



Sonopant Dandekar Shikshan Mandali's
Sonopant Dandekar Arts,
V. S. Apte Commerce &
M. H. Mehta Science College, Palghar
Estb.: 14 August 1968
Dr. Kiran Save, Principal

Kharekuran Road, Palghar (W), Tal. & Dist. Palghar,
Maharashtra - 401 404, INDIA
Tel. : +91 - 2525 - 252163
Principal : +91 - 2525 - 252317
Email : sdscollege@yahoo.com
Web. : www.sdscollege.com

Ref No.:

Date :

14th July, 2022

NOTICE FOR IQAC MEETING 2022-2023

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **Monday 25th July 2022 at 11.30am in the Committee Room.**

The agenda for the meeting is as follows:

- 1. To approve the minutes of the previous meeting.**
- 2. To review the action taken report of previous meeting.**
- 3. To revisit the Vision and Mission of the institute, SOP's considering changing education ecosystem and implementation of NEP 2020.**
- 4. To place and review the proposal for conducting various audits for the academic year 2022-23.**
- 5. To identify and prepare plan of action for best practices to be strived during the academic year.**
- 6. Any other matter with the permission of the chair.**

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

M. Deshmukh
(Prof. Mahesh Deshmukh)
IQAC Convener



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MINUTES OF THE MEETING

The Minutes of the Meeting were recorded in writing by Prof. Mahesh Deshmukh, IQAC Co-Ordinator on 25th July 2022.

Agenda 1. Approve the minutes of the previous meeting


The Minutes of the previous meeting were read before the members for discussion and review. After discussion, minutes were approved and documented for future reference.

Agenda 2. To review the action taken report of the previous meeting.

The chairman approved the action taken report to the members for review purposes. The progress and status of each action were reviewed by the members to ensure accountability, transparency, and continuous improvement in the implementation of decisions and actions for enhancing the quality benchmarks.

Agenda 3. To revisit the Vision and Mission of the institute, SOP's considering changing the education ecosystem and implementation of NEP 2020.

Mr. Mahesh Deshmukh presented a comprehensive review of the Vision and Mission of the institute, aligning them with the goals outlined in the National Education Policy (NEP) 2020. Members discussed the need for adaptability and innovation to accommodate changes in the education ecosystem. Members shared insights on effective teaching methods, student engagement strategies, and the integration of technology in education. A plan of action was drafted to implement these practices, and responsibilities were assigned to relevant departments. It was decided to form a subcommittee to draft updated Vision and Mission statements and to be placed to CDC for final approval and adoption. Further, the standard operating procedures were reviewed, revised and sent to various departments for feedback, post which it was to be placed before the CDC for approval.


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Agenda 4. To place and review the proposal for conducting various audits for the academic year 2022-23.

The Chairman & Principal Dr. Kiran Save presented a proposal for conducting academic and environmental audits for the academic year 2022-23. This included green audits, energy audits, and academic audits alongside statutory audits. The members also recommended going for a gender audit, and human resource audit for the first time alongside move towards sustainability impact assessment. The timeline for each audit was also discussed. The proposal was discussed, and it was agreed to proceed with the audits as outlined in the proposal to CDC for final approval.

5. To identify and prepare a plan of action for best practices to strive during the academic year.

The IQAC coordinator provided an overview of SDG 3 and SDG 13, emphasizing the relevance of health and well-being, as well as climate action, within the academic context. Members discussed how the institute could contribute to these goals through its educational practices. The committee collaboratively developed a plan of action to implement the identified best practices. This included:

- Integrating menstrual health and hygiene and mental health into the educational framework.
- Promoting eco-friendly initiatives such as waste reduction, energy conservation, and green spaces on campus.
- Collaborating with local health organizations and environmental groups.
- Implementing awareness campaigns on health and climate issues.

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Agenda 6. Any other matter with the permission of the chair.

Members were allowed to bring up additional items for discussion. The need for faculty development programs, infrastructure upgrades in terms of renewable sources of energy and internal road maintenance post-rainy season was discussed. Student welfare initiatives and the implementation of LMS were briefly discussed.

With the permission of the chair and dignitaries present, the meeting ended with positive spirit and commitment towards quality enhancement through collaborative efforts.

