

Meeting of Internal Quality Assurance Cell

Conduct of the Meeting:

The Meeting of IQAC of Thakur College of Science & Commerce was held on 22nd March 2025 at 4:00 p.m. in the virtual mode.

Members present:

A. Internal Members

Sr. No.	Name of the Attendees	Designation
1	Dr. C. T. Chakraborty (Principal)	Chairperson
2	Dr. S. K. Singh	IQAC Coordinator
3	Dr. Parul Singhal	Teacher Representative
4	Dr. Vijay Jadhav	Teacher Representative
5	Dr. Gitesh Padhye	Teacher Representative
6	Dr. Aparna Deshmukh	Teacher Representative
7	Dr. Nishikant Jha	Teacher Representative
8	Dr. S. D. Ajagekar	Teacher Representative
09	Dr. Vinit Vaidya	Teacher Representative
10	Mr. Uday Rane	Administrative Officer
11	Mr. Akshay Gawande	Co-opted Member

B. External Members:

Sr. No.	Name of the Attendees	Designation
1	Dr. Moushumi Datta	Academic Expert
2	Dr. Ramesh Yamgar	Academic Expert
3	Mr. Vijay Bagul	Nominee from the Industry
4	Mr. Tarik Sheth	Nominee from the Industry
5	Ms. Vanitha Subramanian	Nominee from the Industry
6	Mr. Swatantra Kumar	Nominee from Local Society

Absentees: Leave of absence was granted to Mr. Manoj Singh, Mr. Suraj Singh, Mr. Sagar Singh, Dr. Gitesh Padhye, Dr. Nirav Goda, Dr. Ujjvala Phatak, Mr. Mahendra Sharma, Ms. Sneha Choudhary & Mr. Vishesh Naik.

Minutes of the Meeting

Agenda Points:

1. Confirmation of Minutes of the Meeting held on 26th October 2024.
2. Discussion on Institute Research Sharing and Networking Possibilities with other Institutions
3. Discussion for conducting capacity development program for Non-Teaching and Administrative Staff

4. Review of existing MoU signed by the Institute
5. Discussion on Entrepreneurship Development related initiatives and strengthening Incubation
6. Discussion on quality benchmarking in Academic and Support area
7. Plan and Action Reports, Gap Analysis and significant contribution of IQAC in AQAR 2023-24 submission
8. Any other matter with permission of the Chair

Points discussed:

Agenda No. 1: Confirmation of Minutes of the Meeting held on 26th October 2024.

The minutes of the last IQAC meeting were already sent to all the members. Hence, highlights were emphasized upon by Dr. Santosh Singh, IQAC Coordinator and were approved unanimously by all the members.

Agenda No. 2: Discussion on Institute Research Sharing and Networking Possibilities with other Institutions

There was a discussion regarding establishment of the Centre of Excellence for benefit of the Teachers and the students. There was a suggestion for collaboration with other Institutions like ICT, NCL, TIFR, BARC, NIRRH, Haffkine etc. Incubation Centre in the College can be one of the major resources for this aspect. There can be organization of collaborative workshops regarding NEP, organization of various FDPs. There is also a possibility of the academic partnership for various programmes such as Software Training Programmes, Research Methodology and Applications.

Mr. Tarik was of the opinion that the College should look out for more industry connect options for which government schemes like ATAL Innovation Cell can be implemented and various open resources can be used.

Agenda No. 3: Discussion for conducting capacity development program for Non-Teaching and Administrative Staff

The main focus to organize any Capacity Development Programme for the Non – Teaching staff can be a workshop on “Financial Planning”, whereby they can be educated to select appropriate plan for their secured future. They can be provided with a; Basic Computer Training; Health, Nutrition and Hygiene. They have been given promotion to higher positions as per the requisites.

Mr. Swatantra Kumar was of the opinion that the programmes to be actually organized, not to show on the paper. He showed his willingness to conduct some sessions on topics like overall development, goal setting for the teachers and students. He said that the delivery of the sessions can be in Hindi to reach out to the audience in effective way.

Prof. (Dr.) Ramesh Yamgar suggested to contact AESHNA – Pune to organize the training programmes for the non-teaching staff. He also informed the forum that Mr. Sunil Dhakate from MSFDA conducts the sessions for Administrative Staff. Ms. Keya Mukharjee from MSFDA also conducts good sessions and should be organized.

Mrs. Vanitha Madam showed her willingness to conduct sessions for the Non – Teaching Staff. Mr. Tarik Sheth gave suggestion to conduct a session on “How to treat Class IV Employees” for the students to sensitize them.

Agenda No. 4: Review of existing MoU signed by the Institute

The forum was informed that there are 43 functional MOUs of TCSC to conduct various programmes and courses. TCSC also has tie ups with the International Institutes for credit transfer programmes offered to B. Sc. (IT), BMS, BAF, BMAMMC etc.

