



Thakur Educational Trust's (Regd.)

**THAKUR INSTITUTE OF
MANAGEMENT STUDIES, CAREER
DEVELOPMENT & RESEARCH**

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

ISO 9001 : 2015 Certified • MCA Program Accredited by National Board of Accreditation, New Delhi

Thakur Educational Campus,
Shyamnarayan Thakur Marg, Thakur Village,
Kandivali (East), Mumbai - 400 101.

Tel.: 6730 8301 / 2, 2884 0484 / 91

Fax : 2885 2527

Email : timsedr@thakureducation.org

Website : www.timsedr.mumbai.in • www.thakureducation.org

IQAC: Internal Quality Assurance Cell

13/07/2022

MINUTES OF THE MEETING HELD ON 12/07/2022 AT 3.00 PM

The meeting was conducted in the Director's cabin on July 12, 2022 at 3.00pm. The following officials were present for the meeting:

Sr.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Ms. Mira Gohil	HoD-ACA	
3.	Dr. Pankaj M. Mudholkar	Associate Professor	
4.	Ms. Sonu Gupta	TPO, Asst. Professor	
5.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
6.	Mr. Shirshendu Maitra	Asst. Professor	
7.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	

Action Taken Report:

1. It was decided to install smart board in classroom and training to be provided to faculty members

Action Taken:

1. Smart board was installed in classroom no. 01 on 3rd floor. Faculty members were trained by Mr. Aniket Pate from Kwality Infosolution
2. It was decided to plan Short Term Training Program (STTP) in June 2022.

Action Taken:

Two-week Short Term Training Program (STTP) was organized from 6th to 17th June 2022 in association with CSI

3. It was decided to arrange Preplacement training under Student Development Program in month of June 2022

Action Taken:

One-week Preplacement training was organized by Campus Credential from 13th to 17th June 2022

Following topics were discussed:

1. HoD academics discussed planning of academic activities in 3rd semester
2. It was discussed to purchase new computers to weed out old computers
3. It was discussed to call experts from TCET to review NAAC SSR document
4. It was decided to revised ISO manual to comply with NBA and NAAC guidelines and revised curriculum

Prepared by
IQAC Coordinator
Circulated to:
Director



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6/04/2022

MINUTES OF THE MEETING HELD ON 5/04/2022 AT 3.00 PM

The meeting was conducted in the Director's cabin on April 05, 2022 at 3.00pm. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Ms. Mira Gohil	HoD-ACA	
3.	Dr. Pankaj M. Mudholkar	Asst. Professor	
4.	Ms. Sonu Gupta	TPO, Asst. Professor	
5.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
6.	Mr. Shirshendu Maitra	Asst. Professor	
7.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	

Action Taken Report:

1. It was decided to complete uploading of required data for Green Audit.

Action Taken:

All necessary documents have been uploaded on Sustainable Academy portal.

Following topics were discussed:

1. It was decided to install smart board in classroom and training to be provided to faculty members
2. HoD academics discussed planning of academic activities in second semester
3. Done the discussion on conduction of extracurricular and co-curricular activities including E-cell, Sports day and Vista
4. It was decided to plan Short Term Training Program (STTP) in month of June 2022 in association with CSI
5. It was decided to arrange Preplacement training under Student Development Program in month of June 2022

Prepared by
IQAC Coordinator
Circulated to:
Director



Thakur Institute of Management Studies, Career Development and Research

IQAC: Internal Quality Assurance Cell

17 January 2022

MINUTES OF THE MEETING HELD ON 17 January 2022 AT 3.00 PM

The meeting was conducted in the Director's cabin on January 17, 2022 at 3.00pm. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Ms. Mira Gohil	HoD-ACA	
3.	Mr. Pankaj M. Mudholkar	Asst. Professor	
4.	Ms. Sonu Gupta	TPO, Asst. Professor	
5.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
6.	Mr. Shirshendu Maitra	Asst. Professor	
7.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	

Following topics were discussed:

1. All criteria supporting documents have to be copied in \\175.177.0.34\naac folder. Individual criteria owners will take periodic back-up of their work.
2. Visit by Ms. Nahida Shaikh, IQAC cluster for Green Audit has already been done. Majority data required by them too has been uploaded in their portal. The remaining work should get over in 7-10 days.
3. Non-teaching staff assigned to each criteria to assist faculty members to prepare supporting documents as per table given -

