



NURTURING POTENTIAL

SAKET GYANPEETH'S
SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref SCF/2023-24

Date: 03/11/2023

Internal Quality Assurance Cell (IQAC)

Academic Year 2023-24

NOTICE

This is to inform all the IQAC Members that the first meeting of the Internal Quality Assurance Cell (IQAC) will be held on **06/11/2023** at **4 pm** in **Principal office** as per the details provided below.

All of you will be present on time and it will help us to make further arrangements.

AGENDA

1. Welcome by the Chairman.
2. Review of previous meeting.
3. Discussion about Academic plan for the year 2023-24.
4. Discussion about Internship programme, Field Visit and Community Work.
5. Discussion about Seminars and Guest Lecture.
6. To encourage Faculty to deliver lectures with the help of ICT.
7. Conclusion and Vote of Thanks.

Copy To

1. The Chairman / Hon. Secretary, Saket Gyanpeeth
2. The C.E.O. Saket Gyanpeeth
3. Notice Board
4. Notice File

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

MINUTES OF THE MEETING

1. Chairman, Mr. Vidyaprakash Maurya Principal of Saket College of Education welcomed all members.
2. Review of previous meeting .
3. Discussed the Academic Plan for the New Batch of B.Ed.
4. Discussed topics such as Academic Calendar, Timetable, Subject Allocation, Department In-charge, and Student Council.
5. Discussed about:
 - Permission needs to be taken from school for internship and decided time period of internship programme.
 - Decided Field visit place related to the subject – Special school, Bank, educational visit like Museum, Planetarium, etc.
 - Decided place for community work – Old age Home, Orphanage, Rural Areas, Special school, etc.
6. Discussed about:
 - Arrangements of workshops throughout the year.
 - Arrangements of Guest Lecture throughout the year.
 - Arrangements of various curricular and extracurricular activities throughout the year.
7. NAAC work assignment to teaching and nonteaching staff.
8. A vote of thanks was extended to all members for their active participation.

Name of the members present in the meeting.

Sr. No.	Name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal, Chairman IQAC
2	Mrs. Renu Chaudhary	IQAC Coordinator
3	Ms. Gokula Gopi	Asst. Professor, Member
4	Mrs. Vandana Chaudhari	Asst. Professor, Member
5	Mrs. Purnima Rajput	Asst. Professor, Member
6	Mr. Dinesh Singh	Member, Administrative Coordinator

To implement the decisions of the above-mentioned meeting of the IQAC.

The following actions were taken.

Sr. No	Decision	Action Taken
1	Discussed about the Academic Plan of New Batch of B.Ed. Discussed on topic such as Academic Calendar, Timetable, Subject Allocation, Department In-charge, and Student Council.	<ul style="list-style-type: none"> • Appointed In-charge of each department and student council. • Task given to in-charge professor for preparing academic calendar, timetable and allocation of subjects.
2	Discussed about: <ul style="list-style-type: none"> ➤ Permission needs to be taken from school for internship and decided time period of internship programme. ➤ Decide Field visit place related to the subject – Special school, Bank, Factories, Museum, Planetarium, etc. ➤ Decide place for community work – Old age Home, Orphanage, Rural Areas, Special school, etc. 	<ul style="list-style-type: none"> ➤ Permission taken from Saket Vidya Mandir High School, Saket College of Arts, Science and Commerce, Holy Faith English High School, Baba Bodse Hindi High School. ➤ Internship conducted for Sem-IV from 4th week of Feb to 3rd week of March. ➤ Date declared to Pragati Blind School, Ambernath Co. Op. Bank, Jahangir art gallery, Prince of wale's museum for field visit. ➤ Conducted community work at Matoshri Old Age Home, Pragati Blind School, Aadharwadi Orphanage, Kannon ZP School.
3	Discussed about: <ul style="list-style-type: none"> ➤ Arrangements of Guest Lecture throughout the year. ➤ Arrangements of various curricular and extra-curricular activities. 	<ul style="list-style-type: none"> ➤ Planned workshop on digital awareness, dramatization skills through puppet for teacher's professional development, puppet and mask making for students. ➤ Planned guest lecture on Theory of Psychology. ➤ Arranged Blood Donation Camp.
4	<ul style="list-style-type: none"> ➤ Decision on NAAC work assignment 	<ul style="list-style-type: none"> ➤ NAAC work assigned to staff (Teaching and non-teaching)
