

Action Plan on IQAC minutes of the meeting:

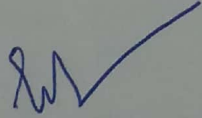
Date and Agenda	Action Plan.
6 <sup>th</sup> June 2018- Documentation , Committees , Research Theme , book bank facility	The library committee had submitted a proposal to the Principal for approval of additional copies of books in the library under Book Bank facility to students. The academic plan was submitted to IQAC by Heads of the Department after finalizing the yearly plan of events. The list of themes for the International Conference was placed by Research Cell to the IQAC for selection and finalization.
3 <sup>rd</sup> Oct 2018- A block inaccessible , research theme to be finalized	The IQAC cell was shifted to Block C and all the documents were shifted and placed in that Block. After finalization of the theme IT Cell was asked to design the brochure.
27 <sup>th</sup> Nov 2018- Result Review ,AQAR submission	The mentor-mentee program was strengthened and remedial lectures were started for result improvisation. The AQAR was uploaded to the NAAC website and also college website as well.
11 <sup>th</sup> Jan 2018- Enhancing students performance and convocation	All the teachers were asked to submit a copy of notes which had been prepared by them to give students in order to help them score and perform well. A set of question bank was also submitted and was in turn forwarded to the library for students to access. The agenda for convocation was approved.
15 <sup>th</sup> March 2018- Review the research conference work	The research cell submitted a report and files prepared during the international conference with details of the proceedings.
1 <sup>st</sup> April 2018- Post conference review	The proposal for picnic was approved with finalization of venue and date.
04 <sup>th</sup> May 2018- Yearly closing meet	The academic plan for forth coming year was to be finalized after review.

**Copy of Minutes of the IQAC meeting held on 06<sup>th</sup> June 2018 at  
11am at the Principal's office**

Principal Dr. Raju Krishnama S presided over the meeting.

The following items were discussed in the meeting:

1. The agenda of the meeting was read out.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC for the session 2017-18 were read out.
3. The Principal and the members discussed the admission criteria and the procedure to be followed in the academic year.
4. It was recommended by the committee that the teachers should get acquainted with syllabus and adopt innovative and effective teaching methodology for the students in the new academic year
5. The proposal for organizing international conference was placed before the committee for perusal and discussion.
6. It was suggested that all the committees to have uniformity while filing the documents.  
Further it was suggested to emphasize on quality enhancement of students while planning any curricular or co-curricular activities in accordance with the vision and mission of the college
7. The committee proposed to extend the book bank facility scheme to the meritorious and needy students, also to increase the volumes of reference books in the library.
8. The committee decided to assess the action taken on the above recommendations and suggestions in the next meeting.
9. The meeting was concluded with vote of thanks to the chair.

  
**PRINCIPAL**  
**SAKET COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
Saket Vidyanagari, Kalyan (E)-421307

**Copy of Minutes of the IQAC meeting held on 03<sup>rd</sup> October 2018 at  
12pm at the Principal's office**

Principal Dr. Raju Krishnama S. presided over the meeting.

The following items were discussed in the meeting:

1. The agenda of the meeting was read out.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC held on 06<sup>th</sup> June 2018 were read out.
3. Shri Saket Tiwari, Honorable Secretary of Saket Gyanpeeth informed the committee that Block A of the building shall remain inaccessible due to construction works
4. The committee after due discussions and considerations finalized the date and theme for the one day International Conference.  
The date of the international conference would be 30<sup>th</sup> March 2019 and the theme for the conference would be Quality Enhancement of Higher Education in India Trends and Challenges Vision 2025
5. The Committee decided that a dedicated email address would be created for receiving conference communication
6. The meeting was concluded with vote of thanks to the chair.


  
**PRINCIPAL**  
**SAKET COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
Saket Vidyanagar, Kalyan (E)-421101

**Copy of Minutes of the IQAC meeting held on 27<sup>th</sup> November 2018 at  
10am at the Principal's office**

Principal Dr. Raju Krishnama S. presided over the meeting.

The following items were discussed in the meeting:

1. The agenda of the meeting was read out.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC held on 03<sup>rd</sup> October 2018 were read out.
3. The committee assessed the action taken on the various recommendations and suggestions of the last meeting.
4. The committee analyzed the results of various classes submitted by the examination department and discussed the measures to be adopted to improve the results in the second term.
5. Further, it was suggested to provide guidance lectures and question bank to slow learners and advanced learners so as to improve their performance.
6. On request of teaching staffs the committee has decided to organize a one day workshop on 'How to write research paper?' so as to enhance their research aptitude.
7. The research committee submitted a draft brochure for the international conference for the perusal and suggestions if any
8. The committee after discussions and suggestions by its members approved the draft brochure with certain changes.
9. The IQAC Coordinator placed before the committee the draft Annual Quality Assurance Report (AQAR) for the academic year 2017-18 for the perusal of the committee.
10. The Committee perused the draft Report and approved it with minor changes to be implemented and submitted to the NAAC
11. It was recommended by the committee to take initiative to groom the students to enhance the confidence and morale to participate in the inter collegiate activities.
12. The committee decided to conduct a meeting with parents for informing their ward's performance and taking their valuable suggestions.
13. The committee approved the date of annual function to be 17<sup>th</sup> January 2019 the draft plan to organize convocation ceremony
14. The committee decided to assess the action taken on the above recommendations and suggestions in the next meeting.
15. The meeting was concluded with vote of thanks to the chair.

