

Ref: TSEC/IQAC-1/2018-19

19/08/2019

Attention: IQAC members

The meeting of the Internal Quality Assurance Cell (IQAC) is scheduled at 11.30 am on **19th August, 2019** 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	IQAC Contribution to Teaching-Learning process.
Item No 4	IQAC meeting pertaining prospective plan for 2019-20.
Item No 5	Any other suggestion/ideas.
Item No 6	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 Minutes of the Meeting

The meeting of IQAC members of Thadomal Shahani Engineering College, Bandra, was held on Monday, 19th August, 2019 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
Administrative Officers	10	Prof. Parseeda Nambisan	Assistant Professor
	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: 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.
- Teaching/Learning process using Multimedia lectures, CBT lectures, NPTEL video lectures, webinars etc. should be implemented.
- Guest lecturers in various domains by eminent academicians, Technologists, researchers etc. should be conducted.
- To impart more practical knowledge to the student's project-based learning method should be practiced by faculties in the departments.
- To nurture and fortify the skills of the students and faculty all the departments have Departmental Associations.
- Departmental Associations and clubs are functioning along with various National and International Professional Bodies like ISTE, ACM, CSI and IETE Institutional and Students Chapters.
- IQAC should encourage staff members to publish research papers in reputed journals.
- In addition, self-assessment report from faculty is collected and analyzed.
- Student's feedback should be collected and analyzed to improve the quality of teaching and necessary action should be taken on the faculty with low feedback.
- HOD's are expected to submit the Internship data along with complete documentation and proof.

- Departments are expected to collect, analyze, maintain results of every semester of the students and should take corrective measures to improve student performance.
- Department can offer student internship in form of Research Assistantship.
- No stone unturned for nurturing the students and gap between teacher & student should be reduced, possibility of productive engagement of student shall be improved.
- HOD's should submit departmental budget at the start of financial year, and they are expected to prepare the draft of the proposed budget and submit in the next meeting.

With reference to Point No 4: IQAC meeting pertaining prospective plan for 2019-20.

The plan for the 2019-20 was discussed in the meeting.

The objectives considered under IQAC center of excellence for the session 2019-20 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 focus more on student centric learning.
- Understanding the current trends it was proposed to create new branch of study on Artificial Intelligence and Data Science.
- IQAC initiated the training for MS_Teams. Dr. Bhushan Jadhav conducted One day workshop for all the faculties.

With reference to Point No 5: Any other suggestion/ ideas.

With reference to Point No 6: Any other matter with the permission of the chair.

The IQAC coordinator proposed to conduct more FDP's/Workshops and Hackathon in the institute.

End of the Minutes

(Prof. Gopal Pardesi)

Coordinator IQAC

(Dr. G. T. Thampi)

Principal and Chairperson, IQAC