

<https://saketcoe.edu.in/Doc/Code%20of%20Conduct/CODE%20OF%20CONDUCT%20revised.pdf>, s=1720716919

Metric 7.1.9- Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

1. Code of Conduct is displayed on the institution's website
2. Students and teachers are oriented about the Code of Conduct
3. There is a committee to monitor adherence to the Code of Conduct
4. Professional ethics programmes for students, teachers, administrators and other staff are organized periodically

Clarification Asked-

Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University Web-Link to the Code of Conduct displayed on the institution's website Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct Details of the Monitoring Committee, Professional ethics programmes, if any

Response-

1. Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University is attached. **(Appendix-I)**
2. Web-Link to the Code of Conduct displayed on the institution's website is given.

Link:- <https://saketcoe.edu.in/Doc/Code%20of%20Conduct/CODE%20OF%20CONDUCT>

3. Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct i.e. induction program of student and teachers attaches. **(Appendix-II)**
4. Details of the Monitoring Committee, Professional ethics programmes i.e. Student Grievance, Anti Sexual Harassment and Anti Ragging are attached. **(Appendix-III)**

Appendix-I



SAKET
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NURTURING POTENTIAL



CODE OF CONDUCT



1. INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

1. The student must observe and strictly follow the disciplinary rules and the regulations of the Institute.
2. Damage to institute & campus property due to negligence /lack of care will be liable for severe punishment and compensation for loss caused.
3. No outsider is allowed to address or entertain the students at the college without the prior written permission of the college authorities.
4. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and outward incidents.
5. All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents /Guardian of the students and with the written consent of the principal.
6. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the college.

1.2 I-CARD

1. Every student must carry with him/her college I-card every day while attending lectures and appearing for various examinations. The student should his/her Identity Card from Library at the beginning of the year.
2. Students are typically responsible for the safekeeping of their ID cards and may be required to report lost or damaged cards to the appropriate college authorities for replacement.

1.3 DRESS CODE

1. Students are expected to wear formal dresses regularly while on college campus.
2. Girls may be expected to dress in a manner that respects cultural norms and values.



1.4 MOBILE PHONE

1. When bringing mobile phones to class, students may be instructed to set their devices to silent mode to avoid disrupting lectures or discussions

1.5 RAGGING

As per the provision of Maharashtra Act XXXIII, known as 'Maharashtra Prohibition of Ragging Act of 1999,' students indulging in ragging can be punished under the act resulting in either suspension, exclusion from the college and up to imprisonment with heavy fine.

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding result.
4. Removal from the institution and consequent prohibiting from admission to any other institution fine up to Rs. 25000/-
5. Rigorous imprisonment up to 03 years.

Note: Ragging is strictly prohibited in college. If any student is found guilty shall be entitled to the above punishment as appropriate.

1.6 ATTENDANCE

1. Students should be regular in attendance for all semesters and all sessions.
2. Students may be required to provide valid reasons for any absences, such as illness, family emergencies, or official college-approved activities.
3. Colleges maintain accurate records of student attendance, which may be used for academic evaluations, reporting to regulatory authorities, and monitoring overall student engagement.
4. Regular attendance is essential for academic success and ensures that students fully benefit from their educational experience

1.7 EXAMINATION

1. Arrive at the examination venue early. Candidates must appear at the examination hall half an hour before the commencement of the examination.



2. Certain items, such as electronic devices (e.g., mobile phones, calculators), study materials, and unauthorized notes, are typically prohibited inside the examination hall.
3. During examinations, students must follow the instructions provided by the invigilators and maintain discipline in the examination hall. Any form of cheating, misconduct, or disruptive behavior is strictly prohibited and may result in penalties.
4. Each examination has a specified duration, and students must complete their responses within the allotted time. Late entry to the examination hall may result in a reduced examination duration.

1.8 GENERAL

1. All members of the college community are expected to treat each other with respect, courtesy, and consideration, regardless of differences in backgrounds, beliefs, or opinions.
2. Students, faculty, and staff are expected to conduct themselves in a professional manner at all times, observing to ethical standards and displaying honors in their actions.
3. Maintaining academic integrity is supreme. Plagiarism, cheating, falsification of records, and other forms of academic dishonesty are strictly prohibited.

1.9 CODE OF CONDUCT FOR PROJECT

1. Students are expected to conduct their project work with honesty, integrity, and originality. Plagiarism, cheating, or any form of academic dishonesty is strictly prohibited.
2. Students must adhere to the guidelines and instructions provided by their instructors or project supervisors regarding project requirements, timelines, formatting, and submission procedures
3. Collaboration with classmates or other individuals on project work should be acknowledged appropriately, and each student's contribution should be clearly documented.
4. Project work should be conducted in a professional manner, reflecting the standards and expectations of the teaching profession. This includes maintaining



communication with project supervisors, meeting deadlines, and presenting work professionally.

5. Students should strive to promote inclusivity and diversity in their project work, considering the needs and perspectives of all stakeholders and avoiding any form of discrimination or bias.

8. Students may be required to reflect on their project work, evaluate their learning outcomes, and identify areas for improvement as part of the project assessment process.

2. INSTITUTIONAL CODE OF CONDUCT FOR TEACHING STAFF

2.1 DISCIPLINE

1. All the staff of the institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to institute assets including all kinds of physical assets, movable and immovable property.

2. All staff are required to strictly accept with the college timing. Principal should be informed well in advance in case of absence /half day or any other form of absence in college .

3. Teaching staff are expected to show professionalism in all aspects of their work, including interactions with students, colleagues, administrators, and other stakeholders.

4. Faculty members are required to treat students with respect, fairness, and dignity.

5. Teaching staff are responsible for maintaining discipline and order in the classroom, ensuring a beneficial learning environment for all students.

6. Teaching staff may be encouraged to participate in professional development activities.



2.2 LEAVE POLICY (Teaching staff)

Objectives/Purpose: -

The Institutes intent is to provide each employee with annual time for Casual Leave, Sick Leave, as Vacation. It is understood that employees in the course of their employment will need time off to relax, refresh and have a good work life balance. However, leave is not a right but at the discretion by the Management.

Casual Leave: -

► This leave is granted for certain unforeseen situation or where you are required to go for one or two-days leaves.

The employee will be eligible to avail 10 paid Casual leave.

► To avail these leaves employee, must submit written application to the HoI with the mandatory approval of HOD at least 3 days in advance.

► Employees are not allowed to exceed the limit of casual leaves maximum to 2 days in a month.

Leaves will be permitted considering the work in hand and availability or replacement to do the work to do the assigned work. Leave sanction would be proposed by the HoI and sanctioned by the Management.

► Casual leaves can be clubbed with sick leave if there is no sick leave balance.

Casual leaves will not be carried forward. The Institute intent to provide Casual Leaves is to reduce absenteeism.

Medical Leave/Sick Leave:-

These are the leaves which are availed when employees are unable to perform employment duties because of sickness, disability, or injury.

Medical Leave/Sick leave is used for medical appointments to employee himself/herself.



Leave will be considered as Medical Leave/Sick leave only if employee produces valid supporting documents for verification and subject to approval of the Management. (e.g. Doctor's prescription)

The employee will be eligible to avail 10 paid Medical Leave/Sick Leave only after success completion of Two years (24 months) duration in the Institution.

If you are sick, intimation of availing sick leave should be informed to the HOI either email, call, message or through your family member immediately.

Medical Leave/Sick Leave will be only approved by HOI only if employee produces legitimate supporting documentation to the HOI. (that includes Medical Certificate from the MBBS Doctor with a note of Fitness to resume the work is necessary if the sick leave is beyond 3 days)

Medical leaves will be carried forward for 3 years, post that it will lapse if the employee is not availing the benefits.

