



Sonopant Dandekar Shikshan Mandali's

**Sonopant Dandekar Arts, V. S. Apte Commerce  
& M. H. Mehta Science College, Palghar**

[Best College - University of Mumbai]  
(Amongst Top 100 Colleges in India by 'India Today - MDRA Survey 2019')



Date: 12/07/2021

## NOTICE FOR IQAC MEETING

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **Thursday, 22<sup>nd</sup> July, 2021 at 11:30 a.m. in the Committee Room.** The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review the action taken report of the previous meeting.
3. To discuss and prepare the Plan of action based on perspective plan for academic session 2021-22 duly approved by the CDC
4. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
5. To plan Certificate Course, Value Added Course and Short Term Training Programme to be conducted by various departments during the academic year 2021-22
6. To plan out National and International Conferences, Seminar and Workshops to be conducted by various departments.
7. To review the SWOC analysis of the various committees.
8. To compile the AQAR of 2020-21.
9. To decide on the central theme for academic session 2021-22
10. Any other matter with the permission of the chair.

*M. Deshmukh*  
(Prof. Mahesh Deshmukh)  
Convener IQAC



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Date: 25/06/2019

## **MINUTES OF THE MEETING**

The minutes of the meeting were recorded in writing by Mr. Mahesh Deshmukh, IQAC Co-ordinator on **22<sup>nd</sup> July, 2021**.

### **Agenda:**

#### **Agenda 1: Approval of the minutes of the previous meeting:**

The minutes of the previous meeting were presented to the members for review. After discussion, the minutes were approved with no further changes.

#### **Agenda 2: Review of the action taken report of the previous meeting:**

The action taken report from the previous meeting was presented and reviewed by the members.

The progress and status of each action item were discussed.

It was noted that significant progress has been made on most of the action items.

#### **Agenda 3: Discussion and preparation of the Plan of action based on the perspective plan for academic session 2021-22 duly approved by the CDC:**

The perspective plan for the academic session 2021-22, which has been approved by the Curriculum Development Committee (CDC), was presented and discussed.

The members analyzed the plan and identified the key areas for action and improvement. A detailed plan of action was prepared based on the perspective plan, taking into consideration the identified areas.

#### **Agenda 4: Discussion and confirmation of the academic calendar and tentative schedules of various committee meetings:**

The proposed academic calendar for the upcoming academic year was presented for discussion.

The members reviewed and provided feedback on the proposed calendar.



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After deliberation, the final academic calendar, along with the tentative schedules of various committee meetings, was confirmed.

### **Agenda 5: Planning of Certificate Courses, Value-Added Courses, and Short-Term Training Programs for the academic year 2021-22:**

The members discussed and planned the implementation of Certificate Courses, Value-Added Courses, and Short-Term Training Programs to be conducted by various departments during the upcoming academic year.

The departments presented their proposals, and the IQAC members provided suggestions and recommendations.

A comprehensive plan for these programs was formulated.

### **Agenda 6: Planning of National and International Conferences, Seminars, and Workshops:**

The members discussed the organization of National and International Conferences, Seminars, and Workshops to be conducted by various departments.

The departments shared their proposed themes and objectives for these events.

The IQAC members provided inputs and suggestions for enhancing the quality and impact of these academic gatherings.

A plan was devised for the successful execution of these events.

### **Agenda 7: Review of the SWOC analysis of various committees:**

The SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis of the various committees was presented and discussed.

The members reviewed the findings and discussed strategies to capitalize on strengths, overcome weaknesses, explore opportunities, and address challenges.





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### **Agenda 8: Compilation of the Annual Quality Assurance Report (AQAR) for 2020-21:**

The compilation of the AQAR for the previous academic year, 2020-21, was discussed.

The members provided inputs and suggestions for the accurate representation of the college's quality enhancement and assurance efforts in the report.

Responsibilities were assigned to compile the necessary data and information for the AQAR.

### **Agenda 9: Decision on the central theme for the academic session 2021-22:**

The members discussed and deliberated on the central theme to be adopted for the upcoming academic session.

Various ideas were presented and debated, considering the college's vision, mission, and current educational trends.

After thorough discussion, a central theme was selected and finalized.

### **Agenda 10: Any other matter with the permission of the chair:**

The members were given an opportunity to discuss any additional matters or concerns.

