



NURTURING POTENTIAL

# SAKET GYANPEETH'S SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)

( NAAC Accredited "B" Grade)

## Academic Calendar 2022-2023

Month	Day and Date	Planned activity
June 2022		College reopens
	Second week of June	Commencement of Admission Process Second- & Third-Year B.A/B.Com/B.Sc
	Second Week of June	Commencement of SY /TY Classes Semester III/IV
		Mazi Vasundhara Environmental Awareness program
	Third Week of June	Commencement of Admission Process for PG Semester I and III - M.A /M.Com/M.Sc.
	Tuesday,21 <sup>st</sup> June	International yoga day
		Preparation of workload and lesson plan
		Orientation of TY
	Thursday,30 <sup>th</sup> June,2022	Best out of Waste
July 2022	Second Week of July	Essay competition on world population day :11/7/2021
	Third Week of July	Educational tour Shivneri fort
	Fourth Week of July	Presentation and interpretation on Census Table of Indian 2001 and 2011 on World Population Day on 11th July 2022
	Fourth Week of July	Umbrella painting competition
		Sharavanostav
August 2022	Monday,1 <sup>st</sup> August,2022	Lokmanaya Tilak Punyatithi Elocution Competition
	First Week of August	Elocution competition on developing India
		Elocution competition "प्राचीन भारतीय सण उत्सव आणि सद्य स्थितीतील त्याचे स्वरूप
		जाहिरात लेखन पोस्टर मेकिंग competition
	Second Week of August	Slogan and Poem Writing on "Guru Poornima"
		Industrial Visit by Self Finance Department
	Monday,15 <sup>th</sup> August	Independence Day celebration
		Industry based Guest Lecture on Cyber Security
	Third Week of August	Mentor -mentee session
		Sy & ty internal examination
		Fresher's Party to FY Students
	Fourth Week of August	Certification Course for FY Students on "Network & Security"
		Bridge course in Accounts (BMS)
		Parents meeting
September 2022	First Week of September	Teachers' day celebration
	September 3 <sup>rd</sup>	Meeting of College Development Committee
		Best report writing competition on international literacy day: 8/9/2021,
		Ppt presentation competition
	Second Week of September	Guest lecture series:
		Garba / dandiya night

Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

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		Navrang Utsav (Follow of All 9 colours of Navratri)
	Third Week of September	Intercollegiate Activity: Blind Programming using C++
		FY internal examination
		Remedial lectures
	Fourth Week of September	Guidance Lecture on Research Project Work for M. Com Part II Students
	24/9/2022 to 2/10/2022	NSS Week Celebration
		Alumni Meet of Commerce Department (2011 to 2021)
		Prelim Exam for TY BCom Sem V
October 2022	First Week of October	Exam Period and Prelim Exam for M. Com
	Thursday, 6 <sup>th</sup> October, 2022	Blood Donation Camp
	Monday, 10 <sup>th</sup> October	IQAC Meeting
	Second Week of October	Vachan Prerna Diwas
	Friday, 21 <sup>st</sup> October	Diwali party
	Saturday, 22 <sup>nd</sup> October to 6 <sup>th</sup> November	Diwali vacation
November 2022	Monday, 7 <sup>th</sup> November	Commencement of Second Term
	Second Week of November	Rangoli competition on national girl child day: 11/10/2021
	Third Week of November	Celebration of Constitution Day.
	Fourth Week of November	Workshop on How to Apply online for PAN Card?
December 2022	Thursday, 1 <sup>st</sup> December	World aids day
	First Week of December	Guest lecture series:
	Monday, 6 <sup>th</sup> December	Bharatratna Dr. Ambedkar Mahaparinirvan Din
		Guidance Lectures for How to Write a Research Paper or Articles in conference?
	Second Week of December	Intercollegiate Activity: Powerpoint Presentation for FY students
		Industrial visits (RBI, BSE, any Company etc)
		Elocution Competition on Human Right Day on 10th Dec 2022
	Third Week of December	Cultural activities
	Wednesday, 14 <sup>th</sup> December	IQAC Meeting
	Thursday, 22 <sup>nd</sup> December, 2022	Awareness Program on Plastic Free Campus by NSS

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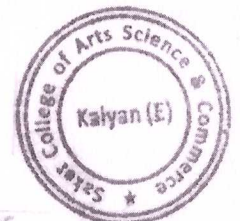
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	Sunday, 25 <sup>th</sup> December 2022 to Saturday 31 <sup>st</sup> December 2022	Winter Break(Christmas)
January 2023	Tuesday, 3 <sup>rd</sup> January 2023	Birth Anniversary of Savitribai Phule
	First Week of January	मराठी भाषा संवर्धन पंधरवडा Intercollegiate Quiz competition on world economy
	Second Week of January	Intra Collegiate Activity by Self Finance Department Science day celebration based on theme
	Third Week of January	Placement / Internship training for IT and CS students Guest Lectures on Goods and Service Tax
	Wednesday, 25 <sup>th</sup> January	National Voters Day by NSS
	Thursday, 26 <sup>th</sup> January	Republic day
	Fourth Week of January	Annual sports meet Virtual banking activity
February 2023	First Week of February	Guidance Lecture for Slow and Advance Learners मराठी भाषा दिन Reading of News Headline of Current Affairs, Economics and Business Times (Activities Run by FYBCOM A Students)
	Second Week of February	Saketians Festival by Cultural Committee Guidance Lectures on Career Opportunity After B. Com
	Third Week of February	Science day celebration based on theme Intercollegiate IT festival 1. Code conversion 2. Web designing
	Fourth Week of February	Internal exam Alumni Meet of Commerce Department (2011 to 2021)
March 2023	First Week of March	Industry based Guest Lecture on Career opportunities Guest lecture on macro economics
	Wednesday, 8 <sup>th</sup> March 2022	International women's day
	Second Week of March	Prelim Exam for TY Bcom Sem V
	Monday, 6 <sup>th</sup> March	IQAC Meeting
	Third Week of March	Farewell to TY Students
April 2023		Examination

