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THAKUR COLLEGE OF ENGINEERING & TECHNOLOGY
Autonomous College Affiliated to University of Mumbai
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Date: 5/7/2020

Minutes of NAAC- IQAC Committee Meeting held on 30ᵗʰ June 2020 at 02.30 pm on an online platform

Purpose of the meeting: To approve previous IQAC minutes of the meeting held on 14ᵗʰ February 2020 and discuss the initiatives taken during lockdown period and the quality initiatives to be take in the academic year 2020-21

Agenda:
The agenda of the meeting is to discuss the quality initiatives taken by the institute during LOCKDOWN period w.r.t Academic, Research and Student Development activities based on the following NAAC criteria:

1. To discuss and adopt the initiatives taken by the college for delivering TLP through online Mode during lockdown period.
2. To discuss and decide the quality initiatives planned by the departments/Sections for the forthcoming semester.
3. To discuss strategies for implementing future plans of action for imparting education using online platforms for the year 2020-21.
4. To discuss and decide the future plan of action with regard to Academic, Research and Student Development.
5. Any other point with permission of chair.

Welcome to all the members present:

The meeting began by the Principal, Dr. B. K. Mishra welcoming all to the IQAC meeting. All the members introduced themselves. The Principal started 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.	Dr. S. M. Ganechari	Principal-TPoly
4.	Mr. Neeraj Yadav	Alumni
5.	Dr. Yesha Mehta	IQAC Coordinator, TIMSR

Sr.No	Name of Internals	Designation
1.	Dr. B. K. Mishra - Principal	Chairperson
2.	Dr. R. R. Sedamkar	Director of the IQAC
3.	Dr. PayelSaha	IQAC coordinator
4.	Dr. Deven Shah	Vice Principal
5.	Mr. V.N. Dutta	TEG Advisor

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6.	Dr. Kamal Shah	Dean (R&D)
7.	Dr. Lochan Jolly	Dean (SSW)
8.	Dr. Sanjay Kumar	Faculty Member
9.	Dr. Vinitkumar Dongre	Faculty Member
10.	Mr. Vikas Kaul	Faculty Member
11.	Dr. Sheetal Rathi	Faculty Member
12.	Dr. Sandhya Save	Faculty Member
13.	Dr. Siddesh Siddappa	Faculty Member
14.	Dr. Seema Jagtap	Faculty Member
15.	Dr. Vivek Mishra	Faculty Member
16.	Ms. Poorva Waigankar	IQAC Member
17.	Mr. Vimal Gosar	IQAC Member
18.	Ms. Purnima Chandrasekar	IQAC Member
19.	Ms. Ashwini Shanbhag	IQAC Member
20.	Ms. Vandana Munde	IQAC Member
21.	Ms. Shweta Sureshkumar	IQAC Member
22.	Dr. Rekha Sharma	IQAC Member
23.	Mrs. Vidyadhari R. Singh	IQAC Member
24.	Mr. Adit Rathi	Student Member (COMP)
25.	Mr. Divyam Chaudhary	Student Member (IT)
26.	Ms. Ruchi Bhogate	Student Member (ELEX)
27.	Mr. Prathamesh Tendulkar	Student Member (E&TC)
29.	Mr. Vikram Mondal	Student Member (CIVIL)
30.	Ms. Shambhavi Joshi	Student Member (ES&H)
31.	Mr. Uday Waskar	Administrative member
32.	Mr. Shailesh Chavan	Administrative member

Dr. B. K. Mishra started by saying that this meeting coincides with the last day of the academic year 2019-20 and due to the current pandemic and with the 'Work from Home' setting has resulted in conducting this meeting over video-conferencing platform. Some of the salient points that he highlighted were:

1. The second half of academic year 2019-20 was conducted partially in physical mode and partially in virtual mode
2. The teaching-learning process in virtual mode included online lectures, doubt-clearing sessions, term work submissions and conduct of practical and oral examinations
3. In-house internship across various departments was conducted in the last two weeks of May
4. The month of June started with online technical festival and two weeks faculty development program which was followed by TCET webinar series "Holistic development during Pandemic 2020: A fight for Future" that has covered varied topics under engineering education, placement, recent trends in technologies and STEM
5. An online parents' teachers meeting was also conducted on 28-6-2020 in which our Principal, Dr. B. K. Mishra addressed all attending parents on the initiatives taken

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during lockdown and otherwise and a brief roadmap of the next academic year 2020-21 viz. conduct of Research-based Learning activities, Enhanced Skills Development (ESD) activities, Activity-based Learning activities and final year students project initiation.

