



SAKET GYANPEETH
NURTURING POTENTIAL

SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)
(NAAC Accredited)

Date: 11th November, 2024

Notice

Meeting of the IQAC will be held on Saturday 23rd November, 2024 at 11.00 am in College Conference Room.

All the Members are requested to attend the meeting positively.

Agenda:

1. To approve the minutes of meeting held on 07th June, 2024 along with Action Taken Report.
2. To discuss the review of NAAC documentation as per new NAAC guideline for academic year 2024-25.
3. Discussion on fixing schedule for Preparation and Submission of AQAR 2023-24.
4. To discuss the planning and tentative schedule for the organisation of National Level Conference.
5. Any other matter with the permission of the Chair.

Principal

Prof. (Dr.) Vasant D. Barhate

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1. Hon. Secretary/ C.E.O., Saket Gyanpeeth
2. Vice-Principal
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Internal Quality Assurance Cell (IQAC)

Academic Year 2024-25

Minutes of the meeting

Meeting of the IQAC will be held on Saturday 23rd November, 2024 at 11.00 am in College 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	Mrs. Pushpa S. Singh	Parent Representative	
6	Mr.Rohit Panday	Alumni Representative	
7	Ms.Anushka Pramod Adelkar	Student Representative	Anushka .
8	Dr.(Mrs)Hema Tiwari	IQAC Co-Coordinator	
9	Mrs. Rajashree Mundhe	Teacher Representative , Department of IT & CS	
10	Mrs. Priya Nerlekar	Teacher Representative, Department of Marathi	ABSENT
11	Dr. Shahaji Kamble	Teacher Representative, Department of History	
12	Dr. Prakash Jadhav	Teacher Representative, Department of Advanced Accountancy(M.com)	
13	Mr.Krishnamurthy Velar	Teacher Representative, Department of BAF	



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14	Mr.Kishor Khade	Non-Teaching Staff Representative	<i>Koakhade</i>
15	Mrs.Suchitra Shirsat	Librarian	<i>ABSENT</i>
16	Dr. (Mrs.)Praseena Biju	IQAC Coordinator and Vice Principal	<i>Pw</i>

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

Dr. Praseena Biju 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 07th June, 2024 along with Action Taken Report.
2. To discuss the review of NAAC documentation as per new NAAC guideline for academic year 2024-25.
3. Discussion on fixing schedule for Preparation and Submission of AQAR 2023-24.
4. To discuss the planning and tentative schedule for the organising the National Level Conference.
5. Any other matter with the permission of the Chair.

Item 1: To approve the minutes of meeting held on 07th June, 2024 along with Action Taken Report.

Description: The minutes of meeting held on 07th June, 2024 was discussed along with action taken report as per given here below.



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Action Taken Report on minutes of meeting held on 07th June, 2024.

ITEM	RESOLUTION	ACTION TAKEN
1. To approve the minutes of meeting held on 07 th June, 2024 along with Action Taken Report.	The minutes of meeting held on 7th June, 2024 was discussed along with action taken report as per given here below.	Minutes of the meeting held 7 th June, 2024, Approved by IQAC committee.
2. To discuss the planning for distribution of work with reference to preparation of NAAC documentation as per new NAAC guideline for academic year 2024-25.	All the members agreed the planning suggested by IQAC Coordinator regarding the preparation of NAAC documentation as per new NAAC guideline for academic year 2024-25.	Preparation of NAAC documentation of work distributed amongst the criteria in charges and they are directed to complete the work as per given time schedule.
3. To discuss and approve department wise academic plan for academic year 2024-25.	All the members agreed to approve department wise academic plan for academic year 2024-25 Presented by IQAC coordinator.	Departments conducting the activity as per the departmental plan given by IQAC and also keeping the documented record of the same
4. To discuss and approve academic calendar for academic year 2024-25.	All the Members agreed and approved academic calendar for academic year 2024-25.	Academic calendar for academic year 2024-25 prepared by IQAC circulated amongst the departments and department heads are directed to conduct the activities mention in academic calendar.
6. Progress of NAAC documentation required for NAAC second cycle.	All the members agreed the proposal given by IQAC coordinator and assured about the completion of NAAC documentation work before 31 st August, 2024 Principal appreciated initiative taken by IQAC.	All the members of IQAC completed their assigned work before 31 st August, 2024.
6. To discuss and finalise the composition of various committees for academic year 2024-25.	All the Members agreed the suggestion given by principle and IQAC coordinator and approve the composition of various committee for the academic year 2024-25.	IQAC coordinator communicated the composition of various committee to teaching faculty and directed the staff to take responsibility of their respective committee.
7. Any other matter with permission of the chair.	As per this attempt no quires were raise by the members hence meeting ended by vote of thanks propose by IQAC coordinator.	NA