  
Principal

  
IQAC Co-Ordinator



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**Department of Information Technology & Computer Science**

**Academic Year 2022-23**

**Minutes of the meeting**

A meeting was held on the date **2nd August 2022** for the department of B.Sc. (IT) & B.Sc. (C.S.) in the Conference Room.

The meeting was chaired by Chief Co-coordinator Ms. Praseena Biju of the Degree College.

The following members were present:

Sr. No	Name of the Member	Designation
1.	Ms..Praseena Biju	Chief Coordinator
2.	Ms..Rajeshree Mundhe	Coordinator IT & CS
3.	Ms.Pooja Pandey	IQAC Coordinator
4.	Ms. Snehal Baile	Assistant Professor
5.	Ms. Neha Waghmare	Assistant Professor
6.	Ms. Pratibha Choudhary	Assistant Professor
7.	Ms. Jyoti Meshram	Assistant Professor
8.	Ms. Shubhangi Ingole.	Assistant Professor

**Agenda of the meeting:**

Discussion regarding following took place:

1. Planning of departmental activities
2. Preparation regarding remedial lectures for slow learners
3. Implementation of Certificate Course.
4. Discussion of internal class test.
5. Execution of mentor mentee program.
6. Organizing a placement drive.
7. Any other matter with the permission of chair.

The meeting was opened by Chief Coordinator Ms. Praseena Biju. She welcomed all the members.

The agenda was taken for detailed discussion item wise:

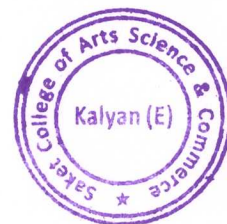
**Item 1:** Planning of departmental activities

**Description**

It was discussed to conduct all the departmental activities such as Guest lecture, inter and intercollegiate activities under the different criteria of NAAC.

**Resolution**

It was resolved to conduct all departmental activities as per the departmental activity plan.



**Item 2:** Preparation regarding remedial lectures for slow learners

**Description**

It was discussed to identify slow learner & as per their need, additional lectures to be conducted.

**Resolution**

It was resolved that the remedial lectures would be made more participative and students will be asked for their feedback and responses during every lecture.

**Item 3:** Implementation of Certificate Course

**Description**

Discussion regarding certificate courses to be conducted was done. The syllabus, workload and the time table was discussed upon.

**Resolution**

The two courses were finalized namely “Network Security” & “Cloud computing”.

The lectures of the courses will be divided among all the faculties who teach in the department.

Time table would be fixed after student enrollment.

**Item 4.** Discussion of internal class test.

**Description**

Discussion was made regarding when to conduct internal class test. It was also conveyed that apart from class test, unit wise test should also be conducted.

**Resolution**

The last week of August for SY&TY students and first week of September for FY students were finalized for conducting internal examination.

**Item 5:** Execution of mentor mentee program.

**Description**

It was discussed how to implement mentor mentee program for the holistic development of the students, it was decided to divide students evenly among the staff for the said program and document to be prepared as per mentor mentee report provided by IQAC.

**Resolution**

It was resolved that the mentors are required to take meeting with students at regular intervals, to resolve their problems, and same to be documented according to the prescribed format given by IQAC.

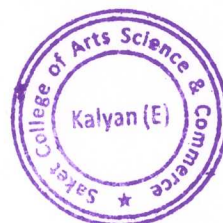
**Item 6:** Organizing a placement drive

**Description**

It was discussed to conduct a placement drive by the placement cell for third year students & for students training session should be organized how to write the CV & face the interview.

**Resolution**

It was resolved that the training session and placement drive will be organized in the month of March 2022.

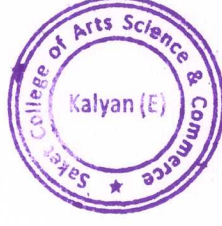


**Item 7 : Any other matter with the permission of chair.**

The members did not raise any queries and there were no additional items to discuss. The meeting ended with a vote of thanks.

*PBJ*

**Prepared by,**  
Asst. Prof Praseena Biju  
(Chief Coordinator)



*V. Barhate*


**Endorsed By,**  
Dr. Vasant Barhate  
(Principal)

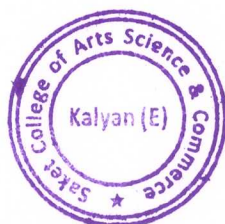
# Department of Information Technology & Computer Science


## Action Taken Report

Action Taken Report on the minutes of the meeting of the **B.Sc. (IT) & B.Sc (C.S.)** Department held on Tuesday, **2nd August 2022** in the Conference Hall.

