



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

**Internal Quality Assurance Cell( IQAC)**

**Academic Year 2020-21**

**Minutes of the meeting**

The meeting of the heads/in charge of the department and criteria heads of IQAC was held on Tuesday, May 19<sup>th</sup> 2021 at 3.30 pm in the college auditorium.

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

Asst. Prof. PoojaPandey, IQAC Coordinator welcomed the In-charge Principal Mr.Navnath Mule and all the Heads of the Department present for the meeting.

The following members were present:

Sr No	Name	Designation	Signature
1	Mr.Saket Tiwari	Secretary, Saket Gyanpeeth	
2	Mr. Navnath K Mule	In-charge Principal, Chairman IQAC	
3	Ms.PoojaPandey	IQAC Coordinator, Head, Department of Commerce	
4	Ms. PraseenaBiju	Chief Coordinator	
5	Ms. PriyaNerlekar	Co-ordinator, Department of Marathi	
6	Dr.ShahajiKamble	Co-ordinator, Department of History	
7	Mr. PrakashJadhav	Co-ordinator, Department of Advanced Accountancy (M.Com)	
8	Ms.Grishma Nair	Co-ordinator, Department of Management Studies	
9	Ms. Liby Merin Thomas	Co-ordinator, Department of B.com ( Banking and Insurance)	
10	Ms.SuvithaSukumaran	Co-ordinator, Department of B.Com( Accounting and Finance)	
11	Ms.NamitaBagwe	Co-ordinator, Department of B.Com( Financial Management & Investment Management)	
12	Mr.Anant Dwivedi	Co-ordinator, Department of Hindi	
13	Mr. Kishore Khade	Office Superintendent	



**Agenda of the meeting:**

1. ATR on minutes of last meeting held on February 2021.
2. Discussion about the admission procedure for Academic Year 2021-22.
3. Planning of NAAC Activities for Academic Year 2021-22.
4. Any other subject with the permission of the Chair.

The meeting was opened by Asst. Prof. Pooja Pandey, IQAC Coordinator and the overview and purpose of the meeting was communicated to all members.

The agenda was taken for discussion item wise.

**Item 1 :ATR on minutes of last meeting held on February 2021.**

**Description:** It was informed by the IQAC Co-ordinator to all the Heads to submit the ATR for the activities planned in the last meeting held in the month of February 2021 along with the required documents

**Item 2 :Discussion about the admission procedure for Academic Year 2021-22.**

**Description:** Discussion about the planning of online/ offline admission procedure for FY, SY and TY for the Academic Year 2021-22. The Admission Committee discussed the admission policies and procedures for the academic year 2021-22. And gave the tentative dates for starting the admission process for SY/TY (first week of June) and FY (after the declaration of HSC Results)

**Resolution:**After the discussion it was resolved to plan and begin with the admission process and to update the admission status from time to time to Principal and IQAC Coordinator.

**Item 3:Planning of NAAC Activities for Academic Year 2021-22.**

**Description:** All the Heads were informed to plan and submit the activity plan as per the NAAC qualitative and quantitative metrics. The departments were informed to maintain a record of all activities as per the format provided by the IQAC and submit the same within one week of commencement of the activity to the criteria head. The criteria head would maintain the record received from all departments and submit for review to the IQAC co-ordinator

**Resolution:** It was resolved that the IQAC will review the documentation from time to time and suggest changes if required.

**Item 4: Any other subject 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.





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Prepared By  
IQAC Coordinator  
( Pooja Pandey )

Approved By  
Hon. Secretary  
(Shri. Saket Tiwari )

Endorsed By

I/ C Principal

(Mr. Navnath Mule )

