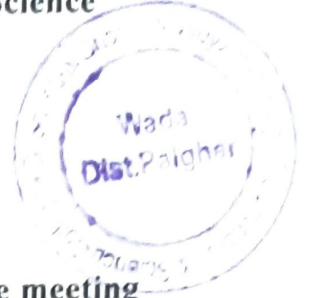


Shikshak Sanchalit shikshan Sanstha's  
**Dr. Shantilal Dhanji Devsey Arts College and Commerce and Science  
College, Wada, Dist Palghar-421303**

**INTERNAL QUALITY ASSURENCE CELL**

**Minutes of the Meeting of Date: 30-07- 2020**



**As per New Guidelines of UGC for Non-spreading of Covid-19 the meeting was held physically by wearing mask with used of sanitizer and maintaining social distance.**

**Agenda**

- 1) New composition of IQAC.
- 2) To read and confirm minutes of previous meeting and action taken report.
- 3) To read the resolution/guidelines made by UGC for Covid-19 pandemic towards teaching point of view.
- 4) To discuss the admission process in Covid-19 pandemic situation.
- 5) Discuss the new measures for cleaning of Campus and its maintenance by taking consideration of Covid-19 pandemic.
- 6) To arrange Webinar on IPR.
- 7) To discuss the submission of AQAR for 2019-20
- 8) NAAC New guidelines for preparation of SSR & progression of SSR submission.
- 9) Any other issues with the permission of chair.

**Subject:**

1. New composition of IQAC has made that include new IQAC coordinator and its members.
2. New IQAC coordinator read minutes of previous meeting and action taken report of previous meeting.
3. Principal read the new resolution/guidelines made by UGC for Covid-19 pandemic towards teaching point of view.
4. Principal read guidelines for admission process as per resolutions of University of Mumbai during Covid-19 pandemic.
5. Members of meeting discuss the cleaning measures and maintenance in terms of non-spreading of Covid-19.

6. It had decided to arrange at least one Webinar on Intellectual Property Right (IPR) under IQAC.
7. IQAC coordinator gave briefs about submission of AQAR for the year 2019-20.
8. IQAC coordinator discuss the NAAC New guidelines for the preparation of SSR & discuss the tentative date of IQA & SSR submission.
9. Any other issues mainly for precautions against Covid-19 pandemic.
10. The meeting ended with thanks to the Chairperson.



**Following members were present in Meeting:**

Sr. No.	Name of the Member	Designation
1	Prin. N.K. Phadke	Chairperson: Head of the Institution
2.	Mr. V.S. Kulkarni	Management Representative
3.	Mr. B.R. Kedia	Management Representative
4.	Dr. S.S. Khandekar	Member-Teacher
5.	Dr. K.S. Kawthekar	Member-Teacher
6.	Dr. K.P. Joshi (Physics)	Member-Teacher
7.	Shri. B.Y. Mokashi	Office Representative
8.	Shri. S.A. Mahajan	Local Community Representative
9.	Shri V.R. Thakare	Alumni Representative
10.	Shri R. K. Pande	Student Representative
11.	Dr. N.K. Halikar	IQAC Coordinator



**Action taken Report on meeting held on 30-07-2020**

The following actions were taken:

1. As per UGC guidelines Online mode of Teaching is made compulsory and mandatory for all teaching staffs and for that College has provided the teaching platform **MICROSOFT Team (for these special 3 days FDP on "How to use MICROSOFT Team" were also arranged)**. But were allowed others apps too for teaching purpose like Google meet, Zoom Meet.
2. To inform the notice/ important information to students WhatsApp, Facebook and other online social app were allowed.
3. Online admission processes were implemented as per guidelines of UGC and University of Mumbai.
4. Due to preparation of SSR for NAAC all teaching/non-teaching staff were allowed at College campus by taking precautionary measures to avoid spreading of Covid-19 like compulsion of wearing mask, use of sanitizer and social distancing.
5. Principal had evaluated the process of Criteria for preparation of SSR as per new planning.
6. Criteria Head discuss the problem and the same had solved by Principal & IQAC coordinator.
7. Necessary action taken for maintaining and cleanness of College premises.
8. One Webinar on Intellectual Property Right (IPR) had arranged on 8<sup>th</sup> August 2020.
9. It had decided that till the new guidelines from UGC all the programs for academic year 2020-21 will be organized through online mode only.