<b>Item</b>	<b>Resolution</b>	<b>Action Taken</b>
<b>Planning of departmental activities</b>	It was resolved to conduct all departmental activities as per the departmental activity plan.	Departmental activities, guest lecture, workshops, orientation programme were successfully conducted.
<b>Preparation regarding remedial lectures for slow learners.</b>	It was resolved that the remedial lectures would be made more participative and students will be asked for their feedback and responses during every lecture.	Remedial Lectures conducted in the month of February 2023.
<b>Implementation of Certificate Course</b>	The two courses were finalized namely "Network Security" & "Cloud computing". The lectures of the courses will be divided among all the faculties who teach in the department. Time table would be fixed after student enrollment.	The Certificate course was successfully completed during the period of Aug – Nov, 2022.
<b>Discussion of internal class test.</b>	The last week of August for SY&TY students and first week of September for FY students were finalized for conducting internal examination.	The internal examination were conducted smoothly for all the divisions of IT / CS dept. in Oct 2022.
<b>Execution of mentor mentee program</b>	It was resolved that the mentors are required to take meeting with students at regular intervals, to resolve their problems, and same to be documented according to the prescribed format given by IQAC.	The mentor mentee program was implemented from the month of September 2022.
<b>Organizing a placement drive</b>	It was resolved that the training session and placement drive will be organized in the month of March 2022.	Planning of Placement drive for TY Classes is in process.

  
**Prepared by,**  
Asst. Prof Praseena Biju  
(Chief Coordinator)



  
**Endorsed By,**  
Dr. Vasant Barhate  
(Principal)

**Department of Information Technology & Computer Science**

**Academic Year 2022-23**

**Minutes of the meeting**

A meeting was held on the date **14th October 2022** for the department of B.Sc. (IT) & B.Sc. (C.S.) in the Computer lab.

The meeting was chaired by Chief Co-coordinator Ms. Praseena Biju, of the Degree College. The following members were present:

Sr. No	Name of the Member	Designation
1	Ms. Praseena Biju	Chief Coordinator
2	Ms..Rajeshree Mundhe	Coordinator IT& CS
3	Ms. Snehal Baile	Assistant Professor
4	Ms. Shubhangi Ingole.	Assistant Professor
5	Ms. Neha Waghmare	Assistant Professor
6	Ms. Pratibha Choudhary	Assistant Professor

**Agenda of the meeting:**

1. Discussion on Effective use of digital platforms.
2. Planning of Semester end practical examination.
3. The review of the activities conducted so far.
4. Planning to conduct Preliminary examination.
5. Any other matter with the permission of chair.

Chief coordinator, Ms. Praseena Biju opened the meeting with welcoming all the members. The agenda was taken for detailed discussion item wise:

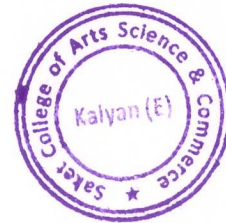
**Item 1:** Discussion on effective use of digital platforms.

**Description**

It was discussed that the teachers should convey the schedule of timetables through digital media and teachers should take their lectures by making use of a projector available in the computer lab.

**Resolution**

The Timetable was shared with the students through the drive link. The teachers will share the PowerPoint presentations subject wise.





**Item 2:** Planning of Semester end practical examination.

**Description**

Discussion held regarding semester end practical examination of SY and TY class to be conducted. The duty allotment of subject teacher and class teacher was given. Teachers were instructed to prepare practical examination question paper and mark sheets.

**Resolution**

It was resolved that the practical examination would be conducted in the month of November after Diwali vacation. The subject teachers should set their practical question papers and Class teachers should prepare the format of practical mark sheets at least 7 days before the commencement of examination.

**Item 3:** The review of the activities conducted so far.

**Description**

Discussion held regarding the activity conducted and their reports. It was decided to reschedule the planned activity if not done.

**Resolution**

It was resolved that the activity report would be submitted in the first week of next month.

**Item 4:** Planning to conduct Preliminary examination.

**Description**

Discussion held that prelim examinations to be conducted after the end of semester practical examination.

**Resolution**

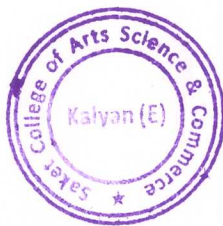
The Prelim examination of TYBSc IT and TYBSc CS for the semester V was decided to be conducted in November 2022.

**Item 5:** Any other matter with the permission of chair.

The members did not raise any queries and there were no additional items to discuss. The meeting ended with a vote of thanks to the chair.



**Prepared by,**  
Asst. Prof Praseena Biju  
(Chief Coordinator)




**Endorsed By,**  
Dr. Vasant Barhate  
(Principal)


**Department of Information Technology & Computer Science**  
**Action Taken Report**

Action Taken Report on the minutes of the meeting of the B.Sc. (IT) & B.Sc.(C.S.) Department held on **Friday, 14th October 2022** in the Computer lab.

Sr. No	Item	Resolution	Action taken
1.	Discussion on effective use of digital platforms.	The Timetable was shared with the students through the drive link. The teachers will share the PowerPoint presentations subject wise.	Students effectively made use of drive link for their daily timetable.
2.	Planning of Semester end practical examination	It was resolved that the practical examination would be conducted in the month of November after Diwali vacation. The subject teachers should set their practical question papers and Class teachers should prepare the format of practical mark sheets at least 7 days before the commencement of examination.	The semester end practical examination of Odd semesters were successfully completed before December 2022.
3.	The review of the activities conducted so far.	It was resolved that the activity report would be submitted in the first week of every next month.	The activity reports are submitted as per the schedule.
4.	Planning to conduct Preliminary examination.	The Prelim examination of TYBSc IT and TYBSc CS for the semester V was decided to be conducted in November 2022.	The Prelim examinations was conducted in the month of November 2022.

