



Lajlu Singh Charitable Trusts (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**

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ISO 9001:2015 Certified

*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)

Internal Quality Assurance Committee

18 April 2018

Minutes of NAAC - IQAC Committee Meeting in TCET Board Room on 2 April 2018

Conduct of the Meeting:

First Meeting of NAAC-IQAC Committee Meeting held on 2/4/18 at TCET Board Room at 4.30 p.m.

Members present:

The members were present in the meeting are 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
3.	Dr. Payel Saha	Coordinator
4.	Dr. Deven Shah	Senior administrative officer
5.	Dr. Kamal Shah	Senior administrative officer
6.	Dr. Lochan Jolly	Senior administrative officer
7.	Dr.Sanjay Kumar	Faculty
8.	Dr.Vinitkumar Dongre	Faculty
9.	Dr.Rajesh Bansode	Faculty
10.	Dr.Sheetal Rathi	Faculty
11.	Dr.Sandhya Save	Faculty
12.	Dr.Siddesh Siddappa	Faculty
13.	Dr.Seema Jagtap	Faculty
14.	Dr.Vivek Mishra	Faculty
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.	Mr.Pramod Singh	Administrative member
20.	Mr.Sanjay Rawat	Administrative member

21.	Mr.Uday Waskar	Administrative member
22.	Mr. Shailesh Chavan	Administrative member

B. External Members

Sr. No.	Name of the Attendees	Designation
1.	Dr.Vivek Bhartiya	Local Society Member - TCS
2.	Dr. Radha Shreenivas	Stakeholder(IQAC Co-ordinator,University of Mumbai)
3.	Dr. S.M.Ganechari	Employer – Principal, Tpoly
4.	Mr. Shubham Vishwakarma	Student member
5.	Mr. Akshay Prabhu	Student member
6.	Ms. Reena Yadav	Alumni

Absentees: Leave of absence is granted to members: Mr. V. N. Datta, Mr. Pramod Singh, Mr. Sanjay Rawat, Dr. Chaitaly Chakraborty, Mr. Sanjay Sinha, Mr. C.A. Anto, Mr. Sharad Gupta, Mr. Vikas Singh, Mr. Manavendra Singh

Agenda Points:

1. To discuss the Curricular Aspects of the academic programs and suggest improvements
2. To discuss the innovative processes adopted by the Institute in Teaching, Learning and Evaluation
3. To discuss the initiatives of IQAC in sensitizing and promoting Research culture in the Institute
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 Institute 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 Institute
8. Any other points with permission of the chair

Points discussed:

The meeting was started by welcoming all the members by Principal, Dr. B. K. Mishra. He mentioned that representatives from all types of stakeholders should be called so as to get a variety of inputs to improve the system. This is possible only through interactions which can be done in meetings. NAAC committee should be pro-active in understanding the requirements and a meeting should be organized at regular intervals. The minutes of the meeting can be displayed timely on the public domain i.e. on the institute website.

Further, Principal informed that the agenda has been prepared on the basis of NAAC Criteria wise Quality Initiatives. He informed the members about the roles and responsibilities of the committee as: Dr. R. R. Sedamkar, Dean (Academic) is the IQAC Director, Dr. Payel Saha, IQAC Co-ordinator & Principal is IQAC Chairperson.

Principal requested Dr. Payel Saha to brief about the meeting agenda:

Dr. Payel Saha welcomed all the members and discussed the following points:

Agenda No: 1: Members were briefed about the Pre-requisites and Advanced Bridge Courses which were offered through E-Learning Platforms like NPTEL, Coursera, Udacity etc., TBL Bridge courses – Basic bridge course for S.E., Industry oriented bridge courses for T.E., Research oriented bridge courses for B.E. as a part of NAAC Quality Education. Along with this, design based experiments; mini projects, case study etc. are included in the list of experiments for practical sessions.

Agenda No: 2: Dr. Payel Saha has explained the innovative practices adopted by the institute in Teaching, Learning and Evaluation. These practices are uniformly conducted by all departments of the institute which includes 1 week foundation programme and tutorial/ remedial classes for low-profile students, quality initiatives which are adopted by all faculty members with respect to classroom teaching, laboratory conduct and project implementation and promotion of UG level research. Furthermore, quality initiatives are adopted by Head of Department for enhancing classroom teaching, internship, certifications and all-round student development.

