



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: 20/06/2018

NOTICE FOR IQAC MEETING

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **Saturday, 30th June 2018 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 2018-19 duly approved by the CDC
4. To discuss and review the various Standard Operating Procedures.
5. To discuss and confirm on the academic calendar and tentative schedules of various committee meetings.
6. To review and discuss the findings of the gender audit 2017-18
7. To review the SWOC analysis of the various committees.
8. Any other matter with the permission of the chair.

M. Deshmukh

Prof. Mahesh Deshmukh
Convener IQAC

K. J. Dave
PRINCIPAL
Sonopant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404



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Date : 30/06/2018

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by Mr. Mahesh Deshmukh, IQAC Co-ordinator on 30th June 2018

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 the action taken report of the previous meeting.

The action taken report was read and presented along with the supporting documents by Mr. Mahesh Deshmukh, the IQAC Coordinator, and forwarded to CDC for reference.

Agenda 3: To discuss and prepare the Plan of action based on the perspective plan for the academic session 2018-19 duly approved by the CDC

As envisaged the central theme of "Implementation of STEM" in phased manner the Plan of action was chalked out aligning the perspective plan after discussion. The plan of the action revolved around

1. Availability of Internet and Electronic Resources for staff and students.
2. Revised Curriculum Enrichment and Delivery Mechanism
3. Skill Development and Entrepreneurship Training
4. Professional Development of the Staff
5. Cognitive and Mental Well Being of the Stakeholders

Agenda 4: To discuss and review the various Standard Operating Procedures.

After discussions it resolved to reframe the SOP standards, Code of Conduct and to be publicized on or before 10th July 2018.

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Agenda 5: To discuss and confirm the academic calendar and tentative schedules of various committee meetings.

The academic calendar was finalized and to be made available to the various stakeholders for ready reference. The tentative schedules for the meetings were discussed with their inclusion in the individual academic planner of the department.

Agenda 6: To review and discuss the findings of the gender audit.

The findings of the gender audit were presented by the member secretary of the CWDC committee and it agreed to draft gender policies separately to ensure gender mainstreaming.


Agenda 7: To review the SWOC analysis of the various committees.

The member secretaries of the various committees presented the SWOC analysis wherein the various remarks and recommendations were put forth by the IQAC members. It was resolved the committees to work in close collaboration with IQAC for a future course of action and IQAC would act as a liaison between the Principal and committees.

Agenda 8: Any other matter with the permission of the chair.

The IQAC co-ordinator with the permission of the chair proposed to observe international days and also it would be the focal theme for college activities and magazine. For the year 2018-19 " Mental Health" theme was agreed upon.

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.


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ACTION TAKEN REPORT

The action taken report was prepared by IQAC Convenor, Mr. Mahesh Deshmukh.
The details are presented in tabular form.

Sr. no	Minutes	Action Taken
1.	“Implementation of STEM	Various Guest Lectures in area of literary arts, critical appraisals, Social Entrepreneurships, Industrial visit by different departments to ensure holistic implementation of STEM based learning were organized.
2.	Availability of Internet and Electronic Resources for staff and students.	High speed internet with 100 mpbs and separate lab for CAP assessment was made available along with additional installation of computers for students in labs and library.
3.	Revised Curriculum Enrichment and Delivery Mechanism	The Cross-cutting issues and curriculum delivery was enriched by inviting resource person from various institutes for conduct of guest lectures, training workshops, industrial visits, add-on certificates.
4.	Skill Development and Entrepreneurship Training	The Entrepreneurship cell was formed to ensure instilling entrepreneurship skills and conduct programs for learners and community under the aegis's of Centre for Excellence and Innovation.

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Sr. no	Minutes	Action Taken
5.	Professional Development of the Staff	Training Programs were organized in areas of STEM based learning and were encouraged to go for Swayam and online courses.
6.	Reframe the SOP standards, Code of Conduct	The SOPs for laboratory, infrastructure and code of conduct were reframed and approved by CDC.
7.	Gender Policies	The institution had its first gender policy documented by WDC and duly approved by CDC.