  
**IQAC**  
**CO-ORDINATOR**

  
**PRINCIPAL**  
Shikshak Sanchalit Shikshan Sanstha's  
Dr. Shantilal Dhanji Devsey Arts College  
& Commerce & Science College,  
Wada, Dist. Palghar

Shikshak Sanchalit shikshan Sanstha's  
**Dr. Shantilal Dhanji Devsey Arts College and Commerce and Science  
College, Wada, Dist Palghar-421303**



**INTERNAL QUALITY ASSURENCE CELL**

**Minutes of the Meeting of Date:7-11-2020**

**As per New Guidelines of UGC for Non-spreading of Covid-19 the meeting was held physically by wearing mask with used of sanitizer and maintaining social distance.**

**Agenda**

- 1) To read and confirm minutes of previous meeting and action taken report.
- 2) To read the resolution/guidelines made by UGC for Covid-19 pandemic towards Winter Examination point of view.
- 3) To discuss the final submission of AQAR for the year 2020-21.
- 4) To discuss the status of SSR submission for NAAC.
- 5) Any other issues.

**Minutes & Action taken**

1. IQAC coordinator read minutes of previous meeting and action taken report of previous meeting.
2. Principal read the new resolution/guidelines made by UGC for Covid-19 pandemic towards Examination point of view.
3. IQAC coordinator gave tentative date for AQAR of 2019-20 submission.
4. IQAC coordinator discusses the final status for preparation of SSR for NAAC and tentative date for its submission.
5. Any other issues mainly for precautions against Covid-19 pandemic.
6. The meeting ended with thanks to the Chairperson.

**Following members were present in Meeting:**

Sr. No.	Name of the Member	Designation
1	Prin. N.K. Phadke	Chairperson: Head of the Institution
2.	Mr. V.S. Kulkarni	Management Representative
3.	Mr. B.R. Kedia	Management Representative



4.	Dr. S.S. Khandekar	Member-Teacher
5.	Dr. K.S. Kawthekar	Member-Teacher
6.	Dr. K.P. Joshi (Physics)	Member-Teacher
7.	Shri. B.Y. Mokashi	Office Representative
8.	Shri. S.A. Mahajan	Local Community Representative
9.	Shri V.R. Thakare	Alumni Representative
10.	Shri R. K. Pande	Student Representative
11.	Dr. N.K. Halikar	IQAC Coordinator



**Action taken Report on meeting held on 7-11-2020**

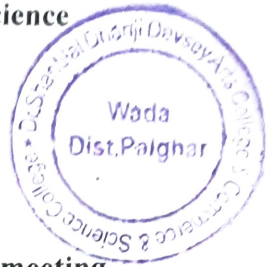
The following actions were taken:

1. As per UGC guidelines Online mode of Examinations (both Theory and Practical) had decided and MCQs patterned were implemented
2. Teachers were instructed to make MCQs as per guidelines of UGC and University of Mumbai.
3. Students were well prepared for online examination by taking Mock Online Exam.
4. Provided the sample MCQs to students through online mode.
5. Due to preparation of SSR for NAAC all teaching/non-teaching staff were allowed at college campus by taking precautionary measures to avoid spreading of Covid-19 like compulsion of wearing mask, use of sanitizer and social distancing.
6. IQAC coordinator confirmed the final submission of AQAR for the year 2019-20 on 5<sup>th</sup> December 2020.
7. Principal had evaluated the process of various Criteria as per status of SSR submission.
8. Criteria Head discuss the problem and the same had solved by Principal & IQAC coordinator
9. Principal overviews the work done for previous odd semester taking Covid -19 pandemic into consideration.

