



Date: 23/03/2022

Notice

A meeting of the IQAC will be held on Wednesday, 30th March 2022 at 3.30 pm in the college auditorium.

All the members are requested to attend the meeting positively

Agenda:

1. Discussion on proposed plan for implementation of Certificate Courses.
2. Discussion on fixing schedule for Preparation and submission AQAR 2021-22
3. Any other subject with the permission of the Chair.

Principal

Prof. (Dr.) Vasant D.Barhate

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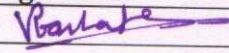
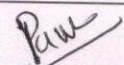
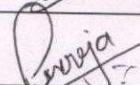
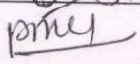
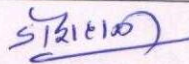
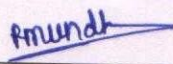

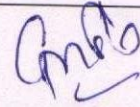


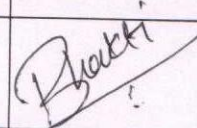

Internal Quality Assurance Cell(IQAC)

Academic Year 2021-22

Minutes of the meeting

The meeting of the heads in charge of the department and criteria heads of IQAC was held on Wednesday, 30th March 2022 at 3.30 pm in the college auditorium.

The following members were present:

Sr.No	Name	Designation	Signature
1	Prof.(Dr.) Vasant Barhate	Principal, Chairman IQAC	
2	Mr. Navnath K Mule	Vice-Principal	
3	Ms. Praseena Biju	Chief Co-ordinator	
4	Ms. Pooja Pandey	IQAC Coordinator, Head, Department of Commerce	
5	Ms. Priya Nerlekar	Co-ordinator, Department of Marathi	
6	Dr. Shahaji Kamble	Co-ordinator, Department of History	
7	Ms. Rajeshree Mundhe	Co-ordinator, Department of Information Technology	
8	Mr. Prakash Jadhav	Co-ordinator, Department of Advanced Accountancy(M.com)	
9	Ms.Grishma Nair	Co-ordinator, Department of Management Studies	
10	Ms. Athira M.K	Co-ordinator, Department of B.com(Banking and Insurance)	
11.	Ms. Suvitha Sukumaran	Co-ordinator, Department of B.com(Accounting &Finance)	
12.	Ms. Bhakti Mulchandani	Co-ordinator, Department of B.com(Investment Management)	
13.	Ms. Namita Bagwe	Co-ordinator, Department of B.com(Financial Management)	

The meeting was chaired by Principal Prof. (Dr.) Vasant Barhate, Chairman IQAC.

Asst. Prof. Pooja Pandey, IQAC Coordinator welcomed the Principal and all the members of the present for the meeting. With the permission of Principal IQAC Coordinator opened the meeting for discussion item wise as per the agenda of meeting

Agenda of the meeting:

1. To approve the minutes of meeting held on 30th November 2021 along with Action Taken Report.
2. Discussion on Proposed plan for Implementation of Certificate Courses.
3. **Discussion on fixing schedule for Preparation and Submission AQAR 2021-22.**
4. Any other subject with the permission of the Chair.

Item 1: To approve the minutes of meeting held on 30th November 2021 along with Action Taken Report

Description: The minutes of meeting held on 30th November, 2021 was discussed along with action taken report as per given here below.

Action Taken Report on minutes of meeting held on 30th November, 2021

ITEM	RESOLUTION	ACTION TAKEN
1. Approval of the minutes held on 30 th November, 2021 followed by Action Taken Report	All the Member approved the minutes of the meeting held on 30 th November, 2021 along with Action Taken Report	
2. Discussion about preparation of AQAR report 2020-21.	It was resolved to collect the activity reports from all the Departments and submit to Principal for the final approval followed with uploading of the report on NAAC website through IQAC co-ordinator.	Activity reports were collected from the department by IQAC Coordinator & approved by Principal & uploaded on college website.
3. Discussion on organizing of inter-collegiate activity.	All the members agreed & approved the planning of organization of inter-collegiate activity.	As per the Planning inter-collegiate activities conducted by departments & activity report of the same collected by IQAC coordinator.

