

Ref: TSEC/IQAC-1/2017-18

12/08/2017

ATTENTION : IQAC members

The 1st meeting of the Internal Quality Assurance Cell (IQAC) is scheduled at 11.30 am on **12th August, 2017** at the Institute premises,

Venue: Principal's Office,

You are requested to attend the same without fail.

Agenda

ITEM	Agenda Point
Item No 1	Introduction of IQAC members by Chairperson
Item No 2	Opening words by Chairperson Dr. G.T. Thampi, Principal TSEC.
Item No 3	Welcoming members and self-introduction of the members.
Item No 4	IQAC Role, Objectives and Functions demonstrated by Coordinator.
Item No 5	IQAC Contribution to Teaching -Learning process.
Item No 6	IQAC meeting pertaining prospective plan for 2017-18.
Item No 7	Any other suggestion/ ideas.
Item No 8	Any other matter with the permission of the chair.

Looking forward to meeting you,

With kind regards,

Yours sincerely,

(Dr. G. T. Thampi)
Chairperson, IQAC

Copy to: Circulation among IQAC members

IQAC MOM Meeting

The meeting of IQAC members of Thadomal Shahani Engineering College, Bandra, was held on Monday, 12th August, 2017 in the principal's chamber at 11.30 am to discuss the agenda given in the circular. The following members were present.

Minutes of Meeting of first IQAC

With reference to Point No 1: The committee was constituted as per the guidelines for establishment and monitoring of the IQAC in college.

Member		Name	Position
Chairperson	1	Dr. G. T. Thampi	Principal
Co-ordinator IQAC	2	Prof. Gopal Pardesi	Associate Professor
Management Member	3	Mrs. Padma Shah	Management Member
Program Coordinators	4	Dr. Maniroja Edinburgh	Professor
	5	Prof. Arun Kulkarni	Associate Professor
	6	Prof. Anushree Gupta	Associate Professor
	7	Prof. Bhushan Jadhav	Assistant Professor
	8	Prof. Ritesh Kini	Assistant Professor
	9	Prof. Sachit Nalaskar	Assistant Professor
	10	Prof. Parseeda Nambisan	Assistant Professor
Administrative Officers	11	Mr. Vaqar Javed Hafiz	BMC Dept.
	12	Prof. Jayant Gadge	Dean Academics
	13	Prof. Sunil Gidwani	Training & Placement Officer
	14	Ms. Jyoti Pakale	Deputy Accountant
Nominee from local Society	15	Mr. Sanjay Kadam	Khar Police Station
Nominee from Employer	16	Mr. Gaurav Ghelani	Academic Relationship Manager-TCS
Nominee from Industries	17	Mr. Bhavin Bhansali	ProgIST Solutions LLP
Nominee from Stakeholders	18	Ms. Trupti Merchant	Parent
Nominee from Student	19	Mr. Vinit Soni	Student
Nominee from Alumni	20	Ms. Arti Dharmani	Alumni

With reference to Point No 2: Opening words by Chairperson and IQAC Coordinator.

Chairman discussed on the formation of IQAC cell at TSEC and responsibilities. The committee was constituted as per the guidelines for establishment and monitoring of the IQAC in college.

With reference to Point No 3: Self introduction of the members

All the members constituted above introduced them self.

With reference to Point No 4: About IQAC

IQAC coordinator discussed on the goals of IQAC, functions of IQAC, about submission of AQAR yearly, and benefits of IQAC. All the members agreed to follow the IQAC functions.

In the meeting the following points were discussed in detailed:

1. The functions of IQAC were discussed and informed the committee members. The IQAC shall have the following function

- To build up a quality framework for cognizant, steady and reactant modified activity
- To improve the scholastic and managerial execution of the College
- To advance measures for institutional working towards quality upgrade through Internationalization of value culture and standardization of best rehearses.
- Arrangement for input reactions from students, parents and other stakeholders on quality related institutional processes.
- Dissemination of data on the different quality parameters of advanced education.
- Organization of workshops, courses on quality-related topics and Promotion of value circles.
- Documentation of the different projects/exercises of the College, promoting quality Improvement.
- Acting as a nodal office of the college for organizing quality-related exercises, including adoption and scattering of good rehearses
- Development of the Annual Quality Assurance Report (AQAR) of the College dependent on the Quality parameters/appraisal criteria created by the applicable quality confirmation body (like NAAC, NBA) in the endorsed configuration.

With reference to Point No 5: IQAC Contribution to Teaching -Learning process.

Measures taken to improve teaching-learning process are discussed and summarized.

- IQAC should monitor the teaching abilities of faculty and take measures to improve teaching skills.
- The Teaching/Learning process should be improved by using Multimedia lectures, NPTEL video lectures, webinars etc.
- Guest lecturers in various domains by eminent academicians, Technologists, researchers etc. should be organized.
- The faculties should implement project-based learning in the departments.
- To nurture and fortify the skills of the students and faculty all the departments should have Departmental Associations. The associations should function along with various National and International Professional Bodies like ISTE, ACM, CSI and IETE Institutional and Students Chapters.
- Publication of College Magazine SYNAPSE.
- IQAC should encourage staff members to publish research papers in reputed Journals.
- IQAC should help faculty members to write research proposals to UGC, DST, AICTE and ISTE.
- To achieve the overall development, the students should be motivated to actively participate in the NSS activities.

With reference to Point No 6: IQAC meeting pertaining prospective plan for 2017-18.

The plan for the 2017-18 was discussed in the meeting.

The objectives considered under IQAC center of excellence for the academic year 2017-18 are as follows:

- Provide Stake holders satisfaction.
- Maintain and upgrade standards.
- Bringing accountability in every aspect of its functioning.
- Improve working conditions and motivation level of its teaching.
- To create an image and visibility of the institution.
- To bring consistency in its functioning so that quality becomes integral part of the college.

- To focus more on student centric learning.

With reference to Point No 7: Any other suggestion/ ideas.

With reference to Point No 8: Any other matter with the permission of the chair.

End of the Minutes



(Prof. Gopal Pardesi)

(Dr. G. T. Thampi)

Coordinator IQAC

Principal and Chairperson, IQAC

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