Agenda No: 3: The institute has established Research Centers for Ph.D. programs in CMPN and IT departments and IQAC should ensure to sensitize and promote Research culture in the Institute. Therefore, IQAC should focus on enhancing UG level research through Quality projects of national/ industry/ society relevance, promotion of publication by all B.E. students, identification of quality journals by all departments as per domains, promoting students to go for Hackathon and other project competitions and consultancy services offered by various departments.

Agenda No. 4: In order to provide more space to students for learning, institute has created Seminar Hall I on fourth floor for holding seminars for students. Also, the reading room has been added with 148 seating capacity as a library infrastructure to accommodate more students along with 380 new baggage cupboards.

Agenda No. 5: It has also been informed that Examination section has created CAP centre for evaluating Internal Assessment Test Papers as a quality initiative. As a part of student support services, Higher Education and Online Certification Cell (HOC) and Training and Placement Cell (T&P) offers certification courses, Training and Placement activities, Alumni-connect program etc. to the students.

Agenda No. 6: Members were also updated about the Activity Heads and their responsibilities which have been given to six senior faculty members for beyond curriculum/ holistic

development of students. In this regard, the scheme of Holistic Student Development was forwarded to all departments by Dean Academic on 14 December 2014 and also the sample evaluation sheet was shared. Additionally, the institute has appointed Vice Principal for smooth functioning of administration, upgraded ISO Certification to QMS 9001:2015 standard, etc. These are certain steps followed by the Institute for Academic and Infrastructure developments (Governance, Leadership and Management).

Agenda No. 7: Details of certifications and accolades conferred to the institute have been informed. The institute is ISO certified since 2005 and recently has been certified for ISO 9001:2015 (QMS) and it is also NAAC and NBA accredited.

In addition to this, Principal has also emphasized on institute's alignment to quality assurance and accreditation committees by taking into account the feedback, suggestions and guidelines given by NAAC committee during their visit. The institute has to apply for self assessment report in next six months, so these updates need to be incorporated to keep the NAAC accreditation status continued. As the NBA findings are similar to the NAAC findings, the institute is trying to prepare a consolidated model which will include NBA, NAAC, NIRF, AICTE-CII survey etc.

Dean Academic, Dr. R. R. Sedamkar added a few more points by highlighting Holistic Student Development scheme which is now deployed in all departments by putting emphasis on value added programs, project based learning and bridge courses. This progress is recorded on both fronts i.e. student evaluation sheet as well as data measurement parameter as per the system requirements.

He also mentioned about some of the initiatives undertaken at various levels viz:

1. Faculty initiatives: All faculty members were asked to identify 3 quality initiatives practiced at their levels.
2. Department/Section initiatives: Departments were asked to identify best and innovative practices and deploy 10 - 12 important ones in the next 90 days.

He has emphasized on engaging the students fruitfully which can be done through proper orientation and engagement. The Holistic Student Development aims at meeting the requirements of industry and learns values for lifelong learning. Students need to focus on 12 Graduate Attributes to build the expectation of industry, set higher standards for learning, acquiring basic skills, solving identified problems etc. To ensure the effectiveness of this, he has brainstormed the students to go beyond curriculum enrichment and informed all the departments to sensitize and take up the things seriously.

Dr. Vivek Bhartiya enquired about the students' awareness of Graduate Attributes. To this, Dr. R. R. Sedamkar informed about the orientation of students regarding Graduate Attributes and display of the same. A serious concern from students as well as faculty members is required in this matter. For curriculum enrichment and overall development, the distribution is: 60% is for knowledge, 20% is for skill and 20% for holistic development. The same can be strengthened through bridge courses and other activities. Because of weekly constraint of time (30-34 hrs per

week), they do not get much time therefore readjustment and realignment of system is required so that they can take up the activities.

He has also informed that faculty members should be encouraged to start assessing the students on academic and holistic development i.e. Curriculum enrichment, e-learning, build technical skills, research, projects etc. Every student has to align with the vision statement of the department to fulfill the institute vision and mission. Adding to this, he mentioned that he has brainstormed the third year students to take projects as passion and not as compliance of semester. He emphasized on curriculum enrichment which is required to be followed as the institute does not have autonomy. Faculty members are also brainstormed to do their regular teaching learning and UG level research coupled with innovative ideas which they would like to bring in the department. He shared that 90 innovative ideas were received from all the departments and 10 innovative ideas have been adopted.