Sr. No.	NAAC Criteria	Responsibility
1	Curricular Aspects	Ms. Rupali J., Ms Kinjal D., Ms. Anamika D, Pritam R.
2	Teaching-Learning and Evaluation	Ms. Aprajita S., Dr. Pinky, Ms. Thara N. Pritam R.
3	Research, Innovations and Extension	Mr. Pankaj M., Mr. Abhijeet P., Ms. Shweta W., Ms. Ashwini D.
4	Infrastructure and Learning Resources	Mr. Maitra S., Ms. Kiran D., Shailesh S., Ms. Rohini, Ms. Latika, Mr. Ajay S.
5	Student Support and Progression	Ms. Rashmi V., Mr. Brijesh P., Ms. Monisa, Mayur P.
6	Governance, Leadership and Management	Ms. Mira G., Ms. Megha M., Ms. Padma M, Prashant S.
7	Institutional Values and Best Practices	Ms. Sonu G., Ms. Vaishali, Ms. Tarunima C., Mr. Shailesh

4. We would have to apply afresh for NBA accreditation as our current certificate will expire in June 2022. NBA visit is expected to be in June-July 2022 and preparations have to be done accordingly.

Prepared by
IQAC Coordinator
Circulated to:
Director



Thakur Educational Trust (TET)

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23/11/2021

MINUTES OF THE MEETING HELD ON 23/11/2021 AT 4.00 PM

The meeting was conducted in the Director's cabin on November 23, 2021 at 4.00pm. The following officials were present for the meeting:

Sr.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Ms. Mira Gohil	HoD-ACA	
3.	Mr. Pankaj M. Mudholkar	Asst. Professor	
4.	Ms. Sonu Gupta	TPO, Asst. Professor	
5.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
6.	Mr. Shirshendu Maitra	Asst. Professor	
7.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	

Action Taken Report:

1. It was discuss to refurbish Computer Center, Board room, Ground floor faculty room

Action Taken:

Renovation of infrastructure started in month of August 2021

2. It was decided to organized preplacement training for final semester students

Action Taken:

Preplacement training was conducted for final year student form 1/7/2021 - 6/7/2021 by Mr. Vinay Raikar, Campus Credential

3. It was decided to conduct academic audit from external resource person

Action Taken:

Academic audit was conducted on 10 Oct 2021 by Dr. D.R. Kalbande, SPIT College

4. It was decided to conduct NAAC training and audit of NAAC document by external expert

Action Taken:

NAAC training and audit was conducted by of NAAC document by external expert Mr. Peeyush Pahade, IQAC Cluster on 16-17 Nov 2021

Following topics were discussed:

1. Applying for NAAC accreditation in the academic year 2021-2022.
2. Commencement of review of final draft of NAAC SSR by the Director and Advisor, Mr. V. N.Datta
3. All supporting documents required in the criteria have to be prepared by the respective criteria owners. Care has to be taken that all scanned documents are legible and have the Institute stamp and signature of the Director. Support of Lab Assistants Mr. Arvind and Mr. Ajay can be taken for it.
4. System for documenting supporting document for events shown in different Criteria-
 - a. Standee/ Banner/ Poster (colored, if possible)
 - b. Notice
 - c. CEO Approval, if any money transactions involved
 - d. Attendance student and faculty (if involved)
 - e. Event report
 - f. Photograph (colored)
5. Supporting documents have to be prepared in a manner so that it can be uploaded on the website too.
6. Green Audit is being conducted by IQAC cluster.
7. The proposed deadline to finish the work is January 10, 2022.

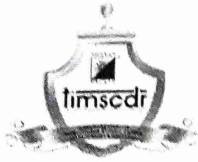
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Prepared by

IQAC Coordinator

Circulated to:

Director 



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01 /07/2021

MINUTES OF THE MEETING HELD ON 1/07/2021 AT 3.00 PM

The meeting was conducted in the Director's cabin on July 01, 2021 at 3.00pm. The following officials were present for the meeting:

Sr.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Dr. Kranti J.	HoD - ACA	
3.	Ms. Mira Gohil	Asst. Professor	
4.	Mr. Pankaj M. Mudholkar	Asst. Professor	
5.	Ms. Sonu Gupta	Asst. Professor	
6.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
7.	Mr. Shirshendu Maitra	Asst. Professor	
8.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	

Action Taken Report:

1. It was decided to purchase G-suit education version for smooth conduct of online classes

Action Taken:

Management approval was taken to purchase GSuite education version

Following topics were discussed:

1. It was discuss to refurbish Computer Center, Board room , Ground floor faculty room
2. It was decided to organized preplacement training for final semester students
3. It was decided to conduct academic audit from external resource person
4. It was decided to conduct NAAC training and audit of NAAC document by external expert

