



NURTURING POTENTIAL

SAKET GYANPEETH'S
PRAMOD RAM UJAGAR TIWARI
SAKET INSTITUTE OF MANAGEMENT

(Un-Aided, Hindi Linguistic Minority Institution)

(Approved by AICTE New Delhi, D.T.E (MB 3158), Govt. of Maharashtra & Affiliated to University of Mumbai)

Date:- 30/10/2023

Notice

The meeting of IQAC is scheduled on 02/11/2023 at 11.00 AM at Director's Cabin.

Agenda:

1. Confirmation and Review of Minutes of IQAC meeting held on 17/07/2023.
2. Action taken report of second IQAC meeting held on 17/07/2023.
3. Preparation for welcoming NAAC peer team visit.
4. Preparation for cultural event on the day of NAAC peer team visit.
5. To take an overview of infrastructural readiness.
6. To take overview of paperwork and files readiness.
7. To discuss medical emergency of placement officer.
8. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

Director (In-Charge)
Pramod Ram Ujagar Tiwari
Saket Institute of Management
Saket Vidya Nagari Marg,
Chinchpada Road, Kalyan (E) 421 306



📍 Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

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Agenda:4 Preparation for cultural event on the day of NAAC peer team visit.

Resolution:

It was decided to set up a cultural program on the day 1 of NAAC peer team visit 28th November 2023 where students from FYMMS and SYMMS will showcase their talent through various performances.

Agenda:5 To take overview of infrastructural readiness.

Resolution:

An overview of all infrastructural facilities was taken and necessary provisions were made and actions were taken wherever changes were required.

Agenda:6 To take overview of paperwork and files readiness.


Resolution:

All files pertaining to IQAC committee and teaching and non teaching paper work was reviewed and necessary updated were made as and where required.


Agenda:7 To discuss medical emergency of placement officer.

Resolution:

Placement officer Prof. Surbhi Bhoir is not keeping good health and was recommended bedrest by doctors. It was decided to look for alternative resource till the time she recovers and resumes the institute.

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Agenda:8 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss meeting was concluded with vote of thanks to all present.



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Attendance


| S.N. | Name of Employee | Designation | Signature |
|------|--------------------------|--------------------------------------|---|
| 1. | Dr. Sanoj Kumar | Director (Chairman) |  |
| 2. | Dr. Shrikesh poojari | Dean Academics (IQAC Coordinator) |  |
| 3. | Dr. Prashant Mishra | Assistant Professor (Member) |  |
| 4. | Prof. Shraddha Daftardar | Assistant Professor (Member) |  |



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Action Taken Report of first IQAC Meeting held on 02/11/2023.

| Sr. No. | Resolution in the Meeting | Action Taken for Implementation & Outcomes |
|---------|---|--|
| 1 | Preparation for welcoming NAAC peer team visit | Arrangements for welcome of NAAC Peer team in Maharashtrian way were done. |
| 2 | Preparation for cultural event on the day of NAAC peer team visit | FYMMS and SYMMS students working on the organization of a cultural program under faculty guidance. |
| 3 | To take overview of infrastructural readiness | Necessary and required changes were made in the infrastructural facilities. |
| 4 | To take overview of paperwork and files readiness | Necessary and required updating of academic and non-teaching files were made. |



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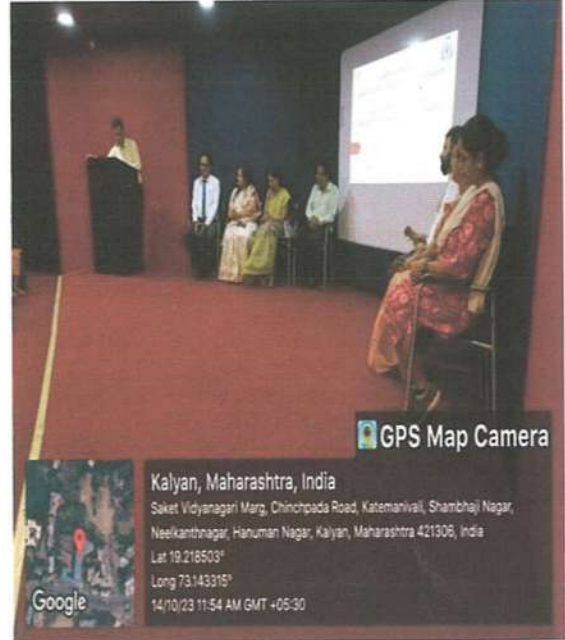
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Ref: PRUTSIM/3707/2023

