



**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 :

## NOTICE FOR IQAC MEETING

This is to bring to your kind notice that the **First IQAC meeting** for the academic year 2023-24 is scheduled, your presence is looked upon. The details are as below:

<b>Date of Meeting</b>	<b>13<sup>th</sup> July, 2023</b>
<b>Time</b>	<b>11:30 AM</b>
<b>Day</b>	<b>Thursday</b>
<b>Venue</b>	<b>Committee Room, Ground Floor</b>
<b>Note takers</b>	<b>1. Mrs. Swati Patil 2. Shri Prakash Chabke</b>

The agenda to be discussed is as below:

<b>Item No.</b>	<b>Topic of Discussion</b>	<b>Facilitator/ Proposer</b>
1.	To approve the minutes of previous meeting	Mr. Mahesh Deshmukh
2.	To review the action taken on previous meeting	Mr. Mahesh Deshmukh
3.	To discuss the data related so far for the criteria to filling of AQAR AY 2022-23.	Mr. Mahesh Deshmukh
4.	To discuss the timeline for finalizing the data of the seven criteria's.	Principal Dr. Kiran Save
5.	To review the proposal for conducting various audits for the AY 2023-24.	Principal Dr. Kiran Save
6.	To discuss the challenges pertaining to the qualitative and quantitative metrics of all criteria's.	Mr. Mahesh Deshmukh
7.	Plan of activities during July 2023 to October 2023.	Dr. Tanaji Pol
8.	Any other matter with the permission of chairman	Open Forum

Date: 01/07/2023

**PRINCIPAL** *K. Save*  
Sonopant Dandekar Arts College,  
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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

Meeting Details	<b>First IQAC Meeting, held on 13<sup>th</sup> July 2023</b>
Recorded by	<b>Mr. Mahesh Deshmukh, Member Secretary</b>
No of members present	<b>21</b>
No of members absent and their names	<b>Nil</b>

**Opening Remarks:** Principal Dr. Kiran Save welcomed members of IQAC Committee and provided an overview of Quality Sustenance.

### Discussion and Outcomes :

Agenda	Outcome
To approve the minutes of previous meeting.	<ul style="list-style-type: none"><li>The minutes of previous meeting were read before the members for discussion and review by the convener. After discussion, minutes were approved and documented for future reference.</li></ul>
To review the action taken on previous meeting.	<ul style="list-style-type: none"><li>The action taken report from various departments taken were presented before the meeting. The chairman approved action taken report for the members for review purpose.</li></ul>
To discuss the data related so far for the criteria to filling of AQAR AY 2022-23.	<ul style="list-style-type: none"><li>Detailed discussion took place about the progress and status of each action.</li><li>The roles and responsibilities for various NAAC criterions was decided.</li><li>Prof. Mahesh Deshmukh provided overview of data collection process conducted and the types of data gathered for each criteria. The data collection team presented the data collection process focusing on the alignment of the collecting data with specific criteria required by NAAC.</li><li>The discussion took place among the members regarding the adequacy and comprehensiveness of collected data. NAAC committee members raised questions and sort clarification on certain data points to ensure their relevance and accuracy. The convener responded to the query and provided additional context and explanation wherever necessary.</li></ul>

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<p>To discuss the timeline for finalizing the data of the seven Criteria's.</p>	<ul style="list-style-type: none"><li>• After much deliberation and discussion amongst the members present, the timeline for collection of data has been finalized and it has been unanimously decided that the criteria chairman should collect the concern data from the various committees, departments and otherwise and after careful scrutinizing they should submit the data to the NAAC as per the following schedule: Departmental Data: 31st August 2023 Committee Data and Reports: 15th September 2023 Administrative Data: 15th September 2023 Financial Data: 30th September 2023</li></ul>
<p>To review the proposal of conducting various audits for the AY 2023-24.</p>	<ul style="list-style-type: none"><li>• The Chairman and Principal Dr. Kiran Save presented a proposal for conducting academic audit for AY 2023-24 including gender audit, human resource audit. 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 final approval.</li></ul>
<p>To discuss the issues pertaining to the qualitative and quantitative metrics of all criteria's.</p>	<ul style="list-style-type: none"><li>• There was a very fruitful discussion on the issues pertaining to the qualitative and quantitative metrics of all criteria.</li><li>• The convener introduced the agenda item concerning the challenges of examination related to quantitative and qualitative metrics for all criteria set by NAAC.</li><li>• Head of the Department provided insights into the best practices and methodologies for establishing robust qualitative and quantitative metrics along with NAAC standards.</li><li>• NAAC convener put forward his views regarding the balance between qualitative and quantitative indicators. Some of the members shared the challenges encountered in collecting and analyzing both qualitative and quantitative data. The chairman summarized key discussion points and action items, including the establishment of a committee to review and revised data collection techniques for metrics.</li></ul>

