



Minutes of NAAC- IQAC Committee Meeting held on 14/2/2020 at TCET Board Room at 3:30 p.m.

Purpose of the meeting: To approve previous IQAC minutes of the meeting held on 29th November 2019 on the revised annual quality assurance report to be submitted to NAAC for year 2018-19.

Agenda:

1. To discuss the Curricular Aspects of the Academic programs and suggest improvements.
2. To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation.
3. To discuss the initiatives of IQAC in sensitizing/promoting Research climate in the Institution.
4. To discuss the increase in infrastructure facilities and library facilities as Learning Resources.
5. To discuss the contribution of IQAC in enhancing awareness about Student Support services and its progression.
6. To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (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.
8. To discuss the action taken by the departments on the actionable points identified in the previous meeting.
9. To discuss strategies for implementing future plans of action for the year 2019-20.
10. Any other point with permission of the chair.

Welcome to all the members present:

Principal, Dr. B. K. Mishra welcomed all to the IQAC meeting. All the members introduced themselves. The meeting began with the Principal reading out the points of the agenda of the meeting.

The following dignitaries were present for the meeting:

Sr.No	Name of Externals	Designation
1.	Mr. Sharad Tiwari	Associate consultant, TCS
2.	Dr. Radha Shrinivas	IQAC Co-ordinator, University of Mumbai
3.	Mr. Neeraj Yadav	Alumni



Sr.No	Name of Internals	Designation
1.	Dr. B. K. Mishra - Principal	Chairperson
2.	Dr. R. R. Sedamkar	Director of the IQAC
3.	Dr. Payel Saha	IQAC coordinator
4.	Dr. Deven Shah	Vice Principal
5.	Dr. Lochan Jolly	Senior Administrative Officer
6.	Dr. Sanjay Kumar	Faculty Member
7.	Dr. Vinitkumar Dongre	Faculty Member
8.	Mr. Vikas Kaul	Faculty Member
9.	Dr. Shiwani Gupta	Faculty Member
10.	Dr. Sandhya Save	Faculty Member
11.	Rajeshwar Deshmukh	Faculty Member
12.	Dr. Sanjeev V. Chaudhari	Faculty Member
13.	Dr. Vivek Mishra	Faculty Member
14.	Mr. Vimal Gosar	IQAC Member
15.	Ms. Purnima Chandrasekar	IQAC Member
16.	Ms. Ashwini Shanbhag	IQAC Member
17.	Ms. Vandana Munde	IQAC Member
18.	Ms. Shweta Sureshkumar	IQAC Member
19.	Dr. Rekha Sharma	IQAC Member
20.	Mrs. Vidyadhari R. Singh	IQAC Member
21.	Mr. Adit Rathi	Student Member (COMP)
22.	Mr. Divyam Chaudhary	Student Member (IT)
23.	Ms. Ruchi Bhogate	Student Member (ELEX)
24.	Mr. Prathamesh Tendulkar	Student Member (E&TC)
25.	Mr. Uday Waskar	Administrative Member
26.	Mr. Shailesh Chavan	Administrative Member

- However, leave of absence was given to Dr. S.M. Ganachari, Principal, Thakur Polytechnic and Mr. V.N. Dutta., Advisor, TEG group.
- The meeting began with the Heads of various departments sharing the actions taken by their respective departments against the actionable points as per the suggestions of the external members in previous IQAC meeting
- Mr. Sharad Tiwari mentioned it is important to identify extra-ordinary students and nurture them to which Dr. Sandhya Save, HOD ELEX, mentioned an example of a student of her department, Mr. Akshay Prabhu who recently graduated. When he entered the second year, the department got a positive feedback about his overall performance and the department thereafter kept track of his progress in every other activity.
- With respect to faculty training as per industry trends, Mr. Sharad Tiwari enquired about what kind of training was imparted by TCS to which Ms. Vidyadhari Singh said that she was one of the participants in this training in which topics like machine learning, ethics, legal issues etc. was delivered through a one day long academic improvement programme as a TCS initiative.



