THAKUR COLLEGE OF ENGINEERING & TECHNOLOGY

Zagdu Singh Charitable Trust's (Regd.)

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
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• ISO 9001:2015 Certified • Programmes Accredited by National Board of Accreditation (NBA), New Delhi
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Website : www.tcetmumbai.in

Date: 08/10/2020

Minutes of NAAC- IQAC Committee Meeting held on 25th September 2020 at 02.30 pm through zoom online platform

Purpose of the meeting: To approve previous IQAC minutes of the meeting held on 30th June 2020 and discuss the initiatives taken during lockdown period and the quality initiatives to be taken in the academic year 2020-21.

Agenda:

The agenda of the meeting is to discuss the quality initiatives based on the following NAAC criteria:

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 taken to sensitize/promote Research climate in the Institution.
4. To discuss the increase in infrastructure facilities and library facilities as Learning Resources.
5. To discuss Student Support services and its progression offered by the college.
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 2020-21.
10. Any other point with permission of the chair.

The following dignitaries were present for the meeting:

Sr. No	Name of External members	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

Sr. No	Name of Internal members	Designation
1.	Dr. B. K. Mishra - Principal	Chairperson
2.	Dr. R. R. Sedamkar	Director of the IQAC
3.	Dr. Rajesh Bansode	IQAC coordinator
4.	Dr. Deven Shah	Vice Principal
5.	Mr. V.N. Dutta	TEG Advisor
6.	Dr. Kamal Shah	Dean (R&D)
7.	Dr. Lochan Jolly	Dean (SSW)
8.	Dr. Sanjay Kumar	Faculty Member

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9.	Dr. Bijith Marakarakandy	Faculty Member
10.	Dr. Harshali Patil	Faculty Member
11.	Dr. S.C Patil	Faculty Member
12.	Dr. Siddesh Siddappa	Faculty Member
13.	Dr. Seema Jagtap	Faculty Member
14.	Dr. Sunita Pachori	Faculty Member
15.	Ms. Poorva Waigankar	IQAC Member
16.	Mr. Vimal Gosar	IQAC Member
17.	Ms. Purnima Chandrasekar	IQAC Member
18.	Ms. Ashwini Shanbhag	IQAC Member
19.	Ms. Vandana Munde	IQAC Member
20.	Ms. Shweta Sureshkumar	IQAC Member
21.	Dr. Megharani Patil	IQAC Member
22.	Mrs. Vidyadhari R. Singh	IQAC Member
23.	Mr. Jayant Patil	IQAC Member
24.	Mr. Omkar Sawant	Student Member (COMP)
25.	Mr. Jignesh Jain	Student Member (CIVIL)
26.	Mr. Lance D'Silva	Student Member (MECH)
27.	Ms. Agrima Gupta	Student Member (E&TC)
28.	Mr. Jhanavi Shetty	Student Member (IT)
29.	Mr. Omkar Chaudhary	Student Member (ELEX)
30.	Mr. Uday Waskar	Administrative member
31.	Mr. Shailesh Chavan	Administrative member

Welcome to all the members present:

The meeting began by IQAC Director, Dr. R. R. Sedamkar welcoming all to the IQAC meeting and briefed about the agenda of the meeting and handed over to the Principal.

The Principal started briefing about the effective faculty & student engagement during this lockdown. This included Online-Teaching & also various activities that add up to the overall holistic development of the students. The National Academic Calendar of AICTE for Engineering Institutions has been followed.

Principal further shared that syllabus for new courses have been designed & approved by Board of Studies & Academic Council held on 7ᵗʰ September & 10ᵗʰ September 2020 respectively. The new programs includes B.Tech in "Artificial Intelligence & Data Science", "Artificial Intelligence & Machine Learning" & "Internet of Things"

He also informed that the institute is also planning to offer courses under "Second Nomenclature" for which the curriculum has been designed & has been received approval from Board of Studies & Academic Council which was held recently. The proposal for the same is ready & it would be sent to AICTE.

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He informed that during the last week, internal assessment examination has been conducted by scheduling the exam by keeping one subject per day in online mode through zoom & Google classroom platform.

He also explained the pattern being followed for the Online Teaching as 2 hours lecture conduct in the morning followed by 3 hours of Self-Study & 2 hours in the evening for conduct of lab/Evaluations/Formative assessments.

He also highlighted that National Education Policy (NEP) has come into existence & also with it the change in Quality Parameters. In addition to what was done earlier, the current parameters also include promote Holistic Education as well as Multidisciplinary Learning in the form of Major Courses (20%) & few courses (20%) which should be Online. The remaining should be from the Model curriculum as per mandate passed by AICTE.