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Item 2: To discuss the review of NAAC documentation as per new NAAC guideline for academic year 2024-25.

Description: IQAC coordinator discuss the planning for distribution of work with reference to preparation of documents as per new NAAC guideline for academic year 2024-25. Details of the same given in Annexure-I.

Resolution: All the member agreed the planning suggested by IQAC Coordinator regarding the preparation of NAAC documentation as per new NAAC guideline for academic year 2024-2025.

Item 3: Discussion on fixing schedule for Preparation and Submission of AQAR 2023-24.

Description: IQAC Coordinator informed to members that Rough AQAR draft 2023-24 is ready and directed to NAAC criteria Coordinator to verify the supporting documentary proofs of AQAR on or before 1st December, 2024. IQAC Coordinator also suggested the time schedule for finalisation and Submission of AQAR 2023-24 which is given here below.

1. Finalisation of draft of AQAR 2023-24 on or before 24th December, 2024.
2. Submission of AQAR 2023-24 on or before 31st December, 2024.

Resolution: All the member agreed the propose planning for submission of AQAR 2024.

Item 4: To discuss the planning and tentative schedule for Organising the National Level Conference.

Description: IQAC Coordinator informed to the members of IQAC that every year our college was organizing conference on interdisciplinary faculties, further suggested this year we will organize the conference jointly with Pramod Ram Ujagar Tiwari, Saket Institute of Management on Leveraging AI for Business Transformation.



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Resolution: All the members agreed to organize National Level Conference on Leveraging AI for Business Transformation.

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

Dr. Praseena Biju

Endorsed By

Principal

Prof. (Dr.) Vasant D. Barhate



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Date: 01st June, 2024

Notice

Meeting of the IQAC will be held on Friday 07th June, 2024 at 11.00 am in College Conference Room.

All the Members are requested to attend the meeting positively.

Agenda:

1. To approve the minutes of meeting held on 15th November, 2023 along with Action Taken Report.
2. To discuss the planning for distribution of work with reference to preparation of NAAC documentation as per new NAAC guideline for academic year 2024-25.
3. To discuss and approve department wise academic plan for academic year 2024-25.
4. To discuss and approve academic calendar for academic year 2024-25.
5. Progress of NAAC documentation required for NAAC second cycle.
6. To discuss and finalize the composition of various committees for academic year 2024-25.
7. 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 2024-25

Minutes of the meeting

Meeting of the IQAC will be held on Friday 07th June, 2024 at 11.00 am in College Conference Room.

The following members were present:

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	Mrs. Pushpa S. Singh	Parent Representative	
6	Mr. Rohit Panday	Alumni Representative	
7	Ms. Anushka P. Adedkar	Student Representative	
8	Dr. (Mrs.) Hema Tiwari	IQAC Co-Coordinator	
9	Mrs. Rajeshree Mundhe	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	Mr. Sumit Sawant	Teacher Representative, Department of Advanced Accountancy(M.com)	
13	Mr. Krishnamurthy Velar	Teacher Representative, Department of BAF	
14	Mr. Kishor Khade	Non-Teaching Representative	
15	Mrs. Suchitra Shirsat	Librarian	
16	Dr. (Mrs.) Praseena Biju	IQAC Coordinator & Vice Principal	

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

Dr. Praseena Biju 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 15th November, 2023 along with Action Taken Report.
2. To discuss the planning for distribution of work with reference to preparation of NAAC documentation as per new NAAC guideline for academic year 2024-25.
3. To discuss and approve department wise academic plan for academic year 2024-25.
4. To discuss and approve academic calendar for academic year 2024-25.
5. Progress of NAAC documentation required for NAAC second cycle.
6. To discuss and finalize the composition of various committees for academic year 2024-2025.
7. Any other matter with the permission of the Chair.

