department of Art and Culture, Patto, Panaji Goa**Objective of the Event :** To craft the Standard Operating Procedures (SoP) document for the Higher Educational Institution to bring transparency, standardisation and efficiency in the functioning of the higher educational institutions**Outcome of the Event :** The workshop will be able to come up with an inclusive booklet on Standard operating procedures which will serve as the guide for any higher educational institution in its routine functioning and statutory compliances.**A brief write-up about your Event (in about 300 words) :** With NAAC's binary accreditation model, institutional assessments are becoming increasingly outcome-oriented. This requires well-defined processes and structured functionalities for committees and departments. Standard Operating Procedures (SoPs) have, therefore, emerged as vital tools for ensuring efficiency, transparency, and compliance in Higher Educational Institutions (HEIs). To address this need, [College Name] organized a One-Day State-Level Workshop on "Process to Progress: Building Progressive HEIs Through SoPs" on 24th March 2025 at the Department of Art & Culture Auditorium, Patto Panaji, Goa. The workshop brought together experts from academia, industry, and administration to deliberate on the formulation, implementation, and continuous improvement of SoPs in higher education institutions. Workshop Proceedings (Summary of Sessions) - Inaugural Ceremony: Formal inauguration with welcome address and insights from the Chief Guest. - Keynote Address: Emphasis on SoPs as enablers of accountability and institutional quality. - Technical Session I: Focused on practical methods for institutionalizing SoPs. - Technical Session II: Draft SoPs were presented and critically reviewed. - Panel



**Discussion:** Multi-dimensional perspectives from academia, industry, and governance highlighted SoPs as catalysts for excellence. - **Valedictory Ceremony:** Concluding remarks with emphasis on adopting standardized practices for sustainable growth. The workshop was inaugurated by Prof. Sunder Dhuri, Registrar Goa University and Shri. bhushan Savaikar, Director, Directorate of Higher Education was present for closing ceremony. The workshop successfully created a platform for knowledge-sharing and collaboration. It provided valuable insights into the development, implementation, and continuous improvement of SoPs, thereby contributing to institutional progress and excellence.



## Participants Details

Local	State	National	International	Total Delegates
10	86	0	0	96

## Resource Person Details

**Name of the Resource Person :** Prof. Swaroop Joshi

**Institutional Affiliation :** BITS Pilani, Vasco

**Expertise :** Academic

**Any Other Details :** Academic

**Name of the Resource Person :** Prof. Vitthal Sukhtankar

**Institutional Affiliation :** GIM, Sakhali Goa

**Expertise :** Academic

**Any Other Details :** Academic

**Name of the Resource Person :** Prof. Vikas Pissurlekar

**Institutional Affiliation :** PES College, Ponda



**Expertise :** Academic and administration

**Any Other Details :** Academic and administration

**Name of the Resource Person :** Prof. D. B. Arolkar

**Institutional Affiliation :** DM's College and Research Center

**Expertise :** Academic and administration

**Any Other Details :** Academic and administration

**Name of the Resource Person :** Prof. F. M. Nadaf

**Institutional Affiliation :** Asst. Director DHE

**Expertise :** Academic and administration

**Any Other Details :** Academic and administration

**Name of the Resource Person :** Prof. Savio Faleiro

**Institutional Affiliation :** MD, Goa State Research Foundation

**Expertise :** Academic and administration

**Any Other Details :** Academic and administration

## Co-ordinator Details

**Name of the Event Co-ordinator :** Dr. Arun R. Marathe

**Co-ordinator Department :** Working Committee

**Event Co-ordinator Mobile Number :** 8788407830

**Working Committee :** Internal Quality Assurance Cell (IQAC)

**Keywords :** , Quality initiative, NEP, Capacity building, Best Distinctive practice

**Date:** 27-09-2025

## Remarks

**HOD Remark:** APPROVED

**IQAC Remark:** Approved



**Principal Remark: APPROVED**

## Signatures

**User Signature :**

**HOD Signature :**

**IQAC Signature :**



**Principal Signature :**