

## Minutes of the Meeting

**Date: 09<sup>th</sup> August 2019**

**Time: 12:00pm**

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 2<sup>nd</sup> August 2019 were read out.
3. The Principal and the members discussed the admission criteria and the procedure to be followed in the Academic year.
4. The members discussed and finalized the allocation of rooms for lectures of all courses.
5. The Principal discussed with the Committee and unanimously decided that the syllabus of all First Year Students to be completed by last week of September and syllabus of all Second and Third Year Students by 15<sup>th</sup> of September 2019.
6. It was decided to conduct Class Test for all Students before their regular exams.
7. The Principal informed the Committee that all Teachers were informed to submit their detailed Lesson Plan, according to the allotted dates of Syllabus completion.
8. The Principal and the Committee discussed, the use of Innovative Teaching methods to explain the concepts to Students in class.
9. The Committee decided to assess the action taken on the above Recommendations and Suggestions in the next meeting.
10. The meeting was concluded with Vote of Thanks to the chair.

  
**PRINCIPAL**  
**SAKET COLLEGE**  
**JF ARTS, SCIENCE & COMMERCE**  
Saket Vidyanagar, Kalyan (E)-421304

## Minutes of the Meeting


**Date: 02<sup>nd</sup> August 2019**

**Time: 01:00pm**

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 were read out.
3. The Principal and the members discussed the admission criteria and the procedure to be followed in the Academic year.
4. The Principal discussed with the members to schedule a meeting with delegates under IQAC for quality initiatives under NAAC.
5. The members discussed and it was decided to finalize the schedule and IQAC Calendar for the Academic year 2019-20.
6. It was discussed that the Academic Calendar for IQAC need to be prepared and followed during the Academic year.
7. The Principal informed the Committee members that a meeting with corporate delegates is scheduled on 31<sup>st</sup> August, 2019 at 1.00 p.m; to discuss the quality initiatives which could be organized in association with them.
8. A brief overview on Academic plan was tabled to all IQAC members and suggestions were taken for the execution of the same.
9. The Committee decided to assess the action taken on the above recommendations and suggestions in the next meeting.
10. The meeting was concluded with the Vote of Thanks to the chair.

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

## **Minutes of the Meeting**

**Date: 14<sup>th</sup> August 2019**


**Time: 2:00 pm**

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 8<sup>th</sup> August were read out.
3. It was discussed by the Committee to display a banner for the Academic toppers of the institution.
4. The meeting also incorporated the introduction of newly appointed Teachers and allotment of their duty.
5. It was decided to organize Departmental meeting and plan quality initiatives to be implemented and incorporated in the Academic calendar.
6. The members discussed and decided that each department to prepare departmental presentations along with NAAC guidelines.
7. It was discussed to plan Industrial visits, Field Visits, Guest lectures for enhancing Students knowledge and quality.
8. It was decided to process the formation of Alumni association at the earliest.
9. The meeting also involved enhancing participation of Students and Teachers in Yoga and Library.
10. The Principal informed the librarian to put forth the Quality initiatives to be undertaken during the Academic year 2019-20.
11. An Academic calendar involving quality enhancement of the Students was discussed to be drafted and presented in the next meeting.
12. The Committee discussed the emphasis on promoting mentor-mentee program as a quality initiative.

13. Committee list was to be drafted by IQAC and was to be circulated among the Staff and allotment of the Duty was to be done at the earliest.
14. A Departmental Presentation on Academic planning was finalized to be organized on 19<sup>th</sup> August, 2019 at 12.15 p.m, in presence of all Staff member including Junior College Teachers.
15. The Committee decided to assess the action taken on the above Recommendations and suggestions in the next meeting.
16. The meeting was concluded with Vote of Thanks to the chair.

