



NURTURING POTENTIAL

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

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)  
( NAAC Accrediated "B" Grade)

Date: 1<sup>st</sup> July, 2023

## Notice

Meeting of the IQAC will be held on Monday 10<sup>th</sup> July, 2023 at 11.00 am in Conference Room.

All the Members are requested to attend the meeting positively.

### Agenda:


1. To approve the minutes of meeting held on 26<sup>th</sup> May 2023 along with Action Taken Report.
2. Implementation of Certificate Courses for Current Academic Year.
3. Review of implementation of Academic Calendar 2023-24.
4. Progress of NAAC Documentation required for NAAC Second Cycle.
5. Any other matter with the permission of the Chair.

Principal,

Prof. (Dr.) Vasant D. Barhate

### Copy To:

- 1) Hon. Secretary/ C.E.O., Saket Gyanpeeth
- 2) Vice-Principal
- 3) Office Superintendent
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 Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

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## Internal Quality Assurance Cell (IQAC)

Academic Year 2023-24

### Minutes of the meeting

Meeting of the IQAC will be held on Monday 10<sup>th</sup> July, 2023 at 11.00 am in Conference Room.

The following members were present:

Sr.No	Name	Designation	Signature
1	Prof.(Dr.) Vasant Barhate	Principal, Chairman IQAC	
2	Shri.Saket A.Tiwari	Management Representative	
3	Mrs.Shobha Nair	Employer Nominee, Saket Gyanpeeth	
4	Mr.Shailesh Tiwari	Industrialist	
5	Mr.Lalit Chaurasia	Parent Representative	
6	Mr.Rohit Panday	Alumni Representative	
7	Ms.Archita Chandorkar	Student Representative	
8	Dr.Hema Tiwari	IQAC Co-Coordinator	
9	Mrs. Praseena Biju	Teacher Representative , Department of IT & CS	
10	Mrs. Priya Nerlekar	Teacher Representative, Department of Marathi	
11	Dr. Shahaji Kamble	Teacher Representative, Department of History	
12	Dr. Prakash Jadhav	Teacher Representative, Department of Advanced Accountancy( M.com)	
13	Mr.Kuldeep Kori	Teacher Representative, Department of BMS	
14	Dr.Rishikesh Mishra	Teacher Representative, Department of Hindi	
15	Mr.Ajay Shelar	Teacher Representative, Department of Commerce	
16	Mr.Krishnamurthy Velar	Teacher Representative, Department of BAF	
17	Ms. Navnath K. Mule	Member , Administrative Coordinator	
18	Mr.Kishor Khade	Non-Teaching Representative	
19	Mrs.Suchitra Shirsat	Librarian	
20	Mrs.Rani Raghuwansi	IQAC Coordinator & Vice Principal	

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

Asst. Prof. Mrs.Rani Raghuwanshi, IQAC Coordinator welcomed the Principal and all the members of IQAC. 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 26<sup>th</sup> May 2023 along with Action Taken Report.
2. Implementation of Certificate Courses for Current Academic Year.
3. Review of implementation of Academic Calendar 2023-24.
4. Progress of NAAC Documentation required for NAAC Second Cycle.
5. Any other matter with the permission of the Chair.

**Item 1: To approve the minutes of meeting held on 26<sup>th</sup> May 2023 along with Action Taken Report**

**Description:** The minutes of meeting held on 26<sup>th</sup> May 2023 was discussed along with action taken report as per given here below.

**Action Taken Report on minutes of meeting held on 26<sup>th</sup> May, 2023**

ITEM	RESOLUTION	ACTION TAKEN
1. To approve the minutes of meeting held on 26 <sup>th</sup> May 2023 along with Action Taken Report.	All the Member approved the minutes of the meeting held on 26 <sup>th</sup> May 2023 along with Action Taken Report.	
2. Planning of implementation of Certificate Courses which are approved by College Development Committee.	Principal agreed & approved for the implementive plan of Certificate Course given by the IQAC Coordinator All the Members agreed for the same.	Department wise Allocation of Certificate Courses done and completion of the course deadline given on or before 15 <sup>th</sup> March 2024 followed by submission of Completion Report as per IQAC guidelines.
3. Planning of Result Improvement.	All the members agreed the suggestion given by the IQAC Coordinator & Principal.	Planning of Unit wise Class Test for regular students formulated and given to all departments for implementation.
4. Planning of execution of Academic Calendar.	Principal approved the academic calendar of academic year 2023-24 and all the members approved for the same.	Activities are planned as per the Academic Calendar 2023-24 and Activities mentioned in the month of June completed.
5. Appointment of NAAC Criteria wise Incharges & discussion on their responsibilities.	Principal approved the committee of criteria incharges as suggested by IQAC Coordinator. All the members agreed for the same.	Criteria wise work allotted to the Criteria Incharges along with the documentation as per the NAAC guidelines.
6. 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.	Nil

**Item 2: Implementation of Certificate Courses for Current Academic Year.**

**Description:** IQAC Coordinator informed to the members for academic year 2023-24, following Certificate Courses to be implemented as per the Department wise distribution.

