



Laxmi Singh Charitable Trust's (Regd.)

**THAKUR COLLEGE OF
ENGINEERING & TECHNOLOGY**

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

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 the meeting of IQAC held on 20th January 2018 at 1.00 p.m. in TCET Board Room (First meeting)

Conduct of the Meeting:

The first IQAC Meeting of internal members was conducted on 20th January 2018 at 1.00 pm in TCET Board Room with the following agenda:

1. To brief the Roles and responsibilities of IQAC members
2. To brief Functions of IQAC as expected by NAAC
3. To discuss Quality improvement initiatives which can be undertaken by IQAC
4. Any other point with permission of chair

The following members were present for the meeting:

Sr.No	Particulars	Name
1.	Chairperson: Head of the Institution	Dr.B.K.Mishra- Principal
2.	Director of the IQAC	Dr.R.R.Sedamkar-Dean (Academic)
3.	Member from the Management	Mr.V.N.Datta- Advisor
4.	Faculty coordinator	Ms.Payel Saha-Management Representative
5.	Senior administrative officers:	<ul style="list-style-type: none"> • Dr.Kamal Shah • Dr.Lochan Jolly
6.	Faculty (8 members)	<ul style="list-style-type: none"> • Dr.Sanjay Kumar-Mech • Dr.Vinitkumar Dongre-EXTC • Dr.Rajesh Bansode-IT • Dr.Sheetal Rathi-CMPN • Dr.Sandhya Save-ETRX • Dr.Siddesh Siddappa-Mechanical • Dr.Seema Jagtap-Civil • Dr.Vivek Mishra-H & S
7.	Coordinators	<ul style="list-style-type: none"> • Mr. Vimal Gosar – Mechanical • Ms. Purnima Chandrashekhar – EXTC • Ms. Ashwini Shanbag-Civil • Ms. Nishtha Mathur-IT Administrative • Mr.Uday Waskar • Mr. Shailesh Chavan

Welcome address by Chairperson:

The IQAC Chairperson, Dr. B.K. Mishra, welcomed all committee members and opened the meeting.

Agenda 1 and 3:

The Chairperson addressed agenda 1 and 3. The following points were discussed under these two agenda:

1. He briefed the members about the role of IQAC. He initiated the address by highlighting the importance of IQAC considering NAAC accreditation. He further added that as in NBA, the programme committee and programme assessment committees formed at programme level looks after the programmes success, likewise IQAC committee is formed at the Institute level to look after the NAAC requirements
2. He further encouraged the members by mentioning that the basic NAAC requirement is that the Institute should be ISO certified and TCET is ISO certified since 2005 and is currently ISO 9001:2015 certified.
3. The Chairperson pointed towards the main challenges imposed on the institute as outlined below:
 - a) Research: The research should be in collaboration with Institute-Institute, Industry- Institute which should be beneficial to the society at the end. There should be tie-up with government undertaking laboratories and government initiatives with professional active research. For this the research culture should be inculcated to the extent that at the end of 5 years of span TCET should be visible to the outside world.
 - b) Publication: The NAAC requirement is that the each faculty should publish at least one research paper every year but the Chairperson urged individual faculty to write at least three papers. The technical papers are required to be published at three levels i.e. at least 10 % in reputed Conferences, 40 % in UGC approved journal and remaining paper in international journals which can be done by connecting with other institution. The papers can be written by redefining the topics, enhancing results by resorting to alternate methods, by bringing diversity in the content by adding new research etc.
 - c) Technology Development: faculty and students should work as a team to develop technology which can transform the projects into product which will be usable for the society or corporate world.
 - d) Book Publication: Book publication in the form of text books, reference books, and monographs etc. bearing ISBN number from leading publication house was encouraged.
 - e) Healthy practises: He also stressed on the importance of ethics, healthy practises in the work environment so that all are aware of the challenges and opportunities faced in each activity conducted in the institute. This enhances productivity by enabling the workforce to anticipate future problems.

- f) Unbiased approach: He further mentioned that all departments should adopt a non-biased approach towards performance tracking and every assessment should be done on the basis of facts and figures. The subsequent actions taken should lead to improvement in the performance of individuals instead of victimizing them.
 - g) Quality objectives: The chairperson stated that the output of a Quality education system should match the quality objectives which mean the output is measured against some benchmarks. In turn the benchmarks should be checked for adequacy so the quality objectives need to be reviewed every year and revised every three years.
 - h) Student Portfolio: Portfolios of the students must be preserved by the departments and portfolio updating is included in the academic calendar and some means to increase the attendance of the students must be devised.
4. The Chairperson next directed the meeting to agenda number 2 to be discussed by the Director of IQAC.

Agenda 2:

Following the chairperson, the IQAC Director Dr. R.R. Sedamkar, Dean (Academic) started discussion about agenda 2. The following points were discussed:

1. The Director briefed the members about the constitution of the members in IQAC cell.
2. He also mentioned the functions to be performed by the IQAC cell.
3. He mentioned that as part of further proceeding of the IQAC cell, the quality initiatives identified by the departments can be undertaken.
4. This was followed by a presentation by the IQAC co-ordinator Ms. Payel Saha on the roles and responsibilities of IQAC to ensure NAAC compliance.

Agenda 4:

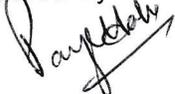
The Chairperson requested all members to present their views on quality improvement initiatives which can be undertaken at individual, department and institute level. The suggestions put forth the following suggestions:

1. Mr. V.N. Dutta spoke about the international recognition of the Institute by using media. He also asked everyone to identify what international organisations are doing in the area of quality education and research.
2. Dr. Kamal Shah, Dean (R&D) said that instead of pursuing multiple activities, one activity can be done at a time, quality results derived out of that and projected on multiple platforms.
3. Dr. Sanjaykumar suggested that publications should be directed more towards unpaid journals of high repute and external funding for the projects should be sought.
4. HOD-CMPN and HOD- Civil discussed about the national and international internship.
5. HOD-Mechanical spoke about the confidence building among the students for undertaking the projects

6. HOD-ETRX presented her observation in the improvement of students' knowledge by designing subject specific /as per subject requirement module wise objective question based tutorials for students which was advised by NBA during their visit.
7. HOD-EXTC emphasized on the importance of improving Laboratory infrastructure and increasing industry collaboration.
8. FE In-charge mentioned that the Teacher-guardian scheme should be strengthened further by taking care of the small pocket of student by each mentor which will lead to the development of the students as a whole.
9. One of the members Mr. Vimal Gosar suggested that every faculty has to set own objective in alignment with Department and Institute quality objectives.
10. The IQAC Director suggested inclusion of Section In-charges in IQAC committee.
11. The Chairperson suggested that the agenda of the IQAC meeting should be as per the agenda of the Governing Council meeting.
12. The actionable points identified are attached as enclosure.

The meeting ended with a vote of thanks to the chair and the members dispersed.

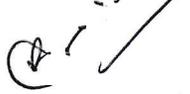
Prepared By



(Payel Saha)

Associate Professor
IQAC co-ordinator

Verified By



(Dr. R.R. Sedamkar)

Dean (Academic)
IQAC Director

Approved By



(Dr. B.K. Mishra)

Principal
Chairperson