4. Discussion about the implementation of certificate courses and upgradation of library.	All the members agreed & approved planning for implementation of certificate courses, cultural activities and upgradation of library.	As per the planning Seven Certificate Courses implemented by various department, cultural activities like VIHANG conducted. For library upgradation, purchase of E-Book software & reference proposal prepared & submitted to management for final approval.
5. Discussion on planning for conducting of Value Added Courses.	It was resolved that NSS program officer, WDC coordinator and student Council In charge should submit list of proposed programs to increase the number of extension services along with requirements to the IQAC coordinator till middle of December 2021.	Consumerism & Functional Literacy - By CGSI & BSE, Cyber Security, Webinar on Health care, Dry Eye Webinar, Voter ID Camp, Swachha Bharat Abhiyan, Tree Plantation Drive etc.

Item 2: Discussion on Proposed plan for Implementation of Certificate Courses.

Description: IQAC Coordinator informed to the members as per the last year plan all seven certificate course successfully implemented along with required documentation. She further proposed 03 more certificate courses to be commence from next academic year 2022-23. List of the proposed for the academic year 2022-23 given here below:

Name of the Certificate Course	Targeted Class
Entrepreneurship Development	FYBMS
HR Analytics	SY AND TY BMS(HR)
Digital Marketing	SY and TYBMS(Marketing)/All
Soft skills and Professional Ethics	All
Basics of Banking ,Insurance and Finance	FYB.Com(B&I)
Basics of Investment Banking and Wealth Management	SY AND TY B.Com(B&I)
Basics of Direct Taxation	FYB.Com(A&F),FYB.Com
Advanced Direct Taxation	SYB.Com(A&F),SYBMS(Finance),SYB.COM,TYB.Com(A&F),TYBMS(Finance),TYB.Com
Risk Management	SYB.COM(FM) ,TYB.COM(FM),SYB.COM(IM)
Cloud Computing	SYBSCIT, TYBSCIT, SYBSCCS,TYBSC CS, MSCIT PART I & II

Network & Security	FYBSCIT, FYBSCCS,
Functional English	FYBA,SYBA,TYBA
Modi Script course	FYBA,SYBA,TYBA
Advanced Excel	All

Resolution:

Principal agreed for the proposed plan of Certificate Course given by the IQAC Coordinator and suggested said plan to be approved by College Development Committee before its implementation. All the Members agreed for the same.

Item 3: Discussion on fixing schedule for Preparation and Submission AQAR 2021-22.

Description: IQAC Coordinator proposed the schedule for Preparation and Submission AQAR 2021-22 Discussion about the planning of schedule for preparation and submission of AQAR 2021-22. All the criteria Heads were allotted their work and were asked to follow the schedule and the given timelines.

Resolution: All the members agreed the proposed schedule for filing AQAR 2021-22, IIQA and SSR. It has also decided all the criteria head required to follow timeline for submission of their reports & IQAC will suggest the changes in report as per requirements.

Item 4: Any other subject with the permission of the Chair.

As per this item no queries were raised by the members hence meeting ended by vote of thanks proposed by IQAC coordinator.

Prepared by IQAC Co-ordinator

Asst. Prof. Pooja Pandey

Approved by Principal

Prof.(Dr.) Vasant Barhate



Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un - Aided, Hindi Linguistic Minority College)

(NAAC Accredited "B" Grade)

(Affiliated to University of Mumbai.)

Ref. No. _____

Date _____

Date: 23/11/2021

Notice

A meeting of the IQAC will be held on Tuesday, 30th November 2021 at 1.30 pm in the Conference Room.

All the members are requested to attend the meeting positively

Agenda:

1. Discussion about preparation of AQAR report 2020-21.
2. Discussion on planning of organization of inter-collegiate activity.
3. Discussion about the implementation of certificate courses.
4. Discussion on planning for conducting of Value Added Courses.
5. Any other subject with the permission of the Chair.

IQAC Coordinator



I/C Principal

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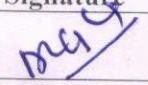

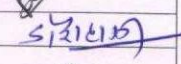


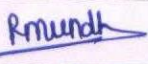
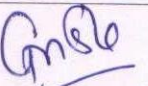



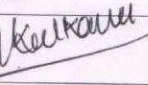
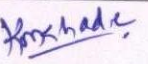
Internal Quality Assurance Cell(IQAC)

Academic Year 2021-22

Minutes of the meeting

The meeting of the heads/in charge of the department and criteria heads of IQAC was held on 30th November 2021 at 1.30 pm in the conference room.