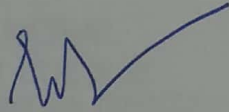
  
**PRINCIPAL**  
**SAKET COLLEGE**  
OF ARTS, SCIENCE & COMMERCE  
Saket Vidyanagar, Kalyan (E)-421 302

**Copy of Minutes of the IQAC meeting held on 11<sup>th</sup> January 2019 at  
12pm at the Principal's office**

Principal Dr. Raju Krishnama S. presided over the meeting.

The following items were discussed in the meeting:

1. The agenda of the meeting was read out.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC held on 27th November 2018 were read out.
3. The committee assessed the action taken on the various recommendations and suggestions of the last meeting.
4. The Principal felicitated Ms. Supriya Pandey for achieving Second position in Constitutional Literacy Event organized by Anubhuti- a Non Governmental Organization.
5. It was suggested to provide guidance lectures and question bank to slow learners and advanced learners so as to improve their performance.
6. A committee for Research review and finance was formed so as to coordinate with the conference.
7. The date for convocation ceremony was decided to be 9<sup>th</sup> February 2019.
8. The committee decided to assess the action taken on the above recommendations and suggestions in the next meeting.
9. The meeting was concluded with vote of thanks to the chair.



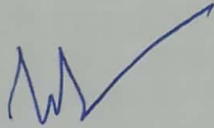
**PRINCIPAL**  
**SAKET COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
Saket Vidyanagar, Kalyan (E)-421306

**Copy of Minutes of the IQAC meeting held on 15<sup>th</sup> March 2019 at  
12pm at the Principal's office**

Principal Dr. Raju Krishnama S. presided over the meeting.

The following items were discussed in the meeting:

1. The agenda of the meeting was read out.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC held on 11<sup>th</sup> January 2019 were read out.
3. The committee assessed the action taken on the various recommendations and suggestions of the last meeting.
4. The Research Review Committee communicated a receipt of 133 research papers for the international conference which would be published in UGC approved Journal 6 volumes with Impact factor 5.5
5. The Finance Committee provided an update about the status of registration fees.
6. The Committee also informed the other staff members to coordinate and work for the conference.
7. The meeting was concluded with vote of thanks to the chair.



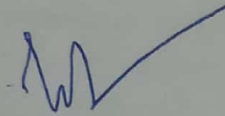
**PRINCIPAL**  
**SAKET COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
Saket Vidyanagar, Kalvan (E)-471 311

**Copy of Minutes of the IQAC meeting held on 01<sup>st</sup> April 2019 at  
12pm at the Principal's office**

Principal Dr. Raju Krishnama S. presided over the meeting.

The following items were discussed in the meeting:

1. The agenda of the meeting was read out.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC held on 15<sup>th</sup> March 2019 were read out.
3. The Principal appreciated the efforts and contributions of all teaching and non teaching staff for the successful completion of One Day International Conference.
4. The committee also placed a proposal to the Staff Welfare Committee for a pleasure trip to be organized on May 1, 2019.
5. The meeting was concluded with vote of thanks to the chair.



**PRINCIPAL  
SAKET COLLEGE**

ARTS, SCIENCE & COMMERCIAL  
Saket Vidyanagar, Kalyan (E)-421306

**Copy of Minutes of the IQAC meeting held on 04<sup>th</sup> May 2019 at 1pm  
at the Principal's office**

Principal Dr. S.K. Raju presided over the meeting.

The following items were discussed in the meeting:

1. The agenda of the meeting was read out.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC held on 15<sup>th</sup> March 2019 were read out.
3. The Principal appreciated the Staff Welfare Committee for conducting a great pleasure trip for the teaching and non teaching staff.
4. The Principal and the committee appreciated the contributions made by the teaching and non teaching staff for the academic year.
5. The committee analyzed the results and drafted a roadmap to improve the results in the next academic year and also to submit a draft academic calendar for the upcoming academic year.
6. The meeting was concluded with vote of thanks to the chair.



**PRINCIPAL**  
**SAKET COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
Saket Vidyanagar, Kalyan (E)-421306

~~Principal~~