Medical Leave/Sick Leave may not be used while employees who are on vacation leave, with the exception that an employee who is hospitalized while on vacation leave may be granted sick leave only after providing supporting documentation to the immediate supervisor /HOD/HRM.

Compensatory off: -

This leave is granted if the person comes on work during the holidays, in this case employee can take off on some other day with prior intimation.

Leave without pay: -

If an employee does not have any leave to his/her balance and the situation warrants him to take the leave, the leave granted by the Institute will be considered as loss of pay or leave without pay.

To avail CL/MI, employee must meet the above-mentioned criteria or else it will be treated as loss of pay or leave without pay.

Sandwich Leave: -

These are the leaves under which the non-working weekend days get added to the total leaves if an employee takes leave in the midst of two general leaves or



his leaves fall near to the week off (For Example: If an employee takes leaves on Saturday and Monday then the Sunday will be considered as a leave and such consecutive leaves are treated as leaves of pay or leave without pay, same goes with public holiday)

Employee can adjust his/her sandwich leaves with their casual leaves to balance.

Note:

The employee will be eligible to avail ML once he/she completes Two years (24 months) in the institute

Employees are not permitted to take any Casual leave during the Admission and Examination period. Only Medical leave can be approved after providing supporting documentation.

Employees can avail themselves of all the balance leave in month of March and April, only if the syllabus and student relevant work is completed.

Full Forms:

HOI-Head of Institute

HOD-Head of Department

HRM-Human Resources Manager.

2.3 CONTINUOUS ASSESSMENT.

- Teachers are expected to assess students' work impartially and objectively, without bias or favoritism.
- Teachers should provide timely feedback to students on their assessments, highlighting strengths and areas for improvement.
- Teachers should maintain accurate records of assessment activities, including assessment criteria, student submissions, feedback provided, and assessment outcomes.

2.4 CLASSROOM TEACHING



- Teachers are expected to maintain the highest standards of professionalism, integrity, and ethical conduct in their classroom interactions and teaching practices.
- Teachers are responsible for maintaining discipline and order in the classroom, ensuring a beneficial environment for learning.
- Teachers should communicate clearly and effectively with students, providing instructions and explanations.
- Teachers are encouraged to engage in continuous professional development to enhance their teaching skills, knowledge, and effectiveness.

2.5 CLASS-TEST/ASSIGNMENTS/ESSAY

- Teachers are expected to assess class tests, assignments, and essays impartially and objectively, without bias or favoritism.
- Teachers should promote and uphold academic integrity among students.
- They should maintain confidentiality and discretion regarding student work, assessment outcomes, and sensitive information.

2.6 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report in the prescribed manner.
- Provide background information about the faculty members, including their educational qualifications, teaching experience, research interests, and any other relevant details.
- Consider feedback from students, peer evaluations, course evaluations, and any other relevant sources.
- Review the faculty member's service and administrative contributions to the college, department, and broader academic community.
- Evaluate the faculty member's engagement in professional development activities, including workshops, conferences, seminars, and training programs.



- Recognize outstanding accomplishments, awards, honors, and recognition received by the faculty member.
- Summarize the key findings of the appraisal report, including strengths, weaknesses, achievements, and areas for improvement.
- Offer recommendations for supporting the faculty member's professional development and career advancement.

3. CODE OF CONDUCT FOR SUPPORTING STAFF

3.1 ADMINISTRATIVE STAFF

- The administrative staff must maintain high standards of honesty, punctuality and professional ethics.
- They should work within the institutional policies, practices, to satisfy the vision and mission of the institute.
- The administrative staff should maintain the decorum, dignity and curtsy in their speech and behavior.
- The administrative staff should maintain harmonious relations with other staff and students.

3.2 ACCOUNTANT

- Accountants must comply with all applicable financial regulations, laws, and accounting standards relevant to the operations of B.Ed. colleges.
- They should accurately record financial data, reconcile accounts, and prepare clear and comprehensive financial statements.

3.3 STUDENT SECTION

- Students must uphold academic integrity and honesty in all academic activities, including exams, assignments, and research projects.
- Students must comply with all college policies, rules, and regulations, as outlined in the student handbook or college code of conduct.

3.4 CLERK

- Clerks should perform their duties with accuracy, attention to detail, and a commitment to quality.



- They should listen actively, ask questions for clarification, and provide accurate information to colleagues, students, and stakeholders.

CODE OF CONDUCT FOR PRINCIPAL

- Conduct himself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interests of the college.
- Promote research and consultancy work culture in the college.
- Participate in extension, co-curricular and extra-curricular activities, including community service.
- Provide visionary leadership, fostering a positive culture to teaching, learning, and professional development.
- Handle conflicts and disputes fairly, impartially, and in accordance with established procedures.

INSTITUTIONAL CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

There shall be a separate College Development Committee (CDC) comprising of the following members, namely: -

- Chairperson of the management or his nominee Secretary of the management or his nominee
- One Head of department, to be nominated by the Principal
- Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves
- Principal, from the fields of education, industry, research and social service.
- Coordinator, Internal Quality Assurance Committee of the college President and Secretary of the College Students' Council Principal of the college - Member - Secretary.
 - The College Development Committee shall meet at least four times in a year.



- If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal .
- The College Development Committee shall,-
- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
 - Make recommendations regarding the students' and employees' welfare activities in the college.
 - Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
 - Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 - Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
 - Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
 - Recommend the distribution of different prizes, medals and awards to the students.

PROFESSIONAL ETHICS

I. Teacher should:

- Seek to make professional growth continuous through study and research.
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation.

II. Teachers and Students

Teachers should:

- Respect the rights and dignity of the student in expressing her/his opinion;



- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Treat the students with dignity .
- Pay attention to only the attainment of the student in the assessment of merit.

III. Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

IV. Teachers and Authorities

Teachers should:

- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- Co-operate with the authorities for the betterment of the institutions .
- Give and expect due notice before a change of position takes place.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation.

V. Teachers and Non-Teaching Staff

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

- Help in the functioning of joint-staff councils covering both the teachers and the nonteaching staff.

VI. Teachers and Guardians

Teachers should:

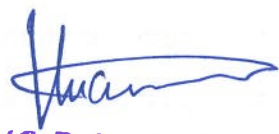
- Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings.

VII. Teachers and Society

Teachers should:

- Work to improve education in the community and strengthen the community's moral and intellectual life.
 - Avoid doing from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or hostility among different communities, religions or linguistic groups but actively work for national integration.
-




I/C Principal
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Dist. Thane (M S)

Appendix-II



Saket Gyanpeeth's

SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/B.Ed./2018-19

Date : 02/11/2018

Academic Year 2018-19


Report on Student Induction Programme

2nd November 2018

Saket College of Education organized the Student Induction programme for student teacher under the guidance of I/C Principal Mr. Vidyaprakash Maurya on 1st November 2018.

The Principal interacted with the students and made them understand the rules and regulations of the college with brief introduction about the trust, college, and code of conduct, teaching and Non- teaching staff. The Principal gave orientation about the PLOs and CLOs of the B.Ed. syllabus, Practical assignments, evaluation criteria for all, internship programme, community work, field and educational visits, action research, reflective journal, curricular and co- curricular activities and extracurricular activities. Even students acquired knowledge about library sessions and value added courses sessions. Students understood the curriculum and clarified their doubts regarding the same. The Session was very impactful.