The following members were present:

Sr.No	Name	Designation	Signature
1	Mr. Navnath Mule	In-charge Principal, Chairman IQAC	
2	Ms.Pooja Pandey	IQAC Coordinator, Coordinator- Department of Commerce	
3	Ms.Praseena Biju	Chief Coordinator	
4	Dr.Shahaji Kamble	Coordinator, Department of History	
5	Ms.Priya Nerlekar	Co-ordinator, Department of Marathi	
6	Mr.Prakash Jadhav	Co-ordinator, Department of Advanced Accountancy(M.COM)	
7	Ms. Rajeshree Mundhe	Co-ordinator, Department of Information Technology	
8	Ms.Grishma Nair	Co-ordinator, Department of Management Studies	
9	Ms.Athira M.K	Co-ordinator, Department of B.Com(Banking and Insurance)	
10	Ms.Suvitha Sukumaran	Co-ordinator, Department of B.Com(Accounting and Finance)	
11	Ms.Namita Bagwe	Co-ordinator, Department of B.Com(Financial Management and Investment Management)	
12	Mr.Manisha Kulkarni	Co-ordinator, Department of Hindi	
13	Mr. Kishore Khade	Office Superintendent	

Agenda of the meeting:

1. Approval of the minutes held on 7th July, 2021, followed by action taken report.
2. Discussion about preparation of AQAR report 2020-21.
3. Discussion on planning of organization of inter-collegiate activity.
4. Discussion about the implementation of certificate courses.
5. Discussion on planning for conducting of Value Added Courses.
6. Any other subject with the permission of the Chair.

The meeting was chaired by In-charge Principal Mr.Navnath Mule, Chairman IQAC.

Asst. Prof. Pooja Pandey, IQAC Coordinator welcomed the In-charge Principal Mr.Navnath Mule and all the members those who were present for the meeting. With the permission of I/C Principal, the meeting was opened by Asst. Prof. Pooja Pandey and the overview and purpose of the meeting was communicated to all members.

The agenda was taken for discussion item wise.

Item 1: Approval of the minutes held on 7th July, 2021 followed by Action Taken Report

Description: The minutes of meeting held on 7th July, 2021 was discussed along with action taken report as per given here below.

Action Taken Report on minutes of meeting held on 7th July 2021

ITEM	RESOLUTION	ACTION TAKEN
1. Approval of the minutes of meeting held on 7 th July, 2021.	Minutes of meeting held 7 th July 2021 approved by all the members without any modification.	
2. Discussion about preparation of Academic Plan 2021-22.	All the members agreed for planning of preparation of academic plan for the academic year 2021-22.	All the HOD's are submitted departmental plan as per the schedule given to them. IQAC compile the departmental file given by the HOD's of all department & prepared academic plan for the academic year 2021-22.
3. Discussion about planning of Mentor-Mentee process.	It was resolved that HOD are required to monitor this process and submit the records of Mentor- Mentee and slow and advanced learners along with students' progress records to the IQAC coordinator.	All the HOD's prepared the Mentor - Mentee Plan by following the instruction of IQAC & same is implemented for the academic year 2021-22.
4. Discussion on preparation of AQAR report 2020-21.	The Incharges were given time of one month to prepare the first draft and submit to IQAC for review.	IQAC started the preparation AQAR report of academic year 2021-22 on the basis of criteria-wise report given by criteria in charges

Resolution: All the members approved the minutes of the meeting held on 7th July 2021 along with Action Taken Report

Resolution: All the Member approved the minutes of the meeting held on 7th July, 2021 along with Action Taken Report

Item 2: Discussion about preparation of AQAR report 2020-21.

Description: Asst Prof. Pooja Pandey, IQAC coordinator shared the AQAR template criteria wise with all the criteria heads and suggested the format of file preparation. The office superintendent was informed to submit all the data required from office to the criteria heads for the preparation of AQAR 2020-21. It was discussed to scrutinize all the documents and submit the same to the IQAC coordinator till the last week of December. The IQAC members were assigned the duty of cross verifying the records submitted by the criteria heads and communicating to the IQAC coordinator and the Chairperson.

Resolution: It was resolved to collect the activity reports from all the Departments and submit to Principal for the final approval followed with uploading of the report on NAAC website through IQAC co-ordinator.

Item 3: Discussion on planning of organization of inter-collegiate activity.

Description: It was discussed to organize inter-collegiate activities in collaboration with various colleges. The activities were to be organized by each departments on the academic curriculum and extra-curricular activities themes. HOD's of all the departments are requested to decide the events and proceed for the brochure printing and forwarding the brochure to other colleges after the approval from IQAC.