  
**Prepared by,**  
Asst. Prof Praseena Biju  
(Chief Coordinator)



  
**Endorsed By,**  
Dr. Vasant Barhate  
(Principal)

**Department of Information Technology & Computer Science**

**Academic Year 2022-23**

**Minutes of the meeting**

A meeting was held on the date **6<sup>th</sup> December 2022** for the department of B.Sc. (IT) & B.Sc. (C.S.) in the Conference Room.

The meeting was chaired by Chief Coordinator Ms..Praseena Biju, of the Degree College.

The following members were present:

Sr. No	Name of the Member	Designation
1.	Ms..Praseena Biju	Chief Coordinator
2.	Ms..Rajeshree Mundhe	Coordinator IT & CS
3.	Ms. Snehal Baile	Assistant Professor
4.	Ms. Shubhangi Ingole.	Assistant Professor
5.	Ms. Neha Waghmare	Assistant Professor
6.	Ms. Pratibha Choudhary	Assistant Professor
7.	Mr. Ravirajan Mehta	Assistant Professor

**Agenda of the meeting:**

1. Workload, subject allocation & Time table for even semesters.
2. Implementation of Certificate Course.
3. Internship Program for Third Year Students.
4. Execution of Academic Activities.
5. Any other matter with the permission of chair.

Chief Coordinator Ms. Praseena Biju opened the meeting with welcoming all the members.

The agenda was taken for detailed discussion item wise:

**Item 1: Workload, subject allocation & Time table for even semesters.**

**Description**

It was discussed to allocate subject & workload for Even Semester. All the teachers were assigned the subjects & class teacher duties for the even semester.

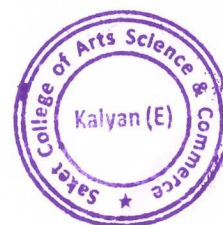
**Resolution**

It was resolved that the respective subject teachers need to cover the syllabus according to workload at least 7 days before the commencement of Semester End Examination. The timetable will be shared with students on drive link.

**Item 2: Implementation of Certificate Course**

**Description**

Discussion held regarding the commencement of certificate courses for the students. The certificate course should be conducted by respective teacher followed by preparation of completion report which include syllabus, exam pattern, question paper, result & feedback.



**Resolution**

The two courses were finalized namely “Network Security” & “Cloud Computing”. It was resolved that the Certificate Courses will be conducted from second week of January 2023. After completion of course within seven days completion report will be submitted to IQAC.

**Item 3: Internship Program for Third Year Students.****Description**

Discussion was held regarding conducting an internship program for TY students.

**Resolution**

It was resolved that registration for Internship program will be executed in the last week of January 2023 by Deziagnostics.

**Item 4: Execution of Academic Activities.****Description**

Discussion was held regarding the execution of remaining academic activities and preparation of the respective reports.

**Resolution**

It was resolved that the various activities will be held in month of January and February 2023.

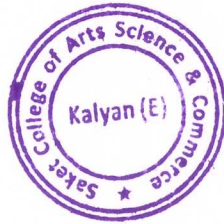
**Item 5: Any other matter with the permission of chair.****Description**

The members did not raise any queries and there were no additional items to discuss. The meeting ended with a vote of thanks to the chair.



**Prepared by,**

Asst. Prof Praseena Biju  
(Chief Coordinator)



**Endorsed By,**

Dr. Vasant Barhate  
(Principal)

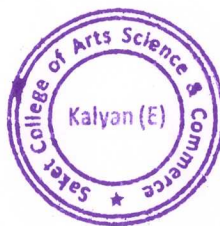
**Department of Information Technology & Computer Science**  
**Action Taken Report**

Action Taken Report on the minutes of the meeting of the **B.Sc. (IT) & B.Sc. (C.S.)** Department held on Tuesday, **6<sup>th</sup> December 2022** in the Conference Room.

<b>Item</b>	<b>Resolution</b>	<b>Action Taken</b>
<b>Workload, subject allocation &amp; Time table for even semesters</b>	It was resolved that the respective subject teachers need to cover the syllabus according to workload at least 7 days before the commencement of Semester End Examination. The timetable will be shared with students on drive link.	Workload and subjects were allocated to each faculty. Students effectively made use of drive link for their daily time table.
<b>Implementation of Certificate Course</b>	The two courses were finalized namely "Network Security" & "Cloud Computing". It was resolved that the Certificate Courses will be conducted from second week of January 2023. After completion of course within seven days completion report will be submitted to IQAC.	The Certificate Courses were completed in the month of February 2023.
<b>Internship Program for Third Year Students.</b>	It was resolved that registration for Internship program will be executed in the last week of January 2023 by Deznolitics.	Many Students registered for internship program by Deznolitics & following students were selected for this program: 1. Ms. Nandini Choudhary 2. Ms. Swati Dubey 3. Mr. Avnanishchandra Yadav 4. Mr. Aman Mishra 5. Mr. Ankit Dubey
<b>Execution of Academic Activities.</b>	It was resolved that the various activities will be held in month of January and February 2023.	The activity reports were submitted to IQAC.