6. TCET will continue to work in online mode until further notice from the State Government with online teaching starting full-fledged from 3ʳᵈ August,2020

The meeting was then taken forward by Dr. R. R. Sedamkar. He requested Dr. Payel Saha to display the agenda of the meeting for the knowledge of the attending members and enquired from all present whether the minutes of the previous meeting was read and whether it could be passed. On getting a green signal to pass the minutes of the previous meeting, Dr. R. R. Sedamkar requested Dr. Payel Saha, as is the practice, to start the current meeting with a small presentation that summarizes the work done in the last six months including lockdown period.

Dr. Payel Saha guided all present through her presentation, the important points being covered as follows:

1. Online mode of teaching-learning process during pandemic
2. Innovative ways for evaluation and assessment
3. Doubt solving session
4. Activities conducted beyond curriculum

After the presentation, the meeting proceeded towards the discussion of the agenda points which were as follows:

Agenda	Details
1	**To discuss and adopt the initiatives taken by the college for delivering TLP through online Mode during lockdown period** **Points Discussed:** • As per this agenda, maximum points were already covered by Dr. B. K. Mishra in his initial address to all and by Dr. Payel Saha through her presentation. • Dr. R. R. Sedamkar then opened the forum for discussion on Agenda 1 and requested all especially the external and student members to give their suggestions. • Mr. Sharad Tiwari said that he appreciated how in spite of the difficult scenario that the pandemic has posed on the daily lives of people, TCET continued with its academic activities in a 'Work from Home' setting. • Dr. Ganechari appreciated the efforts put by TCET in the teaching-learning process and further suggested that for the next academic year, faculty members should be completing 20% of e-content and make it available online. • Dr. R. R. Sedamkar then encouraged the student members to speak up and give their valuable insights.

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- Mr. Adit Rathi appreciated and said that he was highly satisfied in the manner with which exams, online sessions, higher studies related sessions were smoothly conducted.
- Mr. Prathamesh Tendulkar was thankful to the faculty members for the smooth conduct of practical sessions. He was appreciative of the approachable nature of the faculty members and he also mentioned the encouraging initiative taken by TCET in providing free access to various Coursera courses. He also appreciated the webinar series organized by TCET.
- Mr. Divyam Choudhary applauded the various departments for keeping the students mentally engaged. He also appreciated the initiative of Coursera courses being offered to students and mentioned how one of his classmates completed 19 Coursera courses in the process.
- Ms. Ruchi was highly impressed with the manner in which several activities were conducted in online mode and was looking forward to more such activities in the upcoming academic year.
- With FE, SE and TE results being declared, Ms. Shambhavi Joshi said that students were satisfied with the pointers they achieved; however, some students were wondering how the marking system was done.
- Mr. V. N. Datta joined in late, therefore, Dr. R. R. Sedamkar briefed him about the proceedings in his absence.

Agenda	Details
2	**To discuss and decide the quality initiatives planned by the departments/Sections for the forthcoming semester** **Points Discussed:** • Dr. R. R. Sedamkar highlighted how academic year 2020-21 will be spear-headed with new Heads of Departments across UG, PG and PhD • Dr. Kamal Shah informed all that as far R&D activities are concerned, from 1st July,2020 Research-based Learning (RBL) activities will start. She mentioned that all activities will be mapped with the department POs and evaluation will be done towards direct CO attainment which is one of the data required by NBA. Case studies, role play etc. are some activities that will be conducted under RBL. Remaining routine activities like research grants, consultancy etc. will go on as usual. • Dr. Lochan Jolly informed all present that all faculty members have made their individual websites that have been linked with faculty profile in college website. Activity-based Learning activities will begin and activities other than academics this time have been planned mostly after college or on Saturdays in online mode. • Dr. Seema Jagtap said that in Civil department all teaching members have

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been informed to make their learning resources ready by 10th July. Department staff will be preoccupied with RBL activities, BE projects etc.

- Dr. Siddhesh Siddapa gave a brief presentation on the initiatives taken by the Mechanical department and said that in the upcoming semester, certain subjects may require faculty members physical presence in college for conduction of certain practical as not all subjects can be taken in software mode during lockdown period

- Dr. Bijith Markarkandy said that in IT department, initiatives that will be undertaken includes, inviting industry experts and academicians from other institutes for guest lectures and putting together a repository of ppts' and videos as sources of e-content for the students

- Dr. Sunita Pachori highlighted the STEM2 initiative taken up by the E&SH department for 10th, 11th and 12th pass students, the programme of which will be launched from 6th-10th July. She also mentioned that faculty members have started working on the e-content material.