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mDeshmukh
(Prof. Mahesh Deshmukh)
IQAC Convener



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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken
1	Approval of Academic Calendar	The academic calendar was placed, approved, and made available to stakeholders through website and other communication media.
2	Reframing of Vision and Mission	The Vision and Mission of the Institute considering NEP 2020 and changing role of education ecosystem were reframed and duly approved by CDC.
3	Revision in Teaching Learning Reporting system	The Lesson plan, syllabus completion report and daily teaching report were digitalized using ERP module. The trainings for the same were provided to the teachers.
4	Implementation of NEP 2020	Under the aegis of IQAC and in collaboration with University of Mumbai & RUSA trainings and preparation of institute in line with outcome-based education and multidisciplinary approach was carried upon. The formats , SOP's and reporting standards were revised and adopted.
5	Initiatives towards SDG3 and SDG 13	The Institute in collaboration with Shree Shankara Hindu Mission, continued with distribution of sanitary pad vending machine and incinerator in schools and colleges in the remote areas of Palghar and Mokada. It also conducted along with awareness campaigns and material on women health and hygiene (SDG3). Similarly, it conducted workshops on health and nutrition. Further energy and green audit were also conducted during the year. Lastly awareness campaign on climate change and fast fashion were carried upon.

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1st October, 2022

NOTICE FOR IQAC MEETING

This is to bring to your kind notice that the **second IQAC meeting** for the academic year is scheduled, your presence is looked upon. The details are as below:

Date of Meeting	17th October, 2022
Time	14:00 hrs.
Day	Monday
Venue	Committee Room, Ground Floor
Note takers	1. Dr. Sheela Godbole 2. Shri Prakash Chabke

The agenda to be discussed is as below:

Item no	Topic of Discussion	Facilitator/ Proposer
1.	Approval of the minutes of the previous meeting.	Mr. Mahesh Deshmukh
2.	Review of Action Taken Report.	Mr. Mahesh Deshmukh
3.	Reconsideration of Budget Allocation	Mr. Kiran Save
4.	Review of half yearly feedback from students on teaching learning system.	Mr. Tanaji Pol & Team
5.	Review of Academic Performance i.e Department Overview	Mr. Mahesh Deshmukh
6.	Review of Extension Activities	Lt. Anagha Deshmukh
7.	Overall Progress Chart and Inputs	Mr. Mahesh Deshmukh
8.	Any other matter with the permission of the chair	Open Forum

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MDeshmukh
(Prof. Mahesh Deshmukh)
IQAC Convener



Ref No.:

Date :

MINUTES OF THE MEETING

Meeting Details	Second IQAC Meeting, held on 17th Oct 2022
Recorded by	Mr. Mahesh Deshmukh, Member Secretary
No of members present	20
No of members absent and their names	01 – Shri Bhupendra Gharat

Opening Remarks: Principal Dr. Kiran Save congratulated the team for bagging zonal championship at Youth Festival and applauded the efforts of team.

Discussion and Outcomes

Agenda	Outcome
Approval of the minutes of the previous meeting.	The minutes of the previous meeting were read and approved by Principal Dr. Kiran Save.
Review of Action Taken Report.	<ul style="list-style-type: none">Mr. Mahesh Deshmukh presented the revised Vision, Mission, and SOPs that were thoroughly discussed and adopted for implementation.Revised structure of Mentor-Mentee Ecosystem and External Mentors were adopted for the purpose.Strengthening the ties with NGOs and Companies was in the process for improved community outreach programs.The revised formats for the teaching-learning ecosystem were adopted and are to be put into practice from the second half of 2022.The timelines of various audits were made known, and a facilitator was adopted for the same.
Reconsideration of Budget Allocation	<ul style="list-style-type: none">The financial budgets were discussed and revised in the wake of increased infrastructure requirements.The library maintenance budget was revised and allocated toward the purchase of new equipment.Computer labs to be expanded.Installation of interactive panels was approved.Sports Ground to be upgraded with improved facilities.The said proposals were forwarded to the CDC for final approval and adoption.

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Review of half-yearly feedback from students on the teaching-learning system.	<ul style="list-style-type: none">• A quick snapshot was delivered by Mr Tanaji Pol on the methodology of feedback followed by detailed inputs.• Lt Anagha Deshmukh presented the half-yearly feedback of learners enrolled in various courses under the Faculty of Arts.• Dr. Shreya Mishra presented the half-yearly feedback of learners enrolled in various courses under the Faculty of Commerce.• Dr. Sapna Jadhav presented the half-yearly feedback of learners enrolled in various courses under the Faculty of Science• Dr. Manish Deshmukh presented the half-yearly feedback of learners enrolled in various courses at the PG level.• The feedback was discussed, and the team proposed to transit towards blended and open learning resources. It also looked upon increased collaborations with industries and organizations for the conduct of skill development courses and on-the-job training programs.• It was further resolved to provide internships to learners within the college under various departments such as office management, library, incubation cell, IDOL center, etc. This was largely seconded by Mr. Ajit Rane and Mr. Mahesh Deshmukh.
Review of Academic Performance i.e. Department Overview	<ul style="list-style-type: none">• The consolidated head of department reports were presented by Mr. Mahesh Deshmukh, highlighting key achievements and lacunas to be filled.• The Department of Self-Financing was appraised for the conduct of certificate courses by the members.• The detailed department-wise inputs were shared with the HOD's.
Review of Extension Activities	<ul style="list-style-type: none">• Lt Anagha Deshmukh presented the report stating that more than 25 activities in health & hygiene, mental awareness, and environment sustainability were carried out. She also presented a tentative list of upcoming activities for the second half of the academic session.

