



NURTURING POTENTIAL

SAKET GYANPEETH'S  
**SAKET COLLEGE OF EDUCATION**

Affiliated to University of Mumbai

Ref: SCE/2023-24

Date: 16.05.2024

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Notice**

All the faculty members are hereby informed that there will be an IQAC meeting on 20.05.2024, 4:00pm at conference Hall of Saket College of Education, to discuss the following points. To be present all faculty members on time.

**Agenda:**

1. Review of Minutes from the Previous IQAC Meeting.
2. NAAC related work, submission of allotted work, new work allotment for respective teachers.
3. Submission of Assignments by Students (Semester IV).
4. Orientation of internship for Semester (II).
5. Question paper submission for content test, essay test and class test.
6. To form various Committee for the academic year 2024-25.
7. Upcoming events of the academic year.
8. Preparation of Academic calendar.
9. Any other relevant matter
10. 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 Vidyanagari Marg,  
Chinchpada Road, Kalyan (E) 421 306.  
Dist. Thane (M S)

### Minutes of the meeting:

- 1.To discuss the minutes from the previous meeting were reviewed.
2. Assigning tasks and responsibilities to members.
- 3.Submission Date of Assignments, Revision Class Test, Content Test, Preparation for Lesson Plan.
- 4.The submission date for question papers was discussed and decided.
5. Assignment of Committees to Faculty Members.
6. Planning for Upcoming events in the academic year 2024-25.
8. Any Other Relevant Matter.
9. Vote of Thanks

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	Prerana Pawar	Asst. Professor, IQAC Co Coordinator
9	Dr. Manik Joshi	Asst. Professor
10	Mrs. Amina Shaikh	Asst. Professor

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

Sr. No	Decision	Action Taken
1	The minutes from the previous meeting were reviewed.	The minutes were approved without any changes.
2	Submission of NAAC work was discussed. New work was allotted to respective teachers.	Respective teachers submitted their work NAAC work and some doubt also cleared from their work.
3	Submission Date of Assignments of students, Revision Class Test, Content Test, Preparation for Lesson Plan	Assignment submission date was set Revision class test and content test dates were finalized. Lesson plan preparation was scheduled.
4	Submission Date of Question Paper	The submission date for question papers was set.
5	Assignment of Committees to Faculty Members.	Set timelines and specific objectives for each committee to achieve.
6	Plans for the reopening of the institution and upcoming events were discussed.	The reopening date was decided according to the university calendar. Upcoming events planned.
7	Preparation of the academic calendar for the upcoming term was discussed.	Draft of the academic calendar was prepared and reviewed.

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