**Prepared by,**  
Asst. Prof. Praseena Biju  
(Chief Coordinator)





**Endorsed by**  
Dr. Vasant Barhate  
(Principal)

**Department of Information Technology & Computer Science**  
**Academic Year 2022-23**  
**Minutes of the meeting**

A meeting was held on the date **15<sup>th</sup> February 2023** for the department of B.Sc. (IT) & B.Sc. (C.S.) in the computer lab.

The meeting was chaired by Chief Coordinator Ms. Praseena Biju of the College.

The following members were present:

No	Name of the members	Designation
1	Ms. Praseena Biju	Chief coordinator
2	Ms.Rajeshree Mundhe	Coordinator IT & CS
3	Ms.Shubhangi Ingole	Assistant Professor
4	Ms.Snehal Baile	Assistant Professor
5	Ms Neha Waghmare	Assistant Professor
6	Ms.Pratibha Choudhary	Assistant Professor
7	Mr. Raviranjan Mehta	Assistant Professor

**Agenda of the meeting:**

1. Planning of Intercollegiate & Intra collegiate activities.
2. Planning of Placement for TY students.
3. Discussion regarding Internal, Semester and practical examination for Even Semester.
4. Any other matter with the permission of chair.

Chief coordinator, Ms. Praseena Biju opened the meeting with welcoming all the members  
The agenda was taken for detailed discussion item wise.

**Item 1:** Planning of Intercollegiate & Intra collegiate activities

**Description:**

The discussion was held regarding organizing an intercollegiate activity as well as intercollegiate activities.

**Resolution:**

It was resolved that an intra-collegiate events like ppt competition, poster competition will be organised by the department to boost the talent of the students. Also, intercollegiate activity like blind coding and code conversion will be completed by the end of February 2023.

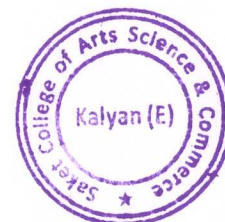
**Item 2:** Planning of Placement for TY students.

**Description:**

The discussion held regarding placement of TY students. The training session by expert will be organised covering how to write CV & how to face interview for better placement.

**Resolution**

It was resolved that the training session for placement will be conducted for students by Magic bus in the month of February 2023.



**Item 3: Discussion regarding Internal, Semester and practical examination for Even Semester.**

**Description:**

Discussion held regarding Internal, semester and practical examination of FY, SY and TY to be conducted. The duty allotment of subject teacher and class teacher was given. Teachers were informed about the preparation of practical examination question papers, practical examination mark sheets.

**Resolution**

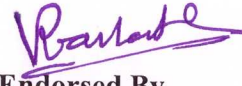
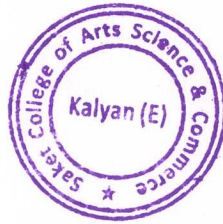
It was resolved that the practical examination would be conducted in the month of April 2023 after theory examination. The subject teachers will prepare the question papers for practical examination and Class teachers will prepare the format of marks sheets for practical examinations.

**Item 4: Any other matter with the permission of chair.**

The members did not raise any queries and there were no additional items to discuss. The meeting ended with a vote of thanks to the chair.



**Prepared by,**  
Asst. Prof Praseena Biju  
(Chief Coordinator)




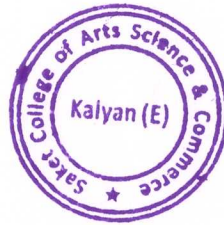
**Endorsed By,**  
Dr. Vasant Barhate  
(Principal)


**Department of Information Technology & Computer Science**  
**Action Taken Report**

Action Taken Report on the minutes of the meeting of the B.Sc. (IT) & B.Sc. (C.S.) Department held on Wednesday, **15th February 2023** in the Computer lab.

<b>Sr.NO</b>	<b>Item</b>	<b>Resolution</b>	<b>Action taken</b>
1	Planning of Intercollegiate & Intra collegiate activities	It was resolved that an intra collegiate events like ppt competition, poster competition will be organised by the department to boost the talent of the students. Also, intercollegiate activity like blind coding and code conversion will be completed by the end of February 2023.	Both the Intercollegiate & Intra collegiate activities were completed in the month of February 2023.
2	Planning of Placement for TY students.	It was resolved that the training session for placement will be conducted for students by Magic bus in the month of February 2023.	Training session was conducted in the month of February 2023 by Magic Bus Foundation.
3	Discussion regarding Internal, Semester and practical examination for Even Semester.	It was resolved that the practical examination would be conducted in the month of April 2023 after theory examination. The subject teachers will prepare the question papers for practical examination and Class teachers will prepare the format of marks sheets for practical examinations.	The semester end practical examination of IV & VI were completed in April 2023 while semester II got completed in May 2023.

  
**Prepared by,**  
Asst. Prof Praseena Biju  
(Chief Coordinator)



  
**Endorsed by,**  
Dr. Vasant Barhate  
(Principal)



## Internal Quality Assurance Cell (IQAC)

Academic Year 2022-23

### Minutes of the meeting - Department of Commerce

The meeting of the Department of Commerce was held on 23rd June, 2022 at 10:30 am in the Conference Room.

The following members were present:

1. Asst. Prof. Pooja Pandey	Co-Ordinator (Commerce)
2. Asst. Prof. Prakash Jadhav	Co-Ordinator (M.Com.)
3. Asst. Prof. Narayan Lad	Member
4. Asst. Prof. Kuldeep Kori	Member

Agenda of the meeting:

1. Welcome and introduction of new members.
2. Review of last year's performance and achievements.
3. Discussion on academic plan for odd semesters of Academic Year 2022-23.
4. Discussion on preparation of departmental files for AQAR 2022-23.
5. Any other subject with the permission of the Chair.