- Mr. Neeraj Yadav enquired about what was being done for below average students. In reply to this, Dr. Vivek Mishra, FE In-Charge, mentioned about dedicating extra hours in teaching-learning process, remaining available to students 24x7 through virtual mediums, extra doubt solving sessions, university papers solving sessions, identifying academically weak students and involving their parents too in the counselling process as many of the initiatives being taken for below average students. Dr. Vinitkumar Dongre, HOD E&TC, further added about how the department encouraged drop-out students who would be lacking confidence as a result of too many KTs. Such students were provided with internship opportunities an example of which was a third-year engineering student got a chance to intern with Bhakti Vedanta. This student fared well in her internship which only boosted her lost confidence and, in the process, she could clear five of her KTs.
- Dr. R. R. Sedamkar next highlighted the activity calendar of IQAC for this semester which includes orientation of NAAC-AQAR form to all, orientation by all departments about the best practices adopted in this academic year and orientation by all section In-charges about the best practices adopted in this academic year to name a few. He emphasized on the need to sensitize all on the quality aspects which is the basic requirement of NAAC.
- E&TC student representative, Mr. Prathamesh suggested giving credits for professional, social and council bodies. He further said that the members of such bodies put in a lot of hard work for successfully running the show and if not all members, at least core members should get the credits. To this Dr. B. K. Mishra said that social bodies like NSS, EWT are already having credits. He also mentioned that AICTE has listed down activities to which AICTE credit points can be given, such that on completion of 100 points, relevant degree by AICTE can be given.
- IT student representative, Mr. Divyam Choudhary suggested that TCET needs to facilitate six months internship instead of only one month as learning process is satisfactorily gained when the internship is for a longer duration. To this, Dr. B. K. Mishra said that AICTE has mandated every student undergoing 600 hours of internship in the four years of engineering and therefore TCET has made it much simpler by introducing in-house internship for FE and SE students along with outhouse internship.
- Dr. B. K. Mishra also highlighted that in the new autonomous system, TE students are expected to go to the industry for the purpose of internship and the evaluation of the knowledge gained needs to be done by internal faculty members and trainers in the industry under whom the work was done. The marks obtained will be suitably translated to credits gained which will be added to the CGPA.
- Dr. B. K. Mishra mentioned that as far as giving six months internship is concerned, it can only be done for B.Tech degree where separate six months is set aside for internship. Within the current autonomous system of TCET, students can explore online internship mediums like InterShaala to name one. Dr. B. K. Mishra was however clear that if a mandate comes from AICTE to implement the same, it will be definitely applied to TCET.



Agenda	Details
1	<p>To discuss the Curricular Aspects of the Academic programs and suggest improvements</p> <p>Points Discussed:</p> <ul style="list-style-type: none"> • Dr. Deven Shah mentioned that some of the newly added courses post autonomy that are likely to be introduced includes a B.Tech degree in Artificial Intelligence and Data Science as also online portals are being developed for Artificial Intelligence/Machine Learning, Virtual Reality etc. • Mr. Sharad Tiwari enquired whether TCET has given a thought of introducing executive programmes to which Dr. B. K. Mishra said that some certification / diploma courses are being thought for once the mandate from AICTE comes. Mr. Sharad Tiwari further added that by introducing executive courses, the pull factor may increase. • Dr. R. R. Sedamkar asked the student representatives to give their feedback on the curricular aspects to which Mr. Adit Rathi, student representative, COMP, suggested TCET tying up with foreign universities and studying the framework of the education system over there. To this, Dr. B. K. Mishra said faculty members of TCET are being encouraged to act as mentors and evaluate students opting to enroll for online courses taught by foreign educators. The marks gained can be translated into suitable credits which will ensure a specialization degree along with regular degree based on the credits obtained.

Agenda	Details
2	<p>To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation</p> <p>Points Discussed:</p> <ul style="list-style-type: none"> • Dr. R. R. Sedamkar asked departments to highlight the innovative processes they have adopted • Most common innovations across all departments include offering of specialization of online courses with additional 24 credits being offered for overall holistic development of students.