Prepared by
IQAC Coordinator
Circulated to:
Director



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21 /04/2021

MINUTES OF THE MEETING HELD ON 20/04/2021 AT 4.00 PM

The meeting was conducted in the Director's cabin on April 20, 2021 at 4.00pm. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Ms. Mira Gohil	Asst. Professor	
3.	Mr. Pankaj M.Mudholkar	Asst. Professor	
4.	Ms. Sonu Gupta	Asst. Professor	
5.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
6.	Mr. Shirshendu Maitra	Asst. Professor	
7.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	

Action Taken Report:

1. R & D Cell discussed the schedule of preconference talk and R Programming and IOT workshop

Action Taken:

Workshop on IOT and R programming was conducted for sem I and Sem IV student's respectively

15/2/2021	Sem 1 Batch A IOT Workshop
16/2/2021	Sem 1 Batch B IOT Workshop
17/2/2021	Sem 1 Batch C IOT Workshop
17/2/2021 - 18/2/2021	SEM 4 ICAIM - 2021 Pre Conference Research Paper Presentation & R Workshop

Following topics were discussed:

1. It was decided to conduct STTP through online mode
2. It was decided to purchase G-suit education version for smooth conduct of online classes

Prepared by
IQAC Coordinator
Circulated to:
Director



Thakur Educational Trust (TET)

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13 /01/2021

MINUTES OF THE MEETING HELD ON 12/01/2021 AT 3.00 PM

The meeting was conducted in the Director's cabin on January 12, 2021 at 3.00pm. The following officials were present for the meeting:

Sr. No.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Ms. Sreeja S.S.	HoD-ACA	
3.	Ms. Mira Gohil	Asst. Professor	
4.	Mr. Pankaj M. Mudholkar	Asst. Professor	
5.	Ms. Sonu Gupta	Asst. Professor	
6.	Ms. Rashmi Vipat	Exam in-charge, Asst. Professor	
7.	Mr. Shirshendu Maitra	Asst. Professor	
8.	Ms. Rupali Jadhav	IQAC Coordinator, Asst. Professor	

Action Taken Report:

1. Schedule for student induction program (Orientation Program) for I semester was decided

Action Taken:

Students induction program was conducted from 27.01.2021 - 02.02.2021

Following topics were discussed:

1. It was decided to organized virtual Industrial visit and extra-curricular events
2. R & D Cell discussed the schedule of preconference talk and R Programming and IOT workshop
3. It was discussed to conduct Internal Audit in month of January 2021
4. It was discussed to increase of google workspace for online conduct of teaching learning process

Prepared by
IQAC Coordinator

Circulated to:

Director



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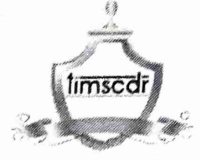
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Date: 07/10/2020

Minutes of Meeting Held on 10th July 2020 at 4.00 am

An online meeting was scheduled on 6th Oct. 2020 through Google meet.

The following officials were present for the meeting:

Sr. No.	Names	Designation
1	Ms. Sonu Gupta	Assistant Professor
2	Ms. Sreeja S. S.	HOD- ACA
3	Mr. Pankaj Mudholkar	Assistant Professor
4	Ms. Aprajita Singh	Assistant Professor
5	Mr. ShirshenduMaitra	Assistant Professor
6	Ms.RashmiVipat	Assistant Professor
7	Ms. RupaliJadhav	Assistant Professor
8	Ms. Mira Gohil	Assistant Professor
9	Ms. MeghaMudholkar	Assistant Professor

Action Taken Report:

1. It was decided that synapse- co curricular activity to be organize in online mode

Action Taken:

Curtain Raiser of Synapse was conducted on 7th September, 2020 in online mode

Following topics were discussed and resolutions were passed:

1. HoD academics discussed planning of academic activities in I semester
2. Schedule for student induction program (Orientation Program) for I semester was decided.
3. It was decided to conduct university exam in online mode.
4. R & D cell discussed the schedule of International Conference

5. It was decided to receive the research paper in ICAIM 2021 on theme Leveraging Information Technology for Sustainability in Agriculture and Medicine – COVID 19 Crisis

RAJ

Prepared by
Ms. RupaliJadhav
Circulated to
Director *(initials)*
All the members present in meeting



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Date: 11/07/2020

Minutes of Meeting Held on 10th July 2020 at 4.00 am

An online meeting was scheduled on 10th July 2020 through Google meet.

The following officials were present for the meeting:

Sr. No.	Names	Designation
1	Ms. Sonu Gupta	Assistant Professor
2	Ms. Sreeja S. S.	HOD- ACA
3	Mr. Pankaj Mudholkar	Assistant Professor
4	Ms. Aprajita Singh	Assistant Professor
5	Mr. ShirshenduMaitra	Assistant Professor
6	Ms.RashmiVipat	Assistant Professor
7	Ms. RupaliJadhav	Assistant Professor
8	Ms. Mira Gohil	Assistant Professor
9	Ms. MeghaMudholkar	Assistant Professor

Action Taken Report:

1. It was decided to explore and use different online platform for teaching learning process.

Action Taken:

Moodle,ERP is used to upload assignment and notes.