  
**PRINCIPAL**  
**SAKET COLLEGE**  
**ARTS, SCIENCE & COMMERCE**  
Saket Vidyanagari, Kalyan (E)-421304

Minutes for II term and cultural fest

## Minutes of the Meeting


**Date: 15<sup>th</sup> December, 2019.**

**Time: 12:30 pm**

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 16<sup>th</sup> October 2019 were read out.
3. 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.
4. Further, it was suggested to provide guidance lectures and question bank to slow learners and advanced learners so as to improve their performance.
5. The IQAC members along with Staff members decided to work out a plan for organizing the annual prize distribution ceremony and Saket Mahotsav which would be organized in the month of January and February. A draft plan was prepared by the various Committee heads and was asked to be submitted to Principal and IQAC for approval and implementation.
6. It was decided that a proper schedule would be prepared, for all the Events and the Lecture plans, so as to conduct and smoothly carry out all the Academic and Extra Curricular Activities smoothly in the College.
7. The Committee decided to assess the action taken on the above Recommendations and Suggestions in the next meeting.
8. The meeting was concluded with Vote of Thanks to the chair.

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

Minutes of meeting with White Code for software and Website up gradation

## **Minutes of the Meeting**


**Date: 16<sup>th</sup> October, 2019**

**Time:04:00pm**

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 14<sup>th</sup> August were read out.
3. The meeting was organized with the Management and Delegates of White code to discuss on the upgradation of College Website.
4. The current Website status was discussed and it was decided to increase the content and pages of the existing Website with the changes recommended by the Staff and Management.
5. The work for improving the Website and upgrading it as per the requirements of NAAC was given to the Website Committee of the College which was asked to submit a Draft of the Website structure.
6. It was also decided, to review the structure and the necessary changes to be incorporated in the Website after discussion with all the Staff Members to make it convenient for Students.
7. It was also discussed to make arrangements, to take online feedback for the Website from all Stakeholders.
8. It was also decided to develop and create database for Online attendance.
9. The Committee decided to assess the action taken on the above Recommendations and Suggestions in the next meeting.
10. The meeting was concluded with Vote of Thanks to the chair.

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

Minutes for notes and Academic work from home during pandemic

## **Minutes of the meeting**


**Date: 18<sup>th</sup> March, 2020.**

**Time: 2:00pm**

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 in Video Conferencing Meeting.
2. In pursuance of the agenda, the minutes of the last meeting of the IQAC held on 15<sup>th</sup> December 2019 were read out.
3. The IQAC and Principal in association with Exam Committee decided to organize Online Lectures for Students, conducting assignments and test for Students due to the occurrence of the pandemic.
4. The online meeting with all the Staff and Principal was conducted during the emergency to resolve the issue related to Academics of the Students which was disrupted due to the outbreak of the pandemic.
5. It was discussed and decided for the smooth working, small groups constituting Three faculties to be formed wherein the Group Head will send the daily report submission of the online teaching work along with the number of Students attended and the assignments given to them, which will be assessed by the Principal on regular basis.
6. Students were also made aware of the various online courses based on value education, knowledge, ethics and syllabus oriented available through UGC on its portal so as to help them utilize their time for skill and quality enhancement.
7. The Committee decided to assess the action taken on the above Recommendations and Ssuggestions in the next meeting.
8. The meeting was concluded with Vote of Thanks to the chair.

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

**Saket College of Arts, Science & Commerce, Kalyan East**

**Action Plan on IQAC minutes of the meeting:**

<b>Sr. No.</b>	<b>Date and Agenda</b>	<b>Action Plan.</b>
1	02nd August 2019: Academic Calendar to be finalized and implemented.	The Department and the various committee heads chalked out a plan for implementing the activities mentioned in the academic calendar.
2	09th August 2019: Allocation of Workload for First Year subjects and syllabus planning	The various Department Heads allocated the workload for the subjects and also prepared the schedule for completion of syllabus which was to be approved by the Principal and date for class test was discussed.
3	14th August 2019: Extra Curricular Activities	The various Departments chalked out the quality initiatives to be undertaken in the academic year and presented before the management for approval.
4	16th October, 2019: College Website Upgradation	The college website was decided to be upgraded and a meeting in this regard with delegates was scheduled and proposals from White Code was discussed.
5	15th December, 2019: Result Review and Cultural Programs.	First Half Exam Results were scrutinized and analyzed and strategies to improve upon were discussed. The Cultural committee had put forth proposal for intercollegiate fest Saket Magnotsav to be organized.
6	18th March, 2020: Online Teaching Methodology.	The online system of delivering lectures was discussed and planned and it was decided to orient the staff and students about the new online system.