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.

#### 1. Item 1: Welcome and introduction of new members

##### Description:

**Resolution:** Commerce Coordinator Asst. Prof. Pooja Pandey welcomed the new members in the Department of Commerce namely Asst. Prof. Narayan Lad, Asst. Prof. Kuldeep Kori. The new members introduced themselves.

#### 2. Item 2: Review of last year's performance and achievements

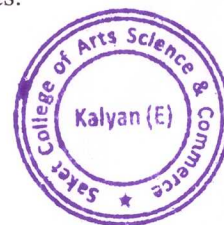
**Description:** Asst. Prof. Pooja Pandey congratulated the team for successful completion of the academic work of previous AY 2021-22 despite the difficulties posed by the pandemic. The hybrid model of online and offline lectures enabled us to continue teaching and learning activities without disruption. Also, numerous events and initiatives were discussed to foster social engagement, creativity, and wellness among students and staff members.

**Resolution:** It was resolved that for the current academic year 2022-23, we will work more on offline mode & also increase the departmental activities.

#### 3. Item 3: Discussion on academic plan for odd semesters of Academic Year 2022-23

**Description:** Asst. Prof. Pooja Pandey, Co-Ordinator of the Department of Commerce, submitted the proposed academic plan for the academic year 2022-23. Departmental activities were planned to be conducted criteria metric wise. She also suggested to implement the mentor-mentee program extensively and planning of more sessions for slow learners and advanced learners.

**Resolution:** It was resolved that academic plan to be implemented criteria metric wise conduct of departmental activities. It was resolved to focus on the mentor-mentee program to provide guidance and develop professional and personal skills in students.



4. **Item 2: Discussion on preparation of departmental files for AQAR 2022-23**


Description: It was discussed that all the records of the activities and committees should be scanned and sent to Ms. Sheetal Kadam, who oversees the NAAC Documents, and all the events and activities should have geo-tagged photos and feedback records as evidence of their impact and quality. It was also decided that the future programs should be planned based on the feedback received from the students.

**Resolution:** It was resolved that the Co-Ordinator and the Principal would be informed of the feedback received and would take steps to enhance the quality of work.

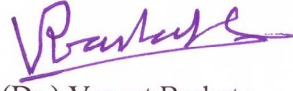
5. **Item 3: Any other subject with the permission of the Chair**

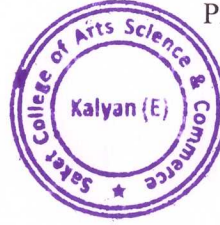
No other queries were raised by the members, hence the meeting ended with a vote of thanks proposed by the Commerce Co-Ordinator.

Prepared by

  
Asst. Prof. Pooja Pandey  
Co-Ordinator  
Department of Commerce

Endorsed by

  
Prof. (Dr.) Vasant Barhate  
Principal

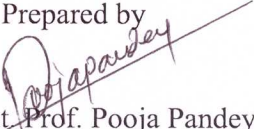


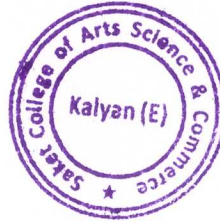
**Department of Commerce**


**Action Taken Report**

Action Taken Report on the minutes of the departmental meeting held on 23rd June,2022 at 10:30 am in the Conference Room.

<b>ITEM</b>	<b>RESOLUTION</b>	<b>ACTION TAKEN</b>
Item 2: Review of last year's performance and achievements	It was resolved that for the current academic year 2022-23, we will work more on offline mode & also increase the departmental activities.	The First Term session started in offline mode.
Item 3: Discussion on academic plan for odd semesters of Academic Year 2022-23	It was resolved that academic plan to be implemented criteria metric wise conduct of departmental activities. It was resolved to focus on the mentor-mentee program to provide guidance and develop professional and personal skills in students.	The Academic Plan was implemented as per schedule & the Mentor-Mentee program was implemented.
Item 4: Discussion on preparation of departmental files for AQAR 2022-23	It was resolved that the Co-Ordinator and the Principal would be informed of the feedback received and would take steps to enhance the quality of work.	Documents are prepared for NAAC as per the guidelines provided by IQAC.

Prepared by  
  
Asst. Prof. Pooja Pandey  
Co-Ordinator  
Department of Commerce



Endorsed by  
  
Prof. (Dr.) Vasant Barhate  
Principal

## Department of Commerce

Academic Year 2022-23

### Minutes of the meeting -

The meeting of the Department of Commerce was held 5<sup>th</sup> November, 2022 at 11:00 am in the Conference Room

The following members were present:

- |                               |                         |
|-------------------------------|-------------------------|
| 1. Asst. Prof. Prakash Jadhav | Co-Ordinator (M.Com.)   |
| 2. Asst. Prof. Ajay S. Shelar | Co-Ordinator (Commerce) |
| 3. Asst. Prof. Narayan Lad    | Member                  |
| 4. Asst. Prof. Kuldeep Kori   | Member                  |
| 5. Asst. Prof. Sumiran Garu   | Member                  |

Agenda of the meeting:

1. Discussion on academic plan of even semester of Academic Year 2022-23
2. Discussion on implementation of Certificate Course.
3. Any other subject with the permission of the Chair.