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Date : 25/10/ 2018

NOTICE FOR IQAC MEETING

It is hereby informed that, second meeting of Internal Quality Assurance Cell has been organized on **Saturday, 3rd November, 2018 at 10:30 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 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 discuss and analyse the midterm feedbacks and forward the same to the concerned departmental heads.
6. Any other matter with the permission of the chair.

MDeshmukh

Prof. Mahesh Deshmukh
Convener IQAC

K. J. Dave
PRINCIPAL
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V.S. Apte Commerce College &
M.H. Mehta Science College
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Date : 03/11/2018

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on 3rd November 2018

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 and the departmental heads presented in detail the various initiatives implemented to align with the components of STEM Education. A detailing regarding co-curricular activities was also incorporated. The team appraised the efforts of the Marathi Literary Association and Entrepreneur Cell for their out of box ideas. The faculties were also appraised for mark improvements in their research work.

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

The IQAC coordinator 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 revised mentor – mentee handbook was also presented.

PRINCIPAL

K. Dave
Sonopant Dandekar Arts College,
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Agenda 5: To discuss and analyse the midterm feedbacks and forward the same to the concerned departmental heads.

The policy of collecting mid- term feedbacks ensures corrective actions are taken within the same academic session. The mid-term feedbacks were analysed, discussed upon wherein outcomes were documented and shared with the departmental heads for revision. The feedbacks were collected in the areas of teaching and learning methods and infrastructural facilities.

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.


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ACTION TAKEN REPORT

The action taken report was prepared by IQAC Convenor, Mr. Mahesh Deshmukh.

The details are presented in tabular form.

Sr. No.	Minutes	Action Taken
1.	Departmental Reports and Presentation.	The departmental reports were presented during the meeting. The reports were documented. The details such as the number of activities conducted, key initiatives, teaching-learning system and certificate courses conducted were forwarded to IQAC.
2.	Review activities under MOU.	The institute actively participated in placement pool drives organized by VIVA College. Experienced college faculties were deputed to various educational institutes for sharing knowledge and conducting training activities such as Sahyadri Shikshan Seva Mandal Arts and Commerce College, Juchandra, Gonsalo Garcia College, VIVA College etc. Collaborations with management institutes were carried out to acquaint and train students on competitive exams. Similarly, it was decided to collaborate with industries and skill training centres..

PRINCIPAL

K. J. Dave
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Sr. No.	Minutes	Action Taken
3.	Mentor- Mentee Handbook	The mentor-mentee handbook was revised wherein newly appointed teachers were also allotted mentees.
4.	Mid-Term Feedback	The proposal for collecting mid-term feedback was approved and initially collected informally through mentor-mentee channels.

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Date : 16/02/2019

NOTICE FOR IQAC MEETING

It is hereby informed that, third meeting of Internal Quality Assurance Cell has been organized on **Thursday, 21st February 2019 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 and discuss the action taken report of the previous meeting
3. To discuss and review about the academic progress of the various courses and professional development of the faculties.
4. To discuss upon feedback obtained from the counsellor.
5. Any other matter with the permission of the chair.

MDeshmukh

Prof. Mahesh Deshmukh
Convener IQAC

K. J. Dave
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Date : 21/02/2019

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on 21st February 2019

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 and review about the academic progress of the various courses and professional development of the faculties.

The Chairman of the Cell and the Treasurer of the managing committee congratulated, the IQAC co-ordinator, Mr. Mahesh Deshmukh for marking its footprints at international level and raising the bar by receiving a project under UNESCO OE4BW 2019 for developing open educational resource. The team also congratulated and felicitated Dr. Kiran Save for his book release. The works of the library committee was also appraised thereby motivating various faculties for upgrading their career graphs.

Agenda 4: To discuss upon feedback obtained from the counsellor.

Based on the feedback delivered by the counsellor, it was decided to include activities such as poster making, videos, sessions on Vedic Maths to sharpen the cognitive skills of the students and faculties in the of age social media.

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.


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ACTION TAKEN REPORT

The action taken report was prepared by IQAC Convenor, Mr. Mahesh Deshmukh.
The details are presented in tabular form.

