



Laxmi Singh Charitable Trust's (Regd.)

**THAKUR COLLEGE OF
ENGINEERING & TECHNOLOGY**

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai*)

Institute Accredited by National Assessment and Accreditation Council (NAAC), Bangalore#
Programmes Accredited by National Board of Accreditation (NBA), New Delhi**

*Permanent Affiliated UG Programmes : • Computer Engineering • Electronics & Telecommunication Engineering • Information Technology (w.e.f.A.Y.2015-16)
• Electronics Engineering (w.e.f.A.Y.2017-18)

**1st time Accredited UG Programmes : • Computer Engineering • Electronics & Telecommunication Engineering • Information Technology (3 years w.e.f.16-09-2011)

**2nd time Accredited UG Programmes : • Computer Engineering • Electronics & Telecommunication Engineering • Information Technology • Electronics Engineering (3 years w.e.f.01-07-2016)

1st cycle of Accreditation : • *A* Grade for 5 years (w.e.f.30-10-2017)

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ISO 9001:2015 Certified

Minutes of NAAC- IQAC Committee Meeting held on 31/8/18 at TCET Board Room at 4.30 p.m.

Conduct of the Meeting:

Second Meeting of NAAC-IQAC Committee Meeting held on 31/8/18 at TCET Board Room at 4.30 p.m.

Members present:

The members present in the meeting were as per the attendance sheet.

A. Internal members

Sr. No	Name of the Attendees	Designation
1.	Dr. B. K. Mishra	Chairperson
2.	Dr. R. R. Sedamkar	Director of the IQAC
3.	Mr. V. N. Datta	Member from the Management
4.	Dr. Payel Saha	IQAC coordinator
5.	Dr. Kamal Shah	Senior administrative officer
6.	Dr. Lochan Jolly	Senior administrative officer
7.	Dr. Sanjay Kumar	Faculty member
8.	Dr. Vinitkumar Dongre	Faculty member
9.	Dr. Rajesh Bansode	Faculty member
10.	Dr. Sheetal Rathi	Faculty member
11.	Dr. Sandhya Save	Faculty member
12.	Dr. Siddesh Siddappa	Faculty member
13.	Dr. Seema Jagtap	Faculty member
14.	Dr. Vivek Mishra	Faculty member
15.	Mr. Vimal Gosar	IQAC member
16.	Ms. Purnima Chandrashekhar	IQAC member
17.	Ms. Ashwini Shanbag	IQAC member
18.	Ms. Nishtha Mathur	IQAC member
19.	Ms. Poorva Waigankar	IQAC member
20.	Ms. Neha Chauhan	IQAC member
21.	Dr. Rekha Sharma	IQAC member
22.	Mr. Uday Waskar	Administrative member
23.	Mr. Shailesh Chavan	Administrative member

B. External Members

Sr. No	Name of the Attendees	Designation
1	Dr. S. M. Ganachari	Stakeholder- Principal. TPoly
2	Dr. V. Vaidya	IQAC co-ordinator, TCSC
3	Mr. Sujan Narvekar	Alumni and industry representative
4	Mr. Satyam Bhikadia	Student Member
5	Mr. Akshay Prabhu	Student Member

Absentees: Mr. Sunil Fernandes, MD Accenture, Dr. Radha Srinivas, IQAC Coordinator, UoM, Dr. Deven Shah, Vice Principal and Mr. Pramod Singh, Accountant could not attend the meeting. Leave of absence is granted to them.

The Agenda Points of meeting:

1. To discuss the Curricular Aspects of the Academic programs and suggest improvements (Criteria I – Curricular Aspects)
2. To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation (Criteria II – Teaching – Learning and Evaluation)
3. To discuss the initiatives of IQAC in sensitizing/promoting Research climate in the Institution (Criteria III – Research, Innovation and Extension)
4. To discuss the increase in infrastructure facilities and library facilities as Learning Resources (Criteria IV – Infrastructure and Learning Resources)
5. To discuss the contribution of IQAC in enhancing awareness about Student Support services and its progression (Criteria V – Student Support and Progression)
6. To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (Criteria VI - Governance, Leadership and Management)
7. To discuss the innovations introduced during this academic year which have created a positive impact on the functioning of the Institution (Criteria VII – Institutional Values and Best Practices)
8. To discuss the actions taken by the department on the actionable points identified in the previous meeting.
9. Any other point with permission of the chair

- The Principal welcomed all the members and all the present members were requested to introduce themselves. Then he briefed about IQAC, its formation and its objectives and handed over the session to IQAC Director, Dr. R.R. Sedamkar.
- Dr. Sedamkar asked the IQAC team members to circulate the minutes of the previous meeting held on 2nd April 2018. He further asked everyone to go through the same. Then it was decided to pass the minutes of the meeting.
- Dr. R.R. Sedamkar then requested TCET IQAC coordinator, Dr. Payel Saha to brief about the meeting agenda and present the Action Taken Report from the minutes of previous meeting held on 2nd April 2018. The presentation was made by Dr. Payel Saha and the copy of the action taken report was tabled for discussion. In response to the presentation several points were raised.