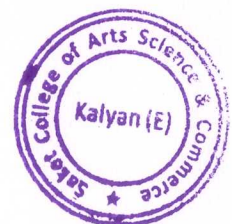
The meeting was opened by Asst. Prof. Ajay S. Shelar and the overview and purpose of the meeting was communicated to all members.

The agenda was taken for discussion item wise.

#### 1. **Item 1: Discussion on academic plan for 2022-23**

**Description:** The academic plan and the reports of the completed activities in the first half of the year were presented by Asst. Prof. Ajay S. Shelar, Co-Ordinator of the Department of Commerce. The criteria metrics for organizing activities was discussed and it was agreed to submit the reports to IQAC within a week after finishing the activity. The mentor-mentee program was suggested to be followed and the session for slow learners and advanced learners was planned.

**Resolution:** It was resolved to start the planned activities according to the monthly schedule and prepare reports based on the given guidelines. The reports would be submitted to the IQAC. It was also decided to maintain the mentor-mentee program in the same format as before.



**2. Item 2:** Discussion on implementation of Certificate Course.

Description: It was decided that Certificate Course on Advanced Accountancy & Advanced Excel to be implemented and the document report of completion of Certificate Course to be prepared as per the IQAC guidelines.

**Resolution:** It was resolved that the Certificate Course on Advanced Accountancy & Advanced Excel to be implemented from the month of January 2023.

**3. Item 3: Any other subject with the permission of the Chair**

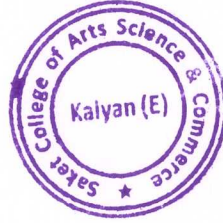
Asst.Prof. Ajay Shelar suggested all the documents of activities & departmental work to be prepared as per the guidelines provided by IQAC & to be submitted within 7 days after completion of work.

No further queries were raised by the members, hence the meeting ended with a vote of thanks proposed by the Commerce Co-Ordinator.

Prepared by



Asst. Prof. Ajay S. Shelar  
Co-Ordinator  
Department of Commerce



Endorsed by



Prof. (Dr.) Vasant Barhate  
Principal

**Department of Commerce**

**Action Taken Report**

Action Taken Report on the minutes of the departmental meeting held on 5<sup>th</sup> November, 2022 at 11:00 am in the Conference Room

ITEM	RESOLUTION	ACTION TAKEN
Item 1: Discussion on academic plan for 2022-23	It was resolved to start the planned activities according to the monthly schedule and prepare reports based on the given guidelines. The reports would be submitted to the IQAC. It was also decided to maintain the mentor-mentee program in the same format as before.	The activities were conducted as per Academic Plan month wise. Documents are prepared for NAAC as per the guidelines provided by IQAC.
Item 2: Discussion on implementation of Certificate Course.	It was resolved that the Certificate Course on Advanced Accountancy & Advanced Excel to be implemented from the month of January 2023.	The Certificate Course commenced in the month of January 2023

Prepared By,



Asst.Prof.Ajay Shelar

Coordinator

Department of Commerce



Endorsed By,



Prof.(Dr.).Vasant Barhate

Principal

Department of Arts  
Academic Year 2022-23  
Minutes of the meeting

The meeting of the faculty of Arts was held on Tuesday, June 14th 2022 at 1.30 pm in the college library.

The meeting was chaired by Asst. Prof. Priya Nerlekar.

**The following members were present:**

Sr. No	Name of the Member	Designation
1.	Dr. Shahaji Kamble	Coordinator, Department of History
2.	Asst. Prof. Priya Nerlekar	Coordinator, Faculty of Arts
3.	Asst. Prof. Shalaka Chavhan	Co-ordinator, Department of Economics.

The following member could not attend the meeting and leave of absence was granted:

1. Asst. Prof. Sanjay Choudhari, Co-ordinator, Department of Geography.

**Agenda of the meeting:**

1. Discussion about admission of FY, SY & TY students 2021-22.
2. Counselling and guidance to FY students.
3. Counselling and guidance to TY students to choose subject for specialization.
4. Discussion about the future plans related to departmental development.
5. Any other subject with the permission of the Chair.

The meeting was opened by Asst. Prof. Priya Nerlekar and the overview and purpose of the meeting was informed to all members.

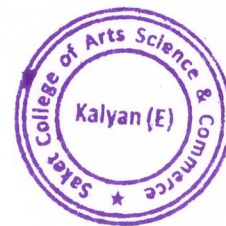
The agenda was taken for discussion item wise.

Item 1 : Discussion about admission of FY,SY& TY students 2021-22.

**Description.**

Asst. Prof. Priya Nerlekar, coordinator of Arts Department discussed about admission process of FY, SY, TY students.

**Resolution:** It was decided that all faculty members to inform SY, TY students to take admission in next classes.



**Item 2:** Counseling and guidance to FY students.

**Description.**

It was discussed how to guide and counsel to FY students for the smooth conduct admission process.

**Resolution:** It was decided that Dr. Shahaji Kambale Coordinator of Department of History will give information about free ship, scholarship Income certificate, caste certificate, domicile certificate to students as per guidelines of University of Mumbai. Prof. Priya Nerlekar and Prof Shalaka Chavhan will help students to choose subjects.

**Item 3:** Counselling and guidance to TY students to choose subject for specialization.

**Description.**

It was discussed that the department heads will guide and provide counselling to TY students to choose proper subject for specialization.