Sr. No.	Minutes	Action Taken
1.	Review of Academic progress of the various courses and professional development of the faculties.	<ul style="list-style-type: none">The details on faculty development programs attended were documented.Teaching Diaries were reviewed.Feedback from stakeholders through PTA meeting, Alumni meet, and Student meetings was recorded and communicated.Departmental activities were also reviewed.
2.	Conduct of activities as suggested by Counsellor	<ul style="list-style-type: none">Mental Health was focused upon and innovative pedagogy activities such as Concentration techniques, Case Study analysis, Ad- Mad Competition, Thug war, street plays, literature through powada and study tours were organized by various departments.Training on innovative teaching pedagogy was imparted.

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Date : 12/04/ 2019

NOTICE FOR IQAC MEETING

It is hereby informed that, fourth meeting of Internal Quality Assurance Cell has been organized on **Saturday, 20th April, 2019 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 and discuss the action taken report of the previous meeting.
3. Annual Presentations of various committees and departments.
4. To review the progress of the institute in terms of execution of STEM Education
5. To apply for new courses at undergraduate and post-graduate levels.
6. To discuss infrastructural and human resource requirements for the next academic session.
7. To prepare a perspective plan for the next academic session.
8. Any other matter with the permission of the chair.

MDeshmukh

Prof. Mahesh Deshmukh
Convener IQAC

K. J. Jave
PRINCIPAL
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Date : 20/4/2019

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on 20th April, 2019.

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: Annual Presentations of various committees and departments.

The member secretaries and departmental heads delivered their annual presentations in the prescribed format as designed by the IQAC team with supporting documents available for reference. The marked improvement of a handful of faculties in the sphere of blended learning and use of technology was highlighted to which the chairperson recommended intense delivery of training for faculties. The work done by the Entrepreneur cell was applauded and recognized.

Agenda 4: To review the progress of the institute in terms of execution of STEM Education

After the discussions and deliberations the IQAC co-ordinator highlighted the fact that the institute was facing the satisfactory underperformance down syndrome when it came to embracing ICT in the curriculum delivery mechanism amongst senior faculties. Taking this challenge it recommended to chalk out improve accountability process over the period subtly and to initiate steps towards first installing the Gandhian Principles and increased role of counselor to identify the gaps.

PRINCIPAL

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Agenda 5: To apply for new courses at undergraduate and postgraduate levels and also introduce certificate courses.

It was resolved to apply for new courses in the stream of science and technology and depute faculties for field visits and training in Robotics. Also, certificate courses for the same were to be designed.

Agenda 6: To discuss infrastructural and human resource requirements for the next academic session.

With the increase in the student enrolment and expanded scope of activities, the proposal for infrastructural modifications, additions, and allocations were to be placed before CDC for final approval. Similarly, considering the additional workload the proposal for recruitment of staff was to be placed before governing body for consideration and approval.

Agenda 7: To prepare a perspective plan for the next academic session.

The perspective plan was drafted after considering discussions and recommendations from the IQAC team in detail. The central theme was to ensure a breakdown to the resistance of change, widen academic and industrial linkages, improved LSRW skills, penetrating deeper into research and development. A detailed list of short-term goals and long-term vision was carved out.

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.

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ACTION TAKEN REPORT

The action taken report was prepared by IQAC Convenor, Mr. Mahesh Deshmukh.

The details are presented in tabular form.

Sr. No.	Minutes	Action Taken
1.	ICT in the curriculum delivery mechanism	<ul style="list-style-type: none">Resource allocation and short-term planning for implementation of ICT in curriculum delivery mechanism was documented and approved by CDC.A step towards Open Education Resources was also initiated with successful completion of development and delivery of MOOC for undergraduates.
2.	Application for new programs	<ul style="list-style-type: none">The application for following new programs from academic year 2019-20 was approved.<ol style="list-style-type: none">Bachelors in Banking and InsuranceMaster's in history, Politics, Business Management, Physics, Botany, Zoology and Biotech.Ph.D in science subject of Biotechnology.
3.	Infrastructural modifications	<ul style="list-style-type: none">Infrastructural renovations and modifications in building were carried upon. Investment in digital technology was done.
4.	Human Resource Management	<ul style="list-style-type: none">Training and appointment of additional staff duly approved by CDC was carried upon. Total Eight (08) was appointed.

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