- Dr. Harshali Patil said that the focus of Computer department will be on disseminating e-learning resources. She said that the department will also focus on increasing number of research publications and work on gaining more consultancy projects this academic year. The department will also interact with industry experts for mentoring the BE students.

- Dr. Payel Saha said that the department of E&TC will focus on completing all pending activities on time and also focus on strengthening the problem statements of projects undertaken by students as well as involve industry experts in knowledge sharing activities. She also mentioned that she will encourage her faculty members to publish books.

- Dr. Sanjay Kumar highlighted that during the lockdown all practical and oral exams were conducted smoothly in online mode while BE project examination was evaluated by industry experts. He also mentioned that the result generation in online mode happened much quicker than usual with smooth coordination between different departments

- Dr. Sheetal Rathi said that her focus for the PG Computer program will be to motivate the second year ME students to complete their projects on time and encourage first year students to complete internship as per curriculum requirements.

- Dr. Kamal Shah said that her focus for the PG IT program will be on improving the PG admissions. Her thought process was seconded by Dr. Lochan Jolly as she doesn't wish to see PG E&TC seats going vacant this year

- Dr. R. R. Sedamkar firstly informed all that his role as Dean Academics is dissolved and that he will be taking a new role of HOD, PhD programs. He mentioned that his focus for the PhD students will be to encourage them to complete their work as early as possible and enable online monitoring of PhD presentations

- Dr. R. R. Sedamkar also mentioned that he has proposed some activities one of which is a national level quiz that will increase the branding of the institute

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and a panel discussion of invited members of various cadres that will discuss on the transition from offline to online mode of teaching-learning process.

- Dr. Rekha Sharma highlighted an activity named 'Idea Generation' that was conducted by her and few teaching members of computer department in which SE students participated. The outcomes of this activity included research papers, articles, research-based projects from the participating SE students.

- Mr. V. N. Datta mentioned that having gone through the NAAC-IQAC manual, he felt that the IQAC should focus on enabling uniformity of data retrieved from different departments which will easily help in capturing the performance of the institute on quarterly basis.

- Dr. Deven Shah seconded the opinion of Mr. V. N. Datta by saying that departments across the institute are struggling to maintain the uniformity of data that is collected as observed in this one year of autonomy. He said that some of the areas where uniformity needs to be checked are in time-tables, subject schemes, ABL activities to name a few. All of this can only be achieved, according to him, if IQAC brings about some benchmarking. He also mentioned that he is highly appreciative of the collective efforts put forth by the existing Heads of all Departments and congratulated them for their tenure as it was under the current leadership that TCET achieved several merits like autonomy, NIRF ranking, NAAC accreditation etc.

- Dr. R. R. Sedamkar introduced to everyone the new MR, Dr. Rajesh Bansode from academic year 2020-2021. In reply to his introduction, Dr. Rajesh Bansode said as the new MR, he will aim to ensure that uniformity is brought across all departments.

- Mr. V. N. Datta congratulated Dr. Payel Saha on her new role and also appreciated the work she did as an MR. He made an observation that data on outreach programs and stakeholder feedback is lacking from the reports submitted by Deans and HoDs and he therefore suggested to Dr. Rajesh Bansode to focus on improving the same. He has also suggested taking transparent feedback through surveys from students about their satisfaction in the manner that teaching-learning process has been conducted in online mode.

- In reply to the suggestions of Mr. V. N. Datta regarding stakeholders' feedback, Dr. B. K. Mishra said that feedback as per NAAC requirements are integrated with the ERP system from which data can be extracted accordingly. He also mentioned that after any activity is conducted feedback needs to be taken on immediate basis in order to avoid any kind of bias. He said that feedback can be taken through other platforms too like social media, whose analysis can also be done. He said that some kind of impact studies can help in drawing certain logical conclusions.

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Agenda	Details
3	**To discuss strategies for implementing future plans of action for imparting education using online platforms for the year 2020-21** **Points Discussed:** Few of the inputs given by the attending members included: • Mr. V. N. Datta advised that suggestions to improve teaching learning process should be taken from the departments instead of the IQAC deciding on the benchmarks for the same • Mr. Neeraj Yadav suggested especially for E&TC students, to undertake projects that can be implemented using simulators • Mr. Sharad Tiwari suggested that a logical cut-off time needs to be decided upon by the higher authorities for all its staff members which will ensure a fixed start and end time during the lockdown period. He also suggested that since faculty members are involved in a lot of online activities involving students, they need to be compensated for their bandwidth consumption. He also suggested to the senior members that faculty members need to be encouraged to have a healthy work-life balance. He also felt that students may miss the environment created during industry internships as a result of this lockdown to which Dr. Sandhya Save highlighted how in the department of Electronics, a tie-up with industry was made and students were able to do their industry internship though remotely. • Dr. Radha Shrinivas was of the opinion that all faculty members should update their individual faculty profile with links rather long documents. She was also of the opinion that as far as the existing mentor-mentee system is concerned, hands on training needs to be given in some form to passing out students and for the next academic year, planning should be done well in advance and most importantly key focus areas to improve upon in research and industry-institute interaction • Dr. Vivek Mishra suggested that engaging students in online-mode needs a flexible timetable what with faculty members engaging students for 2-3 hours and the remaining few hours are devoted for self-learning in this lockdown period. • Mr. Divyam Choudhary seconded Dr. Vivek Mishra's opinion by suggesting that a flexible timetable will be highly helpful and instead of live lectures, provision of recorded lectures to students will be more preferable. When Dr. R. R. Sedamkar enquired how many hours of online teaching would be suitable for students, Mr. Divyam said that not more that 10-15 hours per week should be planned in online mode.