List of the Certificate Courses to be implemented Department wise for Academic Year 2023-24.

Sr. No	Title of the Certificate Course	Type of the Certificate Course	Department	Co-Ordinator
1	Research Methodology	Skill Oriented	Arts	Dr. Rishikesh Mishra
2	Modi Lipi	IKS	Arts	Asst. Prof. Priya Nerlekar
3	Python Programming Language. Level I, II and III	Placement Oriented	Information Technology & Computer Science	Dr. Praseena Biju
4	Banking Proficiency	Skill Oriented	Commerce	Asst. Prof. Gnanaselvi
5	Direct and Indirect Taxation	Skill Oriented	Commerce	Asst. Prof. Pooja Sajin
6	Entrepreneurship Development Program	Placement Based	Commerce	Asst. Prof. Narayan Lad
7	Yoga	Value added	IQAC	Asst. Prof. Rani Raghuwanshi

IQAC Coordinator also informed to the department heads all these courses to be completed on or before 15<sup>th</sup> March 2024 along with submission of completion report prepared as per IQAC Guidelines.

**Resolution:**

All the members agreed the implementive planning of Certificate Courses for Academic Year 2023-24. Principal suggested all the concerned faculty those who involved in execution of certificate courses should complete the assigned work before the deadline.

**Item 3: Review of implementation of Academic Calendar 2023-24.****Description:**

IQAC Coordinator informed the members as per the Academic Calendar 2023-24 activities planned in the month of June completed successfully, she further suggested all the departments complete the activities mentioned in the academic calendar as per the schedule and after completion of activity, completion report to be submitted to IQAC within 7 days.

**Resolution:** All the members agreed the suggestion given by IQAC Coordinator.

**Item 4: Progress of NAAC Documentation required for NAAC Second Cycle.**

**Description:**

IQAC Coordinator presented the draft of the AQAR of academic year 2022-23, Principal suggested supporting documents mentioned in the AQAR to be uploaded on website under the respective tab.

**Resolution:** All the members approved and finalised the draft of AQAR of academic year 2022-2023 and agreed the suggestion given by principal.


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

**Description:** 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 Coordinator**  
Asst. Prof. Rani Raghuwanshi

**Endorsed By**

  
**Principal**  
Prof. (Dr.) Vasant D. Barhate





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Date: 4<sup>th</sup> November, 2023

## Notice

Meeting of the IQAC will be held on Friday 15<sup>th</sup> November, 2023 at 11.00 am in Conference Room.

All the Members are requested to attend the meeting positively.

### Agenda:


1. To approve the minutes of meeting held on 10<sup>th</sup> July, 2023 along with Action Taken Report.
2. To discuss and approve the draft of AQAR 2022-23 and preparation of IIQA and SSR of Second NAAC Cycle.
3. Discussion and approval for organization of National Conference.
4. Any other matter with the permission of the Chair.

Principal,

Prof. (Dr.) Vasant D. Barhate

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## Internal Quality Assurance Cell( IQAC)

Academic Year 2023-24

Minutes of the meeting

Meeting of the IQAC will be held on Friday 15<sup>th</sup> November, 2023 at 11.00 am in Conference Room.

The following members were present:

Sr.No	Name	Designation	Signature
1	Prof.(Dr.) Vasant Barhate	Principal, Chairman IQAC	V Barhate
2	Shri.Saket A.Tiwari	Management Representative	Saket
3	Mrs.Shobha Nair	Employer Nominee, Saket Gyanpeeth	Shobha
4	Mr.Shailesh Tiwari	Industrialist	Shailesh
5	Mr.Lalit Chaurasia	Parent Representative	Lalit Chaurasia
6	Mr.Rohit Panday	Alumni Representative	Rohit
7	Ms.Archita Chandorkar	Student Representative	Archita
8	Dr.Hema Tiwari	IQAC Co-Coordinator	Hema Tiwari
9	Mrs. Praseena Biju	Teacher Representative , Department of IT & CS	Praseena
10	Mrs. Priya Nerlekar	Teacher Representative, Department of Marathi	Priya
11	Dr. Shahaji Kamble	Teacher Representative, Department of History	Shahaji Kamble
12	Dr. Prakash Jadhav	Teacher Representative, Department of Advanced Accountancy( M.com)	Prakash
13	Mr.Kuldeep Kori	Teacher Representative, Department of BMS	Kuldeep
14	Dr.Rishikesh Mishra	Teacher Representative, Department of Hindi	Rishikesh Mishra
15	Mr.Ajay Shelar	Teacher Representative, Department of Commerce	Ajay Shelar
16	Mr.Krishnamurthy Velar	Teacher Representative, Department of BAF	Krishna
17	Ms. Navnath K. Mule	Member , Administrative Coordinator	Navnath
18	Mr.Kishor Khade	Non-Teaching Representative	Kishor Khade
19	Mrs.Suchitra Shirsat	Librarian	S.J. Shirsat
20	Mrs.Rani Raghuwansi	IQAC Coordinator & Vice Principal	Rani

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

Asst. Prof. Mrs.Rani Raghuwanshi, IQAC Coordinator welcomed the Principal and all the members of IQAC. 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 10<sup>th</sup> July, 2023 along with Action Taken Report.
2. To discuss and approve the draft of AQAR 2022-23 and preparation of IIQA and SSR of Second NAAC Cycle.
3. Discussion and approval for organization of National Conference.
4. Any other matter with the permission of the Chair.

**Item 1: To approve the minutes of meeting held on 10<sup>th</sup> July, 2023 along with Action Taken Report.**

**Description:** The minutes of meeting held on 10<sup>th</sup> July, 2023 was discussed along with action taken report as per given here below.

**Action Taken Report on minutes of meeting held on 10<sup>th</sup> July, 2023.**

ITEM	RESOLUTION	ACTION TAKEN
1. To approve the minutes of meeting held on 10 <sup>th</sup> July, 2023 along with Action Taken Report.	The minutes of meeting held on 10 <sup>th</sup> July 2023 was discussed along with action taken report as per given here below.	
2. Implementation of Certificate Courses for Current Academic Year.	All the members agreed the implementive planning of Certificate Courses for Academic Year 2023-24. Principal suggested all the concerned faculty those who involved in execution of certificate courses should complete the assigned work before the deadline.	Department wise Allocation of Certificate Courses done and completion of the course deadline given on or before 15 <sup>th</sup> March 2024 followed by submission of Completion Report as per IQAC guidelines.
3. Review of implementation of Academic Calendar 2023-24.	All the members agreed the suggestion given by IQAC Coordinator.	All the departments conducted the activities as per the Academic Calendar and submitted the completion report to IQAC.
4. Progress of NAAC Documentation required for NAAC Second Cycle.	All the members approved and finalised the draft of AQAR of academic year 2022-2023 and agreed the suggestion given by principal.	Draft of the AQAR 2022-23 is finalized and required documents were uploaded on college web site.
5. Any other matter 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.	NIL



**Item 2: To discuss and approve the draft of AQAR 2022-23 and preparation of IQA and SSR of Second NAAC Cycle.**

**Description:** IQAC coordinator informed the members of IQAC

that Draft of AQAR 2022-23 is approved in a last meeting and administrative office is preparing the draft of IQA which will be completed within a week. Regarding preparation of SSR of second NAAC Cycle of our college, IQAC Coordinator suggested that Criteria wise documentation to be prepared by respective criteria incharges and submitted to IQAC. IQAC will compile the criteria wise documentation and prepare the draft of SSR.

**Resolution:** All the member agreed the planning suggested by IQAC Coordinator regarding the preparation of draft of SSR.

**Item 3: Discussion and approval for organization of National Conference.**

**Description:** IQAC Coordinator informed to the members of IQAC that every year our college was organizing conference on Interdisciplinary faculties, further she suggested this year we will organized the conference on new discipline as per NEP 2020. After detailed discussion among the members, it is decided that this year National Conference to be organized on Indian Knowledge System in the month of March 2024.

**Resolution:** All the members agreed to organize National Conference on Indian Knowledge System in the Month of March 2024. Principal appreciated the initiative taken by IQAC.

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

**Description:** 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 Coordinator**  
Asst. Prof. Rani Raghuwanshi

**Endorsed By**



**Principal**  
Prof. (Dr.) Vasant D. Barhate