Item 1: To approve the minutes of meeting held on 15th November, 2023 along with Action Taken Report.

Description: The minutes of meeting held on 15th November, 2023 was discussed along with action taken report as per given here below.

Action Taken Report on minutes of meeting held on 15th November, 2023.

ITEM	RESOLUTION	ACTION TAKEN
1. To approve the minutes of meeting held on 15 th November, 2023 along with Action Taken Report.	The minutes of meeting held on 15th November, 2023 was discussed along with action taken report as per given here below.	Minutes of the meeting held on 15 th November, 2023 approved by IQAC committee.
2. To discuss and approve the draft of AQAR 2022-23 and preparation of IIQA and SSR of Second NAAC Cycle.	All the member agreed the planning suggested by IQAC Coordinator regarding the preparation of draft of SSR.	Draft of IIQA prepared and submitted to NAAC on 13 th February, 2024 and draft of SSR prepared and submitted to NAAC on 19 th April, 2024.
3. Discussion and approval for organization of National Conference.	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.	National Conference on Indian Knowledge System was organised on 02 nd March, 2024.
4. 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.	NA

Item 2: To discuss the planning for distribution of work with reference to preparation of NAAC documents as per new NAAC guideline for academic year 2024-25.

Description: IQAC coordinator discuss the planning for distribution of work with reference to preparation of documents as per new NAAC guideline for academic year 2024-25. Details of the same given in Annexure-I.

Resolution: All the member agreed the planning suggested by IQAC Coordinator regarding the preparation of NAAC documentation as per new NAAC guideline for academic year 2024-2025.

Item 3: To discuss and approve department wise academic plan for academic year 2024-2025.

Description: IQAC Coordinator presented department wise academic plan for academic year 2024-25 which is given in Annexure- II.

Resolution: All the members agreed and approve department wise academic plan for academic year 2024-25 presented by IQAC coordinator.

Item 4: To discuss and approve academic calendar for academic year 2024-25.

Description: IQAC Coordinator presented academic calendar for academic year 2024-25 which is given in Annexure- III.

Resolution: All the members agreed and approve academic calendar for academic year 2024-25 presented by IQAC coordinator.

Item 5: Progress of NAAC documentation required for NAAC second cycle.

Description: IQAC Coordinator informed to the members that we have submitted the SSR and completed the data validation and verification process as per the requirement of NAAC and NAAC peer team visit for second NAAC cycle of our college his expected in the month of October 2024. Hence, we have to arrange all documents of NAAC accreditation process in sequence with proper indexing as per the guideline of NAAC and this work to be completed on or before 31st August, 2024.

Resolution: All the members agreed the proposal given by IQAC coordinator and assured about the completion of NAAC documentation work before the 31st August, 2024. Principal appreciated the initiative taken by IQAC.

Item 6: To discuss and finalize the composition of various committees for academic year 2024-25.

Description: IQAC Coordinator discuss the composition of various committees required for smooth conduct of all the activities planned for academic year 2024-25. Principal suggested that responsibilities of committees to be mentioned below the composition of committee and all the committee members required fulfilled the responsibilities of their respective committees. Composition and responsibilities of various committees for academic year 2024-25 is given in the Annexure- IV.

Resolution: All the members agreed the suggestion given by principal and IQAC coordinator and approve the composition of various committees for academic year 2024-25.

Item 7: 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
Dr. Praseena Biju

Endorsed By



Principal
Prof. (Dr.) Vasant D. Barhate