Agenda No. 1: To discuss the Curricular Aspects of the Academic programs and suggest improvements (Criteria I – Curricular Aspects)

- Dr. Sedamkar discussed about the online courses like NPTEL, bridge courses, Technology-based Learning, Project-based Learning which are conducted as a part of added knowledge to curricular aspects of the Academic programs.
- However, he added that the response and interests from students are low to which Mr. Sujan Narvekar, Alumni and industry member enquired about any credit measurements being done which may benefit the students. To this, Dr. Lochan Jolly answered that for such participations, students are issued with a single certificate with a percentile system at the end of the semester which reflects the overall participation.
- F.E. Incharge, Dr. Vivek Mishra mentioned about the activities being planned for F.E. students with respect to Hobby Club such as peer group learning, yoga, meditation activities, etc.
- Mr. Sujan Narvekar enquired about the internship facility provided by TCET and how its feedback is taken care of, to which the Principal highlighted about the in-house internship and also mentioned that faculty members are sent to the industry to enquire about the overall progress of the students during the training period.
- Mr. V. N. Datta, Management representative, was interested in knowing how in-house internship is conducted to which Principal directed the query to Dr. Lochan Jolly, Dean (SSW). In reply, she explained that in-house internship is basically to train the students for out-house projects and the feedback for it has not yet been taken as it is in the initial phase.
- Dr. Ganeshari, Principal (TPoly) and Stakeholder, highlighted about the collaboration of their institute with L&T for internship/out-house projects to which Principal raised a pertinent point that students are not willing to pay for such internships.
- Students were asked to give suggestions regarding out-house projects to which Mr. Akshay Prabhu, Student Member, spoke about the possibilities of getting projects from core companies during bridge courses. In reply, the Principal highlighted about the paid courses that can be taken up like CDAC with whom the institute has already collaborated.

- Mr. Sujan Narvekar suggested about giving training to students about current trends in the industry by connecting with the alumni, where Dr. Lochan Jolly suggested that the same can be done through Alumni Campus Connect programmes.
- Mr. Sujan Narvekar also suggested about connecting with TATA and similar organizations for EXTC and CMPN students. Principal added that more contribution from alumni of Mechanical and Civil is needed.

Agenda No. 2: To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation (Criteria II - Teaching - Learning and Evaluation)

- Dr. Sedamkar asked the department heads to share their innovations in teaching learning process.
- Dr. Rajesh Bansode, HOD, IT dept., highlighted about the use of Google Classroom and Flipped Classroom
- Dr. Sandhya Save, HOD, ETRX dept., mentioned about online tutorials being conducted in the subjects where tutorials are not mentioned in the syllabus.
- Dr. Sheetal Rathi, HOD, CMPN dept., spoke about the practice of revising the content of the lecture at the end of a particular week and conducting extra sessions for slow-learners.
- Dr. Vinitkumar Dongre, HOD, EXTC, highlighted about identifying the slow learners and working towards improving their performance.
- Dr. Vivek Mishra, FE In-Charge, H&S, mentioned about the unique concept of club test which is taken on Friday of every week in which the students are given a set of questions from 2 subjects to prepare for entire week on which they will be evaluated.
- Dr. Seema Jagtap, HOD, CIVIL dept., mentioned about doubt clearing sessions that are conducted often and tests based on MCQs planned for students on Saturdays.
- Dr. Siddhesh Siddapa, HOD, MECH dept., mentioned about giving 5 questions in each class and taking feedback about the same along with surprise tests.
- Dr. Sedamkar added that recording of sessions should be done which can be useful for students who have missed out lectures on any specific topic.
- Mr. Akshay Prabhu suggested about taking industry-based examples during lectures. Mr. Satyam Bikadiya, Student Member, mentioned that in the subject of Optical Communication Networks, they are given knowledge on what is the current trend in the industry related to the subject.
- To the suggestion given by Mr. Akshay Prabhu, Mr. Sujan Narvekar suggested that webinars by pass out students can be arranged where they can share their industry experience.

Agenda No. 3: To discuss the initiatives of IQAC in sensitizing/promoting Research climate in the Institution (Criteria III – Research, Innovation and Extension)

- Dr. Kamal Shah, Dean R&D, started by mentioning about taking consent from various faculty members and forming teams for Digital India, Unnat Bharat Abhiyan, etc. according to their domain of interest.
- She also highlighted that 45 faculty members have already filed for research grants.
- Dr. Lochan Jolly highlighted about the participation of 130 students under 'Swachh Bharat Abhiyan' in NSS and EWT wings and talked about the distant learning wing.
- Mrs. Poorva Waigankar, IQAC Member, highlighted about the innovative project regarding convertible beds for the disabled made by the students under her mentoring.
- Dr. Sanjay Kumar, Mentor, MECH & CIVIL dept., added about the project on Plastic Waste conversion to Diesel that his students are working on for which one of the companies has shown interest.
- Dr. Rekha Sharma, IQAC Member, spoke about the participation of students in India International Science Festival and online content development.
- Dr. Sandhya Save mentioned about students working on a problem statement from rural part of Karnataka.
- After keenly listening to the highlights of every dept., Dr. Sedamkar suggested about compiling and sharing the department level innovations by IQAC.
- Mr. V. N. Dutta enquired about any Institute-Industry Interactions happening to which Dr. Sedamkar replied about the CII-MEDC tie-ups.
- Mr. Satyam Bikadiya, suggested from student's perspective about creating awareness about grants available, hackathon competitions etc. as most of the students miss out the opportunity due to lack of awareness. To this, Principal said that notifications are sent to respective departments with him being personally involved in it and that Class-Representatives should also take care that such notifications reach all the students.
- The Principal made a good suggestion that strategies need to be devised to encourage maximum students to which Satyam said that this could be done during Semester Orientation Programme.