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<p>Plan of activities during July 2023 to October 2023.</p>	<ul style="list-style-type: none"><li>• Dr. Tanaji Pol introduced the agenda item regarding plan activities of various departments and committees scheduled from July 2023 to October 2023 aimed at meeting at requirements and deadlines. A discussion took place regarding resource allocation, timeline and potential challenges that may arise during the execution. Various departments and committee members put forward their departmental plans and activities to be carried out during the first term of AY 2023-24. The chairman gave rights to IQAC and Planning Forum to finalize the various departmental plans and activities to avoid the clashes of activities.</li></ul>
<p>Any other matter with the permission of chairman.</p>	<ul style="list-style-type: none"><li>• Members were allowed to bring up additional items for discussion. Follow up action on the faculty development program for MOOC development was discussed. A point regarding need for urinal and toilets for students was raised. Where the principal assured that the ongoing work regarding infrastructural upgradation will be over by October 31st and toilet blocks will be made available to the students.</li><li>• A point was raised regarding the training to the students regarding Youth Festival activities and Aavishkar Research Convention.</li><li>• The convener thanked all the participants for their active participation and encouraged continued cooperation in achieving the institute accreditation goals.</li></ul>

**Closing Remarks:** The meeting ended with vote of thanks, and it was decided to conduct next meetings during October 2023.

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



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## Action Taken Report

Sr. No	Particulars	Action Taken
1.	Academic Calendar	The data was compiled, and criterions heads were selected. Similarly, data for filing application on PM USHA was carried upon under the leadership of Mr Mahesh Deshmukh.
2.	Data Compilation	The data was compiled, and criterions heads were selected. Similarly, data for filing application on PM USHA was carried upon under the leadership of Mr Mahesh Deshmukh.
3.	MOOC development	Trainings for MOOC development was carried upon. Under the mentorship of Prof. Mahesh Deshmukh, Asst Prof Maqsood Memon sent proposal for MOOC development under aegis of OE4BW 2023-24 program.
4.	Preparation of Avishkar and Youth Festival	Dr. Sapna Jadhav and Dr. Manish Deshmukh were appointed as coordinators for Avishkar and Dr Shreya Mishra for Youth festival was appointed as coordinator. A committee was formed to ensure full participation.

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## 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:

<b>Date of Meeting</b>	<b>09<sup>th</sup> October, 2023</b>
<b>Time</b>	<b>11:30 AM</b>
<b>Day</b>	<b>Monday</b>
<b>Venue</b>	<b>Committee Room, Ground Floor</b>
<b>Note takers</b>	<b>1. Mrs. Swati Patil 2. Mr. Himanshu Patil</b>

The agenda to be discussed is as below:

<b>Item No.</b>	<b>Topic of Discussion</b>	<b>Facilitator/ Proposer</b>
1.	To approve the minutes of previous meeting	Mr. Mahesh Deshmukh
2.	To review the action taken on previous meeting	Mr. Mahesh Deshmukh
3.	To review and discuss qualitative write up and quantitative data prepared by the team for AQAR	Mr. Mahesh Deshmukh
4.	To review the documentary evidences prepared by the team	Principal, Dr. Kiran Save
5.	To review the supporting document for each metric	Mr. Mahesh Deshmukh
6.	Review of community outreach programs.	Capt. Anagha Padhye
7.	Any other matter with the permission of chairman	Open Forum

Date: 29/09/2023

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



## MINUTES OF THE MEETING

Meeting Details	<b>Second IQAC Meeting, held on 09<sup>th</sup> Oct 2023</b>
Recorded by	<b>Mr. Mahesh Deshmukh, Member Secretary</b>
No of members present	<b>20</b>
No of members absent and their names	<b>03 – Shri. Bhupendra Gharat, Shri. Hitendra Shah, Dr. Sheela Godbole.</b>

**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"><li>The various reports presented by the concern faculty was reviewed and documented.</li></ul>
To review and discuss qualitative write up and quantitative data prepared by the team.	<ul style="list-style-type: none"><li>The qualitative write up prepared by the IQAC team was presented before the meeting and it was evaluated.</li><li>Prof. Tanaji Pol, Shri. Jayant Dandekar Management Representative put forwarded couple of suggestions related to criterion 2 and 4 specifically. Discussion took place about the suggestions and couple of changes accepted.</li><li>The qualitative data prepared by the team was assessed for correct formats.</li><li>The data included the data related to admissions, scholarships, result analysis etc. The team analyzed the data and rechecked it. There were some questions raised regarding the methodology used to collect the quantitative data, which Prof. Mahesh Deshmukh addressed by providing clarification and additional details.</li></ul>
To review the documentary evidences prepared by the team.	<ul style="list-style-type: none"><li>It was presented before the meeting the methodology and procedure followed by the team for collection of documentary evidences for support of qualitative and quantitative metrics.</li><li>Prof. Mahesh Deshmukh reviewed about the issues pertaining the documentary evidences prepared by the members for various different criteria's.</li></ul>