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Report by

Saket College of Education



Saket Gyanpeeth's
SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)


Ref. No. SCE/B.Ed./2018-19

Date : 02/11/2018

Student Induction Programme

Academic Year 2018-19




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“ GYANAM - ANANTAM ”



Saket Gyanpeeth's

SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SEE/B.Ed/2019-20

Date : 07/11/2019

Academic Year 2019-20


Report on Student Induction Programme

7th November 2019

The Student Induction programme for student teacher was organized in Saket College of Education under the guidance of I/C Principal, Mr. Vidyaprakash Maurya on 6th November 2019.

The students were oriented by giving brief introduction about the trust, college, and code of conduct, teaching and Non- teaching staff. The Principal explained the PLOs and CLOs of B.Ed. syllabus, practical assignments, internship programme, community work, field visits, educational visits, action research, reflective journal, workshops, library sessions and different add-on courses which are specially designed for students. Students understood the curriculum and clarified their doubts regarding the same. Students understood the whole structure of this two year B.Ed. Course). The Session was successfully conducted with good response of the students.




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Saket Gyanpeeth's

SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/B.Ed./2019-20

Date : 07/11/2019

Student Induction Programme

Academic Year 2019-20



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Saket Gyanpeeth's

SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/B.Ed./2020-21

Date : 04/03/2021

Academic Year 2020-21

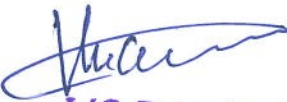
Report on Student Induction Programme

4th March 2021

Saket College of Education organized the Student Induction Programme under the guidance of I/C Principal Mr. Vidyaprakash Maurya on 3rd March 2021.

The brief introduction was given about the trust, college, code of conduct, teaching and Non-teaching staff. The Principal discussed and explained the PLOs and CLOs of B.Ed. syllabus, assignments, internship programme, community work, field and educational visits, workshop, seminar, action research, reflective journal and implementation of various value added courses and also explained about the library facility in the college. Students understood the B.Ed. Course in detail and cleared their doubts.




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Report by
Saket College of Education



Saket Gyanpeeth's

SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/B.ed./2020-21

Date : 04/03/2021

Student Induction Programme (Virtually)

Academic Year 2020-21


Forwarded many times

You're invited to a Teams meeting!

CC4

<https://teams.microsoft.com/l/meetup-join/19%3a2UcVk8TsDsDxiP9nLZw3e8ZfdUNCP935xESocwAEPN41%40thread.tacv2/1636530963425?context=%7b%22id%22%3a%2213a6a060-5fbe-41d7-bb01-224b61cc4cb0%22%2c%22oid%22%3a%22b695f6f8-c799-4081-8387-ece6dd338c4f%22%7d>




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Saket Gyanpeeth's

SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/B.Ed./2021-22

Date : 15/03/2022

Academic Year 2021-22

Report on Student Induction Programme

15th March 2022


A student induction programme for B.Ed. students is a comprehensive programme that welcomes and prepares new students for their academic journey. Saket College of Education organized a student induction programme for all new students. The I/C Principal Mr. Vidyaprakash Maurya gave the guidance and orientation about B.Ed. Programme on 14th March 2022. The brief introduction was given about the trust, college, code of conduct, teaching and Non-teaching staff.

The Principal interacted with the students and made them understand the PLOs and CLOs of B.Ed. the syllabus which is designed by the University of Mumbai, the exam pattern, the internship programme, workshop, seminar, community work, field and educational visits, action research, reflective journal and assignments with evaluation pattern. Students were oriented about ICT and library facility. They were eager to know about different add-on courses which are going to implement for them in their academics.

Report by

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SAKET COLLEGE OF EDUCATION

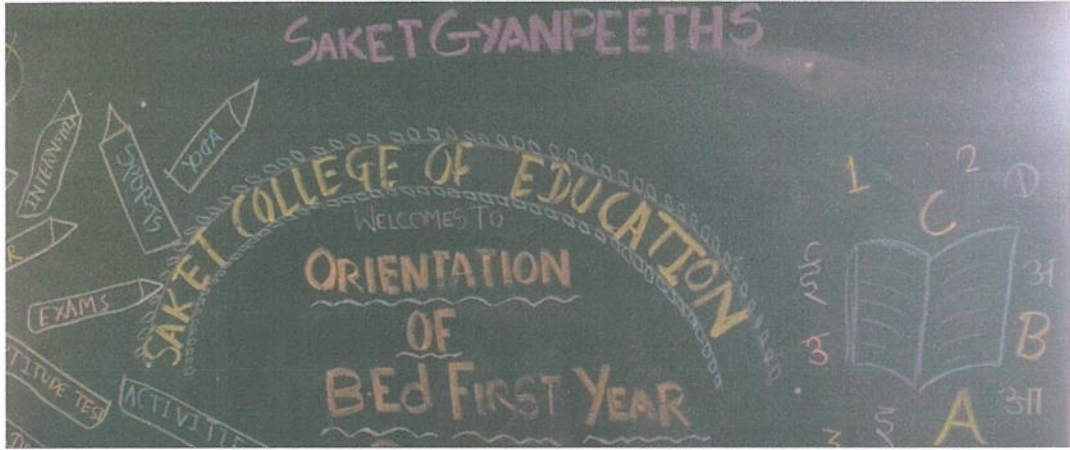
(Affiliated to University of Mumbai)

Ref. No. SCE/B.Ed./2021-22

Date : 15/03/2022

Student Induction Programme

Academic Year 2021-22



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NURTURING POTENTIAL

SAKET GYANPEETH'S SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref:- SCE/B.Ed./2022-23

Date:- 03/01/2023

Academic Year 2022-23


Report on Student Induction Programme

3rd January 2023

Saket College of Education has organized an orientation programme for student teacher under the guidance of I/C Principal Mr. Vidyaprakash Maurya on 2nd January 2023.

The session started with a warm welcome of all students, professors and principal sir. The Principal informed them about the code of conduct of the college. The Principal Sir gave a brief introduction about the college, teaching staff and Non- teaching staff and discussed about the PLOs and CLOs in B.Ed syllabus, assignments, internship programme, seminar, workshop, social work, community work, field and educational visits, action research, reflective journal, etc. Students understood the curriculum and clarified their doubts regarding the same. Session was impactful in the minds of students.




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Report by
Saket College of Education



NURTURING POTENTIAL

SAKET GYANPEETH'S SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref: SCE/B.Ed./2022-23

Date: 03/01/2023

Student Induction Programme

Academic Year 2022-23



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Appendix-III



SAKET GYANPEETH'S
SAKET COLLEGE OF EDUCATION
Affiliated to University of Mumbai

Ref. No. / SCE/ B.Ed./ 2022-23/

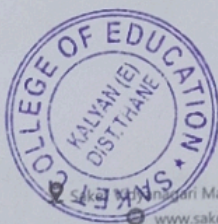
Date:

Office Order

As per the guidelines of University of Mumbai, NCTE – Delhi, Saket College of Education has constituted Anti – Sexual Harassment Committee for the year 2022-23, the committee will deal with complaints of the students, in regards with any sort of harassment.

Name of the Committee Members	Designation	Associated with	Mobile Number	E-mail Id
Mr. Vidyaprakash Maurya	I/C Principal	Saket Gyanpeeth's Saket College of Education	9324179216	Vidyaprakash.maurya@saketcoe.edu.in
Mrs. Renu Chaudhary	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9051357262	Sunita.gautam@saketcoe.edu.in
Mrs. Vandana Chaudhari	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	8169640719	Pournima.rajput@saketcoe.edu.in
Mr. Dinesh Singh	Non- Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9004210048	Dinesh.singh@saketcoe.edu.in
Ms. Sanju Kunjappan	Student Representative	Saket Gyanpeeth's Saket College of Education	9869120001	
Mr. Shankar Sonawane	Police Representative	Saket Gyanpeeth's Saket College of Education	8169985258	

All the concerned are requested to take note of the above and approach the principal / or any of the members of the committee about the grievance, if any in writing.