  
**IQAC**  
**CO-ORDINATOR**

  
**PRINCIPAL**  
**Shikshak Sanchalit Shikshan Sanstha's**  
**Dr. Shantilal Dhanji Deysey Arts College**  
**& Commerce & Science College,**  
**Wada, Dist. Palghar**

Shikshak Sanchalit shikshan Sanstha's  
**Dr. Shantilal Dhanji Devsey Arts College and Commerce and Science  
College, Wada, Dist Palghar-421303**



**INTERNAL QUALITY ASSURENCE CELL**

**Minutes of the Meeting of Date:24-04-2021**

**As per New Guidelines of UGC for Non-spreading of Covid-19 the meeting was held physically by wearing mask with used of sanitizer and maintaining social distance.**

**Agenda:**

- 1) To read and confirm minutes of previous meeting and action taken report.
- 2) To read the new resolution/guidelines made by UGC/ University of Mumbai for Covid-19 pandemic towards Summer Examinations and teaching mode of next Academic year.
- 3) To discuss the final status of IIQA and SSR submission for NAAC and Fees paid for NAAC and probable date for NAAC Peer team Visit.
- 4) Need of various planning and arrangement before the NAAC Peer Team visit.
- 5) Any other issues with the permission of Chair.

**Subject:**

1. IQAC coordinator read minutes of previous meeting and action taken report of previous meeting.
2. Principal read the new resolution/guidelines made by UGC/ University of Mumbai for Covid-19 pandemic towards Summer Examination and teaching mode of next Academic year.
3. IQAC coordinator confirmed the final submission of IIQA on date 11-01-2021 and SSR submission on date 24 -03-2021 and Fees had paid and to be paid for NAAC process and discuss the tentative date of Peer team visit.
4. Principal addressed the pre-requisite arrangement at College before the NAAC Peer Team Visit.
5. Any other issues mainly for precautions against Covid-19 pandemic during NAAC Peer team visit
6. The meeting ended with thanks to the Chairperson.



Following members were present in Meeting:

Sr. No.	Name of the Member	Designation
1	Prin. N.K. Phadke	Chairperson: Head of the Institution
2.	Mr. V.S. Kulkarni	Management Representative
3.	Mr. B.R. Kedia	Management Representative
4.	Dr. S.S. Khandekar	Member-Teacher
5.	Dr. K.S. Kawthekar	Member-Teacher
6.	Dr. K.P. Joshi (Physics)	Member-Teacher
7.	Shri. B.Y. Mokashi	Office Representative
8.	Shri. S.A. Mahajan	Local Community Representative
9.	Shri V.R. Thakare	Alumni Representative
10.	Shri R. K. Pande	Student Representative
11.	Dr. N.K. Halikar	IQAC Coordinator

**Action taken Report on meeting held on 24-04-2021**

The following actions were taken:

1. As per UGC guidelines Online mode of Examinations (both Theory and Practical) had decided and MCQs patterned were implemented
2. Teachers were instructed to make MCQs as per guidelines of UGC and University of Mumbai.
3. Students were well prepared for online examination by taking Mock Online Exam.
4. Provided the sample MCQs to students through online mode.
5. Principal had confirmed the final submission of IQA and SSR to various heads Criterion and informed them including IQAC coordinator to start preparation for respective presentation.
6. Criteria Head discuss the problem and the same had solved by Principal & IQAC coordinator.
7. Principal overviews the work done for previous Even semester taking Covid -19 pandemic into consideration.

  
**IQAC**  
**CO-ORDINATOR**

  
**PRINCIPAL**  
Shikshak Sanchalit Shikshan Sanstha's  
Dr. Shantilal Dhanji Devsey Arts, Commerce  
& Science College  
Wada, Dist. Palghar