Resolution: All the members agreed & approved the planning of organization of inter-collegiate activity.

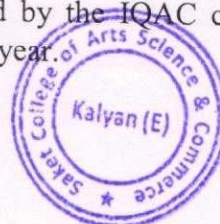
Item 4: Discussion about the implementation of certificate courses and upgradation of library.

Description: It was discussed that the department heads will plan and communicate the certificate course required for students' academic growth, extra-curricular activities to the IQAC coordinator. The librarian was informed to submit the list of periodicals, e-journals and reference books required for the next academic year. The IQAC coordinator also informed that other recommendation for library upgradation would be welcomed from all the members. The cultural coordinator was informed to prepare a plan on the upcoming cultural activities. The committee in charges were required to submit a plan on activities to be organized in the next academic year involving maximum participation from students.

Resolution: All the members agreed & approved planning for implementation of certificate courses, cultural activities and upgradation of library

Item 5: Discussion and planning for conducting of Value Added Courses.

Description: With the permission of the chair, it was proposed by the IQAC coordinator to increase the number of extension services in the current academic year.



Resolution: It was resolved that NSS program officer, WDC coordinator and student Council Incharge should submit list of proposed programs to increase the number of extension services along with requirements to the IQAC coordinator till middle of December 2021.

Item 6: Any other subject with the permission of the Chair.

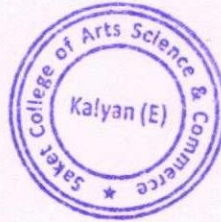
No other queries were raised by the members, hence the meeting ended with a vote of thanks proposed by the IQAC co-ordinator.



Prepared by IQAC Co-ordinator
Asst. Prof. Pooja Pandey



Approved by I/C Principal
Mr. Navnath Mule





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority College)

(NAAC Accredited "B" Grade)
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Ref. No. _____

Date _____

Date: 01/07/2021

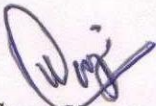
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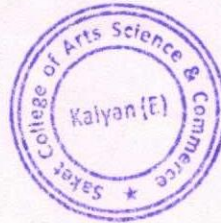
A meeting of the IQAC will be held on Tuesday 7th July 2021 at 12.30 pm in the Conference Room (MBA Building).


All the members are requested to attend the meeting positively

Agenda:

- Discussion about planning of counselling session for HSC students for FY admissions.
- Discussion about Plan of Action for Admission of FY 2020-21.
- Discussion about Admission process for SY & TY 2020-21.
- Discussion about planning of Mentor-Mentee process
- Discussion about preparation of Academic Plan 2020-21 and Department-wise Academic Plan 2020-21.
- Discussion on completion of NAAC work.
- Any other subject with the permission of the Chair.


IQAC Coordinator




I/C Principal

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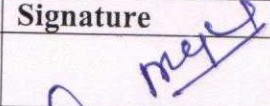
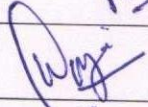

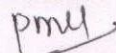
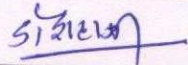
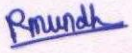

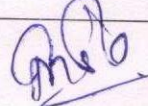

Internal Quality Assurance Cell (IQAC)

Academic Year 2021-22

Minutes of the meeting

The meeting of the heads/in charge of the department and criteria heads of IQAC was held on 7th July, 2021 at 12.30 pm in the Conference Room (MBA Building).

The following members were present for the meeting.

Sr.No	Name	Designation	Signature
1.	Mr. Navnath Mule	I/C Principal, Chairman IQAC	
2.	Ms. Pooja Pandey	IQAC Coordinator, Head, Department of Commerce	
3.	Ms. Praseena Biju	Chief Co-ordinator	
4.	Ms. Priya Nerlekar	Co-ordinator, Department of Marathi	
5.	Dr. Shahaji Kamble	Co-ordinator, Department of History	
6.	Ms. Rajeshree Mundhe	Co-ordinator, Department of Information Technology	
7.	Mr. Prakash Jadhav	Co-ordinator, Department of Advanced Accountancy(M.com)	
8.	Ms. Grishma Nair	Co-ordinator, Department of Management Studies	
9.	Ms. Athira M.K	Co-ordinator, Department of B.com(Banking and Insurance)	

Agenda of the meeting:

1. Approval of the minutes held on 19th May, 2021.
2. Discussion about preparation of Academic Plan 2021-22 .
3. Discussion about planning of Mentor-Mentee process.
4. Discussion on preparation of AQAR report 2020-21.
5. Any other subject with the permission of the Chair.