Date: 16/10/2023

On 14-10-2023, PRUTSIM organized a special training program, a workshop on IQAC work and responsibilities. This session was organized to educate both the staff, teaching and non-teaching and help them understand their roles and responsibilities, ideal processes of documentation, filing and reporting. The speakers were person of experience, member of various prestigious committees. This workshop motivated the staff by giving the right direction and align work more effectively.




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Ref:

Date: 08/09/2023


Office Order

As per the guidelines of Mumbai University, AICTE -Delhi, **Pramod Ram Ujgar Tiwari Saket Institute of Management** has constituted **Internal Quality Assessment Committee** for the year 2023-24, the committee shall deal with the maintaining quality of work and records as per the requirements of NAAC.

| Sr. No. | Member | Designation | Mobile Number | e-mail address |
|---------|-------------------------|------------------------------------|----------------|------------------------------------|
| 1 | Dr. Sanoj Kumar | Director (Chairman) | 99206 00376 | director@prutsim.edu.in |
| 2 | Mrs. Shobha Nair | CEO (Management Representative) | 99691 64229 | ceo@saketgyanpeeth.in |
| 3 | Dr. Shrikesh Poojari | Dean Academics (IQAC Co-Ordinator) | 98202 95895 | shrikesh@prutsim.edu.in |
| 4 | Dr. Prashant Mishra | Assistant Professor (Member) | 88504 85966 | prashant@prutsim.edu.in |
| 5 | Ms. Shraddha Daftardar | Assistant Professor (Member) | 97695 43535 | shraddha@prutsim.edu.in |
| 6 | Ms. Praveena Chavan | Alumni Representative | 88987 31524 | chavanpravina30@gmail.com |
| 7 | Ms. Bhagyashree Bartare | Student Representative | 96995 35727 | bhagyashri.31582204@prutsim.edu.in |
| 8 | Mr. Shreyash Rane | Student Representative | 86558 15889 | shreyash.315823082@prutsim.edu.in |

All the committee members are requested to adhere to policies and procedures of the cell, attend the meetings as and when required.




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Date:- 14/07/2023

Notice

The meeting of IQAC is scheduled on 17/07/2023 at 11.00 AM at Director's Cabin.

Agenda:

1. Confirmation and Review of Minutes of second IQAC meeting held on 10/02/2023.
2. Action taken report of second IQAC meeting held on 10/02/2023.
3. Review of NAAC work.
4. To submit DVV.
5. To take overview of SSS.
6. Estimating Tentative dates of the visit.
7. Website changes for DVV.
8. Issue with the permission of the chair.

All the concerned are requested to make it convenient to attend the meeting.

S. S. Padani

IQAC COORDINATOR
Pramod Ram Ujagar Tiwari
Saket Institute of Management
Saket Vidya Nagari Marg,
Chinchpada Road, Kalyan (E) 421 306

CC:

1. All Committee Members
2. Admin. Office

S. S. Padani
DIRECTOR

Director (In-Charge)
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Minutes of Meeting

The chairman Dr. Sanoj Kumar occupied the chair and welcomed the members for third IQAC Meeting. The following business was transacted in the meeting:-

Agenda:1 Confirmation and Review of Minutes of third IQAC meeting held on 10/02/2023.

Resolution:

Thorough discussion was made. review is taken and Minutes of third IQAC meeting held on 10/02/2023 unanimously approved.