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Overall Progress Chart and Inputs	<ul style="list-style-type: none">Mr. Mahesh Deshmukh outlined the student statistics alongside with key achievements of the institute. He insisted on deepening the mentor-mentee system for pinning down the information, circulars, etc to the learners.He further insisted upon increased collaborative efforts of the team and resources across various stakeholders.
Any other matter with the permission of the chair	<ul style="list-style-type: none">The student representative Ms Omkari Potdar requested for turf to be built on the ground. The recommendation was discussed and forwarded to CDC for approval.

Closing Remarks: The meeting ended with vote of thanks, and it was decided to conduct next meetings during mid-January 23.

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MDeshmukh
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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken
1.	Provide Internships to Students	Internships were provided to students especially those in the last year of graduation.
2.	Academic Audit	The Academic Audit for the AY 2021-22 was carried upon and report for the same was documented. The feedback on same were worked on and were placed before CDC.
3.	Infrastructure Facilities	The proposal for turf was accepted by CDC and implementation was carried upon. The interactive panels were installed under CSR activities of Shree Shankara Hindu Mission.

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6th Jan, 2023

NOTICE FOR IQAC MEETING

This is to bring to your kind notice that the **Third IQAC meeting** for the academic year is scheduled, your presence is looked upon. The details are as below:

Date of Meeting	23rd January, 2023
Time	11:30 hrs.
Day	Monday
Venue	Committee Room, Ground Floor
Note takers	1. Dr. Sheela Godbole 2. Shri Prakash Chabke

The agenda to be discussed is as below:

Item no	Topic of Discussion	Facilitator/ Proposer
1.	Approval of the minutes of the previous meeting.	Mr. Mahesh Deshmukh
2.	Review of Action Taken Report.	Mr. Mahesh Deshmukh
3.	Review of Scholarship and student welfare activities.	Mrs. Supriya Urade
4.	Discuss and Review of AQAR 2021-22	Mr. Mahesh Deshmukh
5.	Discuss upon Planning and Execution of Gender Audit.	Dr. Sheela Godbole
6.	Any other matter with the permission of the chair.	Open Forum

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MDeshmukh
(Prof. Mahesh Deshmukh)
IQAC Convener



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MINUTES OF THE MEETING

Meeting Details	Third IQAC Meeting, held on 23 rd Jan 2023
Recorded by	Mr. Mahesh Deshmukh, Member Secretary
No of members present	21
No of members absent and their names	NIL

Opening Remarks: The management members congratulated the team for their efforts and teamwork that has helped institute raise the benchmark in the vicinity. They also appreciated the participants and coordinators of Team Aavishkar.

Discussion and Outcomes

Agenda	Outcome
Approval of the minutes of the previous meeting.	The minutes of the previous meeting were read and approved by Principal Dr. Kiran Save.
Review of Action Taken Report.	The computer labs were expanded with an additional BMS building. The ground work including turf was now commenced. Teacher Training Programs were conducted. A series of sessions and certificate courses on Research Methodology and IPR was conducted. The application for the IDOL center was carried out.
Review of Scholarship and student welfare activities.	Mrs. Supriya Urade gave an overview of various applications received and proceeded under Government and Management. She also suggested organizing camps/sessions by officers for wider awareness.

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Discuss and Review of AQAR 2021-22	The various criteria under AQAR 2021-22 were reviewed discussed and put forth for final uploading.
Discuss upon Planning and Execution of Gender Audit.	It was herewith discussed that an external committee would be appointed for the conduct of the same. The WDC and IQAC would work in close collaboration for the same.
Any other matter with the permission of the chair	None

Closing Remarks: The meeting ended with vote of thanks, and it was decided to conduct next meetings during the mid April.

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(Prof. Mahesh Deshmukh)
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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken
1.	Review of Scholarship and student welfare activities.	The information on scholarships was made available to students through multiple modes of communication such as mentor – mentee ecosystem, brochures, information on website and display on hoardings in strategic places within the institute. Orientation program on same was held.
2.	Discuss and Review of AQAR 2021-2022	The AQAR report was discussed, and team was formed for data collection and filing.
3.	Discuss upon Planning and Execution of Gender Audit.	The gender audit plan was carried and an external committee was appointed in consultation with WDC and IQAC.

