



NURTURING POTENTIAL

SAKET GYANPEETH'S
SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref: SCE 2023-24

Date: 16.01.2024

Internal Quality Assurance Cell (IQAC)

Academic Year. 2023-24

Notice

This is to inform you all that the meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2023-24 will be held at **Principal's Office** as per the details provided below. All of you will be present on time and it will help us to make further arrangements.

Date: 20.01.2024

Time: 4:00 pm

Venue: Principal Office

The agenda for the meeting is as follows:

1. Review and updates on action items from the Previous Meeting.
2. To discuss NAAC -Accreditation process of plan.
3. Discussion on workshop for puppet show & mask making.
4. Discussion on Follow up for internship.
5. Discussion on guidance for action research.
6. Planning and organizing for sports day and "ROHAK" (Annual day).
7. Planning for remedial teaching, Faculty Development Programmes.
8. Any other related matters
9. 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. The meeting commenced at 4:10 pm.
2. The minutes from the last meeting were reviewed and approved.
3. Updates were provided on the status of action items from the previous meeting.
4. The plan for the NAAC accreditation process was discussed, including timelines and responsibilities.
5. The need for provisions such as stationery and other facilities for NAAC was discussed.
6. Plans for organizing a workshop on puppet shows and mask making were discussed.
7. The status of internship placements and follow-ups was reviewed.
8. Guidance and support for action research projects were discussed.
9. The planning and organization of the "ROHAK" event were discussed.
10. Strategies for implementing remedial teaching were discussed.
11. Open floor for any additional issues or suggestions.

The following members to attend the meeting

Sr. No	Name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal, Chairman IQAC
2	Mrs. Renu Chaudhary	IQAC Coordinator
3	Mrs. Madhuri Morbekar	Asst. Professor,
4	Mrs. Vandana Chaudhari	Asst. Professor, Teacher Representative
5	Mrs. Purnima Rajput	Asst. Professor, Teacher Representative
6	Mrs. Manisha Chitre	Asst. Professor, Teacher Representative
7	Mr. Mangesh Patil	Asst. Professor, Teacher Representative
8	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	The minutes from the last meeting were reviewed and approved.	Minutes circulated to all members and archived.
2	To update action on previous meeting.	Updates on Action Items from the Previous Meeting.
3	The plan for the NAAC accreditation process was discussed, including timelines and responsibilities.	A detailed plan was created and shared with all relevant departments.
4	The need for provisions such as stationery and other facilities for NAAC was discussed.	A requisition list was prepared and submitted to the administrative office.
5	Plans for organizing a workshop on puppet shows and mask making were discussed.	Dates and resource persons were identified, and a schedule was drafted.
6	The status of internship placements and follow-ups was reviewed.	Internship in charge were tasked with following up with schools/colleges .
7	Guidance and support for action research projects were discussed.	Mentors were assigned to assist faculty and students with their projects
8	The planning and organization of the sports and "ROHAK event "were discussed.	A committee was formed to oversee the event's preparation and execution.
9	Strategies for implementing remedial teaching were discussed.	A schedule and list of students needing remedial teaching were prepared.
10.	Open floor for any additional issues or suggestions.	Noted any new issues raised and assigned them for future action.