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To review the supporting document for each metric.	<ul style="list-style-type: none"><li>• There was a systematic discussion on each supporting document for each metrics under criteria I to VI.</li><li>• There took place a detailed discussion about necessary actions to be taken for storing of documents.</li></ul>
Review of Extension Activities	<ul style="list-style-type: none"><li>• Capt. Anagha Deshmukh and NSS Representative Prof. Raju Tandel presented the report stating that more than 40 activities for promoting health and hygiene, national integration, environmental protection, conducting survey etc. details regarding 'Ankur' and 'Meri Maati, Mera Desh' were provided. She also presented a tentative list of upcoming activities for the second half of the academic session focusing on various sustainable development goals.</li></ul>
Any other matter with the permission of chairman.	<ul style="list-style-type: none"><li>• RUSA proposal under PM-USHA was discussed for reviews and consideration.</li><li>• Enhanced initiatives on research and quality education benchmarks were discussed.</li></ul>

**Closing Remarks:** The meeting ended with vote of thanks, and it was decided to conduct next meeting before the year end.

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## ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken
1.	To review and discuss qualitative write up and quantitative data prepared by the team.	The data of the students passing various competitive examination (NET, SET, PET, MPSC, UPSC, Banking examinations, CA Foundation, CA Inter etc) were recorded. All head of the departments were encouraged to maintain the record of students passing competitive examination.
2.	Record of on campus and off campus placements of students of each department.	It was planned that all the teachers should make more efforts to find out the employment status of passed out students for that it was decided that department should forward the google form to collect the data from the students and submit it to the concern. Accordingly, the google form was circulated.
3.	To review the supporting document for each metric.	Record of student's progression to higher education of each department. It was also decided to keep the record of student's progression to higher education to each department in a systematic manner. For that they are asked to meet the concern junior clerk from the office who is assigned with a specific department responsibility.
4.	Record of student's getting award and prizes from each department.	All the departments are asked to collect and maintain record of award and prizes won by the students for the various academic and extracurricular activities.
5.	Plans and activities in the month of October 2023 to December 2023.	Planning forum informed all head of the department about all the concerned activities and activities were listed out.

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## 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:

<b>Date of Meeting</b>	<b>14<sup>th</sup> Feb, 2024</b>
<b>Time</b>	<b>11:30 AM</b>
<b>Day</b>	<b>Wednesday</b>
<b>Venue</b>	<b>Committee Room, Ground Floor</b>
<b>Note takers</b>	<b>1. Mrs. Swati Patil 2. Shri Prakash Chabke</b>

The agenda to be discussed is as below:

<b>Item No.</b>	<b>Topic of Discussion</b>	<b>Facilitator/ Proposer</b>
1.	To approve the minutes of previous meeting	Mr. Mahesh Deshmukh
2.	To review the action taken on previous meeting	Mr. Mahesh Deshmukh
3.	To discuss on filing of SSR	Mr. Mahesh Deshmukh
4.	To review the department wise presentation.	Mr. Mahesh Deshmukh
5.	To review the progression of NEP 2020 under PG department	Dr. Tanaji Pol
6.	Any other matter with the permission of chairman	Open Forum

Date: 02/02/2024

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*M Deshmukh*  
**(Prof. Mahesh Deshmukh)**  
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## MINUTES OF THE MEETING

Meeting Details	Third IQAC Meeting, held on 14 <sup>th</sup> Feb 2024
Recorded by	Mr. Mahesh Deshmukh, Member Secretary
No of members present	22
No of members absent and their names	NIL

**Opening Remarks:** Principal Dr. Kiran Save appreciated the efforts of team in moving towards SSR filing.

### Discussion and Outcomes :

Agenda	Outcome
To approve the minutes of previous meeting	The minutes of the previous meeting were read and approved by Principal Dr. Kiran Save.
To review the action taken on previous meeting	The action taken report was reviewed and documented.
To discuss on filing of SSR	It was decided that IIQA to be filed by 31 <sup>st</sup> March 2024.
To review the department wise presentation.	The departmental presentations in short were presented and Mr Mahesh Deshmukh requested all the HOD's to provide data for website with recent activities.
To review the progression of NEP 2020 under PG department	Dr Tanaji provided a progression and implementation of NEP 2020 at PG section. He further requested IQAC to draft rubrics for various activities under NEP to ensure apt marking scheme.
Any other matter with the permission of chairman.	Mr Mahesh Deshmukh requested for shifting the website to ensure preparedness for NAAC.

**Closing Remarks:** The meeting ended with vote of thanks, and it was decided to conduct next meeting before the year end.

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