Several important points were raised and discussed, including the implementation of student feedback mechanisms, faculty development programs, and infrastructure improvements.

The chair provided necessary guidance and decisions were made accordingly.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh.

*M Deshmukh*  
(Prof. Mahesh Deshmukh)  
Convener IQAC



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Date: 8/10/2021

## NOTICE FOR IQAC MEETING

It is hereby informed that, second meeting of Internal Quality Assurance Cell has been organized on **Thursday, 21<sup>st</sup> October, 2021 at 12:30 p.m. in the Committee Room.** The agenda for the meeting is listed as below –

1. Approval of the minutes of the previous meeting.
2. To review and discuss the action taken report of the previous meeting.
3. To review the half yearly presentations of various committees and departments.
4. To discuss and review the activities undertaken exclusively under MOU's.
5. To Assess the status of the implementation of Certificate Courses, Value-Added Courses, and Training Programs.
6. To revisit the budget allocations for various co-curricular activities.
7. Any other matter with the permission of the chair.

*M Deshmukh*  
(Prof. Mahesh Deshmukh)  
Convener IQAC



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Date : 25/10/2021

## MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on **21<sup>st</sup> October, 2021**.

### Agenda 1: Approval of the minutes of the previous meeting.

The minutes of the previous meeting were read and approved by the Chairman.

### Agenda 2: To review and discuss the action taken report of the previous meeting

The action taken report of the previous meeting was read and documented along with the supporting documents.

### Agenda 3: To review the half-yearly presentations of various committees and departments.

The member secretaries of various departments and committees delivered half yearly report including the challenges confronted to which IQAC gave its inputs. Each presentation highlighted the achievements, challenges, and future plans of the respective committees and departments. The proposal was given to organize guest lecture, workshops, quiz, exhibition, awareness programme and short-term course.

### Agenda 4: To discuss and review the activities undertaken exclusively under MOU's.

The IQAC co-ordinator gave a brief overview of the activities conducted under MOU's involving faculty exchanges, workshops on curriculum based, sharing of library resources, enrolment of students under certificate courses and mentor-mentee relationships amongst senior and junior faculties. The proposal for signing up the MOU with WX consultants





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private ltd., Innove Intellects, Ghaziabad, SGBS Unnati Foundation Bengaluru and Infosys Springboard was placed before IQAC for consideration.

**Agenda 5: To Assess the status of the implementation of Certificate Courses, Value-Added Courses, and Training Programs.**

The IQAC co-ordinator reviewed the progress on the implementation of Certificate Courses and Value-Added Courses. Representatives from concerned departments provided detailed reports on the status of these programs. The IQAC members discussed the effectiveness of these initiatives in enhancing students' skills and employability and suggested ways to further improve their delivery.

**Agenda 6: To revisit the budget allocations for various co-curricular activities.**

The budget allocations had exceeded considering the increase in the number of events. Therefore after discussion proposal for an additional increase of 25% was to be placed before LMC for final approval.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh.

*M Deshmukh*  
(Prof. Mahesh Deshmukh)  
Convener IQAC



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Date : 13/01/2022

## **NOTICE FOR IQAC MEETING**

It is hereby informed that, third meeting of Internal Quality Assurance Cell has been organized on **Monday, 24<sup>th</sup> January, 2022 at 11:30 a.m. in the Committee Room.** The agenda for the meeting is listed as below –

**The agenda for the meeting is listed as below –**

1. Approval of the minutes of the previous meeting.
2. To review and discuss the action taken report of the previous meeting.
3. To discuss the online feedback collection and feedback analysis.
4. To review the utilization of the allocated budget for IQAC activities.
5. To initiate the preparation of AQAR compilation.
6. To organize professional development training for teaching and non – teaching staff.
7. Any other matter with the permission of the chair.

*M. Deshmukh*  
(Prof. Mahesh Deshmukh)  
Convener IQAC





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Date : 23/05/2020

## **MINUTES OF THE MEETING**

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on **24<sup>th</sup> January, 2022**.

### **Agenda 1: Approval of the minutes of the previous meeting.**

The minutes of the previous meeting were read and approved by the Chairman.

### **Agenda 2: To review and discuss the action taken report of the previous meeting**

The action taken report of the previous meeting was read and documented along with the supporting documents.