HODs were asked to implement the quality initiatives at department level. At individual level also, faculty members have been asked to come up with their ideas. To understand and evaluate the same, they are asked to prepare presentation for Semester Review meeting about the activities carried out during the semester, the impact of the same and scope for improvement. Student program and support services are done under 4 sections: Examination Cell, Training and Placement Cell, HOC cell and Library etc. Every section has come up with a few ideas which need to be strengthened for holistic student development.

Views/ Suggestions:

During the discussions, following suggestions were put forward by various members of IQAC committee by keeping in mind the changing scenario of engineering education:

1. From engineering point of view, project should be given from SE onwards. Pilot projects have been incorporated in the institute to understand the impact.
2. The representative from PG students, Ms Reena has ensured the effective utilization of R & D Cell for doing research. It is very helpful for students that they are provided research facilities and granted permission to work on their interests.
3. More practice sessions can be incorporated in Teaching and Learning Process. FE students can be encouraged and guided about the engineering course and how to go about in next three years. Practice sessions need to be conducted for which zero hours can be used, any holiday or working Saturday.
4. Mumbai University IQAC Co-ordinator, Dr. Radha S. informed that the engineering syllabus is framed for 15 weeks but there is a lot of ambiguity in the credits assigned for odd semester and even semester. Principal mentioned that to remove this ambiguity, AICTE has developed a model syllabus which will be adopted by UOM also.
5. Semester End evaluation is regularly done for Second and Third Year but there is a major concern for UOM exam. As the students are assessed weekly during the lab work, similarly viva can be conducted by faculty on weekly basis. Regular and continuous

assessment and evaluation need to be done to validate and guide students as per requirements.


6. Online assessment can be done in classroom. Rubrics for assessment can be sent to every student through wi-fi. Multiple Choice Questions can be given with 4 options and students can be assessed immediately.
7. Faculty members need to focus on interaction with students, their placement and how they can benefit from the course.
8. More bridge courses need to be identified and conducted to address the gaps between curricula and industry requirements. Internship for all students is another challenge for the institute.
9. Faculty members should focus on Final year students' attendance and enough weightage should be given to attendance so that learning will be enhanced.
10. Interdisciplinary courses also need to be emphasized.
11. Faculty should strengthen their skills and improve delivery level, use their experience and acquire awareness of technology used in outside world.
12. Institute should have an alignment with industry related projects such as health care.
13. The institute should look for increasing the number of Centre of Excellence, enhancing laboratory facilities, incubation centers to bring more focus on research and development & solving real time problems.
14. There is a need to make provisions for six months internship and summer fellowship of six weeks.
15. Participation from faculty can be enhanced in seminars, conferences etc. organized at national and international level organized in-house or outside. They can publish technical/ research papers in the same.
16. For Research & Development, focus should be given to purchase latest equipments which are of R & D relevance. Institute has already purchased Network Analyzer which is application based and similar purchases can be done to strengthen R&D.
17. Small Scale industries need to be identified for projects. Confidence needs to be built amongst the students.
18. Outhouse projects need to be organized for faculty and students.
19. Online books access, e-books from Safari can be subscribed to cover the topics in and beyond syllabus.
20. Institute level outreach programs should be further strengthened.
21. IQAC should strengthen monthly check of the regular activities to evaluate faculty wise, department wise, and institute wise performance.
22. Help desk can be put up for guiding students at the time of examination.
23. Teacher guardian scheme needs to be strengthened.

Actionable Points:

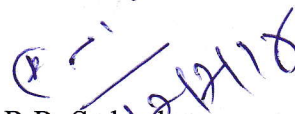
1. To bring R&D culture in the institute amongst students by allotting projects from second year onwards and amongst staff by increasing research publications in peer reviewed journals, e-journals, conference proceedings etc. at international and national levels.

2. To provide research lab facilities for students with extended working hours.
3. To increase the number of outhouse projects in Industry for final year students.
4. To increase number of internship/summer fellowship done by students during vacation/non-instructional period.
5. To conduct tests at regular intervals to find the level of learning of the students.
6. To identify bridge courses relevant to the domains and industry requirements.
7. To encourage faculty to acquire awareness of technology used in outside world through refresher courses, UGC approved faculty Improvement programs, HRD programs, summer/winter schools etc.
8. To facilitate technology upgradation through ICT.
9. To promote various welfare schemes for students and staff.
10. To support society by conducting outreach program.


Prepared by


Dr. Payel Saha
IQAC Co-ordinator

Checked by


Dr. R.R. Sedankar
IQAC Director

Approved by


Dr. B.K. Mishra
IQAC Chairperson