Agenda:2 Action taken report of third IQAC Meeting held on 10/02/2023.

| Sr.No. | Resolution in the Meeting | Action Taken for Implementation & Outcomes |
|--------|--|---|
| 1. | Upgradation of infrastructure | New coloring and new furniture is fixed in the campus in classrooms, lab and staff room. |
| 2. | Feedback mechanism | Since 2020 Microsoft forms are used for feedback, the same technique is used, no changes required, |
| 3. | Framing code of ethics for research | Formulation of Code of ethics for research is initiated. |
| 4. | To initiate process for registering alumni association | Microsoft form is circulated to all alumni for registration of alumni association. Alumni meet has been proposed. |

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| | | |
|----|--|---|
| 5. | Restructuring faculty and staff appraisal mechanism | Faculty and staff appraisal mechanism restructured and implemented from Academic Year 2022-23. |
| 6. | To decide plan of action for NAAC application. | To take initial Login:- February. To Apply for IIQA:- March. To submit SSR:- June. |
| 7. | To decide on Eco-friendly measures to reduce energy consumption in campus. | LED tube lights are already installed, no action required. |
| 8. | Green initiatives and waste management | The institute has sent e-waste to the e-waste dealers for recycling and received Green Certificate. |

Agenda:3 Review of NAAC work.

Resolution:

Review of NAAC qualitative and quantitative work is taken criteria wise.

Agenda:4 To submit DVV.

Resolution:

A thorough discussion was made and it was decided that by looking towards NAAC DVV preparation it was decided to submit DVV on 24/07/2023.

Agenda:5 To take overview of SSS.

Resolution:

A thorough discussion was made and it was decided to ask 100% students to take SSS from

NAAC: Till today it was completed to 80-85%

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Agenda:4 To decide tentative dates for NAAC PTV.

Resolution:

Thorough discussion was made, and it was decided that after submission of DVV and after getting prequalified from NAAC, PTV dates can be decided.

Agenda:5 To do website changes for DVV

Resolution:

A thorough discussion was made and it was decided and changes as required by NAAC criteria were done.

Agenda:6 Issue with the permission of the chair.

Resolution:

As there were no issues to discuss the meeting was concluded with vote of thanks to all present.

IQAC COORDINATOR

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Pramod Ram Ujagar Tiwari
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Attendance

| S.N. | Name of Employee | Designation | Signature |
|------|--------------------------|---------------------|-----------|
| 1. | Dr. Sanoj Kumar | Director | |
| 2. | Dr. Shrikesh poojari | Dean Academics | |
| 3. | Dr. Prashant Mishra | Assistant Professor | |
| 4. | Dr. Divya Nair | Assistant Professor | |
| 5. | Prof. Surbhi Bhoir | Assistant Professor | |
| 6. | Prof. Shraddha Daftardar | Assistant Professor | |
| 7. | Prof. Suhas Jategaonkar | Assistant Professor | |
| 8. | Prof. Vikrant Wavhal | Assistant Professor | |
| 9. | Prof. Chitpriya Tiwari | Assistant Professor | |
| 10. | Mr. Ganesh Parab | Librarian | |
| 11. | Ms. Suvarna Shinde | Library Assitant | |
| 12. | Mr. Sandip Shinde | IT Head | |
| 13. | Mr. Deepak Bhalerao | Admin Assistant | |
| 14. | Mr. Nitesh | IT Assistant | |
| 15. | Ms. Trupti Bhosale | Admin Assistant | |
| 16. | Ms.Lincy Viji | Admin Assistant | |
| 17. | Mr. Harshad Rawool | Peon | |

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Action Taken Report of first IQAC Meeting held on 17/07/2023

| Sr.No. | Resolution in the Meeting | Action Taken for Implementation & Outcomes |
|--------|-----------------------------------|--|
| 1. | Submission of DVV | It was decided to submit DVV on 24/07/2023. |
| 2. | Overview of SSS | SSS is going on, till date 80-85% students given response |
| 3. | Deciding Tentative Dates for NAAC | It was decided to give dates to NAAC in the month of March or April. |
| 4. | Website Changes for DVV | Structure of NAAC page on website given to website service provider |

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