[Signature]
I/C Principal
Saket College of Education
Saket Vidyapeeth Marg
Chinchpada Road, Kalyan (E) 421 306.
Dist. Thane (M S)

Saket Vidyapeeth Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.
www.saketcoe.edu.in | admin@saketcoe.edu.in
7208020256



NURTURING POTENTIAL

SAKET GYANPEETH'S SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref. No. / SCE/ B.Ed./ 2023-24/

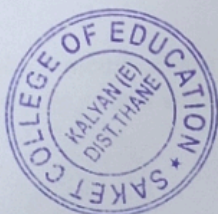
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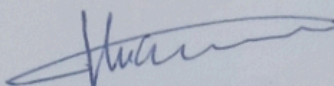
OFFICE ORDER

As per the guidelines of University of Mumbai, NCTE – Delhi, Saket College of Education has constituted Anti – Ragging Committee for the year 2023-24, there are following committee members choosen for the same.

Name of the Committee Members	Designation	Associated with	Mobile Number	E-mail Id
Mr. Vidyaprakash Maurya	I/C Principal	Saket Gyanpeeth's Saket College of Education	9324179216	Vidyaprakash.maurya@saketcoe.edu.in
Mrs. Manik Joshi	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	7378477681	Manik.joshi@saketcoe.edu.in
Mrs. Purnima Rajput	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9665361902	Purnima.rajput@saketcoe.edu.in
Mr. Dinesh Singh	Non- Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9004210048	Dinesh.singh@saketcoe.edu.in
Ms. Deepa Mishra	Student Representative	Saket Gyanpeeth's Saket College of Education	9222226923	2017deepamishra@gmail.com
Mr. Dhanraj Wagh	Police Representative	Saket Gyanpeeth's Saket College of Education	9967444819	

All the committee members are requested to adhere to policies and procedures of the cell, and attend the meetings as and when required.




I/C Principal
Saket College of Education
Saket Vidyanagari Marg,
Chinchpada Road, Kalyan (E) 421 306.
Dist. Thane (M S)

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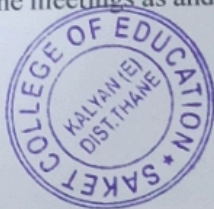
Date: 07th January 2023

Office Order

As per the guidelines of University of Mumbai, NCTE – Delhi, Saket College of Education has constituted Anti – Ragging Committee for the year 2022-23, there are following committee members chosen for the same.

Name of the Committee Members	Designation	Associated with	Mobile Number	E-mail Id
Mr. Vidyaprakash Maurya	I/C Principal	Saket Gyanpeeth's Saket College of Education	9324179216	Vidyaprakash.maurya@saketcoe.edu.in
Dr. Rasika Kulkarni	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9224291421	Rasika.kulkarni@saketcoe.edu.in
Mrs. Priti Chauhan	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	8850208020	Priti.chauhan@saketcoe.edu.in
Mr. Dinesh Singh	Non - Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9004210048	Dinesh.singh@saketcoe.edu.in
Ms. Ashutosh Dubey	Students Representative	Saket Gyanpeeth's Saket College of Education	9082799712	Ashutosh4024@saketcoe.edu.in
Mr. Shankar Sonawane	Police Administrative	Saket Gyanpeeth's Saket College of Education	8169985258	

All the committee members are requested to adhere to policies and procedures of the cell, and attend the meetings as and when required.



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[Signature]
I/C Principal
Saket College of Education
Saket Vidyanagari Marg,
Chinchpada Road, Kalyan (E) 421 306.
Dist. Thane (M S)



NURTURING POTENTIAL

SAKET GYANPEETH'S SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref. No. / SCE/ B.Ed./ 2023-24/

Date:

OFFICE ORDER

As per the guidelines of University of Mumbai, NCTE – Delhi, Saket College of Education has constituted Anti – Sexual Harassment Committee for the year 2023-24, the committee will deal with complaints of the students, in regards with any sort of harassment.

Name of the Committee Members	Designation	Associated with	Mobile Number	E-mail Id
Mr. Vidyaprakash Maurya	I/C Principal	Saket Gyanpeeth's Saket College of Education	9324179216	Vidyaprakash.maurya@saketcoe.edu.in
Mrs. Sunita Gautam	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9029353445	Sunita.gautam@saketcoe.edu.in
Mrs. Purnima Rajput	Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9665361902	Pournima.rajput@saketcoe.edu.in
Mr. Dinesh Singh	Non- Teaching Staff Representative	Saket Gyanpeeth's Saket College of Education	9004210048	Dinesh.singh@saketcoe.edu.in
Ms. Savita Wali	Student Representative	Saket Gyanpeeth's Saket College of Education	7276677093	walisavya@gmail.com
Mr. Dhanraj Wagh	Police Representative	Saket Gyanpeeth's Saket College of Education	9967444819	

All the concerned are requested to take note of the above and approach the principal / or any of the members of the committee about the grievance, if any in writing.



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

www.saketcoe.edu.in | admin@saketcoe.edu.in

7208020256

[Signature]
I/C Principal
Saket College of Education
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Chinchpada Road, Kalyan (E) 421 306.
Dist. Thane (M S)



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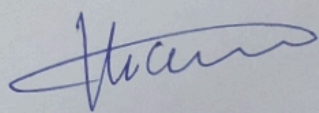
Date _____

MEMBERS OF THE GRIEVANCE CELL COMMITTEE FOR STUDENTS

ACADEMIC YEAR 2018-19

Sr. No	Name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal, Saket College of Education
2	Mrs. Renu Chaudhary	Asst. Professor
3	Mrs. Smita Gaikwad	Asst. Professor
4	Mr. Dinesh Singh	Administrative Officer
5	Giri. Soni Rajkumar	Student Representative




I/C Principal
Saket College of Education
Saket Vidyanagari
Chinchpada Road, Kalyan (E)
Dist. Thane (M S)

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www.saketedu.org, e-mail : saketcollegeofeducation.bed@gmail.com, 0251 - 2250469 / 2250951

" GYANAM - ANANTAM "



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SAKET COLLEGE OF EDUCATION

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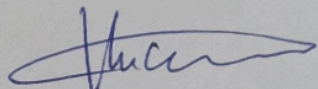
Date: _____

Ref. No. _____

MEMBERS OF THE COMMITTEE FOR STUDENTS

<u>ACDAEMIC YEAR 2019-20</u>		
Sr. No.	Name of the Committee Members	Designation
1	Mrs. Shobha Nair	CEO, Saket Gyanpeeth
2	Mr. Vidyaprakash Maurya	I/C Principal, Saket College of Education
3	Mrs. Sakshi Gole	Teaching Faculty
4	Mr. Jitendra Gupta	Teaching Faculty
5	Mr. Dinesh Singh	Member-Administration
6	Joyce Thankam Joseph	Student Representative




I/C Principal
Saket College of Education
Saket Vidyanagari Marg,
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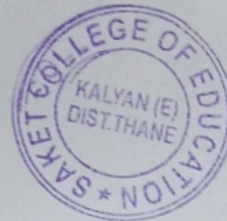
Ref. No. SC/E/2020-21

Date _____

MEMBERS OF THE GRIEVANCE CELL COMMITTEE FOR STUDENTS
(ACADEMIC YEAR 2020-21)