Agenda No. 4: To discuss the increase in infrastructure facilities and library facilities as Learning Resources (Criteria IV – Infrastructure and Learning Resources)

- Dr. B. K. Mishra said that as autonomy has been applied, five classrooms on the fifth floor along with a reading room has been constructed on the fourth floor.
- A student psychiatrist and sports instructor has also been employed.
- An incubation center is in existence in Thakur mall since 2017.
- For increasing the bandwidth limit, three CISCO switches have been added on experimental basis.
- As for learning resources, resource books have been made online through ERP for which the students have been provided with login-id and password.

- Principal also suggested that videos as learning resources could also be uploaded through ERP.

Agenda No. 5: To discuss the contribution of IQAC in enhancing awareness about Student Support services and its progression (Criteria V – Student Support and Progression)

- Dr. R. R. Sedamkar briefed everyone about various student support services facilitated by the institute like Training and placement related activities, assistance given regarding Higher studies and Online certification courses, holistic development scheme adopted by the institute for students' overall growth and development, apart from conducting the regular academic and examination and evaluation activities.
- asked the student members for their suggestions on student support. To this, Mr. Satyam Bikadiya suggested about having inter-college hackathon to which Mr. V. N. Datta also suggested encouraging participation from female students for outstation sports event.
- It was even discussed that more female students can be included in various student bodies.
- Also at least one student member from each branch can be asked to participate in the IQAC meetings.
- Dr. V. Vaidya inquired about any provisions available for specially-abled students to which Dr. B. K. Mishra replied that as per guidelines, movement in wheelchair is possible throughout the campus.
- Dr. Lochan Jolly highlighted about the various Financial help that students receive from NGOs and Zagdu Singh Charitable Trust.

Agenda No. 6: To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (Criteria VI - Governance, Leadership and Management)

- Dr. B. K. Mishra talked about the ongoing and future infrastructure developments which includes addition of 2 floors and 2 lifts to the existing structure.
- This will be sufficient for accommodating 5000 students from the current capacity of 3000 students.
- A seminar hall is also added on the fourth floor for organizing meetings and seminars.
- Additional canteen area is planned on the seventh floor for accommodating the increased number of students and staff members.
- Apart from the existing ones at fifth floor, additional Boys & Girls Common Room are being planned on every floor.
- Dr. B. K. Mishra informed all present about the progress in the efforts taken by the institute to achieve autonomous status.
- Mr. Sujan Narvekar mentioned that the institute houses the best infrastructure amongst various engineering institutes he has visited.
- All the points mentioned by the Principal were noted down by the members.

Agenda No. 7: To discuss the innovations introduced during this academic year which have created a positive impact on the functioning of the Institution (Criteria VII – Institutional Values and Best Practices)

- With regards to innovations introduced during this academic year, Dr. B. K. Mishra asked Mr. Sujan Narvekar about how training programmes are conducted in the corporate world.
- To this, Mr. Sujan Narvekar replied that in TCS, they have a programme named ‘Train the trainer’ that involves ice-breaker sessions, supporting activities and deep briefs.
- Dr. V. Vaidya suggested that TCET should aim at solving socially relevant problems to which Dr. Siddhesh Siddapa replied that BE students of Mechanical dept. are providing pumps to remote villages.
- Mr. Sujan Narvekar emphasized on branding of such activities to make its impact known outside the institute.
- In reply to this, Dr. V. Vaidya suggested that promotion of such activities through social media can be strengthened by forming a strong media team.
- With permission of the chair, the meeting was concluded on a positive note starting with Mr. Sujan Narvekar who thanked one and all for being invited to the meeting and suggested about ‘Idea thoughts’ i.e. create a platform where ideas can be shared for solving problems faced in day-to-day life.
- Dr. V. Vaidya also thanked for giving an opportunity given to him to share his views and listen to his ideas.
- All Heads of the Departments thanked with their concluding points.
- Dr. R. R. Sedamkar thanked all present in the meeting on behalf of the IQAC team.

Prepared By Sd/-	Checked By Sd/-	Verified By Sd/-	Approved By Sd/-
Ms. Nishtha Mathur Ms. Purnima Chandrasekar Mr. Vimal Gosar IQAC Members	Dr. Payel Saha IQAC Co-Ordinator	Dr. R.R. Sedamkar IQAC- Director	Dr. B.K. Mishra IQAC- Chairperson