He said that the Accreditation body would change their evaluation parameters & hence need to work in this direction as per the NEP with Online Teaching Learning Framework should be strengthened. Students should be encouraged to take up the online MOOC's, Courses offered by Swayam-NPTEL which can further strengthen this framework

The meeting was then taken forward by Dr. R. R. Sedamkar. He informed Dr. Rajesh Bansode (IQAC Coordinator) to display the agenda of the meeting for the knowledge of attending members and enquired from all present whether the minutes of the previous meeting was read and whether it could be passed. On getting the approval to pass the minutes of the previous meeting, Dr. R. R. Sedamkar again informed Dr. Rajesh Bansode to start the current meeting with a brief presentation regarding the Quality Initiatives taken by all departments for the period of July to September 2020.

Dr. Rajesh Bansode presented to all members through his presentation, the important points being covered as per the 7 NAAC criteria's:

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

Agenda	Details
1 & 2	**To discuss the Curricular Aspects of the Academic programs and suggest improvements.** **To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation.** **Points Discussed:** • Mr. V.N.Dutta inquired that IQAC being a body to bring out the measurement of quality in each process, it has to look at how the feedback is given back to the regulatory bodies like academic council to improve the NAAC Criteria's, etc.

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- Dr. Bijith Marakarakandy said that Resource books are checked for plagiarism. Videos are being created by faculty using software and hardware by learning from teachers of Unacademy, Byjus etc. Virtual labs have been identified for the effective conduction of lab in online mode. Courses from Coursera have been identified & students are encouraged to enroll for their benefit. After every lecture, last 10 minutes are given for student's interaction which has created a lot of interest among students.

- Dr. B.K Mishra pointed out that College of Engineering Pune remotely have launched vitrual labs which can also be explored for benefit of our students.

- Dr. S. M. Ganechari said they have a full-fledged virtual lab. They have offered to use it as a benefit to both institutes.

- Dr. Harshali Patil said that "Employability Skill Development (ESD)" and "Holistic Student Development (HSD)" is added in the revised scheme and syllabus for BE program as well as in the new scheme of "Artificial Intelligence & Data Science (AI/DS)", "Multimedia Systems". Using Google Classroom and Microsoft Teams for online e-content. Formative Assessment has been made a part of every lecture.

- Dr. SC Patil said that Preparation of PPTs and videos, test and quiz related questions are added as a part of e-content for online teaching. Virtual Labs for various subjects have been identified. B.Tech. in IOT course has been started. TEDx activity is continued. Research Based Learning (RBL) & Activity Based Learning (ABL) have been completed.

- Dr. Siddesh Siddappa said that ABL, PBL, RBL and ESD has been successfully conducted. He informed that faculty members have started using E-learning platform for teaching learning process. Online FDPs were organized & attended by faculty members. They have also undergone training in various software as well.

- Dr. Seema Jagtap Structured guided material created and shared to students through online platforms. NPTEL courses for students. Continuous interaction with class in charge and mentor is done for guidance. Virtual Labs have been used.

- Student members also shared their inputs with respect to above agenda which as mentioned below:

- Ms. Agrima Gupta, Student Member (E&TC) said that for all subjects, every student should be able to make use of the software & virtual platform for the conduction of labs.

- Mr. Omkar Chaudhary, Student Member (ELEX) said that the paid version of software must be used in labs because student versions do not have all the tools required.

- Ms. Jhanvi Shetty, Student Member (IT) said that majority of students do not have high end laptops/PCs so installing using software is difficult as many of the software need higher configuration of systems.

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- Mr. VN Dutta, suggested that there should be a system where all these practices can be discussed so everyone can take advantage.
- Dr. R.R. Sedamkar informed that IQAC cell has organized a session where every department have shared their Best Practices with all faculty members.
- Mr. VN Dutta inquired about the pace of learning in online mode with respect to Offline mode
- In reply, Dr. R.R.Sedamkar informed that a questionnaire has been designed for students satisfaction survey form with IQAC members support to get their suggestions, feedback to improve online teaching during currents semester.
- Dr. Radha Shrinivas appreciated all the efforts taken by all for the effective implementation of online teaching learning process.

Agenda	Details
3	**To discuss the initiatives taken to sensitize/promote Research climate in the Institution.** **Points Discussed:** - Dr. Kamal Shah shared an elaborate presentation about the new RBL scheme which has been initiated with an objective to help students to implement their Idea for next 2 years which begins from semester V and ends at semester VIII which will be converted into a product or a process gaining more maturity in their idea. In her presentation she shared a detailed structure of the evaluation Rubrics are developed for all the 6 activities. Feedback & Suggestions has been taken for each session for identifying areas of improvement. - Apart from this, she also informed that regular activities like receiving of grants have been continued. - Mr. VN Dutta suggested that at the stage of idea generation, expert lectures and seminars needs to be conducted for guiding the students. He also enquired regarding the financial support provided to them. - To which, Dr. Kamal Shah replied that Component Library is developed where students can use it for their benefit. Hobby Club also provides financial support. Industries are also approached for the same to receive funding in the form of Consultancy. - Ms. Agrima Gupta, Student Member (E&TC) asked if Multicon-w platform can be used for featuring their work - To which, Dr. Kamal Shah said yes & also added that Research Paper Writing Activity is already conducted under RBL & the students are also trained well for the same.