Sr. No	Name	Designation	Position
1	Mr. Vidyaprakash Maurya	I/C Principal, Saket College of Education	Chairman
2	Mrs. Varsha Ganachari	Asst. Professor	Member
3	Mrs. Sakshi Gole	Asst. Professor	Member
4	Mrs. Smita Gajbhiye	Asst. Professor	Member
5	Pandey Priya	Student Representative	Member

I/C Principal
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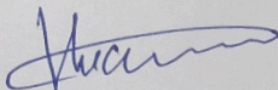
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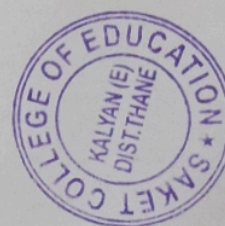
Date _____

MEMBERS OF THE COMMITTEE

Academic Year 2021-22

Sr. No.	Name of the Committee Members	Designation
1	Mrs. Shobha Nair	CEO, Saket Gyanpeeth
2	Mr. Vidyaprakash Maurya	I/C Principal, Saket College of Education
3	Mrs. Smita Gajbhiye	Teaching Faculty
4	Mrs. Priti Chauhan	Teaching Faculty
5	Mr. Dinesh Singh	Member-Administration
6	Pandey Anjali	Student Representative


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(Affiliated to University of Mumbai)

Ref. No. _____

Date _____

Students Grievance Redressal Cell

Academic Year 2018-19

Minutes of the meeting

The following points were discussed by Grievance Redressal Cell.

1. Principal welcomed the members present for the meeting.
2. To discuss the Lack of adequate study materials or resources
3. To discuss on provision Insufficient sports or recreational facilities.

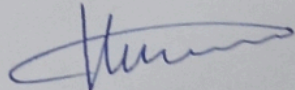
Action Taken

1. Arrangements were made to purchase additional books, journals, and other relevant materials based on identified needs.
2. Instruct the respective authorities to upgrade existing sports equipment and facilities to meet modern standards.

List of members present during the meeting:

Sr. No	Teacher's name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal
4	Mrs. Renu Chaudhary	Asst. Professor
3	Mrs. Smitha Gaikwad	Asst. Professor




I/C Principal
Saket College of Education
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Saket Gyanpeeth's
SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. _____

Date: _____

Students Grievance Redressal Cell

Academic Year 2018-19

Minutes of the meeting

The following points were discussed by Grievance Redressal Cell.

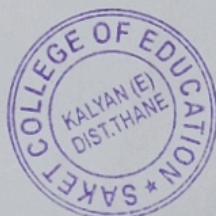
1. Principal welcomed the members present for the meeting.
2. To discuss the Lack of adequate study materials or resources
3. To discuss on provision Insufficient sports or recreational facilities.

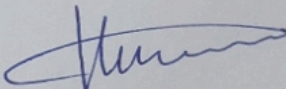
Action Taken

1. Arrangements were made to purchase additional books, journals, and other relevant materials based on identified needs.
2. Instruct the respective authorities to upgrade existing sports equipment and facilities to meet modern standards.

List of members present during the meeting:

Sr. No	Teacher's name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal
4	Mrs. Renu Chaudhary	Asst. Professor
3	Mrs. Smitha Gaikwad	Asst. Professor




I/C Principal
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SAKET COLLEGE OF EDUCATION

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Ref. No. _____

Date _____

Students Grievance Redressal Cell
Academic Year 2019-20

Minutes of the meeting

The following points were discussed by Grievance Redressal Cell.

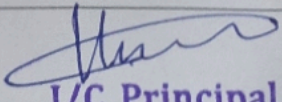
1. Principal welcomed the members present for the meeting.
2. To discussed on the last Student Council meeting
3. To discuss on Awareness program for students.
4. To discuss more extracurricular activities.

List of members present during the meeting:

Sr. No	Faculty Name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal
4	Mrs. Sakshi .Gole	Asst. Professor
3	Mrs. Smita Gaikwad	Asst. Professor
4	Mr. Jitendra Gupta	Asst. Professor

Sr. no	Grievance/suggestion	action taken /follow -up
1	To arrange Awareness program for students	Instructed the faculty members to arrange such programs all the students.
2	To conduct more extra-curricular activities	Instructed the faculty members to arrange such programs extra-curricular activities to all the students.




I/C Principal
Saket College of Education
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Ref. No. SCF/2020-21

Date _____

Students Grievance Redressal Cell
(Academic Year 2020-21)

Minutes of the meeting

The following points were discussed by Grievance Redressal Cell.

1. Principal welcomed the members present for the meeting.
2. To discuss the last Student Council meeting.
3. To discussion on students' online class problems.

List of members present during the meeting:

Sr. No	Teacher's name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal
2	Mrs. Priti Chauhan	Asst. Professor
3	Mrs. Sakshi Gole	Asst. Professor
4	Mr. Dinesh Singh	Administrative Officer

Report of the meeting

The faculty members and the principal discussed the problems students faced during online lectures. They decided to give a break after every two lectures and also offer extra classes for students experiencing network problems.

Saket Vidyanagari Marg, Chinchpada, Kalyan (E) Dist. Thane (M.S.)
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Saket College of Education
Chinchpada Road, Kalyan (E) 421-306.
Dist. Thane (M.S.)

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SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

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Date _____

Employees Grievance Redressal Cell

(Academic Year 2020-21)

Minutes of the meeting

The following points were discussed by Grievance Redressal Cell.

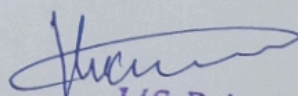
1. Principal welcomed the members present for the meeting.
2. To discussion online class problems.

List of members present during the meeting:

Sr. No.	Teacher's name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal
2	Mrs. Priti Chauhan	Asst. Professor
3	Mrs. Sakshi Gole	Asst. Professor

Report of the meeting

The faculty members and the principal discussed the problems faced by teachers during online lectures. They decided to give a break after every two lectures and provide some concessions to those who have any network problems.


I/C Principal
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Saket Vidyanagari Marg,
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Date _____

Employees Grievance Redressal Cell

Academic Year 2022-23

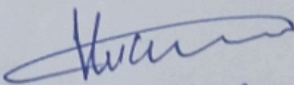
Minutes of the meeting

The following points were discussed by Grievance Redressal Cell.

1. Principal welcomed the members present for the meeting.
2. To Discussed on students' irregular assignment submissions creates difficulties in their marking scheme and takes time.
3. To discuss teachers' staffroom facilities and the drinking water facility.

List of members present during the meeting:

Sr. No	Teacher's name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal
4	Mrs. Renu Chaudhary	Asst. Professor
3	Mrs. Sunita Gautham	Asst. Professor
4	Mrs. Vandana Chaudhari	Asst. Professor


I/C Principal
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Ref. No. SCE/2018-19

Date: _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the meeting of the Anti-sexual Harassment Committee for the academic year 2018-19 was held on Friday Nov. 16th, 2018, at 3.00 pm in College Classroom.

The agenda for the meeting –

1. Regarding foundation of anti-sexual harassment committee.
In the presence of Principal, all the teaching staff and the committee is framed.

The members were present for the meeting:

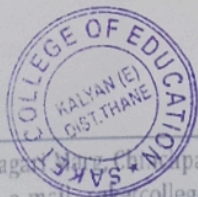
Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Jitendra Gupta	Teaching Staff Representative	
3.	Asst. Prof. Smita Gaikwad	Teaching Staff Representative	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Ms. Maurya Anita	Student Representative	

Minutes of the meeting:

- The Principle requested committee members to address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth
- It was decided that all the senior faculties should address the female students of the institution during the break hours to create awareness among the students.
- The Principal informed members to display new committee members' list on the notice board.

The meeting concluded at 4:00 pm.