Google Meet , Teams Meet can be used to deliver lectures and conduct of examination.

2. To implement online attendance system

Action Taken:

Online attendance system www.attandence.tmscdrmumbai.in was developed and implemented from June 2020

Following topics were discussed and resolutions were passed:

1. HoD academics discussed planning of academic activities in III and V semester
2. It was decided that synapse- co curricular activity to be organize in online mode
3. It was decided to maintain all records of curriculum through google sheet
4. It was decided to attend online training/ workshops/seminars/FDP/STTP/Conferences by all staff members for self-development
5. It was decided to conduct online exam through GSuite , Google meet and maintain attendance and video recording for exam in drive folder shared by exam- Incharge

RAJ.

Prepared by

Ms. RupaliJadhav

Circulated to

Director

All the members present in meeting



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Date: 5/04/2020

Minutes of Meeting Held on 4th April 2020 at 4.00 pm

An online meeting was scheduled on 4th April 2020 through Google meet.

The following officials were present for the meeting:

Sr. No.	Names	Designation
1	Ms. Sonu Gupta	Assistant Professor
2	Ms. Sreeja S.S.	HoD-ACA
3	Mr. Pankaj Mudholkar	Assistant Professor
4	Ms. Aprajita Singh	Assistant Professor
5	Mr. ShirshenduMaitra	Assistant Professor
6	Ms.RashmiVipat	Assistant Professor
7	Ms. RupaliJadhav	Assistant Professor
8	Ms. Mira Gohil	Assistant Professor
9	Ms. MeghaMudholkar	Assistant Professor

Action Taken Report:

1. To improve teaching learning process, it is decided to conduct Academic Audit

Action Taken:

Academic Audit was conducted on 13/3/2020 by Dr.PayalSaha, TCET

2. It was decided to conduct skill based technical workshops

Action Taken:


Skill based workshop on R programming and IoT was conducted during International Conference-ICAIM 2020

Following topics were discussed and resolutions were passed:

1. It was decided to assign NAAC criteria supporting document collection work to Admin staff members.
2. It was decided to assign work by sending email to respective admin member by specifying date of completion and mark CC to Dr. Vinita Madam and Ms. RupaliJadhav
3. It was decided to explore and use different online platform for teaching learning process.
4. It was decided to develop online attendance system for all staff members by consultancy cell
5. It was decided to conduct STTP through online mode

~~RAJ~~

Prepared by
Ms. RupaliJadhav
Circulated to


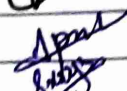
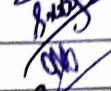
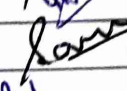
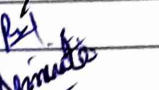


Director 

All the members present in meeting

Date: 20.01.2020

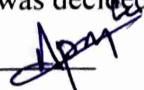
Minutes of the meeting held on 20 January 2020 at 3.30 pm

The meeting was conducted at director's cabin on 20.01.2020 at 3.30pm. The following officials were present for the meeting:

Sr.	Names	Designation	Signature
1.	Dr. Vinita Gaikwad	Director	
2.	Ms. Aprajita Singh	Dy. Director	
3.	Ms. Sreeja S. S.	HoD-ACA	
4.	Mr. Pankaj M. Mudholkar	Asst. Professor	
5.	Ms. Sonu Gupta	MR, Asst. Professor	
6.	Ms. Rashmi Vipat	Exam in-charge, Asst.	
7.	Mr. Shirshendu Maitra	Asst. Professor	

Following topics were discussed:

1. It was decided that students have to registered for NPTEL certification courses as per their curriculum subject decided by Institute
2. It was decided that semester review meeting will be conducted at the end of semester in which faculty members will present the innovations in the Teaching Learning and Evaluation processes, and analysis of Program and Course outcomes and its attainment
3. It was discussed how ICAIM, preconference session and IOT and R programming workshops taken initiatives in promoting Research innovation and extension and outreach activities in the Institution
4. Done discussion on conduction of co-curricular and extra-curricular activities such as Ecell , Sports Day and VISTA
5. It was suggested to arranged workshop and / or guest lecture through Alumni
6. It was decided to plan Short Term Training Program (STTP) in Jun 2020
7. To improve teaching learning process, it is decided to conduct Academic Audit
8. It was decided to conduct skill based technical workshops


 Prepared by
 IQAC Coordinator

Circulated to:

Director 