### **Agenda 3: To Discuss the online feedback collection and feedback analysis.**

The IQAC members engaged in a detailed discussion on the implementation and effectiveness of the online feedback collection system. Feedback data received from students, faculty, and other stakeholders were analysed. The data analysis provided valuable insights into the strengths and areas for improvement across various academic and administrative aspects.

### **Agenda 4: To review the utilization of the allocated budget for IQAC activities.**

The IQAC co-ordinator presented a report on the budget allocated for IQAC activities and its utilization. The IQAC members reviewed the financial status and discussed the efficiency of resource allocation. It was agreed to optimize the utilization of funds and prioritize key initiatives.

### **Agenda 5: To initiate the preparation of AQAR compilation.**

The IQAC Coordinator presents the AQAR compilation guidelines provided by the regulatory bodies or affiliating university. The responsibilities to individual members for gathering data and contributing to the AQAR compilation were assigned.



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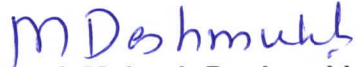
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**Agenda 6: To organize professional development training for teaching and non – teaching staff.**

The IQAC members deliberated on the need for professional development training for both teaching and non-teaching staff. Various training topics were suggested, including pedagogy, research methodologies, administrative skills, and use of technology in education.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh.

  
(Prof. Mahesh Deshmukh)  
Convener IQAC



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Date : 28/03/2022

## **NOTICE FOR IQAC MEETING**

It is hereby informed that, fourth meeting of Internal Quality Assurance Cell has been organized on **Wednesday, 6<sup>th</sup> April, 2022 at 11:30 a.m. in the Committee Room.** The agenda for the meeting is listed as below –

**The agenda for the meeting is listed as below –**

1. Approval of the minutes of the previous meeting.
2. To review and discuss the action taken report of the previous meeting.
3. To assess the effectiveness of the online feedback collection system implemented during the year.
4. To finalize the AQAR and the compliance report.
5. To review of the professional development programs organized during the year for the students, faculty and staff.
6. To discuss on the allocation of the budget for IQAC activities in the upcoming academic year 2022-23
7. Any other matter with the permission of the chair.

*M. Deshmukh*  
(Prof. Mahesh Deshmukh)  
Convener IQAC





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Date : 11/04/2022

## **MINUTES OF THE MEETING**

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on **6<sup>th</sup> April, 2022**.

### **Agenda 1: Approval of the minutes of the previous meeting.**

The minutes of the previous meeting were read and approved by the Chairman.

### **Agenda 2: To review and discuss the action taken report of the previous meeting**

The action taken report of the previous meeting was read and documented along with the supporting documents.

### **Agenda 3:**

The IQAC coordinator presented a comprehensive report on the online feedback collection system that was implemented during the academic year 2021-22. Data analysis of the feedback received from students, faculty, and other stakeholders was discussed, highlighting the strengths and areas for improvement. The members engaged in a constructive discussion on the effectiveness of the system and suggested potential enhancements for the next academic year.

### **Agenda 4:**

The AQAR compilation was presented by the IQAC coordinator, summarizing the institution's overall performance during the academic year 2021-22. The members carefully reviewed the AQAR and provided valuable insights for improvement. After addressing the suggestions and recommendations, the AQAR and the compliance report were finalized for submission.



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**Agenda 5:**

A detailed review of the professional development programs conducted throughout the academic year was presented by the IQAC coordinator. The effectiveness and impact of these programs on the participants' skill development and knowledge enhancement were discussed. Members appreciated the efforts made in organizing these programs and suggested possible topics for future sessions.

**Agenda 6:**

The IQAC coordinator presented the proposed budget for IQAC activities in the academic year 2022-23. The members discussed and evaluated the budget allocation for various initiatives and suggested adjustments to ensure optimal utilization of resources.

**Agenda 7:**

Members were given the opportunity to raise any additional matters or concerns not covered in the agenda. Various issues related to faculty development, infrastructure improvements, and student support services were discussed briefly. The Chairperson addressed these matters and assured the members that they would be taken into consideration for future discussions and planning.

With the permission of the chair and dignitaries, the meeting ended with a vote of thanks by the member secretary of the IQAC, Mr. Mahesh Deshmukh.

*M Deshmukh*  
**(Prof. Mahesh Deshmukh)**  
Convener IQAC