I/C Principal
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SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/2018-19

Date: _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the meeting of the Anti-sexual Harassment Committee for the academic year 2018-19 was held on Thursday, 7th Feb. 2019 at 03.30 pm in College Classroom.

The agenda for the meeting –

- 1) Regarding Orientation of Anti-Sexual Harassment Committee.
- 2) To aware students about what is Anti-Sexual Harassment Committee?
- 3) To frame rules and regulations regarding Anti-Sexual Harassment Committee
- 4) To guide what is a complaint procedure
- 5) To plan to take meeting quarterly

Members Present For Committee As Follows –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Jitendra Gupta	Teaching Staff Representative	
3.	Asst. Prof. Smita Gaikwad	Teaching Staff Representative	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Ms. Anita Maurya	Student Representative	

Minutes of the meeting:

- It is planned that committee meeting was held after 3 months.
- The orientation programmed was done in the presence of Principal and all the teaching staff and the committee members.
- Some rules and regulations were framed regarding committee.
- In the meeting all the above points were discussed.

The meeting concluded at 4:30 pm.



H/C Principal
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Date _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the first meeting of the Anti-sexual Harassment Committee for the academic year 2018-19 was held on Saturday 21st December 2019 at 3.00 pm in College Classroom.

The agenda for the meeting –

1. To discuss if any complaints have been stood.
2. To address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth.

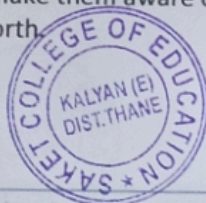
MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Jitendra Gupta	Teaching Staff Representative	
3.	Asst. Prof. Smita Gaikwad	Teaching Staff Representative	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Ms. Anita Maurya	Student Representative	

Minutes of the meeting –

- It was discussed that no complaints have been stood regarding sexual harassment.
- The committee members expressed satisfaction in spreading awareness among the female staff because there were no cases reported for this academic year.
- It was decided to organize such awareness programs and campaigns for all college members.
- To address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth.

The meeting concluded by 4:00 pm.



I/C Principal
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Chinchpada Road, Kalyan (E) 421 306,
Dist. Thane (M S)

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“ GYANAM - ANANTAM ”



Saket Gyanpeeth's SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/2019-20

Date

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the meeting of the Anti-sexual Harassment Committee for the academic year 2019-20 was held on Wednesday, 12th Feb. 2020 at 03.30 pm in College Classroom.

The agenda for the meeting –

- 1) To guide what is a complaint procedure
 - 2) To plan to take meeting quarterly
 - 3) Regarding Orientation of anti-sexual harassment committee.
 - 4) To aware students about anti-sexual harassment committee
 - 5) To frame rules and regulations regarding anti-sexual harassment committee
- Some rules and regulations were framed regarding committee.

MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Varsha Ganachari	Teaching Staff Representative	
3.	Asst. Prof. Renu Choudhary	Teaching Staff Representative	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Ms. Mamta Devre	Student Representative	

Minutes of the meeting:

- The orientation programmed was done in the presence of Principal, all the teaching staff and the committee members.
- Some rules and regulations were framed regarding committee.
- It was discussed that meeting will held quarterly with committee members.

The meeting was concluded at 4:30 pm.



Principal
Saket College of Education
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Ref. No. SCE/2021-22

Date _____

Minutes of the Meeting

The meeting of the Anti-sexual Harassment Committee was held on Friday, 25th March 2022 at 4.00 pm in College Classroom.

The agenda for the meeting:

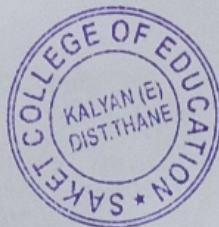
1. Regarding foundation of anti-sexual harassment committee.
2. Orientation of anti-sexual harassment committee.

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Priti Chauhan	Teaching Staff Representative	
3.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
4.	Ms. Priya Mishra	Student Representative	

Minutes of the meeting:

- In the presence of Principal, in charge of IQAC and the teaching staff, the committee is framed.
- The Principal requested committee members to address female students and make them aware of different types of sexual abuse.
- It was decided that all the senior faculties should address the female students of the institution during the break hours to create awareness among the students.

The meeting concluded at 5:00 pm.



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Ref. No. SCE/2021-22

Date _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the first meeting of the Anti-sexual Harassment Committee for the academic year 2021-22 was held on Monday, 30th July 2022 at 3.15 pm in College Classroom.

The agenda for the meeting –

1. To discuss if any complaints have been lodged.
2. To address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth.
3. To discuss the senior faculties should address the female students of the institution during the break hours to create awareness among the students.

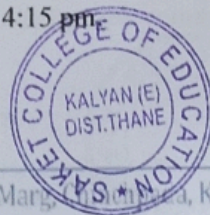
MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
3	Asst. Prof. Rasika Kulkarni	Teaching Staff Representative	
4.	Asst. Prof. Pritee Chauhan	Teaching Staff Representative	
5.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
6.	Ms. Sanju kunjappan	Student Representative	

Minutes of the Meeting:

- It was discussed there were no cases reported for this academic year. The committee members expressed satisfaction in spreading awareness among the female staff and students and decided to continue organizing such awareness programs and campaigns for the benefit of all members of the college.
- The principal requested committee members to address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth.
- It was decided that all the senior faculties should address the female students of the institution during the break hours to create awareness among the students.

The meeting was winded up by 4:15 pm.



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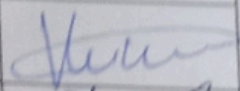
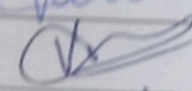
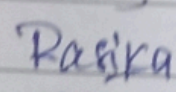
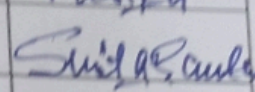
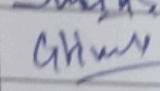
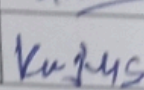
Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the meeting of the Anti-sexual Harassment Committee for the academic year 2022-23 was held on Friday, January 13th, 2023 at 02:30 pm in College Classroom.

The agenda for the meeting –

1. Regarding composition and orientation of ANTI-SEXUAL HARASSMENT COMMITTEE.
2. To discuss rules and regulations regarding committee.
3. To create awareness among students concerning sexual abuse.

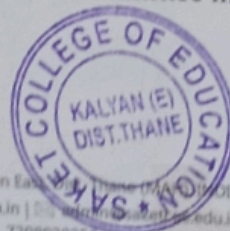
MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Vandana Chaudhari	Academics Coordinator	
3.	Asst. Prof. Rasika Kulkarni	Teaching Staff Representative	
4.	Asst. Prof. Sunita Rani Gautam	Teaching Staff Representative	
5.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
6.	Mrs. Sanju Kunjuppan	Students Representative	

Minutes of the meeting:

- In the presence of Principal, and the teaching staff, the committee is framed.
- The Principal petition committee members to address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth.
- It was decided that all the senior faculties should address the female students of the institution during the break hours to create awareness among the students.
- It is informed members to display new committee members list on the Notice board to create awareness.

The meeting ended at 03:15 pm.



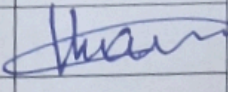
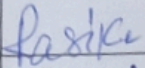
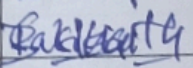
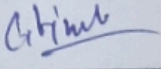
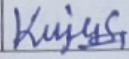
Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the second meeting of the Anti-Sexual Harassment Committee for the academic year 2022-23 was held on 17th March 2023 at 4.00 pm in College Classroom.