The meeting was chaired by I/C Principal Mr.Navnath Mule, Chairman IQAC. Asst. Prof. Pooja Pandey, IQAC Coordinator welcomed the In-charge Principal Mr.Navnath Mule and all the members those who were present for the meeting. With the permission I/C Principal , the meeting was opened by Asst. Prof. Pooja Pandey, IQAC Coordinator. The members were informed about the overview and the purpose of the meeting.

The agenda was taken for discussion item wise

Item No. 1: Approval of the minutes held on 19th May, 2021.

Description The minutes of meeting held on 19th May, 2021 was discussed. IQAC coordinator suggested in future at the time of approval of minutes of meeting Action Taken Report to be presented.

Resolution: All the members approved the minutes of meeting held on 19th May, 2021 along with the suggestion given by IQAC Coordinator.

Item No. 2: Discussion about preparation of Academic Plan for the academic year 2021-22

Description: It was discussed to prepare departmental plan for curricular, extra-curricular and co-curricular activities to be organized in online mode/offline mode for the academic year. The departmental heads were given the responsibility of submitting their departmental plan to IQAC within next 7 days. After receiving the academic plan from departmental head, the IQAC will compile & finalise the academic plan for academic year 2021-22.

Resolution: All the members agreed for planning of preparation of academic plan for the academic year 2021-22.

Item No. 3: Discussion about planning of Mentor-Mentee process.

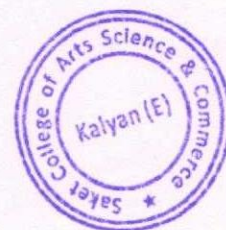
Description: It was discussed with all the Heads to allot Mentors to their respective departments and submit the mentor mentee list and conduct departmental meetings for the same. Also it was discussed to plan the special learning programmes for slow and advanced learners and maintain the record of the same.

Resolution: All the members approved the Mentor Mentee plan & it was resolved that HOD are required to monitor this process and submit the records of Mentor- Mentee and slow and advanced learners along with students' progress records to the IQAC coordinator.

Item No. 4: Discussion on preparation of AQAR report 2020-21.

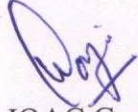
Description: It was discussed with all the Criteria Heads to prepare the criteria wise reports for AQAR 2021-22 within month and also collect the supporting documents (on or before 7th August, 2021).

Resolution: All the members agreed & accepted the planning of preparation of AQAR of academic year 2021-22.



Item No. 5: Any other subject with the permission of the Chair.

As per this item no queries were raised by the members hence meeting was ended by vote of thanks given by IQAC coordinator.



Prepared by IQAC Co-ordinator

Asst. Prof. Pooja Pandey



Approved by I/C Principal

Mr. Navnath Mule



Internal Quality Assurance Cell(IQAC)

Action Taken Report

Minutes of the meeting of the IQAC Committee held on 7th July in the Conference Room (MBA Building) of the college is presented by the IQAC coordinator along with ATR.

ITEM	RESOLUTION	ACTION TAKEN
1. Approval of the minutes held on 19 th May, 2021.	--	Minutes were approved by all members.
2. Discussion about preparation of Academic Plan 2021-22 and Department-wise Academic Plan 2021-22	It was resolved to submit the departmental plans to IQAC within next 7 days. The IQAC will compile and prepare the Academic plan for the academic year 2021-22.	All the HOD's are submitted departmental plan as per the schedule given to them. IQAC compile the departmental file given by the HOD's of all department & prepared academic plan for the academic year 2021-22.
3. Discussion about planning of Mentor-Mentee process.	It was resolved that HOD are required to monitor this process and submit the records of Mentor- Mentee and slow and advanced learners along with students' progress records to the IQAC coordinator.	All the HOD's prepared the Mentor - Mentee Plan by following the instruction of IQAC & same is implemented for the academic year 2021-22.
4. Discussion on preparation of AQAR report 2020-21.	The Incharges were given time of one month to prepare the first draft and submit to IQAC for review.	IQAC started the preparation AQAR report of academic year 2021-22 on the basis of criteria-wise report given by criteria in charges

Minutes of meeting held on 7th July 2021 along with ATR is approved by all members without any modifications.

Prepared by

IQAC Co-ordinator

Asst.Prof.Pooja Pandey



Endorsed

I/C Principal

Shri. Navnath Mule