**Resolution:** It was resolved that respective subject teacher will counsel the TY students for selection of subject.

**Item 4:** Discussion about the future plans related to departmental development.

**Description.**

It was discussed that every department will implement at least one Certificate Course.

**Resolution:** It was resolved concerned subject teacher will design on certificate course linked with their subject followed by implementation in due course of time as per the guideline of IQAC.

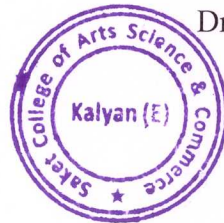
**Item 5 :** Any other subject with the permission of the Chair.

With the permission of the chair, it was proposed by the Arts coordinator to increase the number of extracurricular activities in the next academic year. No other queries were raised by the members, hence the meeting ended with a vote of thanks proposed by the Arts co-ordinator.

**Resolution:** It was resolved that Coordinator of each department should submit list of proposed programs along with requirements to the IQAC coordinator till the month of August 2022.

*Priya*

Prepared by  
Asst. Prof. Priya Nerlekar  
Coordinator, Faculty of Arts



*V. Barhate*

Endorsed by  
Dr. Prof. Vasant D Barhate  
Principal



Department of Arts

Academic Year 2022-23

Minutes of the meeting

The meeting of the faculty of Arts was held on Friday, June 24<sup>th</sup> 2022 at 1.30 pm in the college library.

The meeting was chaired by Asst. Prof. Mrs. Priya Nerlekar.

The following members were present:

Sr. No	Name of the Member	Designation
1.	Dr. Shahaji Kamble	Coordinator, Department of History
2.	Asst. Prof. Priya Nerlekar	Coordinator, Faculty of Arts
3.	Asst. Prof. Shalaka Chavhan	Co-ordinator, Department of Economics.

The following member could not attend the meeting and leave of absence was granted:

1. Prof.Sanjay Choudhari: Co-ordinator, Department of Geography

Agenda of the meeting:

1. Preparation of teaching plan .
2. Preparation of time-table.
3. Preparation of tentative activities .
4. Any other subject with the permission of the chair.

The meeting was opened by Asst. Prof. Priya Nerlekar and the overview and purpose of the meeting was informed to all members.

The agenda was taken for discussion item wise.

**Item 1 :Preparation of teaching plan**

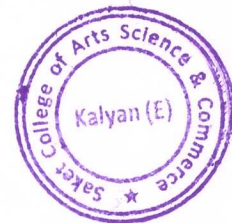
Teaching Plan for SY & TY classes is already prepared by all the teachers & they started the lecture delivery as per the plan. It was decided that each faculty will prepare a teaching plan for FY classes before the commencement of lectures for First Semester.

**Resolution:** It was decided that faculty has to be prepare First Year teaching plan for allotted subjects on or before 5<sup>th</sup> July 2022.

**Item 2: Preparation of time-table.**

Timetable for SY & TY classes already executed & implemented. It was decided that timetable for FY classes on the basis of syllabus allocation has to be prepared.

**Resolution:** It was resolved that co-ordinator has to prepare First year time- table on or before 5<sup>th</sup> July 2022.



**Item 3: Preparation of tentative activities**

It was discussed that Elocution, Essay, competition, report writing & field visit will be conducted for holistic development of students.

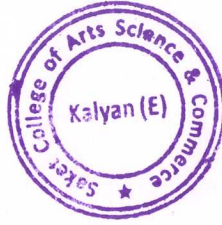
**Resolution: It was resolved that Department of Economics and Hindi will conduct Elocution, Essay competition and Department of History will conduct field visit for students.**

**Item 4: 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 Arts co-ordinator.

*pnr*

**Prepared by,**  
Asst. Prof Priya Nerlekar  
(Coordinator, Faculty of Arts)



*V. Barhate*

**Endorsed By,**  
Dr. Vasant Barhate  
(Principal)

Department of Arts

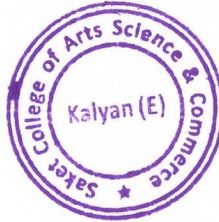
Action Taken Report

Action Taken Report on the minutes of the departmental meeting of the Arts Friday, June 24th 2022 at 1.30 pm in the college library.

ITEM	RESOLUTION	ACTION TAKEN
Item 1 : Preparation of teaching plan .	It was decided that faculty has to be prepare First Year teaching plan for allotted subjects on or before 5 <sup>th</sup> July 2022.	Teaching plan for first year classes prepared by all the faculties those who involve in first year classes teaching & submitted to IQAC.
Item 2 : Preparation of time-table.	It was resolved that co-ordinator has to prepare First year time-table on or before 5 <sup>th</sup> July 2022.	Coordinator prepared the timetable & submitted to IQAC on 5 <sup>th</sup> July 2022.
Item 3 : Preparation of tentative activities	It was resolved that Department of Economics and Hindi will conduct Elocution, Essay competition and Department of History will conduct field visit for students.	Essay Competition was conducted on 08 <sup>th</sup> August 2022. Elocution Competition was conducted on 10 <sup>th</sup> August 2022. Field Visit was conducted on 28 <sup>th</sup> September 2022.

*Priya*

**Prepared by,**  
Asst. Prof Priya Nerlekar  
(Coordinator, Faculty of Arts)



*V. Barhate*

**Endorsed By,**  
Dr. Vasant Barhate  
(Principal)