The agenda for the meeting –

1. To frame rules and regulations regarding Anti-Sexual Harassment Committee
2. To aware students about Anti-Sexual Harassment Committee and its importance.
3. To guide what is a complaint procedure

MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Rasika Kulkarni	Teaching Staff Representative	
3.	Asst. Prof. Sunita Rani Gautam	Teaching Staff Representative	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Miss Sanju kunjappan	Student Representative	

Minutes of the meeting –

- Some rules and regulations were framed regarding committee by committee members.
- Committee members will guide students about complaint procedure
- It is planned that committee meeting was held after 3 months
- The meeting was done in the presence of Principal, and the committee members. In the meeting all the above points were discussed.

The meeting ended at 5:00 pm.





SAKET GYANPEETH'S
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Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the first meeting of the Anti-sexual Harassment Committee for the academic year 2022-23 was held on Monday, May 15th 2023 at 3.00 pm in College Classroom.

The agenda for the meeting –

1. To discuss if any complaints have been lodged.
2. Decide to continue organize awareness programs and campaigns concerning sexual abuse.
3. To address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth.

MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2	Asst. Prof. Vandana Chaudhari	Academic Coordinator	
3.	Asst. Prof. Sunita Rani Gautam	Teaching Staff Representative	
4.	Asst. Prof. Chhaya Shelke	Teaching Staff Representative	
5.	Mr. Dinesh Singh	Non-teaching Representative	
6.	Ms. Sanju kunjappan	Student Representative	

Minutes of the meeting –

- The committee members expressed satisfaction because there were no cases registered regarding sexual harassment.
- Decided to spread awareness among spreading awareness among the female staff and female students
- The principal asked committee members to address female students and make them aware of different types of sexual abuse during tea break, lunch interval and so forth.
- It was decided that all the senior faculties should address the female students of the institution during the break hours to create awareness among the students.

The meeting was delayed until 4:15 pm.



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Chinchpada Road, Kalyan (E) 421 306.
Dist. Thane (MS)



SAKET GYANPEETH'S
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the of the Anti-sexual Harassment Committee was held. On Friday 8th Sept 2023 at 3.00 pm in the College Classroom.

The agenda for the meeting –

1. To discuss if any complaints have been lodged.
2. To organize awareness programs related to sexual harassment.

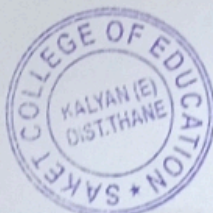
MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Asst. Prof. Vandana Chaudhari	Academics Coordinator	
3.	Asst. Prof Purnima Rajput	Teaching Staff Representative	
4.	Asst. Prof. Sunita Rani Gautam	Teaching Staff Representative	
5.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
6.	Ms. Sanju kunjappan	Student Representative	

Minutes of the meeting:

- It was discussed that there were no cases reported for this academic year
- It was decided to continue organizing such awareness programs and campaigns
- The committee members expressed satisfaction because no case was registered regarding sexual harassment.

The meeting was concludes at 4:30 p.m.



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Saket Gyanpeeth's
SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE/2018-19

Date: _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, Kalyan Anti-Ragging Committee meeting was held on 08/12/2018 at 12:10 pm at Principals cabin. The agenda was as follows.

Agenda of the meeting:

1. Orientation Programme on "Anti- Ragging Committee".
2. To discuss next plan of action.

Members present for the meeting were as follows:

Sr. No.	Name of the member	Designation	Sign
1	Mr. Vidyaprakash Maurya	I/C Principal	
2	Mrs. Renu Chaudhury	Asst. Professor	
3	Mrs. Smita Gaikwad	Asst. Professor	
4	Mr. Jitendra Gupta	Asst. Professor	
5	Mr. Dinesh Singh	Admin Head	
6	Mr. Pai Vishal	Student Representative	

Minutes of the meeting:

1. In the presence of Principal, meeting was held.
2. The Committee discussed to eradicate the issues of Anti-Ragging and proper measures and actions to be taken on it.

The program ended at 1:30 pm with a vote of thanks.



I/C Principal
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Ref. No. SC/E/2018-19

Date _____

Minutes of the meeting

As per the directions given by the Principal of Saket College of Education, Kalyan [East]. The meeting was held by on 28/02/2019 at 12: 20 pm at Principal's Office of Saket College of Education, Kalyan East to discuss the following agenda

Agenda of the meeting:

1. To review of previous meeting.
2. To discuss about the effective working of Anti-Ragging Committee
3. To discuss how the Committee were taking measures on it.

Members present for the meeting were as follows:

Sr. No.	Name of the member	Designation	Sign
1	Mr. Vidyaprakash Maurya	I/C Principal	
2	Mrs. Renu Chaudhury	Asst. Professor	
3	Mrs. Smita Gaikwad	Asst. Professor	
4	Mr. Jitendra Gupta	Asst. Professor	
5	Mr. Dinesh Singh	Admin Head	
6	Mr. Pai Vishal	Student Representative	

Minutes of the meeting:

1. The committee discussed that was there any issue raised concerning ragging.
2. Committee members discussed on the measurer's taken by the committee to spread awareness among students.
3. Next plan of action was discussed.

The meeting ended on 01:40 pm.



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Ref. No. SCE/20/8/19

Date _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, Kalyan (E). The meeting was held on 16/11/2019 at 12:30 pm at Saket College of Education, to discuss the following agenda:

Agenda of the meeting:

1. To review of previous meeting.
2. Orientation of the rules and regulations of the committee.
3. To discuss complaint procedure
4. To discuss about the effective working of Anti-Ragging Committee
5. To discuss how the Committee were taking measures on it.

Members present for the meeting were as follows:

Sr. No.	Name of the member	Designation	Sign
1	Mr. Vidyaprakash Maurya	I/C Principal	
2	Mrs. Renu Chaudhury	Asst. Professor	
3	Mrs. Smita Gaikwad	Asst. Professor	
4	Mr. Dinesh Singh	Admin Head	
5	Mrs. Sapana Pandey	Student Representative	

Minutes of the meeting:

1. Committee was discussed on the topic how to get rid of the situation if the any complaint occurs regarding ragging.
2. Discussion on the measures to be taken on the complaints.

The program ended at 1:40 pm with a vote of thanks.



I/C Principal
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Ref. No. SCE/2019-20

Date _____

Minutes of the meeting

As per the directions given by the Principal of Saket College of Education, Kalyan (E). The meeting was held on 15th February 2020 at 4: 00 pm at of Saket College of Education, in college classroom to discuss the following agenda.

Agenda of the meeting:

1. To review of previous meeting and to discuss complaint procedure regarding ragging.
2. To discuss about the effective working of Anti-Ragging Committee.
3. To discuss how the Committee were taking measures on it.

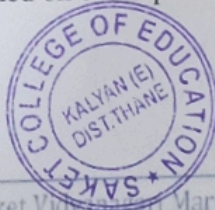
Members present for the meeting were as follows:

Sr. No.	Name of the member	Designation	Sign
1	Mr. Vidyaprakash Maurya	I/C Principal	
2	Mrs. Renu Chaudhury	Asst. Professor	
3	Mrs. Smita Gaikwad	Asst. Professor	
4	Mr. Dinesh Singh	Admin Head	
5	Mrs. Sapana Pandey	Student Representative	

Minutes of the meeting:

1. The committee discussed that was there any issue raised concerning ragging.
2. Committee members discussed on the measurer's taken by the committee to spread awareness among students
3. Next plan of action was discussed.

The meeting ended on 04:45 pm.



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Ref. No. SCE/2021-22

Date: _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, Kalyan (E) the meeting was held to discuss the following agenda on 19th March, 2022 at 04:00 pm in the college classroom.

