



SAKET GYANPEETH'S
SAKET COLLEGE OF EDUCATION

Affiliated to University of Mumbai

Ref: SCE/2023-24

Date: 14/08/2023

Internal Quality Assurance Cell (IQAC)

Academic Year. 2023-24

Notice

This is to inform you all that the first meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2023-24 will be held at **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.

Date: 19.08.2023

Venue: Principal office

The agenda for the meeting is as follows:

1. Introduction of all IQAC members.
2. Brief overview of the purpose and functions of the IQAC.
3. Discussion on the formation of sub-committees for various functions (e.g., Curriculum Development, Teaching-Learning, Research and Development, Student Support).
4. Discussion on the action plan for the upcoming academic year.
5. Detailed discussion on each NAAC criterion.
6. Allotment of specific tasks to IQAC members and other faculty/staff.
7. Open floor for additional items or concerns from members.
8. Vote of thanks to all members for their participation and contributions.

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)

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 Co-Coordinator
3	Ms. Gokula Gopi	Asst. Prof. (Member)
4	Mrs. Vandana Chaudhari	Asst. Prof. (Member)
5	Mrs. Purnima Rajput	Asst. Prof. (Member)
6	Sunita. Gautham	Asst. Prof. (Member)
7	Mr. Dinesh Singh	Member, Administrative Coordinator

Minutes of the First IQAC Meeting

- ❖ The meeting commenced with the Chairperson welcoming all members. Each member introduced themselves.
- ❖ To be presented with an overview of the purpose and functions of the IQAC.
- ❖ The Principal instructed a discussion on the need for sub-committees to focus on specific areas such as Curriculum Development, Teaching-Learning, and Student Support.
- ❖ The meeting discussed the action plan for the upcoming academic year.
- ❖ Provided a brief overview of the NAAC accreditation process, highlighting the importance of each criterion.
- ❖ Members were invited to raise any additional items or concerns.
- ❖ The meeting concluded with a vote of thanks.