Prof. (Dr.) Ramesh Yamgar congratulated the College as almost all areas under academics are covered. He was of the opinion that there should be proper certification for any kind of Paid / Unpaid courses. He suggested to include some more industries.

The members were informed that there is a provision of Internship from TPC along with job opportunities. The members have asked for the list of the companies with placement statistics to be presented in the next meeting. The forum suggested that any kind of internship should be for minimum 30 days to prove its validity.

Agenda No. 5: Discussion on Entrepreneurship Development related initiatives and strengthening Incubation

Mr. Abhijit Ray informed all the members about the Incubation Centre, Start Ups and Ecosphere Development. He also informed that there are some active students, who have come together and formed a Club with 64 members. They meet for discussion and exchange of the ideas. On 16 January 2025, the College celebrated National Start Up Day; where Guest Lectures by the Experts; sessions on the Guidance to the students and various Intercollegiate Competitions were organized by the E Cell. There was an active participation of 30 Students and presentation of the 15 projects.

The members of the forum appreciated the efforts and suggested to do the registration for Start Up on the Government Portal. Dr. Santosh Singh was of the opinion that for registration in the ATAL Incubation Centre Scheme of the Government, there need to be a specific set up. Once, we are ready with that then we can go ahead with it. Prof. (Dr.) Ramesh Yamgar informed that there is a provision of the support from the IIT Bombay; SPIT Institute; Madras IIT with registration for the scheme.

Mr. Abhijit Ray raised a query about which documents are required to be submitted for registration and what is the exact process? He was informed to visit the Government Portal

for the same. Mr. Tarik Sheth said that there are schemes from the State of Maharashtra to support the Centre for Entrepreneurship Training, which can be useful for the Staff & Students. Dr. Santosh Singh ensured to focus on the Policy from the State Govt. of Maharashtra for Strengthening of the Incubation Centre.

Agenda No. 6: Discussion on quality benchmarking in Academic and Support area

Dr. S.K Singh - IQAC Coordinator has mentioned there is requisite of quality benchmarking for the various areas such as Feedback System; Detailed Quantification is done for Academic, SSS and Happiness Index. Mr. Vijay Bagul suggested that there has to be a set up mechanism for Training & Evaluation with defined parameters of the requisites. It is also important to define Job Descriptions and Responsibilities. Dr. Santosh Singh informed him that it is already in place and working effectively.

Prof. (Dr.) Ramesh Yamgar suggested that the allocation of the duties can be on rotational basis. All the portfolios right from the Admission to Examination should be defined and we need to train the Non – Teaching Staff regarding how to behave with the students as students are our prime customers. There has to be set mechanism whereby no routine work should be hampered because of his / her absence. Prin. (Dr.) C. T. Chakraborty emphasized upon the behaviour of the staff with the students with proper etiquettes and Manners.

Mr. Tarik Sheth was of the opinion that the training should be provided on periodic basis. We can have different concepts such as Kiosk Day, where there is swapping of the roles. There has to be continuity with the training at Operations and Managerial Level. There can be accolades given in the form of the Best Employee Award. We can take the feedback from the students regarding the competencies and do the mapping. Ms. Vanitha Madam suggested to focus on the Performance Management and Expectation Management of the Staff.

Prin. (Dr.) C. T. Chakraborty informed the forum that SSS helped TCSC to improve the quality process.

Agenda No. 7: Plan and Action Reports, Gap Analysis and significant contribution of IQAC in AQAR 2023-24 submission

Gap Analysis was done for the submission of AQAR 23-24. Plan and Action taken report has been discussed in meeting. All criteria holders mentioned that based on the guidelines most of the points covered in IQAC reports.

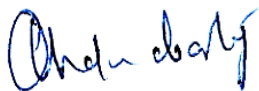
Agenda No. 8: Any other matter with permission of the Chair:

- Prin. (Dr.) C. T. Chakraborty requested Dr. Ramesh Yamgar to join TCSC for Research Guidance
- She also requested Vanitha Madam and Swatantra Kumar Sir to conduct the sessions for Students and Non - Teaching Staff

It was decided to wait for the new guidelines from NAAC. The meeting was adjourned with a formal Vote of Thanks by Dr. Santosh Singh, IQAC Coordinator.

Actionable Points:

1. Institute Research Sharing and Networking possibilities to be explored.
2. Quality benchmarking in Academic and Support area to be strengthen.
3. Entrepreneurship development related initiatives and strengthening Incubation



Prin. (Dr.) C. T. Chakraborty
Chairperson, IQAC



Dr. Santosh Singh
Coordinator, IQAC