Agenda of the meeting:

1. Orientation Program on Anti- Ragging Committee.
2. To discuss about the effective working of Anti-Ragging Committee
3. To discuss how the Committee were taking measures on it.

Members present for the meeting were as follows:

Sr. No.	Name of the member	Designation	Sign
1	Mr. Vidyaprakash Maurya	I/C Principal	
2	Mrs. Renu Chaudhury	Asst. Professor	
3	Mrs. Priti Chauhan	Asst. Professor	
4	Mrs. Sakshi Gole	Asst. Professor	
5	Mr. Dinesh Singh	Admin Head	
6	Mr. Rishikesh Bhadane	Student Representative	

Minutes of the meeting:

1. The committee members were discussed on the topic how to get rid of the situation if the any complaint occurs regarding ragging.
2. Discussion on the measures to be taken on the complaints.
3. Principal Sir instructed to organize awareness programs regarding ragging.

The program ended at 04:45 pm with a vote of thanks.



I/C Principal
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Date: _____

Minutes of the meeting

In the presence of Principal, meeting was held on 23rd July 2022 at 3:00 pm in the college classroom with Anti-Ragging Committee in order to discuss the following agenda

Agenda of the meeting was as follows:

1. To review of previous meeting.
2. To discuss about the effective working of Anti-Ragging Committee
3. To discuss how the Committee were taking measures on it.
4. Any other issues.

Members present for the meeting were as follows:

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Mrs. Rasika Kulkarni	Asst. Professor	
3.	Mrs. Vandana Chaudhari	Asst. Professor	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Mr. Rishikesh Bhadane	Student Representative	

Minutes of the meeting:

1. The committee discussed that was there any issue raised concerning ragging.
2. Committee members discussed on the measurer's taken by the committee to spread awareness among students.
3. Next plan of action was discussed.

The meeting ended on 04:00 pm.



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Dist. Thane (M S)

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" GYANAM - ANANTAM "



Saket Gyanpeeth's
SAKET COLLEGE OF EDUCATION

(Affiliated to University of Mumbai)

Ref. No. SCE / 2022-23

Date _____

Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, the first meeting of the Anti-Ragging Committee was held on 19th Nov. 2022, at 4.00 pm in College Classroom.

The agenda for the meeting –

1. To discuss if any complaints have been aroused.
2. To address students and make them aware of different types ragging during interval and so forth.

MEMBERS PRESENT FOR COMMITTEE AS FOLLOWS –

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (IC)	
2.	Mrs. Priti Chauhan	Asst. Professor	
3.	Mrs. Vandana Chaudhary	Asst. Professor	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Mr. Rishikesh Bhadane	Student Representative	

Minutes of the meeting:

1. The principal suggested committee members to address students and make them aware of different types of misbehavior.
2. It was decided that all the faculties should address the students about ragging issues
3. Principal Sir instructed that action measures to be taken if any case aroused.

The meeting was wind up by 5:00pm.



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Minutes of the Meeting

As per the directions given by the Principal of Saket College of Education, Kalyan (E). The meeting was held on 16th January 2023 at 12:05 pm in college classroom.

Agenda of the meeting was as follows:

1. Regarding Orientation of Anti-Ragging Committee.
2. To discuss about what is Anti-Ragging Committee?
3. To frame rules and regulations regarding Anti-Ragging Committee
4. To guide what is a complaint procedure

Members present for the meeting were as follows:

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (IC)	
2.	Mrs. Purnima Rajput	Asst. Professor	
3.	Mrs. Purna Pawar	Asst. Professor	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Mrs. Deepa Mishra	Student Representative	

Minutes of the meeting:

1. The committee members were discussed on the topic how to get rid of the situation if the any complaint occurs regarding ragging.
2. Discussion on the measures to be taken on the complaints.
3. Principal Sir instructed to organize awareness programs regarding ragging.

The program ended at 1:30 pm with a vote of thanks.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

As per the directions given by the Principal of Saket College of Education, Kalyan (E). The meeting was held under the guidelines of the Internal Quality Assurance Cell (IQAC) on 25th April 2023 at 04:00 pm in college classroom.

Agenda of the meeting:

1. To review of previous meeting and to discuss complaint procedure regarding ragging.
2. To discuss about the effective working of Anti-Ragging Committee.
3. To discuss how the Committee were taking measures on it.

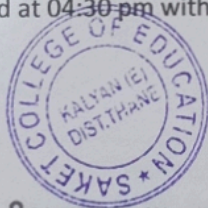
Members present for the meeting were as follows:

Sr. No.	Name of the Committee Member	Designation	Sign
1.	Shri. Vidyaprakash Maurya	Principal (I/C)	
2.	Mrs. Purnima Rajput	Asst. Professor	
3.	Mrs. Prerna Pawar	Asst. Professor	
4.	Mr. Dinesh Singh	Non-Teaching Staff Representative	
5.	Miss. Anjali Pandey	Student Representative	

Minutes of the meeting:

1. The principal suggested committee members to address students and make them aware of different types of misbehavior.
2. It was decided that all the faculties should address the students about ragging
3. Principal Sir instructed that action measures to be taken if any case arouse
4. The committee members discussed about the effective working of Anti-Ragging Committee and how the Committee were taking measures on it.

The program ended at 04:30 pm with a vote of thanks.



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Ref. No. SCF/2018-19

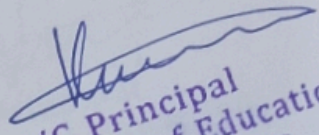
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ANNUAL REPORT

ACADEMIC YEAR 2018- 2019

The Grievance Redressal Committee of Saket College of Education has been formed in accordance to the University rules. The Grievance Redressal Committee conducted the meetings quarterly to look into the matters regarding student's grievances, ragging and sexual harassment. There is mechanism for the submission of grievances. The complaint boxes are placed in front of office of Saket college of Education. These boxes are open in presence of the committee members at regular basis. As a result, no single complaints were received in the academic year 2018-19 regarding grievances, ragging and sexual harassment. However awareness campaign about grievances is the regular practice of the college. The committee expressed satisfaction in spreading awareness among the female staff because there were no cases reported for this academic year.




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Ref. No. SCE/2019-20

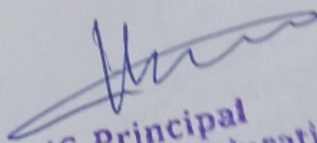
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ANNUAL REPORT

ACADEMIC YEAR 2019- 2020

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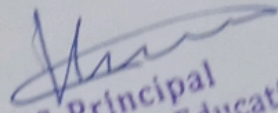
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ANNUAL REPORT

ACADEMIC YEAR 2020- 2021

DUE TO CORONA PANDEMIC THERE WERE NO MEETINGS CONDUCTED REGARDING GRIEVANCES REDRESSAL COMMITTEE.




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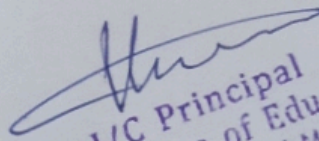
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ANNUAL REPORT
ACADEMIC YEAR 2022- 2023

The Grievance Redressal Committee of Saket College of Education has been formed in accordance to the University rules. The Grievance Redressal Committee conducted the meetings quarterly to look into the matters regarding student's grievances, ragging and sexual harassment. There is mechanism for the submission of grievances. The complaint boxes are placed in front of office of Saket college of Education. These boxes are open in presence of the committee members at regular basis. As a result, no single complaints were received in the academic year 2022-23 regarding grievances, ragging and sexual harassment. However awareness campaign about grievances is the regular practice of the college. The committee expressed satisfaction in spreading awareness among the female staff because there were no cases reported for this academic year.




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