



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')

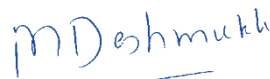
Date: 12/07/2021

NOTICE FOR IQAC MEETING

It is hereby informed that, first meeting of Internal Quality Assurance Cell has been organized on **Thursday, 22nd 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.**


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M.H. Mehta Science College
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Dist. Palghar, Pin-401404


(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 **22nd 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 College 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.

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

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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, and Short-Term Training Programs to be conducted by various departments during the upcoming academic year. The courses were to be conducted in area of research methodology, IPR, languages and financial literacy in particular. 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.

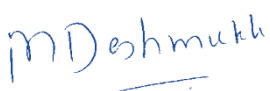
Agenda 10: Any other matter with the permission of the chair:

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.


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ACTION TAKEN REPORT

Sr. No	Particulars	Action Taken
1.	Approval of Academic Calendar	The Academic Calendar in the revised format was accepted and approved by CDC. The same was made available to the stakeholders.
2.	Certificate Courses	<p>This year witnessed a mark improvement in the certificate courses with an objective to fill in the gap of almost a year of online teaching learning where learner's output was low. To bridge this gap more than 15 certificate courses were conducted by various departments along with regular teaching – learning system. To name few:</p> <ul style="list-style-type: none">• Certificate course in Environment analysis• Certificate Course in Economics for Banking• Certificate Course in Industrial Economics• Certificate course in Data Science using machine learning.• Certificate Course in Intellectual Property Rights• Advance Diploma in Quality Control & Instrumentation• Short Term Training Programme on Research Methodology in Management• Short Term Training Programme on Research Methodology in Accounting & Finance• Short Term Training Programme on Digital Marketing
3.	National and International Conferences, Seminars, and Workshops	<ul style="list-style-type: none">• Seminars in the area of Environment Sustainability, Innovative Teaching Pedagogy, Content Enrichment and Research methodology were organized. To name few:• Online seminar on Budget 2022 Exclusively for Corporates• 4 Days Online Financial Education for Young Citizen Kona Kona Shiksha Batch No. 1

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		<ul style="list-style-type: none">• One Day National Webinar on “Financial Empowerment Through Wealth Creation”• One Day Visit to Environmental survey laboratory, BARC, Boisar• One Day National Conference on “Environment and Biodiversity for present status and future challenges”• Online Guest Lecture on “Afghanistan: Past, Present and Future” (Open to all the students and faculties of the college)
4.	AQAR Compilation	AQAR filing was initiated as due to pandemic, AQAR filing on portal. As a result the AQAR were uploaded.
5.	Plan of Action	The following initiatives were approved by CDC and various activities were planned out. <ul style="list-style-type: none">• Assessing the Situation and Identifying Challenges• Student Support Services:• Introduction of LMS system• Community Outreach Program• Participation in NIRF and Times India Rankings:

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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, 21st 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. Any other matter with the permission of the chair.

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Date : 21/10/2021

MINUTES OF THE MEETING

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

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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 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.

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

Sr. No	Particulars	Action Taken
1	Half-yearly presentations of various committees and departments.	The presentations from various departments were reviewed and feedbacks were delivered. The Department of history was applauded for number of activities it had undertaken to increase the depth of the course content.
2	Activities under MOU	The activities under MOU were reviewed and MOU was signed with Wx Consultants and SGBS Unnati foundation Bengaluru.
3	Implementation of Certificate Courses	The certificate courses were reviewed and their summary reports were documented.

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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, 24th January, 2022 at 11:30 a.m. in the Committee Room.** The agenda for the meeting is listed as below –

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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 utilization of the allocated budget for IQAC activities.
4. To initiate the preparation of AQAR compilation.
5. To organize professional development training for teaching and non – teaching staff.
6. Any other matter with the permission of the chair.

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Date : 24/01/2022

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on **24th 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 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 4: 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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Agenda 5: 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.

mDeshmukh

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ACTION TAKEN REPORT

Sr. No.	Particulars	Action Taken
1	Utilization of the allocated budget for IQAC activities.	The budget report was discussed and documented.
2	Preparation of AQAR compilation.	The AQAR reports were complied.
3	Professional development training for teaching and non – teaching staff.	Under the aegis of IQAC and departments various training programs were organized to name few: <ul style="list-style-type: none">• Seminar on "Each One, Teach One" Activity• Seminar on Stress Management• Implementation of Bloom Taxonomy in Examination• Workshop on Open Resource Learning

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Date : 16/04/2022

NOTICE FOR IQAC MEETING

It is hereby informed that, fourth meeting of Internal Quality Assurance Cell has been organized on **Wednesday, 27th April, 2022 at 12:30 p.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 review infrastructure and human resource requirement for the upcoming academic year.
5. Any other matter with the permission of the chair.

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Date : 27/04/2022

MINUTES OF THE MEETING

The minutes of the meeting were recorded in writing by the Mr. Mahesh Deshmukh, IQAC co-ordinator on 27th 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: To assess the effectiveness of the online feedback collection system implemented during the year.

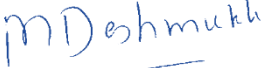
The IQAC coordinator presented a comprehensive report on the online feedback collection system that was implemented during the academic year 2021-22. Data analysis of the feedback received from students, faculty, and other stakeholders was discussed, highlighting the strengths and areas for improvement.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

Agenda 4: To review infrastructure and human resource requirement for the upcoming academic year.

Principal, Dr Kiran Save put forth the requirements for infrastructure in terms of renovation of pathways, human resource requirement for next academic year.

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

Sr. no	Particulars	Action Taken
1.	Feedback Analysis	The feedback analysis report was analyzed and displayed on website for stakeholders view. Accordingly teaching pedagogies and plan of action was to be drafted.
2.	Revisions in format	The year 2022-23 was embarked to be year of change to tune in with NEP 2020 and Quality enhancement. The IQAC had taken the initiative to go revisions in formats and standardizing reporting standards to facilitate audit.
3.	Human resource requirement	The human resource requirement was placed before and approved by CDC. Accordingly 20 faculties were appointed.

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