



NURTURING POTENTIAL

SAKET GYANPEETH'S
SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref: SCR/2023-24

Date: 26.03.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Notice

This is to inform you all that the IQAC meeting will be held on 30.03.2024 in the staff room. All of you will attend the meeting. Please adhere to the time.

Date: 30.03.2024

Venue: Staff room

Agenda:

1. To discuss NAAC- Accreditation process, distribution of work, submission of previous work completed to concerned authorities, Doubt clearance.
2. Discussion on community work.
3. Discussion on lesson plans & internship (Semester-II).
4. Discussion on content test (Semester-II),
5. Discussion on Class test & essay test (Semester-IV).
6. Any other related matters.

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 Vidyanagari Marg,
Chinchpada Road, Kalyan (E) 421 308.
Dist. Thane (M S)

Minutes of the meeting

1. To be discussed the NAAC Accreditation process, Distribution of work among team members, Submission of previous work to concerned authorities, Doubt clearance and addressing any concerns.
2. To be discussed on status of community work projects, future plans and initiatives, Allocation of resources and responsibilities.
3. To discuss review of the current lesson plans and internship programs, suggestions for improvements.
4. Discussion on Content Test (Semester-II)
5. Discussion on Class Test & Essay Test (Semester-IV)
6. Open floor for additional concerns or suggestions.
7. Any other matters.

The following members to attend the meeting

Sr. No	Name	Designation
1	Mr. Vidyaprakash Maurya	I/C Principal, Chairman IQAC
2	Mrs. Bhagyawathi.Subramanian	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
9	Mrs. Anita Gunjal	Librarian
10	Mrs. Yogita Munde	Admin representative

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

The following actions were taken:

Sr. No	Decision	Action Taken
1	Overview of the NAAC Accreditation process. Distribution of work among team members. Submission of previous work to concerned authorities.	Assigned as the coordinator for the NAAC accreditation process. Task distribution among members. Deadline set for the submission of previous work.
2	Current status of community work.	To lead the community work and allocate responsibilities to the concerned persons.
3	Review of the current lesson plans and internship programs.	Lesson plans prepared by all teachers. Orientation for Internship programs to be planned.
4	Discussion on Content Test (Semester-II)	Guidelines and formats for content tests finalized and distributed.
5	Discussion on Class Test & Essay Test (Semester-IV)	Class tests scheduled, Essay test topics finalized and communicated to students.
6	Open floor for additional concerns or suggestions.	Additional concerns addressed and actions documented.