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Agenda	Details
4, 5, 6 & 9	**To discuss the increase in infrastructure facilities and library facilities as Learning Resources.** **To discuss Student Support services and its progression offered by the college.** **To discuss improvement strategies adopted by the Institution for Academic and Infrastructure developments (Governance, Leadership and Management)** **To discuss strategies for implementing future plans of action for the year 2020-21.** **Points Discussed:** • Dr. Lochan Jolly, Dean (SSW) said that continuous support is provided to students through Mentors. Internship is also carried out even in online form. Student Exchange program now has a dedicated team to work for workshop, poster presentations, etc. Multiple colleges are participating through which diversity can be obtained. Online counselling and career guidance are also done. • Dr. B.K. Mishra addressed Agenda 4 by saying that complete revamping is done as far as infrastructure is concerned. Washrooms are ready in A-Wing. All classrooms will be on 5th to 7th floor. New infrastructure will be able to support around 5000 students. According to NEP, diversity will be in focus with integrated programs for multidisciplinary learning. Major and minor courses will be offered as well as vocational courses. Flexibility will also be there for gaining credits from various courses. In regard to Agenda 5, the Final Year and ATKT exams are going to be conducted as per the guidelines from government. Results are planned to be declared by 20th October to support the students to complete their process of joining their placements.

Agenda	Details
7	**To discuss the innovations introduced during this academic year which have created a positive impact on the functioning of the Institution.**

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Points Discussed:

- Mrs. Kalawati Pail said that all resources are made available in online form which is an innovative practice in pandemic time.
- Dr. Bijith Marakarakandy said that industry people can be invited to conduct sessions to provide industry insights.
- Dr. Harshali Patil said that hand-holding with industry for Projects can be done to get consultancy.
- Dr. Siddesh Siddappa said that as it is not possible to use hardware or related experiments cannot be performed due to this lockdown. Hence virtual demonstration of use of machines can be done.
- Dr. Seema Jagtap said that students can be made aware about recent trends with the help of webinars and get in touch with over the globe to get that.
- Dr. Sunita Pachori said that Curriculum Enrichment is done by E-content along with Videos and PPTs. Virtual Labs also have been identified.
- Dr. Sanjay Kumar said that Examinations are conducted on online mode. Barcode and Hologram have been introduced on grade cards.
- Dr. B.K. Mishra said that innovation must be focused with the problems identified in functioning of the institute. From last year onwards, all the details including the write-ups were linked with the objectives. There are 3 levels of objectives that can be identified. The first one being the Functional Area of the Experiment, The second one being Secondary Parameters that can be Derived & the third one being Application Oriented.
- He further added that this will improve the theoretical understanding and will develop holistic learning with theory. Formative assessment in online mode will help to map the theory learnt in classrooms which will be in the form of Integrated System-Based Approach.
  Project can be divided in 6 modules so after every module, $1/6^{th}$ part of the project will be completed with outcome from each phase. In Program Elective Subject which was successfully implemented through mathematics webinar. Synergy in Faculty and student work environment should be created for active participation in project work to come at par with the leading institutes and hence improve IPR and Publications. This will avoid repetition of content which can be done through 30% changes in content every year.
- Dr. Radha Shrinivas also said that as Language is done only in Humanities, with pandemic needs, it can be extended further.
- To which, Dr. B.K. Mishra Engineering informed that courses can be taught in local language as per NEP. 3 languages must be known, Local, National (Hindi) and International (English).

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Agenda	Details
8	**To discuss the action taken by the departments on the actionable points identified in the previous meeting.** **Points Discussed:** • Dr. R.R.Sedamkar asked all HODs to share the Action Taken Report in the December meeting with proper outcomes.

Agenda	Details
10	**Any other point with permission of the chair.** **Points Discussed:** • Dr. R.R.Sedamkar informed that filling up of AQAR A.Y 2019-20 is the main focus & also prepare for the next NAAC cycle with autonomy in picture. • Mr. V.N Dutta said that TPO shall be able to convey the impact of Autonomy in the T&P and hence TPO should be also a part of this IQAC meeting hereafter in subsequent meetings. • Mr. Sharad Tiwari said that since faculty members have started resuming work from college, it is necessary to take proper care during this pandemic situation. • To which, Dr. R.R.Sedamkar said that Precautionary measures have been taken & proper sanitization is done regularly on daily basis to ensure the safety of the faculty & staff members. • He concluded the meeting by extending thanks to all & for providing their valuable inputs.

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

Sd/-	Sd/-	Sd/-	Sd/-
Prepared By	**Checked By**	**Verified By**	**Approved By**
Ms. Vidyadhari Singh			
Mr. Vimal Gosar	**Dr. Rajesh Bansode**	**Dr. R.R. Sedamkar**	**Dr. B. K. Mishra**
IQAC Members	**IQAC Co-ordinater**	**IQAC Director**	**IQAC Chairperson**