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Agenda	Details
4	**To discuss and decide the future plan of action with regard to Academic, Research and Student Development** **Points Discussed:** • As similar points were already covered in Agenda 3, Dr. R. R. Sedamkar enquired from the faculty members present if anybody would like to add a new point. • Mr. Vimal Gosar suggested that depending on the nature of the subject i.e. analytical or theoretical, number of online teaching hours needs to be framed • Ms. Poorva Waingankar said that for her portfolio, conducting activities online may be slightly difficult, therefore she may have to think of ways of conducting the same. • Dr. Bijith Markarkandy observed that one of the trends observed among students opting for coursera courses is that they start a course but may halt it mid-way and therefore there are certain setbacks to these courses too majorly due to mindset of students • Mr. Prathamesh Tendulkar suggested that instead of live online lectures, pre-recorded lectures will be more preferred and one may even upload the lectures in mediums like YouTube so that students from other colleges can also view these lectures that will also help in increasing the visibility of the lectures. • Dr. Rekha Sharma suggested that in online mode of practical conduct, open source software if not available, licensed software availability will be the need of the hour as teachers as well as students are getting their work done from home. She also mentioned that certain subjects that have heavy duty mathematical analysis, provisions of some kind of Pen-Tabs will be of great help.

Agenda	Details
5	**Any other point with permission of chair** **Points Discussed:** • Dr. R. R. Sedamkar with permission from the chair asked all present members if they wished to give any other suggestions. • Dr. Yesha Mehta from TIMSR congratulated all faculty members of TCET and the entire team of TCET for helping her team start with online sessions. She was also thankful to Dr. Vivek Mishra for being of great

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- support. She was of the opinion that being semi-digital immigrants, we as a team could do the best for our students.

- With most of the points already covered, Dr. R. R. Sedamkar gave his concluding remarks by saying that TCET will take appropriate steps in deploy methods as per stakeholders' suggestions and feedback. He also mentioned that efforts will be taken to consolidate the innumerable academic work and prepare relevant documents as per the requirements of the stakeholders.

- Dr. B. K. Mishra in his concluding statements mentioned that there are some lagging areas where improvement is needed specifically in research. He stated that along with internal benchmarking, some form of external benchmarking also needs to be done. He was of the opinion that initiatives like free Coursera courses are being give free now, however, expectations of such courses being offered free for a prolonged period should not increase. He felt that there needs to be a balance between synchronous and asynchronous mode of teaching-learning process as providing students with only recorded lectures and no form of online real-time teaching can hamper the student-faculty interaction. He strongly felt that as the emphasis on online teaching increases, there also needs to be an increase in perseverance, dedication and discipline among students. As for making Pen-tabs available to faculty members, he said that there is a provision of 7-10 such Pen-tabs which can be provided though on rotation as per requirements. As for maintaining proper work-life balance, he felt that academic conduct in this newly found online mode has been framed by following proper guidelines. Lastly, he said that in this period of pandemic, whatever gaps have been identified, suitable scientific methods need to be identified to tackle the same and relevant benchmarks need to be identified. He ended his concluding remarks by encouraging activities like publishing of books, getting more inclined towards research-oriented work as means of increasing the branding of the institution.

The meeting was ended with a vote of thanks by Dr. Payel Saha to all members present.

Sd/-	Sd/-	Sd/-	Sd/-
Prepared By,	**Checked By,**	**Verified By,**	**Approved By,**
Ms. Purnima Chandrasekar **Ms. Vidyadhari Singh**	**Dr. Payel Saha**	**Dr. R.R. Sedamkar**	**Dr. B. K. Mishra**
IQAC Members	**IQAC Co-ordinator**	**IQAC Director**	**IQAC Chairperson**