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Date :

11th April, 2023

NOTICE FOR IQAC MEETING

This is to bring to your kind notice that the **Fourth IQAC meeting** for the academic year is scheduled, your presence is looked upon. The details are as below:

Date of Meeting	25th April, 2023
Time	14:30 hrs.
Day	Monday
Venue	Committee Room, Ground Floor
Note takers	1. Dr. Sheela Godbole 2. Shri Prakash Chabke

The agenda to be discussed is as below:

Item no	Topic of Discussion	Facilitator/ Proposer
1.	Approval of the minutes of the previous meeting.	Mr. Mahesh Deshmukh
2.	Review of Action Taken Report.	Mr. Mahesh Deshmukh
3.	Review of Academic Performance i.e. Department Overview by Departmental Heads	Dr. Tanaji Pol
4.	Preparation of Budget for the next academic session.	Principal Dr Kiran Save
5.	Review of Activities under CSR and MOU.	Mr. Mahesh Deshmukh
6.	Preparation of Perspective Plan for next 5 years.	Principal Dr Kiran Save
7.	Discussion on Plan of Action for implementation of NEP 2020 for PG courses.	Mr. Mahesh Deshmukh
8.	Any other matter with the permission of the chair.	Open Forum

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MINUTES OF THE MEETING

Meeting Details	Fourth IQAC Meeting, held on 23 rd Jan 2023
Recorded by	Mr. Mahesh Deshmukh, Member Secretary
No of members present	21
No of members absent and their names	NIL

Opening Remarks: Mr. Mahesh Deshmukh gave a quick glance of key achievements of the Institute highlighting its achievements at various forums and informed about successful submission of data at NIRF and India Today.

Discussion and Outcomes

Agenda	Outcome
Approval of the minutes of the previous meeting.	The minutes of the previous meeting were read and approved by Principal Dr. Kiran Save.
Review of Action Taken Report.	The infrastructure developments were presented. Scholarship Activities and data were complied. The think tank for gender Audit and Academic Audit was appointed.
Preparation of Budget for the next academic session.	Prin Dr Kiran Save placed before the IQAC team the budget for the next academic session 2023-24 incorporating improved infrastructure and video recording room for facilitating the development of MOOCs. The detailed budget was approved with minute suggestions and forwarded to CDC for final approval.
Review of Academic Performance i.e. Department Overview by Departmental Heads	Dr Tanaji Pol presented a comprehensive report highlighting the key achievements and initiatives. The initiatives by the Department of Botany were applauded.
Review of Activities under CSR and MOU.	Mr Mahesh Deshmukh gave a glance through of activities under MOU and CSR carried upon by Shree Shankara Hindu Mission. He also suggested for development of a core CSR committee. The team further suggested looking forward to foreign collaborations.

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Preparation of Perspective Plan for the next 5 years.	It was agreed upon to form a committee for the preparation of the Perspective plan for the next five years. It was further discussed to include external advisors from industry and academia to be part of the same. The proposal for the same is to be placed before the CDC.
Discussion on Plan of Action for implementation of NEP 2020 for PG courses.	It was herewith discussed that training programs to be undertaken to acquaint teachers with NEP 2020 and its effective implementation to be chalked out by IQAC and PG HOD.
Any other matter with the permission of the chair	The team discussed upon filing of SSR in the next academic year. Further themes for the next academic year were discussed. Environment Sustainability was upscaled with various measures.

Closing Remarks: The meeting ended with vote of thanks.

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MDeshmukh
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Sonopant Dandekar Shikshan Mandali's
Sonopant Dandekar Arts,
V. S. Apte Commerce &
M. H. Mehta Science College, Palghar

Estb.: 14 August 1968

Dr. Kiran Save, Principal

Kharekuran Road, Palghar (W), Tal. & Dist. Palghar,

Maharashtra - 401 404, INDIA

Tel. : +91 - 2525 - 252163

Principal : +91 - 2525 - 252317

Email : sdscollege@yahoo.com

Web. : www.sdscollege.com

Ref No.:

Date :

ACTION TAKEN REPORT

Sr.no	Particulars	Action Taken
1.	Gender and Academic Audit	The gender audit report and academic audit report was presented in IQAC and placed before CDC by Mr Mahesh Deshmukh.
2.	Activities under MOU	The activities under MOU were reviewed. This year marked the signed of below MOU's, apart from regular one collaborating partners. <ul style="list-style-type: none">• Maharashtra centre for Entrepreneurship Development, Belapur.• Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratishan, Vikramgad• Infosys• GTT Foundation
3.	Implementation of NEP 2020	The NEP 2020 was to be implemented for PG courses and necessary arrangements were carried thorough.
4.	Environment Sustainability	The green audit report was placed before CDC. Flora and Fauna report were also was placed before CDC.

PRINCIPAL

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