	<ul style="list-style-type: none"> • Dr. Vinitkumar Dongre mentioned about laboratories being developed with hands-on training being imparted for the newly introduced equipment. • Dr. Vivek Mishra highlighted about Yoga being introduced for FE students as a part of the curriculum along with surveys being conducted, wherein during the first semester a survey was conducted on ‘Significance of credits in current education system’. He emphasized on how such activities has helped students, who usually don’t open up, to participate enthusiastically.
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Agenda	Details
3	<p>To discuss the initiatives of IQAC in sensitizing/promoting Research climate in the Institution</p> <p>Points Discussed:</p> <ul style="list-style-type: none"> • Dr. Deven Shah mentioned about Activity-based learning being conducted in SE and Research-based learning being conducted in TE. • Dr. Radha Shreenivas suggested encouraging all faculty members to work on government-funded research projects • Mr. Divyam Choudhary, Student representative, IT, suggested that faculty members need to talk on the research work they are currently working in as the general feeling is that it is the students who are driving the entire show of MULTICON

Agenda	Details
4	<p>To discuss the increase in infrastructure facilities and library facilities as Learning Resources</p> <p>Points Discussed:</p> <ul style="list-style-type: none"> • Mr. Sharad Tiwari enquired if any kind of online activities are facilitated beyond what TCET does. He also enquired whether the online facilities provided are available through any specific medium. To this, Dr. B. K. Mishra said that as per AICTE guidelines, as far as online resources are concerned, minimum number of e-books as prescribed by them should be available and that TCET satisfies the requirement. Dr. Deven Shah also



	<p>mentioned that a lease line of 150 Mbps is available in the institution.</p> <ul style="list-style-type: none"> • Mr. Sharad Tiwari then further enquired on any statistics available on the usability of library resources. To this, Dr. Deven Shah said that the vendor of e-library resource provides the necessary statistics on regular basis. • As far as improvements in infrastructure goes, Dr. B. K. Mishra informed the external members that two more floors will be constructed and more veranda-like space will be made available to the students. The canteen area is also likely to be extended in the near future. • Mr. Sharad Tiwari enquired about availability of sports facility within campus to which Dr. B. K. Mishra said that the campus has an adjoining ground which student utilize even after 5.30 pm. He also mentioned that the gymkhana is likely to be strengthened in the near future. • TCET is also providing coaching to students who are interested to join the defense forces and activities related to physical training and suitable competitive exams preparation are also being conducted. • Mr. Divyam Choudhary, suggested hot, normal and cold drinking water facility be made available to which Dr. B. K. Mishra said that arrangements can be done based on feasibility. • Dr. B. K. Mishra also mentioned that bathroom facilities will be made available to all students especially to those who indulge in sports activities
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Agenda	Details
5	<p>To discuss the contribution of IQAC in enhancing awareness about Student Support services and its progression</p> <p>Points Discussed:</p> <p>As for student welfare, Dr. Lochan Jolly, Dean SSW said that different initiatives taken regularly includes weekly visit by counsellor, ragging awareness during Induction Training Programme and Semester Orientation Programme, awareness about perils of ragging and other wrongful activities through class representatives helmed by the student council at the top, suggestion boxed on all floors, student survey measuring their satisfaction levels.</p> <ul style="list-style-type: none"> • An Internal Complaint Cell has also been initiated

Agenda	Details
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Autonomous College Affiliated to University of Mumbai

Approved by All India Council for Technical Education(AICTE) and Government of Maharashtra(GoM)

Conferred Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. A.Y 2019-20

Amongst Top 200 Colleges in the Country, Ranked 193rd in NTRF India Ranking 2019 in Engineering College category

• ISO 9001:2015 Certified • Programmes Accredited by National Board of Accreditation (NBA), New Delhi

• Institute Accredited by National Assessment and Accreditation Council (NAAC), Bangalore

6	<p>To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (Governance, Leadership and Management)</p> <p>Points Discussed:</p> <ul style="list-style-type: none"> • Dr. B. K. Mishra said that it is important to ensure relevance of what is being imparted to students in the name of education. He said that the efforts put after implementation of autonomy has bore sweet results as even AICTE is attempting to implement our model of autonomy. • Bloom's taxonomy has been intensively used in the examination system. • Specialization courses have been introduced • Bringing involvement and engagement of all stakeholders is important which can only happen through ownership of process by process In-charges and the passion and drive to do the same. • Formative assessment test introduced has ensured more productivity among students. • The burden on students has been reduced tremendously in practical session with experiments becoming more objective-oriented and the number of experiments reducing from a total of ten to a total of eight with design experiments being added in place of remaining two experiments. • Several other activities/events undertaken have encouraged great participation from students. Dr. B. K. Mishra said that MULTICON 2020 has enabled a learning process among students encouraging all to write a technical paper. • Students who went for industrial visits have come up with a coffee-table book • Post autonomy, Dr. B. K. Mishra said that students are expected to expand their learning by involving themselves in outhouse projects, knowledge management, three-four technical papers based on their original creation of work etc.
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Agenda	Details
7 & 8	<p>Points Discussed:</p> <p>To discuss the innovations introduced during this academic year which have created a positive impact on the functioning of the Institution & to discuss the action taken by the departments on the actionable points identified in the previous meeting</p> <p>Dr. Payel Saha, IQAC Coordinator, informed one and all present in the meeting, the work undertaken by IQAC through monthly QA checks, cross department</p>



checks along with interaction with students etc.

- Dr. Radha Shreenivas enquired about what mechanism is involved as far as parents/stakeholder feedback is concerned. To this Dr. Lochan Jolly replied that other than the feedback taken from students with regards to faculty teaching, infrastructure etc., several surveys have been developed and undertaken from class representatives, parents etc. to understand the current education system and their expectations from the same.
- Dr. B. K. Mishra informed everyone especially the external members that the Entrepreneurship Development Cell has enabled more than 34 start-ups to thrive from incubation.
- Other salient points highlighted by Dr. B. K. Mishra includes:
 - Funding from AICTE for research related activities as a result of which Short Term Training Programs have been conducted in the last week of February
 - Provisions are being made to create hostel facilities within campus for an initial intake of 180 students which will be increased over time
 - NRI quota is being worked upon as TCET plans to attract foreign students too
 - TCET has the highest intake in the suburbs currently which it wishes to increase to 840 at par with the IITs
- While highlighting the best practices at department level, some of the points highlighted included:
 - Students from department of IT are conducting knowledge exchange on Machine Learning and GitHub under Google ML Explore Program. In this, community of students work in close knit by taking out time from their academics and exchanging knowledge on latest offerings in Artificial Intelligence. The students who participated in this peer-learning activity were only curious to know when such activities will be conducted next.
 - Dr. Vivek Mishra emphasized on the weekly formative assessment test that is conducted for FE students based on pre-defined questions that students will learn before coming. Faculty members are expected to provide with the template of the answers along with the pre-defined questions. He also mentioned that the attendance post autonomy in FE has increased.
 - Dr. R. R. Sedamkar informed the Heads of all departments that every department has to share one quality initiative practised by them whose information needs to reflect in NAAC-AQAR. Hence, documenting such quality initiatives is the need of the hour.

Agenda	Details
9	To discuss strategies for implementing future plans of action for the year



2019-20

Points Discussed:

- Future Plan of Actions discussed were as follows
 - Suggestions given by experts included:
 - Mr. Sharad Tiwari praised the new developments post autonomy and told to stick to it and work towards improvising it
 - Dr. Radha Shreenivas told that with new changes brought into the system post autonomy, sustenance is important
 - Mr. Neeraj Yadav complimented that from the time he left till date, a lot of positive changes have been observed
 - Dr. B. K. Mishra informed the Heads of MECH and CIVIL department that as their departments are going for NBA accreditation, all activities need to be aligned with SAR.
 - IQAC needs to strategize on how it can focus much beyond imparting quality education to include multidisciplinary activities, diversification in research activities etc. Planning, implementation documentation and measurement needs to be suitably done by IQAC.
 - Dr. B. K. Mishra informed all that understanding future needs and recalibrating the curriculum by keeping everything uniform is very important. He also said that education needs to be made multidimensional and multi-level.
 - He also suggested restoring back the total number of lectures to 45 starting from FE so that learning is not hampered in any way.
 - The future trends, requirements of the industry, value additions etc. need to be identified.
 - Dr. Payel Saha suggested to align the semester review based on the AQAR guidelines so that information can be collected and collated easily
 - She also suggested to have a Parents-Teachers Association in reply to which Dr. B. K. Mishra suggested why can't a Parents-Teachers Club be formed.
 - Mr. Adit Rathi suggested to include one student representative from SE, TE and BE in the IQAC committee for more fruitful exchange of ideas.

Agenda	Details
10	<p>Any other point with permission of the chair</p> <p>Points Discussed: As no more points were left to be discussed, with the permission of the Chair, Dr. Payel Saha gave a vote of thanks to all and concluded the meeting.</p>



Laxmi Singh Charitable Trust's (Regd.)

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